

## Institutional Characteristics for less-than-2-year program tuition reporters

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### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) survey component. This component collects important information about your institution's student services and student charges. Answer questions about services and costs for the 2023-24 academic year unless instructed to report for a different period.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data have been reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Data Reporting Reminder:

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

#### Changes in reporting:

The following changes were made for the 2023-24 collection:

- Removed temporary guidance in response to Coronavirus Pandemic
- Rephrased "room and board" terminology in survey materials to "food and housing," including Glossary terms
- Rephrased "remedial education" terminology in survey materials to "developmental education," including Glossary terms
- Removed parenthetical references to "4 weeks" and/or "4.33 weeks" for text to read "1 month"
- Added FAQ regarding including incarcerated students in reporting
- Updated FAQ regarding experimental site participants
- Added FAQ #4 and #5 regarding the expenses included in cost of attendance section
- Removed the dual enrollment option for Part B, Question 1

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- Part C, question 8 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

#### Resources:


- To download the survey materials for this component: [Survey Materials](#)

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

Part A - Services and Programs for Servicemembers and Veterans

1. Which of the following are available to veterans, military servicemembers, or their families?

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Department of Defense Voluntary Educational Partnership Memorandum of Understanding
- None of the above

 You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B - Student Services - Special Learning Opportunities

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

- 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
    - Marine option
  - Air Force
- Study abroad
- Weekend/evening courses or programs
- Undergraduate research (co-curricula)
- i** 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
- Comprehensive transition and postsecondary program for students with intellectual disabilities
- None of the above

Part B - Student Services: Other Student Services

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

- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus dependent care
- None of the above

5. Which of the following academic library resources or services does your institution provide? [Check all that apply]

- Physical facilities
- ⓘ An organized collection of printed materials
- Access to Digital/electronic resources (databases, e-books, e-media, and e-serials)
- ⓘ A staff trained to provide and interpret library materials
- Established library hours
- ⓘ Access to library collections shared with other institutions
- None of the above

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

- No
- Yes [Check all that apply]
  - Tuition guarantee
  - Prepaid tuition plan
  - Tuition payment plan
  - Other (specify in box below)

6b. Indicate whether or not your institution participates in a Promise program.

- No
- Yes

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Part B - Student Services - Distance Education

**7.** Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.

	<b>Distance education courses</b>	<b>Distance education programs</b>	Does not offer Distance Education
Undergraduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8.** Are all the programs at your institution offered exclusively via distance education programs?

- No
- Yes


Part B - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2022 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: (enter up to 2 decimal places)

%

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Part C - 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 food and housing in the price of attendance (C7).

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 full-time, first-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 (on-campus and/or off-campus)?**

If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a housing charge or a combined food and housing charge (C10).

- No
- Yes

Specify housing capacity for academic year 2023-24

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

If you answer **Yes** to this question, you will be expected to report a food charge or combined food and housing charge (C10).

- No
- Yes - Enter the number of meals per week for the meal plan with the largest number of meals available

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

Part C - 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 C - Student Charges - Cost of Attendance

7. Cost of attendance for entering students

Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (e.g., Pell, Direct Loans), you must provide all information. Estimates of expenses for books and supplies, food and housing, and other expenses are those from the COA report used by the financial aid office in determining financial need. Please confirm with your institution's financial aid office the correct values for these COA categories, as its staff are most familiar with federal guidance (e.g., Federal Student Aid Handbook) and professional standards in determining COA.

Notes:

- Books and supplies include books, course materials, supplies, and equipment.
- If your institution offers housing but does not offer food or meal plans, refer to your institution's COA budgets to report an estimate of how much students would spend on food.
- Similarly, if your institution offers food or meal plans but does not offer housing, refer to your institution's COA budgets to report an estimate of how much students would spend on housing.
- 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 financial aid office to ensure accurate reporting.

LARGEST PROGRAM BY ENROLLMENT:	
CIP Code	<input type="text"/>
Title of largest program	<input type="text"/>
<a href="#">Enter new largest program</a>	<i>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.</i>
How is your program measured?	<input type="radio"/> <u>Clock Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in clock or credit hours	<input type="text"/>
Total length of <u>PROGRAM</u> in WEEKS, as completed by a student attending full-time	<input type="text"/>
<b>i</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in clock or credit hours	<input type="text"/>
<b>i</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in WEEKS	<input type="text"/>

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

	<b>i</b> Amount	Prior year
<u>Application fee</u>	<input type="text"/>	

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 months 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 <b>for the entire program</b>	2020-21	2021-22	2022-23	<b>i</b> 2023-24
<u>Tuition and required fees for the entire program</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>i</b> <u>Books and supplies for the entire program</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The following numbers need to be reported for **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:**

<u>Food and housing for 1 month</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Other expenses for 1 month</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Food and housing and other expenses <b>for 1 month</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Off-campus (not with family):</b>				
<u>Food and housing for 1 month</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Other expenses for 1 month</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Food and housing and other expenses <b>for 1 month</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>i Off-campus (with family):</b>				
<u>Other expenses for 1 month</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**i** You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

- Non-applicable
- The Cost of Attendance varies by program.
- The Cost of Attendance or tuition and fee methodology changed from last year.

- We allow special Cost of Attendance allowance additions for some programs and student categories.
- Cost of Attendance updates are based on a recent (prior or current year) cost survey.
- Tuition and fee charges increased/decreased when compared to last year.
- Tuition and fees, and/or Cost of Attendance components are the same as last year.
- Tuition and fees, and Cost of Attendance components vary by campus location.
- This is a U.S. Service Academy. All costs are covered, and students receive a stipend in exchange for a U.S. Armed Forces service commitment.
- First-year students must live on campus.
- The Tuition and Fees includes the estimated cost of a computer required for all students.
- The Tuition and Fees includes the cost of books and supplies.
- The Books and Supplies includes the estimated cost of a computer required for all students.
- The Cost of Attendance (COA) is based on a weighted average of student living arrangement categories while enrolled.
- The Cost of Attendance (COA) is based on a weighted average of costs for all students across Title IV eligible programs.
- Other

Part C - Student Charges - Cost 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 BY ENROLLMENT				
TITLE OF LARGEST PROGRAM BY ENROLLMENT				
Published student charges for the entire program	2020-21	2021-22	2022-23	2023-24
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
On-campus:				
<u>Food and housing</u>				
<u>Other expenses</u>				
Food and housing and other expenses				
<u>Off-campus (not with family):</u>				
<u>Food and housing</u>				
<u>Other expenses</u>				
Food and housing and other expenses				
<u>Off-campus (with family):</u>				
<u>Other expenses</u>				
Published student charges for an academic year				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
On-campus:				
<u>Food and housing</u>				
<u>Other expenses</u>				
Food and housing and other expenses				
<u>Off-campus (not with family):</u>				
<u>Food and housing</u>				
<u>Other expenses</u>				
Food and housing and other expenses				
<u>Off-campus (with family):</u>				
<u>Other expenses</u>				

Part C - Student Charges - Program Data

**8. Please list your second through sixth largest programs by enrollment 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. Books and supplies include books, course materials, supplies, and equipment. Also report the length of the entire program in terms of clock 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 determined by enrollment size and NOT program length. Use total enrollment size from the last reporting year, as the total current year enrollment is unknown. Enrollment includes students enrolled for credit regardless of their full-time/part-time status or if they are Title IV eligible.

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						<input type="radio"/> Clock hours	<input type="radio"/> Credit hours	
	Title							
2nd	<a href="#">select</a> <a href="#">clear</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Clock hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>						
3rd	<a href="#">select</a> <a href="#">clear</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Clock hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>						
4th	<a href="#">select</a> <a href="#">clear</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Clock hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>						
5th	<a href="#">select</a> <a href="#">clear</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Clock hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>						
6th	<a href="#">select</a> <a href="#">clear</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Clock hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>						

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Prepared by

**Prepared by**

Reporting Reminders:

- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:		
<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name:	<input type="text"/>	
Email:	<input type="text"/>	

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
<input type="text"/> Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours

## Summary

### Institutional Characteristics Component Summary

The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the [College Navigator](#) website and/or your institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the [IPEDS Use the Data](#) and appear as aggregated statistics in various Department of Education reports. [College Navigator](#) is updated approximately three months after the data collection period closes and DFRs will be available through the [IPEDS Use the Data](#) and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org).

GENERAL INFORMATION	
Reporter Type	
Calendar System	
Award Levels Offered	
Levels of Enrollment Offered	
System	
Part A - Services and Programs for Servicemembers and Veterans	
Part B - Student Services	
Credit Accepted	
Special Learning Opportunities	
Years of college-level work required for BS/BA program entry	
Other Student Services	
Academic library resources	
Distance Education	
DE program level(s)	
DE course level(s)	
Disability Services	

PRICING INFORMATION				
Alternative Tuition Plans				
Promise program				
Program Information				
Number of programs				
Largest program changed?				
Largest program				
Program Measurement				
Length of program	Hours	Weeks		
Length of academic Year	Hours	Weeks		
Tuition and Fees, and Books and Supplies for the entire length of the program				
Average in-state undergraduate student tuition and fees for the entire program	2020-21	2021-22	2022-23	2023-24
Tuition and fees				
Books and supplies				
Estimated expenses for full-time, first-time students for the largest program (1 month)	2020-21	2021-22	2022-23	2023-24
On-campus food and housing				
On-campus other expenses				
Off-campus food and housing				
Off-campus other expenses				
Off-campus with family other expenses				
Estimated expenses for full-time, first-time students for the entire program	2020-21	2021-22	2022-23	2023-24
Tuition and fees				
Books and supplies				

	On-campus food and housing				
	On-campus other expenses				
	Off-campus food and housing				
	Off-campus other expenses				
	Off-campus with family other expenses				
<b>Estimated expenses for full- time, first-time students for an academic year</b>					
		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
	Tuition and fees				
	Books and supplies				
	On-campus food and housing				
	On-campus other expenses				
	Off-campus food and housing				
	Off-campus other expenses				
	Off-campus with family other expenses				
<b>Next largest programs 2023-24</b>					
<b>Program 2</b>					
	Program Measurement				
	Length		Hours		Months
	Tuition and fees				
	Books and supplies				
<b>Program 3</b>					
	Program Measurement				
	Length		Hours		Months
	Tuition and fees				
	Books and supplies				
<b>Program 4</b>					
	Program Measurement				
	Length		Hours		Months
	Tuition and fees				
	Books and supplies				
<b>Program 5</b>					
	Program Measurement				
	Length		Hours		Months
	Tuition and fees				
	Books and supplies				
<b>Program 6</b>					
	Program Measurement				
	Length		Hours		Months
	Tuition and fees				
	Books and supplies				

## Institutional Characteristics

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### **Purpose of Institutional Characteristics Survey**

#### **Changes in Reporting**

##### **General Instructions**

[Context Boxes](#)

##### **Coverage**

##### **Where to Get Help**

##### **Where the Data Will Appear**

##### **Reporting Directions**

[Part A - Services and Programs for Servicemembers and Veterans](#)

[Part B - Student Services](#)

[Part C - Student Charges](#)

[Part D - Athletic Association](#)

[Part E - Branch Campus](#)

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### **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component 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 cost of attendance 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.

Top ▲

### **Changes in reporting**

The following changes were made for the 2023-24 collection:

- Removed temporary guidance in response to Coronavirus Pandemic
- Rephrased "room and board" terminology in survey materials to "food and housing," including Glossary terms
- Rephrased "remedial education" terminology in survey materials to "developmental education," including Glossary terms
- Removed parenthetical references to "4 weeks" and/or "4.33 weeks" for text to read "1 month"
- Added FAQ regarding including incarcerated students in reporting
- Updated FAQ regarding experimental site participants
- Added FAQ #4 and #5 regarding the expenses included in cost of attendance section
- Removed the dual enrollment option for Part B, Question 1

Top ▲

### **General instructions**

#### **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 recognized postsecondary credential.
- Students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers.
- High school students taking college courses for credit under their classification as recorded by the institution.
- Full-time students taking developmental 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).
- Students who are incarcerated (e.g., postsecondary prison education program).
- 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 recognized postsecondary credential 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 recognized postsecondary credential.
- 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 enrolled in any branch campus located in a foreign country.

Top ▲

## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568  
E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's Trainings & Outreach](#) page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

### IPEDS Resource Page

The [IPEDS Website's Reporting Tools](#) page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable information.

Top ▲

## Where the Reported 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 Use the Data portal](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS Data Explorer](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

Top ▲

## Reporting Directions

### Part A - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 Bill Yellow Ribbon Program, please choose this only if the Yellow Ribbon Program is available at your institution.

Top ▲

### Part B - 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 (Not applicable to less-than-4-year institutions)**

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***

##### **Other Student services**

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

##### **Library**

Indicate whether your institution offers any of the listed resources or services. If none of the listed resources/services apply, select "None of the above".

##### **Alternative tuition plans**

Indicate if your institution offers any alternative tuition plans. Use 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.

##### **Promise program**

Indicate if your institution participates in any Promise programs. Promise programs are residency-based scholarship programs for high school graduates at selected postsecondary institutions. Programs may have additional requirements beyond residency and can be either a first-dollar or last-dollar benefit.

#### ***Distance education***

Indicate the levels at which your institution offers distance education courses and/or distance education programs. Check all options that apply.

Distance education 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.

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.

#### **Distance education course**

A course in which the instructional content is delivered exclusively via distance education.

#### **Distance education program**

A program for which all the required coursework for program completion is able to be completed via distance education courses.

#### **Distance education levels**

Indicate whether you offer distance education courses and/or programs at the undergraduate level and/or graduate level. Please check all that apply. If you do not offer distance education courses and/or programs, please select "Does not offer distance education" at the undergraduate and/or graduate level.

#### **Exclusively distance education programs**

Indicate whether or not ALL programs offered by your institution are delivered exclusively via distance education, meaning all the required coursework for program completion is able to be completed via distance education courses.

### **Disabilities**

Please indicate the percentage of all undergraduate students enrolled during the time period indicated 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 (up to 2 decimal places).

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

Top ▲

## **Part C - 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 average 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. If you select yes, indicate which of the tuition rates listed are charged by your institutions.

#### **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 food or meal plans to students. If the institution offers fixed meal plans, provide the number of meals per week for the maximum plan available. Institutions will be asked to report the food charges or combined food and housing charges on later screens.

### **Tuition and fees for undergraduate students (academic year reporters) (Part C – Undergraduate Student Charges)**

#### **Undergraduate students include:**

- Students who have not attained 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 (1<sup>st</sup> year, 2<sup>nd</sup> year, 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 food and housing 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.

#### **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. Do not include fees. 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 tuition amounts.

### **Tuition and fees for graduate students (Part C – Graduate Student Charges)**

**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. Do not include fees. 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.

#### **Food and Housing (Part C – Food and Housing)**

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

Report the typical housing charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the food or meal plan charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined food and housing charge only if food and housing charges cannot be separated.

#### **Academic year reporters cost of attendance for full-time, first-time undergraduate students (Part C – Cost of Attendance)**

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not 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, food and housing, and other expenses *must match the amounts used by your financial aid office for determining eligibility for student financial assistance*. 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.

Food and Housing:

- If your institution offers housing but does not offer food or meal plan, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on food.
- If your institution offers food or meal plan but does not offer housing, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on housing.

### **Program reporters cost of attendance (Part C – Cost 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. **For public institutions, report the in-state or in-district costs if applicable.**

#### **Reporting the largest program by enrollment**

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

The "largest" programs are determined by enrollment size and NOT program length. Use total enrollment size from the last reporting year, as the total current year enrollment is unknown. Enrollment includes students enrolled for credit regardless of full-time/part-time status or if they are Title IV eligible.

This section asks questions about the largest program by enrollment 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 clock 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 clock or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, food and housing, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 1 month). 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. Institutions should report their largest program based on enrollment size, regardless of whether or not that program is Title IV.

#### **Reporting the next 5 largest programs by enrollment**

This section asks questions about the next 5 largest programs by enrollment 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, which may include course materials and equipment for some institutions.
- Report the full length of the program and indicate whether the length of the entire program is measured in clock or credit hours.
- Report the number of months it takes a full-time student to complete the program.

Top ▲

### **Part D - 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 pull-down menu provided.

Top ▲

### **Part E - Campus information**

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

Top ▲

## Glossary

Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a <u>4-1-4 calendar system</u> .
Allowable costs	<p>Except in the case of correspondence and incarcerated students, allowable costs for the cost of attendance typically include:</p> <ol style="list-style-type: none"> <li>1. Tuition and fees;</li> <li>2. Food and housing;</li> <li>3. Books, materials, supplies, and equipment, which may include the rental or purchase of a personal computer;</li> <li>4. Transportation, which may include, but is not limited to, vehicle maintenance and/or travel costs between campus, residences, and the student's place of work; and</li> <li>5. Miscellaneous expenses, which may include other costs and allowances under the law and/or as determined by the institution for a student attending at least half-time such as an allowance for: <ul style="list-style-type: none"> <li>• Dependent care;</li> <li>• Study abroad expenses;</li> <li>• Disability-related expenses;</li> <li>• Cooperative education costs;</li> <li>• Professional licensure, certification, or first professional credential costs; and</li> <li>• Federal student loan fees.</li> </ul> </li> </ol> <p>Note: Other restrictions and limitations may apply to the cost components and allowances, especially for less-than-full-time, correspondence, and incarcerated students.</p>
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Average cost of attendance	The average of the actual or average allowable costs as defined by the Higher Education Act of 1965, as amended, used to determine a student's eligibility for Title IV and other financial aid programs. The average may be based on all students or different categories of students such as undergraduates or graduates. Other student categories may include enrollment status, academic program, or residency. <b>For IPEDS reporting purposes, cost of attendance is only reported for full-time, first-time students.</b>
Average Net price	The <i>Higher Education Act, as amended (2008)</i> , 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 <u>cost of attendance</u> . 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 food and housing 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.
Books and supplies	The average cost of books, course materials, supplies, and equipment for a typical student for an entire <u>academic year</u> (or <u>program</u> ). 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.
Child institution	An institution that has some or all of its data reported by another institution, known as the <u>parent institution</u> .
CIP code	A six-digit code in the form xx.xxxx that identifies instructional <u>program</u> 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 <u>program</u> 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 period of time consisting of (1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period; (2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or (3) Sixty minutes of preparation in a correspondence course.
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>food</u> , and <u>housing</u> . For some institutions, this amount may also cover <u>books, course materials, supplies, and equipment</u> .
Contact hour (old definition)	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Cost of attendance (for IPEDS reporting purposes)	The amount of tuition and fees; food and housing; books, course materials, supplies, and equipment; and other expenses that a full-time, first-time degree/certificate-seeking student can expect to pay to go to college for an academic year. Costs reported to IPEDS by the institution are those amounts used by the financial aid office to determine a student's financial need for the academic year, which is typically nine months.
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> per week over the entire term. It is applied toward the total number of <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other recognized postsecondary credential.

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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other recognized postsecondary credential. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Department of Defense Voluntary Education Program Memorandum of Understanding	A voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
Developmental services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
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.
Distance education course	A course in which the instructional content is delivered exclusively via <u>distance education</u> . Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
Distance education program	A program for which all the required coursework for program completion is able to be completed via <u>distance education courses</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 enrollment	Refers to students who enroll in college courses offered by an institution of higher education while enrolled in high school or seeking a recognized equivalent. Student performance is recorded on a college transcript and postsecondary credit is awarded for a passing grade in the course. <ul style="list-style-type: none"> <li>- Includes: All postsecondary courses, independent of course delivery mode, course location, course instructor, whether secondary credit is also offered, and whether the student enrolls through a formal state/local program or enrolls outside a formal state/local program.</li> <li>- Excludes: Credit-by-exam models such as Advanced Placement and International Baccalaureate in which the student is not enrolled in a postsecondary institution.</li> </ul>
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 <u>undergraduate level</u> . This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer session, and students who entered with advanced standing (college <u>credits</u> or recognized postsecondary credential earned before graduation from high school).
Food charges (formerly board charges)	Charges assessed students for an <u>academic year</u> for meals.
Food plan (formerly board plan)	The method for providing meals to students during an <u>academic year</u> . 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.
Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter</u> credits, or 24 or more <u>clock hours</u> 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. <u>Doctor's degree - Professional practice</u> - full-time as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Housing capacity	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.
Housing charges (formerly room charges)	The charges for an <u>academic year</u> for housing accommodations for a typical student sharing a room with one other student.

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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the <u>NCES</u> , began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based <u>data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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 <i>Higher Education Act, as amended (2008)</i> , 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 <u>cost of attendance</u> . 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 food and housing 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. (Term used in IPEDS prior to 2022-23).
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.
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 <u>tuition</u> charged by institutions to those students who do not meet the institution's or state's residency requirements.
Parent institution	An institution that reports some or all data for another institution, known as the <u>child institution</u> .
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>clock hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies, and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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.
Promise Program	Residency-based scholarship programs for high school graduates at selected postsecondary institutions. Programs may have additional requirements beyond residency and can be either a first-dollar or last-dollar benefit.
Recognized postsecondary credential	A recognized postsecondary credential includes any credential that is recognized by the institution's appropriate governing body and received after completion of an academic program or that is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.
Required fees	Fixed sum charged to students for items not covered by <u>tuition</u> and required of such a large proportion of all students that the

	student who does not pay the charge is an exception.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Total cost of attendance	The sum of the cost of attendance components used to compute the average net price for first-time, full-time degree or certificate seeking students for IPEDS reporting purposes. This amount is typically based on a nine-month period for institutions using a traditional academic calendar. Program reporters provide one month of costs that are annualized in the system for IPEDS reporting purposes.
Total student charges	The total amount on the student's bill from the institution—account balance. For students and parents, this includes all charges and financial assistance applied to the student's account at the institution. It may or may not include all financial aid credit balance check amounts or refunds the institution pays back to the financial aid program, student, parent, or other payee when applicable. <b>All award amounts the student was eligible to receive</b> , including credit balance checks and refund amounts, <b>should be reported to IPEDS.</b>
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but up to a certain limit each year.

## Institutional Characteristics

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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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) considered in the U.S. for distance education location reporting?](#)
- 6) [We offer courses that combine distance education and traditional teaching methods \("hybrid" courses\). How should students enrolled in these courses be counted in the distance education portion of Fall Enrollment?](#)
- 7) [Should my institution, which is participating as a U.S. Department of Education experimental site, include experimental site participants in IPEDS Institutional Characteristics \(IC\) student counts and cost of attendance amounts?](#)
- 8) [Should incarcerated students be included in IC reporting?](#)

### 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 C question 5, and the tuition and fees charges in Part C question 11?](#)
- 4) [How do I calculate or determine "average tuition"?](#)

### Cost of Attendance

- 1) [How do I know what amounts to report for food and housing and other expenses for institutionally-controlled housing both on and off campus?](#)
- 2) [How do I know what amounts to report for food and housing and other expenses for off campus?](#)
- 3) [Do I have to report off campus living expenses?](#)
- 4) [What costs should be included in books and supplies?](#)
- 5) [What are living expenses?](#)
- 6) [What are "other expenses"?](#)
- 7) [What IC data are included on the College Navigator website?](#)
- 8) [If my institution offers food and housing, but not both, how should I report this on the Cost of Attendance page?](#)

### 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.

[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.

[Top ▲](#)

- 3) 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 spring, 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).

[Top ▲](#)

- 4) 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 <https://ope.ed.gov/accreditation/>.

[Top ▲](#)

- 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

Yes, students located in a U.S. jurisdiction while they are enrolled in distance education courses should be reported as located in the U.S.

[Top ▲](#)

- 6) We offer courses that combine distance education and traditional teaching methods ("hybrid" courses). How should students enrolled in these courses be counted in the distance education portion of Fall Enrollment?

Hybrid courses are not considered by IPEDS as distance education. Students enrolled in "hybrid" courses should be reported as "not enrolled in any distance education courses."

[Top ▲](#)

- 7) Should my institution, which is participating as a U.S. Department of Education experimental site, include experimental site participants in IPEDS Institutional Characteristics (IC) student counts and cost of attendance amounts?

No. Exclude experimental site participants from cost of attendance student counts and amounts reported on the IC survey component.

[Top ▲](#)

- 8) Should incarcerated students be included in IC reporting?

Include all students enrolled for credit even if enrolled at off-campus locations (e.g., federal or state penal institution). This includes, but is not limited to, students enrolled for credit in a recognized prison education program (PEP).

[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 "housing fees" to the institution.

[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. If your institution offers an unlimited number of meals, enter 99.

[Top ▲](#)

- 3) For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part C question 5, and the tuition and fees charges in Part C 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 students' cost of attendance.

[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!**

[Top ▲](#)

### Cost of Attendance

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

Report the food and housing 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 tuition, required fees, books, course materials, supplies, or equipment required for a program of study with other expenses.**

[Top ▲](#)

- 2) How do I know what amounts to report for food and housing 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.

[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).

[Top ▲](#)

- 4) What costs should be included in books and supplies?

Books and supplies typically include books, course materials, supplies, and equipment required of all students in the same course of study. It may include the documented rental or cost of a computer as determined by the institution. See the IPEDS Glossary for additional information. Please work with the financial aid office to make sure costs are assigned to the correct period for IPEDS reporting purposes.

[Top ▲](#)

- 5) What are living expenses?

Living expenses typically include food and housing costs for students attending the at least half time regardless of the student's living arrangements. There are exceptions to this rule. Please work with the financial aid office to report these data items to IPEDS. Note: Food and housing are the same as room and board.

[Top ▲](#)

- 6) 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.

[Top ▲](#)

- 7) What IC 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, tuition and required fees, food and housing 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](#).

[Top ▲](#)

8) If my institution offers food and housing, but not both, how should I report this on the Cost of Attendance page?

In this case, the "food and housing" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus food and housing" field they would need to enter a total that includes the cost of the meal plan plus an estimate of housing (such as a housing cost similar to that of off-campus housing).

[Top ▲](#)