12-month Enrollment for private 2-year and less-than-2-year non-degree-granting institutions

Overview

12-month Enrollment Overview

The 12-month Enrollment survey component collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment at the undergraduate and graduate level is estimated (4-year institutions only). Institutions with Doctor's - professional practice students will also report the FTE enrollment of those students (4-year institutions only). NCES uses the FTE enrollment to produce indicators such as expenses by function per FTE as reported in the IPEDS Data Feedback Report.

Data Reporting Reminder:

- All institutions must use the July 1 - June 30 reporting period.
- 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 implemented for the 2025-26 data collection period:

- Removed question collecting student headcounts of Another Gender.
- Revised "gender" to "sex" where applicable. Revised "men" to "male" and "women" to "female" where applicable.

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.

12-month Enrollment Screening Questions

1. Which instructional activity units will you use to report undergraduate instructional activity?

- Undergraduate instructional activity data in Part B may be reported in units of clock hours or credit hours.

  - ○ Clock hours
  - ○ Credit hours
  - ○ Both clock and credit hours (some undergraduate programs measured in clock hours and some measured in credit hours)

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).

2. Did your institution enroll high school students in college courses for credit during the 12-month Enrollment (E12) reporting period of July 1, 2024 - June 30, 2025?

*If you answer **Yes** to this question, you will be able to report the unduplicated count of high school students enrolled in college courses for credit on Part C of the 12-month Enrollment (E12) survey component.*

- ○ Yes.
  - ☐ Within a dual enrollment program.
  - ☐ Outside a dual enrollment program.
- ○ No

Note:
Within a dual enrollment program is defined as within an organized system with special guidelines that allows high school students to take college-level courses. The guidelines might have to do with entrance or eligibility requirements, funding, limits on course taking, etc.
Outside a dual enrollment program is defined as high school students who simply enroll in credit courses through your institution, and are treated as regularly enrolled college students.

Part A - Unduplicated Count for Full-time Undergraduate Students

12-month Unduplicated Count by Race/Ethnicity and Sex - Full-time Undergraduate Students
July 1, 2024 – June 30, 2025

Reporting Reminders:

- The 12-month unduplicated count must be equal or greater than the corresponding prior year fall enrollment.
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

Male

Students enrolled for credit	First-time, certificate-seeking	All Other	Total, Full-time undergraduate students
U.S. Nonresident			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total male			
Total male prior year			

Female

Students enrolled for credit	First-time, certificate-seeking	All Other	Total, Full-time undergraduate students
U.S. Nonresident			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total female			
Total female prior year			

Grand total (2024-25)			
Prior year data:			
Grand total (male+female) prior year			
Total Full-time undergraduate enrollment Fall 2024 *NOTE: Grand total (2024-25) calculated above is expected to be greater than total Full-time undergraduate enrollment Fall 2024.*			

Part A - Unduplicated Count for Part-time Undergraduate Students

12-month Unduplicated Count by Race/Ethnicity and Sex - Part-time Undergraduate Students
July 1, 2024 – June 30, 2025

Reporting Reminders:

- The 12-month unduplicated count must be equal or greater than the corresponding prior year fall enrollment.
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

Male

Students enrolled for credit	First-time, certificate-seeking	All Other	Total, Part-time undergraduate students
U.S. Nonresident			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total male			
Total male prior year			

Female

Students enrolled for credit	First-time, certificate-seeking	All Other	Total, Part-time undergraduate students
U.S. Nonresident			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total female			
Total female prior year			

Grand total (2024-25)			
Prior year data:			
Grand total (male+female) prior year			
Total Part-time undergraduate enrollment Fall 2024 *NOTE: Grand total (2024-25) calculated above is expected to be greater than total Part-time undergraduate enrollment Fall 2024.*			

Part A - Unduplicated Count for Undergraduate Students

12-month Unduplicated Count by Race/Ethnicity and Sex - Undergraduate Student Total
July 1, 2024 – June 30, 2025

Male

Enrolled for credit	Total full-time undergraduate students	Total part-time undergraduate students	Grand total, all undergraduate students
U.S. Nonresident			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total male			

Female

Enrolled for credit	Total full-time undergraduate students	Total part-time undergraduate students	Grand total, all undergraduate students
U.S. Nonresident			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total female			

Grand total (male+female)			

Part A - Sex Unknown

12-month Unduplicated Count by Sex Unknown

Reporting Reminders:

- The purpose of this supplemental section is to determine whether institutions are able to report the number of students for whom sex is unknown. Note that these students must still be allocated into the 'Male' and 'Female' categories in all other sections of the survey component.

	Number of students
	Undergraduate students
	Current Year
Grand total	
Sex unknown (i.e., sex information is not known or not collected)	

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 A – 12-month Enrollment by Distance Education Status

12-month Unduplicated Count - Distance Education Status

July 1, 2024 – June 30, 2025

	All Undergraduate Students
Students ***enrolled exclusively*** in distance education courses	
Students ***enrolled in at least one but not all*** distance education courses	
Students ***not enrolled in any*** distance education courses	

Total (Carried forward from part A)	

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 - Instructional Activity

12-month Instructional Activity
July 1, 2024 - June 30, 2025

Instructional Activity Reporting Reminder:

- Instructional activity is used to calculate an IPEDS FTE based on the institution's reported calendar system.

FTE Reporting Reminder:

- Institutions need not report their own calculations of undergraduate FTE unless IPEDS FTE calculations would be misleading for comparison purposes among all IPEDS reporting institutions.

Instructional Activity

	2024-25 total activity	Prior year data
Undergraduate level:		
Clock hour activity		
Credit hour activity		

Full-Time Equivalent (FTE) of Students

Calendar system (as reported on the prior year IC survey component):			
If the IPEDS calculated FTE estimates below are not reasonable, **AND** you have reported the correct instructional activity hours above, enter your best FTE estimate in the "Institution reported FTE" column below and save the page. This option should be used **ONLY** if the calculated estimate is not reasonable for your institution and IPEDS comparisons.			
Please provide your best estimate of undergraduate FTE for the 12-month reporting period **only if the calculated FTE estimate below is not reasonable for IPEDS comparison purposes**. Please provide an explanation in the context box if the option is used due to Coronavirus Pandemic.			
	Calculated FTE 2024-25	Institution reported FTE 2024-25	Prior year FTE 2023-24
Undergraduate student FTE			

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 C – Unduplicated Count of Dual Enrolled Students

12-month Unduplicated Count of Dual Enrolled Students
July 1, 2024 – June 30, 2025

Reporting Reminders:

- The number of high school students enrolled in college courses for credit was reported in Part A as part of the all other unduplicated enrollment.
  - The number of high school students enrolled in college courses for credit reported in Part C will have some duplication with the all other enrollment students reported in Part A.
  - The number of high school students enrolled in college courses for credit reported in Part C should be less than the number of all other students reported in Part A unless all these students at your institution are high school students enrolled in college courses for credit.
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

In Part A, your institution reported the following number of students in the all other unduplicated headcount.	

	High school students enrolled in college courses for credit		
	Male	Female	Total
U.S. Nonresident			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total			
Total prior year			

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:		
○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Other	
Name:		
Email:		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
☐ 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?
Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	☐ hours	☐ hours	☐ hours	☐ hours
Other offices	☐ hours	☐ hours	☐ hours	☐ hours

Summary

12-Month Enrollment 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.

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.

12-Month Unduplicated Headcount and Full-Time Equivalent Students		
Total 12-month unduplicated headcount enrollment		
	Undergraduate student unduplicated headcount enrollment	
Total 12-month full-time equivalent (FTE) student enrollment		
	Undergraduate student FTE enrollment	

Total 12-month Undergraduate Student Characteristics	
Percent of undergraduate students who are female	%
Percent of undergraduate students who are full-time	%
Percent of undergraduate students who are enrolled exclusively in distance education courses	%
Percent of undergraduate students by U.S. resident status and race/ethnicity: Note: Race/ethnicity is not collected for U.S. Nonresidents.	
U.S. Resident	%
American Indian or Alaska Native	%
Asian	%
Black or African American	%
Hispanic/Latino	%
Native Hawaiian or Pacific Islander	%
White	%
Two or More Races	%
Race and ethnicity unknown	%
U .S. Nonresident	%

12-month Enrollment for private 2-year and less-than-2-year non-degree-granting institutions

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Part B: Instructional Activity and Full-Time Equivalent Enrollment

Purpose of Survey

The purpose of the 12-month Enrollment survey component of IPEDS is to collect unduplicated enrollment counts of all students enrolled for credit and instructional activity data in postsecondary institutions for an entire 12-month period. For undergraduate students, unduplicated enrollment counts are collected by sex, attendance status (full-time, part-time), race/ethnicity, applicable progression statuses (e.g., first-time (entering), all other (continuing/returning)). Instructional activity is collected as total credit and/or clock hours attempted at all enrollment levels. A full-time equivalent (FTE) student enrollment at the undergraduate and graduate levels is estimated using the instructional activity data reported.

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Changes in reporting

The following changes were implemented for the 2025-26 data collection period:

- Removed question collecting student headcounts of Another Gender.
- Revised "gender" to "sex" where applicable. Revised "men" to "male" and "women" to "female" where applicable.

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General Instructions

Reporting Period Covered

The 12-month reporting period is July 1, 2024 - June 30, 2025.

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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.

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Coverage

Who to Include

Include all students **enrolled for credit** (enrolled in instructional activity, courses or programs, that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential), regardless of whether or not they are seeking a degree or certificate. This includes:

- Students enrolled for credit in off-campus centers

- High school students taking college courses for credit
- Students taking developmental courses if the student is degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled for credit at your institution (e.g., online students)
- Students who are incarcerated (e.g., postsecondary prison education program)

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Who to Exclude

Exclude students who are **not** enrolled for credit. For example, exclude:

- Students enrolled exclusively in courses that cannot be applied towards a recognized postsecondary credential
- Students enrolled only in ESL programs (programs comprised exclusively of ESL courses)
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes

In addition, the following students should be excluded:

- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution serves as an administrative record
- Students enrolled in any branch campus located in a foreign country

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Where to Get Help with Reporting

IPEDS Help Desk

Phone: (877) 225-2568
E-mail: 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.

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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

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Reporting Directions

Screening Question

Before entering any data, the screening question will need to be answered.

Instructional Activity Units
Select which units your institution will use to report undergraduate instructional activity for this component. Institutions are given the option to report undergraduate instructional activity in clock hours, credit hours, or a combination of the two.

Clock hours are a unit of measure that represent an hour of scheduled instruction given to students. *Credit hours* are a unit of measure representing the equivalent of approximately one hour of instruction per week over the entire term. Select the method that best describes the units used to measure instructional activity at your institution.

The option for both clock and credit hours should only be used if some programs are measured in clock hours while others are measured in credit hours. If your institution measures courses or programs in a unit of measure other than standard credit or clock hours, select credit hours and convert the instructional activity offered to credit hour equivalents for reporting in Part B of this component.

Enrolled High School Students
Indicate whether your institution enrolls high school students in college courses for credit. If 'Yes', indicate whether those students are enrolled:

- Within a dual enrollment program **OR**
- Outside a dual enrollment program

Note:
Within a dual enrollment program is defined as within an organized system with special guidelines that allows high school students to take college-level courses. The guidelines might have to do with entrance or eligibility requirements, funding, limits on course taking, etc.

Outside a dual enrollment program is defined as high school students who simply enroll in credit courses through your institution and are treated as regularly enrolled college students.

Your response to this question will determine whether you need to report 12-month unduplicated count of high school students enrolled in college courses for credit on Part C of the survey component.

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Reporting Persons by Racial/Ethnic Category (1997 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

Method of reporting aggregate data - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, residents, and other eligible non-citizens. Eligible noncitizens include all students who completed high school or a GED equivalency within the United States (including DACA and undocumented students) and who were not on an F-1 non-immigrant student visa at the time of high school graduation. More information about other eligible (for financial aid purposes) non-citizens is available at https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- U.S. Nonresident
- Race and ethnicity unknown

Racial/ethnic descriptions - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other descriptive categories

- **U.S. Nonresident** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Do not include DACA, undocumented, or other eligible noncitizens in this category. NOTE - U.S. Nonresidents are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

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Determining Attendance Status (Full-Time vs. Part-Time)

The attendance status of students is determined on the first full term (i.e., semester or quarter) at entry. For example, if an "all other" undergraduate student was enrolled at the institution in the Spring term of the July 1 – June 30 reporting period as part-time, this student should be reported as a part-time, "all other" undergraduate student. Or, if a certificate-seeking undergraduate student who took a summer session preceding the start of the July 1 – June 30 reporting period enrolled in the following fall term as a full-time student, they should be reported as a full-time, first-time certificate-seeking undergraduate student. Note: Even if the student's attendance status changes (i.e., full-time to part-time, or vice versa) or if the student drops out, transfers out, or transfers back into the institution during the 12-month period, the student's attendance status is reported as of entry to the institution for the first full term.

Part A: Unduplicated Count of Full-Time Undergraduate Students by Race/Ethnicity and Sex

On this screen, include all students enrolled for credit, full-time at the undergraduate level at any time during the July 1, 2024 – June 30, 2025 reporting period. The undergraduate level includes students enrolled in undergraduate level courses, in 4 or 5 -year bachelor's degree programs, associate's degree programs, or any certificate programs below the baccalaureate level. Students who have already earned a bachelor's degree but are taking undergraduate courses for credit should be included as undergraduates.

Number of Students Enrolled for Credit: The number of students enrolled for credit at the close of the official add period for each program. If there is no official add period, report as of the 15th day of each regular program, and the 5th day of each summer session or short term.

To determine the unduplicated 12-month enrollment, count each student only once during the 12-month period. For example: If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

Full-time, first-time certificate-seeking students

In column 1, report undergraduate students who have no prior postsecondary experience and have enrolled full-time with the intent to earn a certificate, or other recognized postsecondary credential. The following are also considered first-time:

- Students enrolled and attended college for the first time at any time during July 1 – June 30 reporting period
- Students who entered with advanced standing (any college credits or recognized postsecondary credential earned before graduation from high school)

Full-time, All other undergraduate students

In column 2, report the total number of all other (i.e., not first-time) full-time undergraduate students. This includes:

- transfer-in certificate-seeking students. These are students who enter the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. Include students enrolled in the institution who transferred into the institution at least once during the July 1 – June 30 reporting period.
- continuing/returning certificate-seeking students. These are students who are not new to the institution at the beginning of July 1 – June 30 reporting period, but instead are continuing their studies at the institution.
- non-certificate-seeking students. These students are enrolled for credit but not with the intent of earning a certificate or other recognized postsecondary credential for a whole July 1 – June 30 reporting period.

Note: High school students enrolled in college courses for credit prior to high school graduation are considered non-degree/non-certificate-seeking students.

Once you save the data by clicking the 'Verify and Save' button, the 'Total, full-time undergraduate students (column 3) will be calculated by the system and

display on the survey screen.

Part A: Unduplicated Count of Part-Time Undergraduate Students by Race/Ethnicity and Sex

Report part-time students using the same definitions and instructions provided for full-time undergraduate students.

Part A: 12-month Enrollment – Sex Unknown

Of the total undergraduate and graduate students reported on previous Part A screens, indicate how many students you had to allocate to a binary sex category (Male/Female) because their sex was unknown.

Part A: Unduplicated Count by Distance Education Status

On this screen, report all students reported on previous Part A screens who, during the July 1 – June 30 reporting period:

- Enrolled exclusively in distance education courses offered at your institution
- Enrolled in at least one but not all distance education courses offered at your institution: Students who are enrolled in at least one course that is considered a distance education course, but are not enrolled exclusively in distance education courses.
- Not enrolled in any distance education courses offered at your institution: This number represents the students who are not enrolled in any distance education courses at your institution. It will be calculated by subtracting the (students enrolled exclusively in distance education courses + students enrolled in at least one but not all distance education courses) from the total enrolled students from previous Part A screens, which is the totals for certificate-seeking undergraduate (first-time + all other(transfer-in + continuing/returning) and, non-certificate-seeking undergraduate students.

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Part B: Instructional Activity and Full-Time Equivalent Enrollment

Report the total clock hour and/or credit hour activity attempted during the 12-month period of July 1, 2024 - June 30, 2025. The instructional activity data reported will be used by the Data Collection System to calculate full-time equivalent (FTE) student enrollment at the institution.

Step 1: Institution Reports Total Instructional Activity
The IPEDS keyholder reports total instructional activity attempted in clock hours and/or credit hours. **Do not convert clock hour activity into credit hour activity, and vice versa.**

Option A: Reporting Clock Hour Activity

First, calculate total clock hour activity by course. **Include only courses offered for credit that are measured in clock hours** (see the IPEDS Glossary for the definition of "credit course").

- To determine the clock hour activity for a course, multiply the clock hour value of the course by the number of students enrolled in the course for credit.
- **Clock Hour Activity of a Course = Course Clock Hour Value * Number of Students Enrolled for Credit**
- **Clock Hour Value of a Course:** The clock hour value of a course is the number of hours per week that the course meets multiplied by the number of weeks the course is given. For example, a 3-week real estate licensure course that meets 15 hours per week has a value of 45 clock hours.
- **Number of Students Enrolled for Credit:** The number of students enrolled for credit at the close of the official add period for each program. If there is no official add period, report as of the 15th day of each regular program, and the 5th day of each summer session or short program.

Second, calculate total clock hour activity for the institution by adding each calculated total clock hour activity by course. Report this aggregate value on the survey form.

Example Calculation: Total clock hour activity for Institution A.

Institution A offers 3 courses during the July 1, 2024 - June 30, 2025 reporting period:

- Course 1 is a 50-week course with 30 clock hours per week and 10 students.
- Course 2 is a 20-week course with 35 clock hours per week and 5 students.
- Course 3 is a 15-week course with 20 clock hours per week and 10 students.

Compute the clock hour activity for each course:

- Course 1: 50 * 30 * 10 = 15,000 hours
- Course 2: 20 * 35 * 5 = 3,500 hours
- Course 3: 15 * 20 * 10 = 3,000 hours

Compute the total clock hour activity for the institution by summing the clock hour activity for all courses offered for credit that are measured in clock hours:

- 15,000 hours + 3,500 hours + 3,000 hours = 21,500 hours

Third, once you have reported total instructional activity information, click "save" and the FTE student enrollment will be calculated and appear on the screen.

Reporting Reminder:

- If a course does not start and end within the same 12-month reporting period, the clock hour activity reported should be only for the number of weeks which fall within the July 1 - June 30 period. For example, if only 40 weeks of a 64 week course (which meets 15 hours per week and has an enrollment of 30 students) falls within the 12-month period, the clock hour activity for this course would be computed as follows: 40 weeks x 15 hours per week x 30 students = 18,000 clock hours.

Option B: Reporting Credit Hour Activity

First, calculate total credit hour activity by course. **Include only courses offered for credit that are measured in credit hours** (see the IPEDS Glossary for the definition of "credit course").

- To determine the credit hour activity for a course, multiply the credit hour value of the course by the number of students enrolled in the course for credit.
- **Credit Hour Activity of a Course = Course Credit Hour Value * Number of Students Enrolled for Credit**
- **Number of Students Enrolled for Credit:** The number of students enrolled for credit at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term and the 5th day of each summer session or short term.

Second, calculate total credit hour activity for the institution by adding each calculated total credit hour activity by course. Report this aggregate value on the survey form.

Example Calculation: Total credit hour activity for Institution B.

Institution B offers 3 courses during the July 1, 2024 - June 30, 2025 reporting period:

- Course 1 is a 3 credit hour course with 20 students.
- Course 2 is a 5 credit hour course with 10 students.
- Course 3 is a 4 credit hour course with 15 students.

Compute the credit hour activity for each course:

- Course 1: 3*20 = 60 hours
- Course 2: 5*10 = 50 hours

- Course 3: 4*15 = 60 hours

Compute the total credit hour activity for the institution by summing the credit hour activity for all courses offered for credit and measured in credit hours:

- 60 hours + 50 hours + 60 hours = 170 hours

Third, once you have reported total instructional activity information, click "save" and the FTE student enrollment will be calculated and appear on the screen.

Reporting Reminder:

- If a course does not start and end within the same 12-month reporting period, report all credit hour activity for the course in the 12-month period in which the course began. Because course enrollment counts (necessary for calculating total credit hour activity) are typically taken at the close of the official add/drop period for a course, this date can also be used as the course start date for the purposes of determining the appropriate 12-month period. If there is no official add/drop period, report as of the 15th day of each full term, and the 5th day of each summer session or short term.

Step 2: Data Collection System Calculates FTE Enrollment

Full-Time Equivalent (FTE) Calculation

Full-time equivalent (FTE) student enrollment will be calculated for the institution using the instructional activity data (total clock hour and credit hour activity) reported in Part B. A FTE student is a unit of measurement intended to represent one student enrolled full time for one academic year.

Step 3: Institution Confirms and Accepts Data Collection System FTE Enrollment Calculation - OR - Institution Provides "Institution Reported FTE"

- If these calculated FTE estimates are not reasonable for the institution, please **double check** the clock hours and/or credit hours reported to ensure their accuracy. If the instructional activity data reported are inaccurate, then the calculated FTE estimate will also be inaccurate.
- After double checking the instructional activity data reported, if the FTE count estimated for the institution is still not reasonable, the system will allow you to enter more accurate FTE data for the institution in the **"Institution reported FTE"** column below. This option should be used **ONLY** if the system calculated estimates are not reasonable for the institution and would be misleading for comparison purposes among all IPEDS reporting institutions.

Calculated Full-Time Equivalent (FTE) Estimate. After entering the instructional activity, the FTE estimate will be calculated as follows:

- For institutions reporting clock hours, the number of total clock hours reported is divided by 900. For example, the FTE for Institution A would be 1150/900, or approximately 1 student.
- For institutions operating on a Quarter calendar system (as reported in the prior year IC survey component), undergraduate credit hours are divided by 45. If Institution B from the example above was an undergraduate program on the quarter system, the FTE would be 170/45, or approximately 4 students.
- For institutions operating on a semester, 4-1-4 Plan, or other calendar type (as reported in the prior year IC survey component), undergraduate credit hours are divided by 30. If Institution B was an undergraduate program on one of these systems, the FTE would be 170/30, or approximately 6 students.

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Part C: Unduplicated Count of High School Students Enrolled for Credit

On this screen, include all high school students enrolled in college courses for credit (i.e., dual enrolled students) at the IPEDS reporting institution during the July 1, 2024 – June 30, 2025 reporting period. Student performance is recorded on a college transcript and postsecondary credit is awarded for a passing grade in the course. Dual enrollment 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. Dual enrollment excludes: Credit-by-exam models such as Advanced Placement (AP) and International Baccalaureate (IB) in which the student is not enrolled in a postsecondary institution.

High School Students enrolled in college courses for credit include students enrolled:

- within a dual enrollment program is defined as within an organized system with special guidelines that allows high school students to take college-level courses. The guidelines might have to do with entrance or eligibility requirements, funding, limits on course taking, etc. AND
- outside a dual enrollment program is defined as high school students who simply enroll in credit courses through your institution and are treated as regularly enrolled college students.

Number of High School Students enrolled in college courses for credit: The number of high school students enrolled in college courses for credit at the close of the official add/drop period. If there is no official add/drop period, report as of the 15th day of each full term, and the 5th day of each summer session or short term.

To determine the unduplicated 12-month enrollment, count each student only once during the 12-month period. For example: If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

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Glossary

Term	Definition
12-month enrollment (E12)	This annual component of IPEDS collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. These data were collected in the Enrollment component prior to the 2007 IPEDS data collection. Institutions report an unduplicated head count for the total number of students, by sex, attendance status (full-time, part-time), race/ethnicity, level (undergraduate, and graduate, including doctor's – professional practice), first-time (entering), transfer-in, continuing/returning, and degree/certificate-seeking statuses, enrolled throughout the reporting period. Students included are those enrolled in any courses for credit leading to a degree or other recognized postsecondary credential, as well as those enrolled in courses that are part of a terminal vocational or occupational program. Institutions also report the total instructional activity for the same 12-month period for both undergraduate and graduate programs. Instructional activity data are reported in units of clock hours or credit hours. Starting with the 2023-24 data collection, institutions also report data on dual enrollment (i.e., the number of high school students enrolled at the postsecondary level).
12-month period	A 12-month period defined by an institution for reporting a full year of activity (All institutions must use the July 1 - June 30 reporting period). This time period should be consistent across all IPEDS data collections and from year-to-year.
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other recognized postsecondary credential.
Black or African American	A person having origins in any of the black racial groups of Africa.

Calculation of FTE students (using instructional activity)	The number of FTE students is calculated based on the credit and/or clock hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the IC component. The following table indicates the level of instructional activity used to convert the credit and/or clock hours reported to an indicator of full-time equivalents (FTE students):
	• Quarter calendar system
	  ◦ Enrollment level (One FTE over 12-month period)
	  ▪ Undergraduate 45 credit hours, 900 clock hours
	  ▪ Graduate 36 credit hours
	• Semester/trimester/4-1-4 plan/other calendar system
	  ◦ Enrollment level (one FTE over 12-month period)
	  ▪ Undergraduate 30 credit hours 900 clock hours
	  ▪ Graduate 24 credit hours
	For institutions with continuous enrollment programs, FTE is determined by dividing the number of clock hours attempted by 900.
	
	The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE and reported Doctor's Professional Practice FTE.

Calendar system	The method by which an institution structures most of its courses for the academic year.
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.
Clock hour activity	The provision of coursework to students which can be measured in terms of clock hours.
Cohort year	The year that a cohort of students begins attending college.
Contact hour (old definition)	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
Continuing/Returning student (undergraduate)	A degree/certificate-seeking student who is not new to the institution during the IPEDS enrollment reporting period, but instead is continuing their studies at the institution (i.e., not an entering first-time or transfer-in student).
Continuous basis	A calendar system classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.

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 recognized postsecondary credential.
Credit hour activity	The provision of coursework to students which can be measured in terms of credit hours.
Degree/certificate-seeking students (DCGS)	Students enrolled in courses for credit who are seeking a degree, certificate, or other recognized postsecondary credential. This includes students who: - received any type of federal financial aid, regardless of what courses they took at any time; - 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 - obtained a student visa to study at a U.S. postsecondary institution High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Developmental courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Differs by program (calendar system)	A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
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 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.
Distance education program	A program for which all the required coursework for program completion is able to be completed via distance education courses.
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. - 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. - Excludes: Credit-by-exam models such as Advanced Placement and International Baccalaureate in which the student is not enrolled in a postsecondary institution.
Enrolled for credit	Credit can be measured in units such as clock hours or credit hours. Credit is the recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Entering students (undergraduate)	Students at the undergraduate level, both full-time and part-time, enrolled at the institution for the first time during the IPEDS enrollment reporting period (e.g., fall term or preceding summer session for Fall Enrollment survey component). This includes all degree/certificate-seeking first-time students, degree/certificate-seeking transfer-in students, and non-degree/non-certificate-seeking students new to the institution (not including high school students).
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 session, and students who entered with advanced standing (college credits or recognized postsecondary credential 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 clock 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 - full-time as defined by the institution.
High school diploma or recognized equivalent	A document certifying the successful completion of a prescribed secondary school program of studies, or any of the following: - recognized attainment of satisfactory scores on the GED or another state-authorized examination - recognized completion of homeschooling at the secondary level as defined by state law - completion of secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive credential for their education
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Instructional activity	The total number of credit and clock hours all students are engaged in during the specified period.
Integrated Postsecondary Education Data System	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of

(IPEDS)	Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); Cost(CST); 12-month Enrollment (E12); Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); and Finance (F).
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Non-degree/non-certificate-seeking student (NDGCS)	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or recognized postsecondary credential.
Non-first-time student (undergraduate)	A student who has previously enrolled at a postsecondary institution (not as a high school student) before enrolling at the IPEDS reporting institution as a degree/certificate-seeking student. Non-first-time cohort includes entering transfer-in students from Fall Enrollment (EF) and 12-month Enrollment (E12) components and also includes students who entered the institution as non-degree/non-certificate-seeking (not as a high school student) but became degree/certificate-seeking during the Outcome Measures (OM) cohort reporting period.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other recognized postsecondary credential.
Other academic calendar system	Category used to describe "non-traditional" calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 clock hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.
Quarter (calendar system)	A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Race and ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Race/ethnicity	Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, residents, and other eligible non-citizens. Individuals are asked to first designate ethnicity as: - Hispanic or Latino or - Not Hispanic or Latino Second, individuals are asked to indicate all races that apply among the following: - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or Other Pacific Islander - White
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.
Resident (and other eligible non-citizens)	A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident status (and who holds either a registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).
Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session. **Note:** the standard term length range is defined by the Office of Postsecondary Education. More information can be found at: https://ifap.ed.gov/electronic-announcements/110519RevisionGuidelinesApplicableStandardTerms
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.
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 Leveraging Educational Assistance Partnerships or LEAP, formerly State Student Incentive Grant or SSIG and the National Early Intervention Scholarship and Partnership or NEISP programs).
Transfer-in student	A degree/certificate-seeking undergraduate student entering the IPEDS reporting institution for the first time but known to have previously enrolled at a different postsecondary institution (not as a high school student). The student may transfer with or without credit. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-in students upon entering an institution from another institution within the same coordinated system.
Trimester (calendar system)	An academic year consisting of 3 terms of about 15 weeks each.

U.S. Nonresident	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Undergraduate student	A student who is taking courses at the baccalaureate or below the baccalaureate level. These students may or may not be enrolled in undergraduate programs.
Unduplicated count	The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

12-month Enrollment for private non-degree-granting institutions

Click one of the following questions to view the answer.

General

1) Who should I include in my enrollment reporting?
2) What is the reporting period for 12-month enrollment?
3) What is the difference between 12-month enrollment and Fall enrollment?
4) Should I report students who are studying abroad?
5) Do I include students enrolled only in ESL programs (programs comprised exclusively of ESL courses) in enrollment?
6) Should incarcerated students be included in enrollment reporting?
7) I have a certificate-seeking undergraduate student who took a summer session in 2024. However, the start date of the summer session was prior to E12 period start date of July 1 (prior to July 1). Should I include this student in the 2024-25 E12 counts?
8) How can I ensure consistent reporting of degree/certificate-seeking undergraduates across EF, E12, and OM survey components?
9) What is the relationship between "transfer-in" enrollment status on the Fall Enrollment (EF) and 12-month Enrollment (E12) components and the non-first-time cohort on the Outcome Measures (OM) component?·
10) Should my institution, which is participating as a U.S. Department of Education experimental site, include experimental site participants in enrollment counts?

Unduplicated Count (Part A)

1) Why does the total 12-month enrollment need to be larger than the corresponding prior year fall enrollment?
2) How do I report foreign students living outside the U.S. who are enrolled in my institution?
5) In which race/ethnicity category do I report undocumented and DACA students?
6) What is NOT considered "prior postsecondary experience" when reporting first-time students?
7) Where do I report students if I don't know whether or not they are first-time?
8) How do I treat new students who transferred into the institution the prior summer session and take courses in the fall?
9) Does "continuing/returning student" include those students who have stopped out and re-entered the same institution?
10) How do I report students who changed attendance status (part-time to full-time or full-time to part-time) during the July 1-June 30 reporting period?
11) How do I report a student who earned college credit or postsecondary award while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution?
12) Where do I report a high school student who is enrolled for credit at my institution (a dual enrolled student)?
13) If a student enrolled for credit has not indicated whether they intend to earn a degree or certificate, how do I determine whether they are degree/certificate-seeking?
14) Where do I report students who are seeking a second certificate?
15) How do I report an undergraduate student who took courses as a non-certificate-seeking student and reenrolls as a certificate-seeking student at the same reporting institution?
16) How does enrollment in non-credit or zero-credit developmental/ESL and co-op courses count in the determination of a student's full-time status?
17) How do I count a high school student who enrolls for credit at my institution in Spring 2024, takes courses for credit during Summer 2024 after graduating high school, and subsequently enrolls in the institution in Fall 2024?
18) How do I determine whether a student should be reported as full-time or part-time?

Distance Education (Part A)

1) If a student is taking the instructional portions of their program entirely online, but are then required to complete a practicum, residency, or internship, is the student considered enrolled in exclusively distance education courses?
2) 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 12-month Enrollment?

Instructional Activity and FTE (Part B)

1) How do I report instructional activity for courses that start in one 12-month reporting period and end in the next 12-month reporting year?
2) How is the estimate of full-time equivalent (FTE) students calculated?
3) The calculated FTE is not a reasonable estimate for my institution. What should I do?

General

1) Who should I include in my enrollment reporting?

All students enrolled *for credit* should be reported. Credit is defined as "recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement."

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2) What is the reporting period for 12-month enrollment?

The reporting period for the 12-month enrollment component is July 1 - June 30. In the past, institutions had the option to report using the July 1 - June 30 period or the September 1 - August 31 period. Since the 2011-12 collection year, institutions have been required to use the July 1 - June 30 reporting period.

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3) What is the difference between 12-month enrollment and Fall enrollment?

The 12-month Enrollment (E12) survey component collects an institution's cumulative unduplicated headcount enrollment for the entire 12-month period beginning July 1 and ending June 30. In contrast, the Fall Enrollment (EF) survey component collects an institution's "snapshot" enrollment count in the fall. For academic reporters, EF enrollment counts reflect the institution's official fall reporting date or October 15. For program reporters, EF enrollment counts reflect students enrolled during the period August 1 to October 31. The EF enrollment counts, for both academic reporters and program reporters, should be viewed as a subset of the larger E12 counts. The E12 survey component captures all unduplicated student enrollments, including fall-enrolled students (i.e., reported on the EF survey component) plus all other unduplicated student enrollments not captured on the EF survey component but that enrolled during the July 1 to June 30 time period.

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4) Should I report students who are studying abroad?

Students who are enrolled in your institution and attend classes in a foreign country should be included in your institution's enrollment report if your institution provides instructional resources (classroom, instructors), even though the education occurs abroad. Students who are enrolled in your institution and attend classes in a foreign country should NOT be included in your enrollment report if:

- The students are enrolled ONLY in courses offered by another institution;
- The students are enrolled at a branch campus of your institution in a foreign country;
- Your institution does not provide the instructional resources (i.e., classrooms, instructors), even if the student pays tuition to your institution. Their enrollment at your institution serves only as an administrative record.

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5) Do I include students enrolled only in ESL programs (programs comprised exclusively of ESL courses) in enrollment?

ESL has never been considered a postsecondary program by IPEDS. Since it is considered non-postsecondary, students who are ONLY enrolled in ESL programs, regardless of whether or not they are receiving Title-IV aid, should NOT be counted in enrollment.

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6) Should incarcerated students be included in enrollment 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). Enrollment statuses for incarcerated students (e.g., full-/part-time, first-time/transfer-in, distance education) should be determined in the same way as all other students enrolled for credit.

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7) I have a certificate-seeking undergraduate student who took a summer session in 2024. However, the start date of the summer session was prior to E12 period start date of July 1 (prior to July 1). Should I include this student in the 2024-25 E12 counts?

For students who start in the summer, the summer session is typically not considered a full term. Please use the following guidance:

- If a student starts in the summer of 2024 (prior to July 1), and they do NOT enroll in any additional terms in 2024-25, they are not included in the July 1, 2024 – June 30, 2025 E12 counts (as they would have been included in the prior E12 counts).
- If a student starts in the summer of 2024 (after July 1), and they do NOT enroll in any additional terms in 2024-25, they are still included in the 2024-25 E12 counts, at the attendance status (i.e., full-time or part-time) in which they were enrolled during the summer.
- If a student starts in the summer of 2024 (prior to July 1 or after July 1), and the student continues enrollment beyond summer, either into the fall term or re-enrolls in the spring term, the institution should use the full term (e.g., fall or spring) to determine if the student is full-time or part-time, and the student should be included in the 2024-25 E12 counts.

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8) How can I ensure consistent reporting of degree/certificate-seeking undergraduates across EF, E12, and OM survey components?

- The Fall Enrollment (EF) survey component is a "snapshot" of the institution's enrollment in the fall. The 12-month Enrollment (E12) survey component captures the institution's total unduplicated headcount enrollment for an entire 12-month period (July 1 to June 30).
  - EF enrollment counts are a subset of the E12 enrollment counts, as the E12 survey component captures students enrolled in the fall plus any other unduplicated students not captured in the EF survey component (e.g., students who first enroll in the spring term or enroll only in the summer months). If students enroll in the summer immediately preceding the fall term, students' enrollment status (i.e., part-time or full-time, first-time or transfer-in, degree/certificate-seeking or non-degree/non-certificate-seeking, undergraduate or graduate) should be determined by their fall enrollment (not their summer enrollment). Note that recent high school graduates and other students without prior postsecondary experience will still be considered "first-time students" for EF reporting purposes even if they enrolled in the summer prior to fall enrollment.
  - Because the EF survey component is a subset of the E12 survey component, all student enrollment counts (total and by disaggregate) reported in the current year's E12 survey component should be greater than or equal to the prior year's EF survey component. Note that the prior year's EF survey component matches the "data year" of the current year's E12 survey because there is a greater "time lag" in reporting E12 data.
- Because the fall term is considered a full term for IPEDS reporting purposes, students enrolled in the fall term and captured in the EF survey component should retain their same enrollment statuses (e.g., part-time or full-time, first-time or transfer-in, degree/certificate-seeking or non-degree/non-certificate seeking, undergraduate or graduate) in the E12 survey component.
  - For example, a full-time, first-time student reported on the EF survey would also be reported as a full-time, first-time student in the E12 survey. Similarly, a part-time, non-degree/non-certificate-seeking student reported in the EF survey component would retain those statuses in the E12 survey component.

    - For both program reporters and academic reporters, student enrollment statuses as reported on the current-year EF survey should be retained for E12 reporting in the following data collection year when the data coverage periods align (i.e., you should not change students' statuses between EF and E12 reporting).
    - For students not reported on the EF survey component (i.e., not enrolled in the fall and therefore not captured), default to the student's first full term at entry to determine enrollment statuses (typically spring in this scenario). If the student enrolls only in the summer and at no other time during the 12-month reporting period, then the summer session may be used to determine student statuses.
- While the E12 survey component captures unduplicated enrollment counts during the 12-month period of July 1 to June 30, the Outcome Measures (OM) survey component captures the 4-, 6-, and 8-year academic outcomes for the cohort of degree/certificate-seeking students during the same 12-month period. Like the E12 survey component, students' statuses (i.e., first-time/non-first-time, Pell/Non-Pell, full-time/part-time) are determined by students' first full term (i.e., fall or spring).
- Unlike the E12 survey component, the OM survey component captures only degree/certificate-seeking students. For this reason, students' statuses for OM reporting purposes are determined in their first full term as a degree/certificate-seeking student. For example, students enter as non-degree/non-certificate-seeking students in the fall and in the following spring term enroll as degree/certificate-seeking students, these students would be reported as:
    - In EF as non-degree/non-certificate-seeking students with the statuses (e.g., full-time/part-time) determined at their first full term (i.e., fall term).
    - In E12 as non-degree/non-certificate-seeking students with the statuses (e.g., full-time/part-time) determined at their first full term (i.e., fall term). Note that students reported on both the EF and E12 survey components should be reported with the same enrollment statuses (i.e., they do not change).
    - In OM as degree/certificate-seeking students with the statuses (i.e., first-time/non-first-time, Pell/non-Pell, full-time/part-time) determined at their first full term as degree/certificate-seeking students (i.e., spring term). Because the OM survey component is designed to capture academic outcomes for degree/certificate-seeking students, students who are non-degree/non-certificate-seeking in the fall (and reported as such for both EF and 12 survey components) but then become degree/certificate-seeking after the fall term should be reported for OM reporting purposes. Only in this scenario and only for OM reporting purposes should fall-enrolled students' enrollment statuses then be determined from a non-fall term to align with when they became degree/certificate-seeking.
- Therefore, OM counts should be same or slightly greater than degree/certificate-seeking student counts reported in E12 because there is the potential for some students to enroll as non-degree/non-certificate-seeking in the fall term (and reported as such for EF and E12 survey components) but then change their enrollment to degree/certificate-seeking in the spring term (and thus need to be captured in the OM survey component).

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9) What is the relationship between "transfer-in" enrollment status on the Fall Enrollment (EF) and 12-month Enrollment (E12) components and the non-first-time cohort on the Outcome Measures (OM) component?·

- The count of transfer-in enrollment collected on the EF and E12 components includes the subset of undergraduate students who are 1) degree/certificate-seeking, 2) new to the IPEDS reporting institution (i.e., entering) during the relevant reporting period (e.g., fall term, 12-month reporting period) and 3) were previously enrolled at a different postsecondary institution (not as a high school student). Note that for IPEDS reporting purposes, current high school students enrolled in college courses for credit are reported as non-degree/non-certificate-seeking and therefore are not eligible to be classified as transfer-in students.
- The non-first-time cohort on the OM component includes transfer-in students. **However, non-first-time students also include students who are not new to the IPEDS reporting institution because they first entered the institution as non-degree/non-certificate-seeking (not as a high school student), but then changed their status to degree/certificate-seeking.**

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10) Should my institution, which is participating as a U.S. Department of Education experimental site, include experimental site participants in enrollment counts?

No, exclude experimental site participants from reporting.

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Unduplicated Count (Part A)

1) Why does the total 12-month enrollment need to be larger than the corresponding prior year fall enrollment?

The 12-month unduplicated count must be equal to *or* greater than the corresponding prior year fall enrollment. Since Fall 2024 lies within the 12-month period currently being reported on the 12-Month Enrollment survey component (2024-25), the 12-month unduplicated count must be equal to or greater than the Fall 2024 reported enrollments.

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2) How do I report foreign students living outside the U.S. who are enrolled in my institution?

There has been no change to how these students should be reported with the new race/ethnicity reporting method. Foreign students living outside the U.S., such as a foreign student living outside the U.S. who is enrolled in distance education at your institution, should be classified in the Race/Ethnicity Unknown category. Only U.S. citizens are to be categorized in the specific Race/Ethnicity categories. The U.S. Nonresident category is reserved specifically for students that are in the U.S. under that specific legal status.

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5) In which race/ethnicity category do I report undocumented and DACA students?

Undocumented and DACA students who completed high school or a GED equivalency within the United States are considered eligible non-citizens and their race/ethnicity should be reported using the seven race/ethnicity categories provided:

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native

- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

If a student's race/ethnicity is unknown, you can include them in the race/ethnicity unknown category.

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6) What is NOT considered "prior postsecondary experience" when reporting first-time students?

- Credit for military service/training from an association such as the American Council on Education,
- Credit from any non-credit courses, as defined by the institution,
- Credit received for completion of tests/assessments,
- Credit received before the student has earned a high school diploma (i.e., dual enrollment credits),
- Postsecondary award received before the students earned a high school diploma (e.g., certificate, associate's, bachelor's, etc.), or
- Credit for life experience.
- Students with prior postsecondary experience credit from attending a military academic institution (e.g., Community College of the Air Force, West Point, U.S. Naval Academy, etc.) would NOT be considered first-time students.

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7) Where do I report students if I don't know whether or not they are first-time?

If their status is not indicated directly and the student does not enroll with prior credits or transcripts from another institution, then assume the student is first-time.

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8) How do I treat new students who transferred into the institution the prior summer session and take courses in the fall?

For the 12-month Enrollment survey, count the student as a "transfer-in," even if the student transferred into the institution during the prior summer session and is not entering the institution for the first time in the fall. (Applies only to academic reporters)

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9) Does "continuing/returning student" include those students who have stopped out and re-entered the same institution?

Yes, "continuing/returning student" is meant to capture students who are not first-time or transfer-in. This includes students who have been continuously enrolled in the institution and those who have stopped out and re-enrolled, without having transferred to another institution.

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10) How do I report students who changed attendance status (part-time to full-time or full-time to part-time) during the July 1-June 30 reporting period?

Report students based on their attendance status in their first full term enrolled (i.e., typically the fall or spring terms for academic reporters), even if that status changed during the 12-month period.

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11) How do I report a student who earned college credit or postsecondary award while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution?

If the college credit or postsecondary award was earned prior to the student graduating high school, then this student would be considered a first-time student. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned was prior to their high school graduation. (Applies only to academic reporters)

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12) Where do I report a high school student who is enrolled for credit at my institution (a dual enrolled student)?

This student would be reported as non-degree/non-certificate-seeking. Prior to receipt of a high school diploma or recognized equivalent (see glossary definition), a current high school student is considered non-degree/non-certificate-seeking. After receipt of the high school diploma or recognized equivalent, they can be classified as degree/certificate-seeking, if appropriate.

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13) If a student enrolled for credit has not indicated whether they intend to earn a degree or certificate, how do I determine whether they are degree/certificate-seeking?

If the student has not indicated any intent but is applying for Title IV federal financial aid, assume the student to be degree/ certificate-seeking.

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14) Where do I report students who are seeking a second certificate?

Report these students in the column labeled "All Other (column 2)". This column is intended to capture all certificate-seeking undergraduate students who are not first-time to the institution during the July 1- June 30 reporting period.

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15) How do I report an undergraduate student who took courses as a non-certificate-seeking student and reenrolls as a certificate-seeking student at the same reporting institution?

This student should be reported as a ""All Other (column 2)"" student.

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16) How does enrollment in non-credit or zero-credit developmental/ESL and co-op courses count in the determination of a student's full-time status?

Students in the following categories are considered degree-seeking in IPEDS, though they may be enrolled in courses not creditable for an award:

- Students enrolled in developmental courses that are not creditable toward an award but have been admitted into an eligible Title-IV program and receive Title-IV aid
- Students enrolled in ESL courses that are not creditable toward an award but have been admitted into an eligible Title- IV program and receive Title-IV aid
- Co-op students enrolled in courses that are not creditable toward an award but are required for award attainment

In determination of the student's full-time status, credit or clock hours (up to one academic year's worth) of developmental and ESL courses may be used in the determination of a student's full-time status if the developmental or ESL course is part of a program that leads to a postsecondary award. In these cases, the developmental or ESL courses should count the same as the comparable full-credit class. For co-op students, the work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student will also count toward the determination of full-time status.

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17) How do I count a high school student who enrolls for credit at my institution in Spring 2024, takes courses for credit during Summer 2024 after graduating high school, and subsequently enrolls in the institution in Fall 2024?

This student would be reported as “first-time” degree/certificate-seeking student for the July 1, 2024 – June 30, 2025 12-month Enrollment reporting period.

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18) How do I determine whether a student should be reported as full-time or part-time?

Based on IPEDS definitions, a full-time undergraduate student is a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more clock hours a week each term, while a part-time undergraduate student is a student enrolled for either less than 12 semester or quarter credits, or less than 24 clock hours a week each term.

A full-time graduate student is 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, while a part-time graduate student is a student enrolled for less than 9 semester or quarter credits.

In some rare cases, however, students may be enrolled in fewer than the specified full-time credit thresholds outlined above but still be considered full-time for federal financial aid purposes. In these instances, students who are determined to be full-time enrolled for federal financial aid purposes are also to be considered full-time for IPEDS reporting purposes.

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Distance Education (Part A)

1) If a student is taking the instructional portions of their program entirely online, but are then required to complete a practicum, residency, or internship, is the student considered enrolled in exclusively distance education courses?

Yes, if the instructional portions are entirely online, the student is considered to be enrolled in exclusively distance education courses.

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2) 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 12-month Enrollment?

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

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Instructional Activity and FTE (Part B)

1) How do I report instructional activity for courses that start in one 12-month reporting period and end in the next 12-month reporting year?

If a course does not start and end within the same 12-month reporting period, report that activity using the following guidelines:

Clock Hour Reporting:
Report only the activity for the number of weeks that fall within the 12-month period being reported on. For example, if only 40 weeks of a 64 week course occurred before the June 30 end of the current reporting period, then report only those 40 weeks of activity. Next year, report the 24 weeks of activity for that course that occurred after July 1. For guidance on calculating total clock hour activity, refer to the 12-month Enrollment survey component instructions.

Credit Hour Reporting:
Report all activity for a course in the 12-month period in which the course began. Because course enrollment counts (necessary for calculating total credit hour activity) are typically taken at the close of the official add/drop period for a course, this date can also be used as the course start date for the purposes of determining the appropriate 12-month period. If there is no official add/drop period, the 15th day of a regular term and the 5th day of a summer or short term can be used.

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2) How is the estimate of full-time equivalent (FTE) students calculated?

The FTE enrollment estimate is calculated based on the total instructional activity (measured in clock hours and/or credit hours) reported in Part B and the institution's calendar system, as reported on the prior year Institutional Characteristics (IC) component. The following method is used to convert total instructional activity hours reported to an indicator of full-time equivalent students:

Clock Hour Reporters: Clock hours are divided by 900.
Quarter Calendar System: Undergraduate credit hours are divided by 45.
Semester/Trimester/4-1-4 Plan/Other Calendar System: Undergraduate credit hours are divided by 30.

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3) The calculated FTE is not a reasonable estimate for my institution. What should I do?

First, double check the instructional activity data reported on the Part B screen. If your instructional activity data are accurate and the FTE calculation is not providing a reasonable FTE estimate for your institution, there is the option to report a more accurate FTE in Part B. This option should be used ONLY if the system calculation is not a reasonable estimate for your institution and would be misleading for comparison purposes among all IPEDS reporting institutions.

If a more accurate FTE is provided and an edit is received on that data entry, make sure to detail the methodology used to arrive at the reported FTE and explain why this is a better measure for the institution.

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