

**IPEDS 2004-05**  
**Data Collection Changes and Clarifications**  
Revised on August 26, 2004

## **Changes for 2004-05**

### ***Institutional Characteristics:***

- Part A, the collection of the institution's mission statement becomes mandatory in Fall 2004
- Part B, item on formally organized programs that do not lead to a formal award has been deleted
- Part C, the question on ACT and SAT scores is changed. NCES eliminated the qualification that test scores be reported only if 60 percent or more incoming students submit scores; scores should be reported for all students taking a particular test, regardless of how many submit scores.
- Part D, NCES added a radio button to determine if part-time first-professional students are enrolled
- Part D, for those institutions that report "by program," NCES eliminated the question on programs of at least 300 contact or clock hours
- Part E, (completed by new institutions) no longer includes the question about providing postsecondary instruction for at least 2 consecutive years

### ***Completions:***

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

### ***Salaries:***

- This component is now mandatory for degree-granting institutions only beginning with the Winter 2004-05 collection. Institutions that offer only certificates above the baccalaureate level will no longer be required to respond.
- Part B - the indicator that the institution offers fringe benefits for restricted housing and tuition plans is now collected separately for 9/10-month faculty and 11/12-month faculty.

### ***Employees by Assigned Position***

- The screens that collect data for medical schools are restricted to institutions with M.D. programs. NCES will remove the screening question concerning the existence

of a medical school.

### ***Fall Staff:***

- This is an optional year for reporting Fall Staff data
- Prior year data were added to several screens that display summary information to aid editing and comparisons.

### ***Enrollment:***

- Part A - 4-year institutions will be required to report data for the 9 selected fields of study as required by the Office for Civil Rights; CIP:2000 will be used to define these programs
- Part B - the collection of age is optional this year
- Part C - the collection of residence data is mandatory this year
- The collection of Part D (Total Entering Class) is required only of those institutions that calculate graduation rates based on a fall cohort; those using a full 12-month period are not required to respond to this item.
- Part F - NCES has modified the collection of Instructional Activity to accommodate institutions that measure courses in terms of "units" by allowing them to restate their calculated full-time equivalent (FTE).
- Part G - retention rate data are now mandatory; however, institutions that have only less than one-year programs will not be required to report retention data.
- Caveats boxes have been added to Parts D, F, and G so that institutions may provide comments when reporting these data.

### ***Finance:***

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

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

- 4-year institutions should report on a 1998 cohort; less than 4-year institutions should report on a 2001 cohort
- Allowable exclusions are expanded to include students called to active duty
- Less than 2-year institutions are no longer required to provide data by race/ethnicity and gender.

## Clarifications to screens and instructions for 2004-05

### *Institutional Characteristics*

- Part B - NCES added the credit hour equivalents to the award level descriptions for certificates below the baccalaureate level
- Part C - Instructions clarify that institutions should NOT convert test scores from one to another (SAT/ACT)
- Part D - Questions on housing and board are modified to use "offer" rather than "provide"; "on-campus housing" will be changed to "institutionally-controlled housing both on and off campus" and "dormitory" will be changed to "housing" in Question D5
- Also Part D - data on Price of attendance now provide for reporting a comprehensive fee (if institutions are unable to report data separately)

### *Winter Collection - Human Resources components:*

- Instructions will clarify that undergraduates are not to be included as employees
- The screening question that relates to the contract length/teaching period of full-time instructional faculty has been restructured for clarity.
- System offices that have 15 or more full-time employees are now required to report Fall Staff data.

### *Enrollment*

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

### *Student Financial Aid:*

- Instructions were modified to clarify that Perkins Loans should be included when reporting loans to students