Institutional Characteristics for less than 2-year program tuition reporters

Part A - Mission Statement

1. Provide the institution's mission statement *or* a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.

Mission Statement URL:

Please begin URL with "http://" or "https://"

Mission Statement

2. Are all the programs at your institution offered completely via distance education?

- ○ Yes
- ○ No

Part B - Admissions and Estimated Enrollment

1. Does your institution have an open admission policy for all or most entering first-time students?

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

If your institution does not have an open admission policy, you will be expected to answer additional questions (B2, B3, and B4) regarding your admissions procedures and admissions yield.

- ○ Yes
- ○ No

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part B - Admission Requirements and Services - Admission Considerations

2. Please select the option that best describes how your institution uses any of the following data in its selection process.

Admission Considerations	Required	Recommended	Neither Required nor Recommended	Don't Know
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)	○	○	○	○
Admission test scores				
SAT / ACT	○	○	○	○
Other Test (ABT, 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, please return to question 1 and indicate that your institution is open admission.	○	○	○	○
TOEFL (Test of English as a Foreign Language)	○	○	○	○

Part B - Admission Requirements and Services - Selection Process

3. Provide the number of first-time, degree/certificate-seeking students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for the most recent Fall period available. Include early decision, early action, and students who began studies during the summer prior to the selected fall reporting period.

Remember that this question is only applicable to first-time students, do not include other students in these totals.

Only report students at levels 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.

Select reporting period: ○ **Fall 2011** ○ **Fall 2012**

	Men	Women	Total
Number of applicants			
Number of admissions			
Number (of admitted) that enrolled full-time			
Number (of admitted) that enrolled part-time			
Total enrolled full-time and part-time			
Percent of admissions enrolled full-time and part-time			

4. If test scores are required for admission for first-time, degree/certificate-seeking students, provide the number and percentage of *enrolled* students submitting SAT and/or ACT scores, as well as the 25th and 75th percentile scores for each test. Provide writing test scores *only* if used for admission. Provide data for the most recent group of *enrolled* students for whom data are available. Include new students admitted the summer prior to the selected fall reporting period.

DO NOT convert test scores (e.g., do not convert an SAT score to an ACT scale, etc.). If you have numbers for both SAT and ACT scores, **provide the percentiles for both tests.**

Select reporting period ○ **Fall 2011** ○ **Fall 2012** ○ **Test scores NOT required**

Number of enrolled students that submitted SAT scores	
Percent of enrolled students that submitted SAT scores	
Number of enrolled students that submitted ACT scores	
Percent of enrolled students that submitted ACT scores	

	25th Percentile	75th Percentile
SAT Critical Reading		
SAT Math		
SAT Writing		
ACT Composite		
ACT English		
ACT Math		
ACT Writing		

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part B - Estimated Fall Enrollment

Estimated 2012 Fall Enrollment

Provide an early estimate of the institution's fall enrollment for all levels offered. Levels should match those indicated 'Yes' in the IC Header survey. If you made an error in the Header survey, please contact the Help Desk.

These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.

Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection (for academic institutions report an estimate of the students that are/will be enrolled as of October 15, 2012; for program reporter institutions report an estimate of students enrolled in your institution at any time between August 1 and October 31, 2012). Prior year (PY) Fall Enrollment counts are provided for reference.

	Full-time	FT PY Enrollment	Part-time	PT PY Enrollment	Total
Students in academic or occupational programs					
Number of students reported above who are first-time students					

Part C - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]

- ☐ Dual credit (college credit earned while in high school)
- ☐ Credit for life experiences
- ☐ Advanced placement (AP) credits
- ☐ None of the above

2. What types of special learning opportunities are offered by your institution? [Check all that apply]

- ☐ ROTC
  - ☐ Army ☐ Navy ☐ Air Force
- ☐ Study abroad
- ☐ Weekend/evening college
- ☐ Teacher certification (for the elementary, middle school/junior high, or secondary level)

  Do **not** include certifications to teach at the postsecondary level.
  - ☐ Students can complete their preparation in certain areas of specialization
  - ☐ Students must complete their preparation at another institution for certain areas of specialization
  - ☐ This institution is approved by the state for the initial certification or licensure of teachers
- ☐ None of the above

Part C - Student Services - Distance Opportunities

4. Which of the following selected student services are offered by your institution? [Check all that apply]

- [ ] Remedial services
- [ ] Academic/career counseling services
- [ ] Employment services for current students
- [ ] Placement services for program completers
- [ ] On-campus day care for children of students
- [ ] None of the above

5. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- ○ Have our own library
- ○ Do not have our own library but contribute financial support to a shared library
- ○ Neither of the above

6. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- ○ No
- ○ Yes
  - [ ] Tuition guarantee
  - [ ] Prepaid tuition plan
  - [ ] Tuition payment plan
  - [ ] Other (specify in box below)

7. Please indicate at what level(s) you offer distance education opportunities.

- [ ] Undergraduate
- [ ] Graduate
- [ ] The institution does not offer distance education opportunities

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Disability Service

Please indicate the percentage of all undergraduates enrolled during fall 2011 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

○	3 percent or less	
○	More than 3 percent:	_____ %

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges Questions

1. Are all full-time, first-time degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing?

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D7).*

This is only a screening question, and your response does not show up on College Navigator.

*If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.*

- ○ No
- ○ Yes, and we do not make **ANY** (even one) exceptions to this rule

3. Does your institution offer institutionally-controlled housing (either on or off campus)?

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).*

- ○ No
- ○ Yes

Specify housing capacity for academic year 2012-13

[ ]

4. Do you offer board or meal plans to your students?

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D10).*

- ○ No
- ○ Yes - Enter the number of meals per week in the maximum meal plan available

[ ]

- ○ Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Number of programs

5. How many programs are offered at your institution?

Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.

Number of programs	

Part D - Student Charges - Price of Attendance

7. Cost of attendance for entering students

*Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need. **Please talk to your financial aid office to get the correct numbers to use for this report.***

Note: The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

LARGEST PROGRAM:

CIP Code	
Title	
Enter new largest program	*If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.*

How is your program measured?	Contact Hours	Credit Hours
Total length of PROGRAM **in contact or credit hours**		
Total length of PROGRAM **in WEEKS, as completed by a student attending full-time**		
Total length of ACADEMIC YEAR (as used to calculate your Pell budget) **in contact or credit hours**		
Total length of ACADEMIC YEAR (as used to calculate your Pell budget) **in WEEKS**		

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
Application fee		

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 month worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges **for the entire program**	2009-10	2010-11	2011-12	2012-13
Tuition and required fees **for the entire program**				
Books and supplies **for the entire program**				

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off campus numbers should be based on costs for your area, not on national averages.

On campus:				
Room and board **for 4 weeks (1 month)**				
Other expenses **for 4 weeks (1 month)**				
Room and board and other expenses **for 4 weeks (1 month)**				
Off campus (not with family):				
Room and board **for 4 weeks (1 month)**				
Other expenses **for 4 weeks (1 month)**				
Room and board and other expenses **for 4 weeks (1 month)**				
Off campus (with family):				
Other expenses **for 4 weeks (1 month)**				

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges - Price of Attendance - Calculated values

7. Cost of attendance - Calculated values

Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568.

CIP CODE OF LARGEST PROGRAM					
TITLE OF LARGEST PROGRAM					
Published student charges **for the entire program**	**2009-10**	**2010-11**	**2011-12**	**2012-13**	
Tuition and required fees					
Books and supplies					
On campus:					
Room and board					
Other expenses					
Room and board and other expenses					
Off campus (not with family):					
Room and board					
Other expenses					
Room and board and other expenses					
Off campus (with family):					
Other expenses					
Published student charges **for an academic year**					
Tuition and required fees					
Books and supplies					
On campus:					
Room and board					
Other expenses					
Room and board and other expenses					
Off campus (not with family):					
Room and board					
Other expenses					
Room and board and other expenses					
Off campus (with family):					
Other expenses					

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: *The largest programs are the programs with the most students,* ***not*** *the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the* ***entire length of the program****.If your institution charges differently based on residence, please use in-state charges.*

Do not skip lines when reporting programs. Your 2nd largest program should be listed as 2nd, your 3rd as 3rd, etc.

		CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
1st						Contact hours	Credit hours	
	Title							
2nd	select clear					Contact hours	Credit hours	
	Title							
3rd	select clear					Contact hours	Credit hours	
	Title							
4th	select clear					Contact hours	Credit hours	
	Title							
5th	select clear					Contact hours	Credit hours	
	Title							
6th	select clear					Contact hours	Credit hours	
	Title							

You may use the space below to provide context for the data you've reported above.

Prepared by

This survey component was prepared by:					
○	Keyholder	○	(SFA,HR,F) Contact	○	Other
Name:					
Email:					
How long did it take to prepare this survey component?			hours		minutes

Institutional Characteristics

Purpose of Institutional Characteristics Survey
Changes in Reporting
General Instructions
Reporting Period for Institutional Characteristics
Context Boxes
Coverage
Where to Get Help
Where the Data Will Appear
Reporting Directions
Part A - Mission Statement and Distance Education
Part B - Admission Requirements and Estimated Fall Enrollment
Part C - Student Services
Part D - Student Charges
Part E - Athletic Association
Part F - Branch Campus

Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, admissions, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

Changes in reporting

The following changes were implemented for the 2012-13 data collection period.

- There is a new question that asks at what levels your institution offers distance education: undergraduate, graduate, or no distance education offered. Please carefully review the definition of distance education before responding.
- **!!** Cost of attendance data will only be collected for the current year. Any changes to prior year data need to be made in the prior year revision system. Starting next year, only one year of data will be able to be revised in prior year systems.

Top ▲

General instructions

Reporting period covered

Institutional Characteristics (IC) covers data for the current year with one exception.

- Admissions data from the prior year may be entered in B3 and B4 if current year data are not available at the time of reporting.

Top ▲

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.

Top ▲

Coverage

Carefully read each question in the Institutional Characteristics survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC survey (e.g., undergraduate and graduate). In general, for each group, ensure that the guidelines below are met.

A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award.
- Students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers.
- High school students taking regular college courses for credit under their classification as recorded by the institution.
- Full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.
- Students from overseas enrolled in U.S. courses (e.g., online students).
- Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree.

B. Who NOT to include

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program.
- Students taking Continuing Education Units (CEUs) unless they are also enrolled in courses creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Residents or interns in Doctor's - professional practice fields, since they have already received their Doctor's degree.
- Any student studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is nominal.
- Students in any branch campus located in a foreign country.

Top ▲

Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568
Email: ipedshelp@rti.org

AIR Website

You can also consult the AIR website that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

IPEDS Resources Page

In addition, the IPEDS Resources Page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

Top ▲

Where the 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 Data Center
- IPEDS Data Feedback Reports

At the aggregate-level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Top ▲

Reporting Directions

Part A – Mission Statement and Distance Education

Mission Statement
Provide your institution's mission statement or a web address (please begin with http:// or https://) where the statement can be found. Typed statements are limited to 3,000 characters. The mission statement will be available to the public on College Navigator.

Distance Education
A program for which all the required coursework for program completion is able to be completed via distance education courses.
A distance education course is a course in which the instructional content is delivered exclusively via distance education.
Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

Top ▲

Part B – Admissions and Estimated Fall Enrollment

Open admission policy
Check **Yes** if your institution has an open admission policy.

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.
Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

Admission considerations
Indicate which considerations are used as part of the selection process for entering first-time, degree/certificate-seeking students. For each consideration, indicate whether it is required, recommended, neither required nor recommended, or you do not know.

Selection process
Applicants/admitted/enrolled students

First, select the period for which you will report (fall 2011 or fall 2012), depending on available data. Indicate the number of *first-time, degree/certificate-seeking students* who applied, the number offered admission, and the number who enrolled (both full- and part- time) for the selected reporting period. 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.

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 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.

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

First, select the period for which you will report (2011 or fall 2012), depending on available data. If test scores are required for admission for students in your entering cohort (first-time, degree/certificate-seeking undergraduate-level students), provide the number and percentage of students submitting SAT/ACT scores and the 25th and 75th percentile scores for each test. *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 the fall for which you are reporting. 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. If students submitted TOEFL scores in addition to SAT/ACT scores, those scores should be included. **If students submitted both SAT and ACT scores, but only SAT scores were considered for admission, only report the SAT scores (and vice versa).**

Estimated Fall 2012 Fall Enrollment

Provide an early estimate of fall enrollment for all levels offered at the institution as indicated above for full- and part-time students. Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted in the Spring collection (for academic institutions report an estimate of the students that are/will be enrolled as of October 15, 2012; for program reporter institutions report an estimate of students enrolled in your institution at any time between August 1 and October 31, 2012). These data will NOT appear in College Navigator but will be made available via IPEDS data dissemination.
Note: Only report for levels that you indicated in the IC-Header were offered at your institution. For example, if you indicated that you do not enroll part-time undergraduates, leave that box blank. For levels that you indicated in the IC-Header were offered by your institution that do not have any students enrolled for the current year, please enter a '0'.

Part C - Student Services

Special learning opportunities

Special credit

Indicate if your institution accepts credit earned prior to admission through any of the sources listed.

Special learning opportunities

Indicate if the listed special learning opportunities are offered by your institution. Teacher certification refers to pre-K through 12; if the institution only provides certification for some levels (e.g., elementary only and not secondary), be sure to indicate that only certain levels are offered.

Years of study required for entry

If the institution limits entrance to students who have completed certain academic requirements, select the years of study required for entry. For example, upper division only schools may require 2 years (60 credits) of study prior to admittance, and schools that offer only graduate programs may require bachelor's degrees or 4 years of study for entrance.

Student services

Student services

Indicate which of the listed services are offered by the institution.

Library

Indicate whether your institution has its own library, contributes financially to a shared library, or neither.

Alternative tuition plans

Indicate if your institution offers any alternative tuition plans. Us the context box on the bottom of the page to provide details about tuition plans for College Navigator. Please provide only factual information, context boxes are reviewed and inappropriate information (such as marketing information) will be removed.

Distance education offerings

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

Disabilities

Please indicate the percentage of all undergraduates enrolled in fall 2011 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). This may include students with physical or learning disabilities, as well as other types of disabilities. If greater than 3% of students are registered as having a disability, you will need to indicate a percentage.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

Top ▲

Part D - Student Charges

Screening questions

If you responded to questions regarding full-time, first-time degree/certificate-seeking undergraduate students in the Institutional Characteristics Header survey, your institution will be required to answer all the questions.

On-campus or institutionally controlled off-campus housing requirement

Indicate if ALL full-time, first-time degree/certificate-seeking students are required to live on campus or in institutionally controlled off-campus housing. **If you make ANY exceptions, you should not select this as a requirement, as this will cause inconsistencies in your reporting between this section and the Student Financial Aid survey calculation of net price.**
This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

Indicate if the institution charges a different price for students from in-district, in-state, or out-of-state.

Institutionally controlled housing

Indicate if the institution provides institutionally controlled housing (either on- or off-campus) and if so, specify the housing capacity.

Meal plans

Indicate if the institution offers board or meal plans to students. If the institution offers fixed meal plans, provide the number of meals per week in the maximum plan available. Institutions will be asked to report the board charges or combined room and board charges on later screens.

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

- Students who have not obtained a bachelor's degree;
- Students in bachelor's degree programs that require *at least 4 years but fewer than 6 years* of college work; or
- Students in occupational or general study programs requiring 1, 2, or 3 years of college work that are designed to prepare students for immediate employment or to provide general education rather than to serve as the first 1, 2, or 3 years of a bachelor's degree program.

Undergraduate application fee

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

Tuition and required fees for undergraduate students

This tuition value differs from cost of attendance as it is the average tuition and fees for ALL undergraduate students and all levels (freshman, sophomore, junior, senior, etc.). It is possible that this number will be different from the cost of attendance that you will report if you have first-time, full-time students.

Since tuition and required fees and room and board charges may be different for varying groups of **full-time undergraduate students** at an institution, adhere to the following rules regarding reporting:

- Report the average tuition and required fees for the full academic year charged to in-district, in-state, and out-of-state students. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- If the institution charges tuition on a per-credit-hour basis, estimate average tuition based on the average full-time credit-hour load for an entire academic year.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.
- If the institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee.

Per-credit-hour charges for part-time undergraduate students

Enter the average dollar amount your institution charges to part-time undergraduate students per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

Tuition and fees for graduate students

Graduate students include any student who holds a bachelor's degree or equivalent, and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduate programs.

Graduate application fee

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

Tuition and required fees for graduate students

Since tuition and required fees may be different for varying groups of full-time graduate students at an institution, adhere to the following rules regarding reporting:

- **Do not include** doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in -district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

Per-credit-hour charges for part-time graduate students

Enter the dollar amount the institution most frequently charges to **part-time graduate students** per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

Provide the total number of occupational programs offered by your institution. A program is a combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. Please do not count single courses as a program.

Room and Board

Institutions that offer institutionally controlled housing (either on- or off- campus) will be required to answer the questions in this section.

Report the typical room charge for the full academic year 2012-13 for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for 2012-13 to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

If your institution only offers room or board, but not both, you will only be asked about the applicable offering.

Academic year reporters cost of attendance for full-time, first-time undergraduate students

If you made errors in the prior year reporting, you will need to make changes in the Prior Year Revision system.
This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost information for in-district, in-state, and out-of-state students for the **FULL ACADEMIC YEAR** in the columns indicated. The numbers reported for tuition, fees, books and supplies, room and board, and other expenses *must match the amounts used by your financial aid office for determining eligibility for student financial assistance*. If your institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee. You will not be able to lock your submission without these data.

Report BOTH tuition and fees, separately. Please report accurately as these numbers are used in the calculation of net price during the Student Financial Aid survey. Net price appears to the public in College Navigator, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data.

Reporting the largest program

Errors can be corrected in the Prior Year Revision system.
This question requires working with your student financial aid office.
This section asks questions about the largest program your institution has offered for entering students. Institutions that provided data for the largest program in the prior year will see pre-loaded data (when CIP code has changed, you will need to update the CIP with an appropriate CIP). If the largest program has changed, check the box provided and indicate a different program. You will be required to enter data for all 4 years as indicated on the screen.

To enter or change the largest program

- Select the CIP category code from the first drop-down box and title from the second drop-down box. If you need to restore the pre-loaded information, click the reset button at bottom of the screen.
- Provide the total length of program in contact or credit hours and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

Note: Programs of English as a second language and GED courses are not to be included in IPEDS.

Reporting the next 5 largest programs

This section asks questions about the next 5 largest programs your institution offers for entering students (or, if you have no full-time, first-time students, the 6 largest programs).

- *Only* if reporting 6 largest programs because you do not have full-time, first-time students, enter an application fee (if applicable).
- Select the CIP category code from the first drop-down box and title from the second drop-down box. If you need to restore the pre-loaded information, click the reset button at bottom of the screen.
- Enter the tuition and required fees charged for the entire length of the program.
- Enter the cost of books and supplies for the program.
- Report the full length of the program and indicate whether the length of the entire program is measured in contact or credit hours.
- Report the number of months it takes a full-time student to complete the program.

Top ▲

Part E - Athletic Association

Indicate if the institution is a member of a national athletic association.

For institutions belonging to NCAA or NAIA, select the conference (by sport) from the drop list provided.

Part F - Campus information

For campuses, refer to the instructions on the appropriate screen.

Top ▲

Glossary

date: 8/27/2012

Term	Definition
25th percentile	The score at or below which 25 percent of students submitting test scores to an institution scored.
75th percentile	The score above which 25 percent of students submitting test scores to an institution scored.
Academic program	An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.
Academic year	The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.
ACT	ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.
Admissions (students admitted)	Applicants that have been granted an official offer to enroll in a postsecondary institution.
Admissions test scores	Scores on standardized admissions tests or special admissions tests.
Advanced placement (AP) courses	College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate, or other formal award.
Applicant	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn by applicant or institution.
Application fee	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an academic year for meals.
Board plan	The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals.
Books and supplies	The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.
CIP code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.
Clock hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour.
Comprehensive fee	A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies.
Contact hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
Counseling service	Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Credit may also be awarded through a credit by examination program.
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
Day care service	A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs .
Degree/certificate-seeking students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Disability services	Programs designed to provide reasonable academic accommodations and support services to empower students who have disabilities to competitively pursue postsecondary education. May also include assistance to campus departments in providing access to services and programs in the most integrated setting possible.
Distance education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.

	Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
Doctor's degree - professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits .
Early action	An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll (unlike early decision). Students may reply to the offer under the college's regular reply policy.
Early admission	A policy under which students who have not completed high school are admitted to and enrolled full-time in college, usually after completion of their junior year.
Early decision	A plan that allows students to apply and be notified of an admission decision (and financial aid offer, if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions in response to such an application: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.
Employment services for current students	Activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more semester credits , or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree - Professional practice - as defined by the institution.
GED (General Educational Development)	This term normally refers to the tests of General Educational Development (GED), which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.
Governing board	An entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board may include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; insisting on strategic planning; and, ensuring good management and adequate resources.
Graduate student	A student who holds a bachelor's degree or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.
High school diploma or recognized equivalent	A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state specified examination.
Housing capacity	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.
In-district student	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
In-district tuition	The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution.
In-state student	A student who is a legal resident of the state in which he/she attends school.
In-state tuition	The tuition charged by institutions to those students who meet the state's or institution's residency requirements.
Institutionally controlled housing	Any residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution in direct support of or in a manner related to, the institution’s educational purposes.
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Net price	

	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Open admission	Admission policy whereby the school will accept any student who applies.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.
Part-time student	Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.
Placement services for program completers	Assistance for students in evaluating their career alternatives and in obtaining full-time employment upon leaving the institution.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of postsecondary education.
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Required fees	Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.
Room charges	The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.
SAT	Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.
Shared library	A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.
Standardized admissions tests	Tests prepared and administered by an agency that is independent of any postsecondary education institution. Tests provide information about prospective students and their academic qualifications relative to a national sample. Examples are the SAT and the ACT.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
System	An organization of two or more institutions of higher education under the control or supervision of a common administrative governing body. Governing bodies generally have the power to act in their own name, to hire and fire personnel, enter into contracts, etc. A coordinating body without these powers or a section of a state agency usually would not be considered a system office.
Teacher certification program	A program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.
Test of English as a Foreign Language (TOEFL)	The standardized test designed to determine an applicant's ability to benefit from instruction in English.
Transcript	An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

Tuition and fees (published charges)	The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.
Tuition guarantee	A program where the institution guarantees, to entering first-time students, that tuition will not increase for the years they are enrolled. These guarantees are generally time-bound for four or five years.
Tuition payment plan	A program that allows tuition to be paid in installments spread out over an agreed upon period of time, sometimes without interest or finance charges.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
Weekend/evening college	A program that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.

Institutional Characteristics

Click one of the following questions to view the answer.

General

1) What is the purpose of the Institutional Characteristics survey?
2) What institutions are included in IPEDS?
3) My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?
4) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?
5) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
6) What is an open admission policy?
7) When reporting admitted students, do I include early admits?
8) What students are included in the count for full-time, first-time degree/certificate-seeking undergraduates?
9) Our students take both the SAT and ACT. Which scores should we report?
10) If a student submits two sets of scores for a single test, how should we be reporting these?

Student Charges

1) When determining the dormitory capacity, should we include off campus housing reserved for graduate and/or married students?
2) Our institution offers several meal plans. Which plan should I report?
3) For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part D question 5, and the tuition and fees charges in Part D question 11?
4) How do I calculate or determine "average tuition"?

Price of Attendance

1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?
2) How do I know what amounts to report for room and board and other expenses for off campus?
3) Do I have to report off campus living expenses?
4) What are "other expenses"?
5) What data are included on the College Navigator website?

Answers:

General

1) What is the purpose of the Institutional Characteristics survey?

The primary purpose of the IPEDS Institutional Characteristics (IC) survey is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the spring collection to calculate net price of attendance.

Back to top

2) What institutions are included in IPEDS?

IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

Back to top

3) My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?

Any system or central office that employs 15 or more full-time staff (and therefore must report IPEDS Fall Staff data) OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.

Back to top

4) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?

No, you cannot change your IC data in the winter or fall, except in rare circumstances. Due to processing and the size of the database, it is difficult to make changes once a survey is closed. It is the responsibility of the institution's keyholder to report these data correctly in the fall, as they do impact other surveys (e.g., Student Financial Aid).

Back to top

5) Where can I find my accrediting agency information since it is no longer collected in IPEDS?

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at http://www.ope.ed.gov/accreditation/.

Back to top

6) What is an open admission policy?

This is a policy by which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications. They may take an Ability to Benefit or similar test, but few students are not admitted based on those test scores.

Back to top

7) When reporting admitted students, do I include early admits?

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.

Back to top

8) What students are included in the count for full-time, first-time degree/certificate-seeking undergraduates?

Include students attending any institution for the first time at the undergraduate level, including 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). This number should match the Fall Enrollment reported in the spring or winter collection cycle. This is also the cohort for the Graduation Rates survey that is reported in the spring collection.

Back to top

9) Our students take both the SAT and ACT. Which scores should we report?

You should provide both scores, if test scores are required for admission and both scores were considered in the admissions decision. However, if a student submits both scores but only one of the scores is used in the admissions decision, use only the score used in the admissions decision.

Back to top

10) If a student submits two sets of scores for a single test, how should we be reporting these?

You should report this information according to how you use the data. For example, if a student submits two sets of scores and you consider the highest scores from either submission, then use the highest combination of scores (e.g., verbal from one submission, math from the other). If a student submits two sets of scores and you average the scores, then use that average.

Back to top

Student Charges

1) When determining the dormitory capacity, should we include off campus housing reserved for graduate and/or married students?

Yes, if the institution is providing the housing and the students pay "rent" or "board" to the institution.

Back to top

2) Our institution offers several meal plans. Which plan should I report?

You should report the meal plan that offers the maximum number of meals per week.

Back to top

3) For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part D question 5, and the tuition and fees charges in Part D question 11?

The tuition and fees reported in question 5 are the average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average amounts charged to **full-time, first-time** undergraduate students. The data in question 13 should be provided by your financial aid office as these are the amounts used to determine student budgets.

Back to top

4) How do I calculate or determine "average tuition"?

If your institution charges tuition on a per-credit-hour basis, then you should estimate average tuition based on the average full-time credit hour load for an entire academic year. If you have different charges for different programs at the undergraduate or graduate levels, calculate the "average" tuition using the amount that a typical student would expect to pay. BE SURE TO REPORT TUITION FOR THE ENTIRE ACADEMIC YEAR!

Back to top

Price of Attendance

1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?

Report the room and board amounts used by your financial aid office for determining student budgets. The other expenses are the amount of money estimated by the financial aid office needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings. **Do not include the tuition and required fees with other expenses.**

Back to top

2) How do I know what amounts to report for room and board and other expenses for off campus?

You should enter the amount for a typical full-time student living off campus with family or not with family used by the financial aid office to determine the student budget.

Back to top

3) Do I have to report off campus living expenses?

Yes, if your institution does not require all of full-time, first-time students to live on campus (or makes ANY exceptions to this policy).

Back to top

4) What are "other expenses"?

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

Back to top

5) What data are included on the College Navigator website?

The Institutional Characteristics information that is made available on College Navigator includes special learning opportunities, student services, admissions, admission considerations, test scores, tuition and required fees, room and board charges, books and supplies, other expenses and the institution's mission statement. The best way to see what information is available about your institution is to look up your institution on College Navigator.

Back to top

Institutional Characteristics - Program

Edit specifications for the 2012-13 IPEDS Web-Based Data Collection
Institutional Characteristics (IC) Component
Applicable to program reporting institutions
NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens must be completed in order to lock the survey.

Part A: Mission Statement and Distance Education
Part B: Admission Requirements and Services/Estimated Fall Enrollment
Part C: Student Services/Disability Services
Part D: Student Charges
Part E: Athletic Association
Part F: Campus Price of Attendance

Part A: Mission Statement and Distance Education

To begin this survey, you must provide the following information:

- The institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.
  Note: You must provide either a mission statement URL or a typed mission statement. You may not enter both.
- An indication of whether your institutions programs are completely online.

Top

Part B: Admissions/Estimated Fall Enrollment

Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all -or most - entering first-time, degree/certificate-seeking undergraduate students. Choose **Yes** or **No**.

- If you select **No**, indicating that your institution does NOT have an open admission policy, then additional screens for ***Admission Considerations*** and ***Selection Process*** will be required.

Admission Considerations
Applicable to those institutions that indicated on the *Open Admission* screen that they do NOT have an open admission policy

On this screen, you must indicate how your institution uses each of the following **Admission Considerations** in its selection process for entering first-time, degree/certificate-seeking students:

- 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)
- Admission test scores: SAT/ACT
- Admission test scores: Other test (ABT, Wonderlic, WISC-III, etc.)
- Admission test scores: TOEFL (Test of English as a Foreign Language)

For each of the above listed admission considerations, you must choose exactly one of the following options:

- Required
- Recommended
- Neither Required nor Recommended
- Don't Know

Note: Your institution will not be required to complete the ***Selection Process*** screen if **Secondary School Record** is the only required admission consideration.

The system will perform the following edits on the data entered:

- You must select a response for each admission consideration.
- You must select **Required** for at least one admission consideration.

Selection Process
Applicable to those institutions that indicated on the *Open Admission* screen that they do NOT have an open admission policy

On this screen, you must begin by providing the number of first-time, degree/certificate-seeking students who applied, were admitted, and enrolled (either full-time or part-time) at your institution for the most recent fall reporting period available (Question B3). This includes early decision students, early action students, and students who began studies during the summer prior to the selected fall reporting period.

Begin by selecting the most recent fall reporting period for which these data are available at your institution. You may choose from the following options:

- Fall 2011
- Fall 2012

Next, indicate the number of **Men**, **Women**, and **Total** first-time, degree/certificate-seeking students in each of the following categories for the selected reporting period:

- Number of applicants
- Number of admissions
- Number (of admitted) that enrolled full-time
- Number (of admitted) that enrolled part-time

Note: Since the **Total** may include students who did not provide gender data, the **Men** and **Women** columns are not required to sum to the **Total** column.

The system will perform the following edits on the data entered for this question:

- A fall reporting period must be selected from the available options.
- For each category, you must enter the number of **Men** and/or **Women**, as applicable.
- For each category, the **Total** reported must be greater than 0.
- For each category, the **Total** reported must be greater than or equal to the sum of **Men** and **Women** reported for that category.
- The reported **Total Number of applicants** must be greater than or equal to the **Total Number of admissions** reported.
- The reported **Number of applicants** that are **Men** must be greater than or equal to the **Number of admissions** that are **Men**.
- The reported **Number of applicants** that are **Women** must be greater than or equal to the **Number of admissions** that are **Women**.
- The reported **Total Number of admissions** must be greater than or equal to the **Total Number (of admitted) that enrolled** (full-time + part-time).
- The reported **Number of admissions** that are **Men** must be greater than or equal to the **Number (of admitted) that enrolled** (full-time + part-time) that are **Men**.
- The reported **Number of admissions** that are **Women** must be greater than or equal to the **Number (of admitted) that enrolled** (full-time + part-time) that are **Women**.
- If your institution is **4-year Public or 4-year Private-not-for-profit institution**, then the **Total Number of admissions** divided by the **Total Number of applicants** must be greater than 10%, otherwise a *fatal* error will occur.
- If your institution is **4-year Public or 4-year Private-not-for-profit institution**, and the **Total Number of admissions** divided by the **Total Number of applicants** is between 10% and 20%, then an *explanation* must be provided.
- If your institution is **4-year Private-for-profit or a less-than-4 year institution**, then the **Total Number of admissions** divided by the **Total Number of applicants** must be greater than 20%, otherwise a *fatal* error will occur.
- If your institution is **4-year Private-for-profit or a less-than-4 year institution**, and the **Total Number of admissions** divided by the **Total Number of applicants** is between 20% and 30%, then an *explanation* must be provided.
- If you indicated that you enroll full-time, first-time students in the IC Header survey, then the value entered on this screen for the **Total Number (of admitted) that enrolled full-time** must be greater than 0.
- If you indicated that you do NOT enroll full-time, first-time students in the IC Header survey, then the value entered on this screen for the **Total Number (of admitted) that enrolled full-time** must be 0 or blank.
- If you indicated that you enroll part-time, first-time students in the IC Header survey, then the value entered on this screen for the **Total Number (of admitted) that enrolled part-time** must be greater than 0.
- If you indicated that you do NOT enroll part-time, first-time students in the IC Header survey, then the value entered on this screen for the **Total Number (of admitted) that enrolled part-time** must be 0 or blank.
- The **Total Number (of admitted) that enrolled full-time** must be within a certain range of the preloaded **FT PY Enrollment** value for first-time, degree/certificate-seeking students found on the ***Estimated Fall Enrollment*** screen of this survey, as outlined below:
    - If the **FT PY Enrollment** value is between 1 and 10, then the **Total Number (of admitted) that enrolled full-time** must be less than or equal to 15.
    - If the **FT PY Enrollment** value is greater than 10, then the **Total Number (of admitted) that enrolled full-time** must be within a 10% range of that value.
- The **Total Number (of admitted) that enrolled part-time** must be within a certain range of the preloaded **PT PY Enrollment** value for first-time, degree/certificate-seeking students found on the ***Estimated Fall Enrollment*** screen of this survey, as outlined below:
    - If the **PT PY Enrollment** value is between 1 and 10, then the **Total Number (of admitted) that enrolled part-time** must be less than or equal to 15.
    - If the **PT PY Enrollment** value is greater than 10, then the **Total Number (of admitted) that enrolled part-time** must be within a 10% range of that value.
- If your institution is **4-year Public or 4-year Private-not-for-profit institution**, then the **Total Percent of admissions enrolled by full-time and part-time** must be less than 90%, otherwise a *fatal* error will occur.

- If your institution is **4-year Public or 4-year Private-not-for-profit institution**, then the **Total Percent of admissions enrolled by full-time and part-time** is expected to be less than 80%, otherwise an *explanation* must be provided.
- If your institution is **4-year Private-for-profit or a less-than-4 year institution**, then the **Total Percent of admissions enrolled by full-time and part-time** must be less than 70%, otherwise a *fatal* error will occur.
- If your institution is **4-year Private-for-profit or a less-than-4 year institution**, then the **Total Percent of admissions enrolled by full-time and part-time** is expected to be less than 60%, otherwise an *explanation* must be provided.

Next, you must provide SAT and ACT test score data for first-time, degree/certificate-seeking students who enrolled at your institution during the most recent fall period available (Question B4). This data should include first-time students who were admitted during the summer prior to the selected fall reporting period.

Begin by selecting the most recent fall reporting period for which these data are available at your institution. This should be the same reporting period selected for the previous question (Question B3); otherwise a fatal error will occur. You may choose from the following options:

- Fall 2011
- Fall 2012
- Test scores NOT Required

If you indicated on the ***Admission Considerations*** screen that test scores are not required for admission to your institution, then select the **Test Scores NOT Required** option in response to the reporting period question above and skip the remainder of the ***Selection Process*** screen.

Otherwise, you must enter the following information:

- The number of enrolled students that submitted SAT scores
- The percent of enrolled students that submitted SAT scores
- The number of enrolled students that submitted ACT scores
- The percent of enrolled students that submitted ACT scores

The system will perform the following edits on the data entered for this question:

- A fall reporting period must be selected from the available options.
- If **Required** is selected for **Admission test scores: SAT/ACT** on the ***Admission Considerations*** screen, then you must select a reporting period OTHER THAN **Test Scores NOT Required** on this screen; and vice versa.
- If the **Test Scores NOT Required** option is selected in response to the reporting period question above, then you are NOT expected to report the **Number** or **Percent** of enrolled students that submitted test score data.
- If either fall reporting year option is selected in response to the reporting period question above, then you are expected to report the **Number** or **Percent** of enrolled students that submitted test score data.
- The **Number of enrolled students that submitted SAT scores** must be less than or equal to the reported **Total Number (of admitted) that enrolled** (full time + part time) from the previous question (Question B3).
- The **Number of enrolled students that submitted ACT scores** must be less than or equal to the reported **Total Number (of admitted) that enrolled** (full time + part time) from the previous question (Question B3).
- The total number of enrolled students that submitted test score data (SAT + ACT) must be greater than or equal to the reported **Total Number (of admitted) that enrolled** (full-time + part-time) from the previous question (Question B3).
- If the **Number of enrolled students that submitted SAT scores** is greater than 0, then the **Percent of enrolled students that submitted SAT scores** must also be greater than 0.
- If the **Number of enrolled students that submitted ACT scores** is greater than 0, then the **Percent of enrolled students that submitted ACT scores** must also be greater than 0.
- The **Percent of enrolled students that submitted SAT scores** must be less than or equal to 100%.
- The **Percent of enrolled students that submitted ACT scores** must be less than or equal to 100%.

For the final part of this question, you must provide **25th Percentile** and **75th Percentile** test score data for first-time, degree/certificate-seeking students who enrolled at your institution during the selected reporting period for each of the following test categories, as applicable:

- SAT Critical Reading
- SAT Math
- SAT Writing
- ACT Composite
- ACT English
- ACT Math
- ACT Writing

The system will perform the following edits on the data entered:

- If you reported a value greater than 0 for the **Number of enrolled students that submitted SAT scores** in the first part of this question, then percentiles should be reported for each SAT test category.
- SAT scores entered for both the **25th Percentile** and **75th Percentile** must be between 200 and 800 for each SAT test category.
- If you reported a value greater than 0 for the **Number of enrolled students that submitted ACT scores** in the first part of this question, then percentiles should be reported for each ACT test category.
- ACT scores entered for both the **25th Percentile** and **75th Percentile** must be between 1 and 36 for the **ACT English**, **ACT Math**, and **ACT Composite** test categories.
- ACT scores entered for both the **25th Percentile** and **75th Percentile** must be between 2 and 12 for the **ACT Writing** test category.
- For each test category, if a **25th Percentile** score is reported, then you must also report a **75th Percentile** score in that same test category; and vice versa.

- For each test category, scores reported for the **75th Percentile** must be greater than those reported for the **25th Percentile**.
- The **75th Percentile** for **SAT scores** is expected to be less than 700 for 4-year public and 4-year not-for-profit institutions.
- The **75th Percentile** for **SAT scores** is expected to be less than 600 for institutions that are not 4-year public and 4-year not-for-profit institutions.
- The **75th Percentile** for **ACTscores** is expected to be less than 32 for 4-year public and 4-year not-for-profit institutions.
- The **75th Percentile** for **ACT scores** is expected to be less than 28 for institutions that are not 4-year public and 4-year not-for-profit institutions.

Estimated Fall Enrollment

On this screen, you must provide an early estimate of your institution's 2012 fall enrollment for full-time and part-time students for each enrollment category offered, as applicable to your institution.

Applicable to all 4-year institutions and 2-year public institutions

Report the estimated number of **Full-time** and **Part-time** students who are, or will be, enrolled at your institution as of October 15, 2012 for each of the following categories:

- Undergraduate (academic or occupational programs)
- Of undergraduates, those who are first-time, degree/certificate-seeking students
- Graduate

The system will perform the following edits on the data entered:

- For each enrollment category, if your institution indicated that it does not enroll that type of student in the IC Header survey, then the corresponding value entered on this screen must be 0 or blank.
- For each enrollment category, if the preloaded **PY Enrollment** value is greater than 0, then the current year value must also be greater than 0.
- The number of **Full-time, first-time, degree/certificate-seeking students** reported must be less than or equal to the number of **Full-time Undergraduate** students reported.
- The number of **Part-time, first-time, degree/certificate-seeking students** reported must be less than or equal to the number of **Part-time Undergraduate** students reported.
- For each enrollment category, the current year value must be within a certain range of the corresponding **PY Enrollment** value, as outlined below:
  - If the prior year value is between 1 and 10, then the current year value must be less than or equal to 15.
  - If the prior year value is greater than 10, then the current year value must be within a 30% range of that value.
- The current year **Full-time, first-time, degree/certificate-seeking student** value must be within a 50% range of the reported **Total Number (of admitted) that enrolled full-time** from Question B3 of the ***Selection Process*** screen, if all of the following statements are true:
  - The current year **Full-time, first-time, degree/certificate-seeking student** value reported on this screen is less than or equal to 30.
  - In response to Question B3, your institution selected the **Fall 2012** reporting period.
  - In response to Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled full-time**.
- The current year **Full-time, first-time, degree/certificate-seeking student** value must be within a 10% range of the reported **Total Number (of admitted) that enrolled full-time** from Question B3 of the ***Selection Process*** screen, if all of the following statements are true:
  - The current year **Full-time, first-time, degree/certificate-seeking student** value reported on this screen is greater than 30.
  - In response to Question B3, your institution selected the **Fall 2012** reporting period.
  - In response to Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled full-time**.
- The current year **Part-time, first-time, degree/certificate-seeking student** value must be within a 50% range of the reported **Total Number (of admitted) that enrolled part-time** from Question B3 of the ***Selection Process*** screen, if all of the following statements are true:
  - The current year **Part-time, first-time, degree/certificate-seeking student** value reported on this screen is less than or equal to 30.
  - In response to Question B3, your institution selected the **Fall 2012** reporting period.
  - In response to Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled part-time**.
- The current year **Part-time, first-time, degree/certificate-seeking student** value must be within a 10% range of the reported **Total Number (of admitted) that enrolled part-time** from Question B3 of the ***Selection Process*** screen, if all of the following statements are true:
  - The current year **Part-time, first-time, degree/certificate-seeking student** value reported on this screen is greater than 30.
  - In response to Question B3, your institution selected the **Fall 2012** reporting period.
  - In response to Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled part-time**.

Applicable to 2-year private institutions and all less-than-2-year institutions

Report the estimated number of **Full-time** and **Part-time** students who are, or will be, enrolled at your institution as of October 15, 2012 for each of the following categories:

- Students in academic or occupational programs

- Number of students in academic or occupational programs who are first-time students

The system will perform the following edits on the data entered:

- For each enrollment category, if your institution indicated that it does not enroll that type of student in the IC Header survey, then the corresponding value entered on this screen must be 0 or blank.
- For each enrollment category, if the preloaded **PY Enrollment** value is greater than 0, then the current year value must also be greater than 0.
- The reported number of **Full-time, first-time students** must be less than the number of **Full-time, Students in academic or occupational programs** reported.
- The reported number of **Part-time, first-time students** must be less than the number of **Part-time, Students in academic or occupational programs** reported.
- For each enrollment category, the current year value must be within a certain range of the corresponding **PY Enrollment** value, as outlined below:
  - If the prior year value is between 1 and 10, then the current year value must be less than or equal to 15.
  - If the prior year value is greater than 10, then the current year value must be within a 30% range of that value.
- The current year **Full-time, first-time student** value must be within a 50% range of the reported **Total Number (of admitted) that enrolled full-time** from Question B3 of the ***Selection Process*** screen, if all of the following statements are true:
  - The current year **Full-time, first-time student** value reported on this screen is less than or equal to 30.
  - In response to Question B3, your institution selected the **Fall 2012** reporting period.
  - In response to Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled full-time**.
- The current year **Full-time, first-time student** value must be within a 10% range of the reported **Total Number (of admitted) that enrolled full-time** from Question B3 of the ***Selection Process*** screen, if all of the following statements are true:
  - The current year **Full-time, first-time student** value reported on this screen is greater than 30.
  - In response to Question B3, your institution selected the **Fall 2012** reporting period.
  - In response to Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled full-time**.
- The current year **Part-time, first-time student** value must be within a 50% range of the reported **Total Number (of admitted) that enrolled part-time** from Question B3 of the **Selection Process** screen, if all of the following statements are true:
  - The current year **Part-time, first-time student** value reported on this screen is less than or equal to 30.
  - In response to Question B3, your institution selected the **Fall 2012** reporting period.
  - In response to Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled part-time**.
- The current year **Part-time, first-time student** value must be within a 10% range of the reported **Total Number (of admitted) that enrolled part-time** from Question B3 of the ***Selection Process*** screen, if all of the following statements are true:
  - The current year **Part-time, first-time student** value reported on this screen is greater than 30.
  - On Question B3, your institution selected the **Fall 2012** reporting period.
  - On Question B3, your institution reported a number greater than 0 for the **Total Number (of admitted) that enrolled part-time**.

Top

Part C: Student Services/Disability Services

Special Learning Opportunities

An answer must be provided for each of the following questions. If the selected option has subcategories, at least one of these must also be selected.

- Does your institution accept any of the following? Check all that apply.
  - Dual Credit (college credit earned while in high school)
  - Credit for life experiences
  - Advanced placement (AP) credits
  - None of the above (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification (below the postsecondary level)
    - Students can complete their preparation in certain areas of specialization
    - Students must complete their preparation at another institution for certain areas of specialization
    - This institution is approved by the state for the initial certification or licensure of teachers
  - None of the above (If this option is selected, then no other options can be chosen in response to this question.)

- Applicable to 4-year institutions
  If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the available drop-down menu; or skip this item if it does not apply to your institution.

Student Services

An answer must be provided for each of the following questions. If the selected option has subcategories, at least one of these must also be selected.

- Which of the following selected student services are offered by your institution? Check all that apply.
  - Remedial Services
  - Academic/career counseling services
  - Employment services for current students
  - Placement services for program completers
  - On-campus day care for children of students
  - None of the above (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution offer any of the following alternative tuition plans?
  - Yes (If this option is selected, check all that apply)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box at the bottom of the screen.)
  - No
- Please indicate at what level(s) your institution offers distance education opportunities.
  - Undergraduate
  - Graduate
  - The institution does not offer distance education opportunities

Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2011 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

The system will perform the following edits on the data entered:

- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then a percentage must be specified.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4 percent and 50 percent.

Top

Part D: Student Charges

Charges Questions

Your response to the questions on this screen will determine which types of screens your institution is shown in ***Part D***. The number of questions displayed will depend on the institution type, as noted below. An answer must be provided for each applicable screening question.

- Applicable to institutions with full-time, first time students
  Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose **Yes** or **No**.
  - If you select **Yes**, you will not be asked to report off-campus room and board charges on the ***Price of Attendance*** screen.

  Note: If your institution makes numerous exceptions to this rule so that many students are living off-campus anyway, answer **No** to the above question so that your data does not conflict with the data entered in the Student Financial Aid survey.
- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose **Yes** or **No**.
  - If you select **Yes**, the following will apply:
    - You must specify a housing capacity for academic year 2012-13 in the box provided.
    - You will be asked to report on-campus room and board charges on the ***Price of Attendance*** screen.
    - You will be expected to report either a room charge or a combined room and board charge on the appropriate screens in ***Part D***.
- Does your institution offer board or meal plans to students? Choose **Yes** or **No**.

- If the response is **Yes**, you must select one of the following options:
  - Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)
  - Yes - Enter the number of meals per week included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided)
- If you select either **Yes** option, you will be expected to report either a board charge or a combined room and board charge on the appropriate screens in ***Part D***.

The system will perform the following edits on the data entered:

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be greater than 0.
- If a **housing capacity** is specified, then the value entered must be less than or equal to 20,000.
- If the **number of meals per week** is specified, then the value entered is expected to be less than or equal to 21.

Programs

On this screen, specify the number of occupational programs offered at your institution. This number should only include full programs, not single courses.

The system will perform the following edit on the data entered:

- The number of programs reported must be greater than 0.

Note: If the reported number of programs offered is greater than 1, then an additional screen for ***Program Data*** will be required.

Room and Board

Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or meal plan question on the *Charges Questions* screen

This screen is provided for reporting the typical room and board charges a student can expect at your institution for the full academic year 2012-13. Dollar amounts must be provided for one or more of the following options, as applicable to your institution:

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

Note: The available options will depend on your answers to the corresponding questions on the ***Charges Questions*** screen of this survey.

The system will perform the following edits on the data entered:

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- The reported **Room charge** is expected to be greater than $500, where applicable.
- The reported **Board charge** is expected to be greater than $500, where applicable.
- The **Combined room and board charge** reported is expected to be greater than $1000, where applicable.
- The current year total amount entered for Room and/or Board (combined or reported separately) is expected to be within a 40% range of the **Prior year** total.

Price of Attendance

Applicable to institutions with full-time, first-time enrollment

Applicable to institutions with full-time, first-time enrollment that do NOT charge a Comprehensive fee (combined tuition, fees, room, and board charges)

On this screen, you must provide information related to the largest program of study offered at your institution by using the link provided to select the relevant **CIP Code** and entering the requested information for the specified program.

Note: For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length. All costs should be reported for the entire length of the program.

You must provide the following information:

- CIP Code
- Program length reporting method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total lenth of academic year in weeks

The system will perform the following edits on the data entered:

- A **CIP Code** must be selected.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected as the Program measurement method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.
- If **Contact hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	**Expected contact hour range**
Award Levels reported for your institution in the IC Header survey	**Y**	**Y**	**N**	**Between 200 and 1799**
	N	**Y**	**Y**	**Between 900 and 3000**
	Y	**N**	**N**	**Between 200 and 899**
	N	**Y**	**N**	**Between 900 and 1799**
	N	**N**	**Y**	**Between 1800 and 3000**

- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of program in weeks** must be greater than 8.
- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of program in weeks** is expected to be within a certain range, as outlined below:
    - If the value entered for length of program in weeks is less than or equal to 900 hours, then the **# of months to complete** must be less than or equal to 48 weeks.
    - If the value entered for length of program in weeks is between 901 and 1799 hours, then the **# of months to complete** must be between 48 and 95 weeks.
    - If the value entered for length of program in weeks is greater than or equal to 1800 hours, then the **# of months to complete** must be greater than or equal to 96 weeks.
- If **Credit hours** is selected as the **Program measurement** method, then the Total length of academic year in hours must be between 30 and 44 hours.
- If **Contact hours** is selected as the **Program measurement** method, then the Total length of academic year in hours must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

You must also report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

The system will perform the following edits on the data entered:

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to $100.
- The application fee reported is expected to be within a 50% range of the **Prior year** amount.

Additionally, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years (**2009-10**, **2010-11**, **2011-12**,and **2012-13**).

For each of the above listed academic years, you must provide published **Tuition and fees** charges, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

The system will perform the following edits on the data entered:

- For each academic year, the value entered for **Tuition and fees** must be greater than $500.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the reported value for **Tuition and fees** must be within a 20% range of the prior year value.
- For each academic year, a value must be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than $100.
- For academic years **2010-11**, **2011-12**, and **2012-13**, if a value greater than 0 is reported for both the current and prior year **Books and supplies** charges, then the current year value is expected to be within a 25% range of the prior year value.

For the next section of this screen, you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution for the four most recent academic years (**2009-10**, **2010-11**, **2011-12**,and **2012-13**). The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The available options will depend on your answer to the corresponding question on the ***Charges Questions*** screen of this survey.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years.

The system will perform the following edits on the data entered:

- For each academic year, the **Room and board** amount reported for all applicable living arrangements must be between $300 and $2000.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be between $251 and $400.
- For each academic year, the **Other expenses** amount reported for students living **On-campus** must be greater than $50.
- For academic years **2010-11** and **2011-12**, the current year **Room and board** amount reported for students living **On-campus** must be within a 40% range of the prior year amount.
- For academic year **2012-13**, the current year **Room and board** amount reported for students living **On-campus** must be within a 20% range of the prior year amount.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the current year **Room and board** amount reported for students living **Off-campus (not with family)** must be within a 20% range of the prior year amount.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the current year **Other expenses** amount reported for all applicable living arrangements must be within a 20% range of the prior year amount.

Applicable to institutions with full-time, first-time enrollment that charge a Comprehensive fee (combined tuition, fees, room, and board charges)

On this screen, you must provide information related to the largest program of study offered at your institution by using the link provided to select the relevant **CIP Code** and entering the requested information for the specified program.

Note: For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length. All costs should be reported for the entire length of the program.

You must provide the following information:

- CIP Code
- Program length reporting method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total lenth of academic year in weeks

The system will perform the following edits on the data entered:

- A **CIP Code** must be selected.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected as the Program measurement method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.
- If **Contact hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	**Expected contact hour range**
Award Levels reported for your institution in the IC Header survey	**Y**	**Y**	**N**	**Between 200 and 1799**
	N	**Y**	**Y**	**Between 900 and 3000**
	Y	**N**	**N**	**Between 200 and 899**
	N	**Y**	**N**	**Between 900 and 1799**
	N	**N**	**Y**	**Between 1800 and 3000**

- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of program in weeks** must be greater than 8.
- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of program in weeks** is expected to be within a certain range, as outlined below:

    - If the value entered for length of program in weeks is less than or equal to 900 hours, then the **# of months to complete** must be less than or equal to 48 weeks.
    - If the value entered for length of program in weeks is between 901 and 1799 hours, then the **# of months to complete** must be between 48 and 95 weeks.
    - If the value entered for length of program in weeks is greater than or equal to 1800 hours, then the **# of months to complete** must be greater than or equal to 96 weeks.
- If **Credit hours** is selected as the **Program measurement** method, then the Total length of academic year in hours must be between 30 and 44 hours.
- If **Contact hours** is selected as the **Program measurement** method, then the Total length of academic year in hours must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

You must also report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.
The system will perform the following edits on the data entered:

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to $100.
- The application fee reported is expected to be within a 50% range of the **Prior year** amount.

Additionally, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years (**2009-10**, **2010-11**, **2011-12**,and **2012-13**).
For each of the above listed academic years, you must provide published **Comprehensive fee** charges, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.
The system will perform the following edits on the data entered:

- For each academic year, the amount entered for **Comprehensive fee** must be greater than $500.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the **Comprehensive fee** value reported must be within a 20% range of the prior year value.
- For each academic year, a value must be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than $100.
- For academic years **2010-11**, **2011-12**, and **2012-13**, if a value greater than 0 is reported for both the current and prior year **Books and supplies** charges, then the current year value is expected to be within a 25% range of the prior year value.

For the next section of this screen, you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution for the four most recent academic years (**2009-10**, **2010-11**, **2011-12**,and **2012-13**). The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The available options will depend on your answer to the corresponding question on the ***Charges Questions*** screen of this survey.
Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years.
The system will perform the following edits on the data entered:

- For each academic year, the **Room and board** amount reported for students living **Off-campus (not with family)** must be between $300 and $2000.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be between $251 and $400.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the current year **Room and board** amount reported for students living **Off-campus (not with family)** must be within a 20% range of the prior year amount.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the current year Other expenses amount reported for all applicable living arrangements must be within a 20% range of the prior year amount.

Program Data
Applicable to institutions that reported offering more than one program on the *Programs* screen of this survey.
On this screen, you must provide information related to the six largest programs of study offered at your institution by using the links provided to select the relevant **CIP Code** and entering the requested information for each of the specified programs. For the purposes of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length. All costs should be reported for the entire length of the program.
Note: If your institution enrolls first-time, full-time undergraduate students, then information on the largest program offered at your institution will be preloaded from the ***Price of Attendance*** screen of this survey.
For each of the six largest programs offered by your institution, you must provide the following information:

- CIP Code
- Tuition and required fees
- Cost of books and supplies
- Total length of program
- Program measurement (Choose **Contact hours** or **Credit hours**)
- Number of months to complete

The system will perform the following edits on the data entered on this screen:

- You must report CIP Codes on this screen for the same number of programs reported on the ***Programs*** screen of this survey (up to 6 programs).
- Duplicate CIP Codes may not be entered (unless the program lengths are different).

The system will perform the following edits on the data entered for each program:

- A **CIP Code** must be selected if a number greater than 0 is entered for any of the following:
  - Tuition and required fees
  - Cost of books and supplies
  - Total length of program
- If a **CIP Code** is selected, then you must also specify the **Program measurement** method.
- If a **CIP Code** is selected, then the value entered for **# of months to complete** must be greater than 0.
- If a **CIP Code** is selected, then the amount entered for **Tuition and required fees** must be greater than $500.
- If a **CIP Code** is selected, then the amount entered for **Cost of books and supplies** must be greater than $100.
- If a **CIP Code** is selected and **Credit hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be between 21 and 130.
- If a **CIP Code** is selected and **Contact hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	**Expected contact hour range**
Award Levels reported for your institution in the IC Header survey	**Y**	**Y**	**N**	**Between 200 and 1799**
	N	**Y**	**Y**	**Between 900 and 3000**
	Y	**N**	**N**	**Between 200 and 899**
	N	**Y**	**N**	**Between 900 and 1799**
	N	**N**	**Y**	**Between 1800 and 3000**

- If a **CIP Code** is selected and **Contact hours** is selected as the **Program measurement** method and a number greater than 0 is entered for **# of months to complete**, then the number of months entered must be within a certain range, as outlined below:
  - If the value entered for **Total length of program** is less than or equal to 900 hours, then the **# of months to complete** must be less than or equal to 12 months.
  - If the value entered for **Total length of program** is between 901 and 1799 hours, then the **# of months to complete** must be between 12 and 23 months.
  - If the value entered for **Total length of program** is greater than or equal to 1800 hours, then the **# of months to complete** must be greater than or equal to 24 months.

Top

Part E: Athletic Association

Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for both questions.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. If **Yes** is selected, then you must check all associations that apply from the following options:

- National Collegiate Athletic Association (NCAA)
- National Association of Intercollegiate Athletics (NAIA)
- National Junior College Athletic Association (NJCAA)
- United States Collegiate Athletic Association (USCAA)
- National Christian College Athletic Association (NCCAA)
- Other

For Question E2, you must select **Yes** or **No** to indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
- Basketball
- Baseball
- Cross country and/or track

If **Yes** is selected for any of the sports listed above, then you must use the adjacent drop-down menu to specify your institution's **Conference** affiliation for that sport.
The system will perform the following edits on the data entered:

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA, then you are expected to select **No** for all sports in Question E2.

Top

Part F: Campus Price of Attendance

Applicable to institutions that must report data for campuses

Pricing Questions

The questions found on this screen will determine which types of screens your institution is shown in ***Part F***. An answer must be provided for each of the following screening questions.

- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose **Yes** or **No**.
  - If you select **Yes**, you will be asked to report on-campus room and board charges on the next screen.
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose **Yes** or **No**.
  - If you select **Yes**, you will not be asked to report off-campus room and board charges on the next screen.

  Note: If your institution makes numerous exceptions to this rule, and many students are living off-campus, answer **No** to the above question so that your data does not conflict with data entered in the Student Financial Aid survey.

Next, you must report the amount your institution charges for application fees. This amount is expected to be less than or equal to $100.

Price of Attendance

Applicable to institutions with full-time, first-time enrollment

On this screen, you must provide information related to the largest program of study offered at your institution by using the link provided to select the relevant **CIP Code** and entering the requested information for the specified program.
Note: For the purposes of reporting these data, the largest program is considered to be that with the most students; NOT the program with the longest length. All costs should be reported for the entire length of the program.
You must provide the following information:

- CIP Code
- Total length of program
- Program length reporting method (Choose **Contact hours** or **Credit hours**)
- Average number of months it takes a full-time student to complete this program

You must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years (**2009-10**, **2010-11**, **2011-12**, and **2012-13**). The available options will depend on your answer to the corresponding question on the ***Pricing Questions*** screen outlined above.
For each of the above listed academic years, you must provide published **Tuition and fees** charges, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.
The system will perform the following edits on the data entered:

- For each academic year, the value entered for **Tuition and fees** must be greater than $500.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the reported value for **Tuition and fees** must be within a 20% range of the prior year value.
- For each academic year, a value must be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than $100.
- For academic years **2010-11**, **2011-12**, and **2012-13**, if a value greater than 0 is reported for both the current and prior year **Books and supplies** charges, then the current year value is expected to be within a 25% range of the prior year value.

For the next section of this screen, you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution for the four most recent academic years (**2009-10**, **2010-11**, **2011-12**, and **2012-13**). The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The available options will depend on your answer to the corresponding question on the ***Pricing Questions*** screen outlined above.
Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years.
The system will perform the following edits on the data entered:

- For each academic year, the **Room and board** amount reported for all applicable living arrangements must be greater than $500.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements must be greater than $100.
- For academic years **2010-11**, **2011-12**, and **2012-13**, current year **Room and board** amount reported for students living **On-campus** must be within a 40% range of the prior year amount.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the current year **Room and board** amount reported for students living **Off-campus (not with family)** must be within a 20% range of the prior year amount.
- For academic years **2010-11**, **2011-12**, and **2012-13**, the current year **Other expenses** amount reported for all applicable living arrangements must be within a 20% range of the prior year amount.