

## Completions Survey Frequently Asked Questions

Question **I have no CIP codes listed on my Completions survey, do I still have to report data?**

Answer Yes, you must report any degrees, certificates, or other formal awards conferred between July 1, 2003 and June 30, 2004. If you have no codes listed, then you must create a list by adding programs. You may choose to report using either the 1990 version of the CIP (Classification of Instructional Programs) or the 2000 CIP. Please review the survey instructions carefully before doing this.

Question **I responded to the Completions survey last year, but I have no CIP codes listed on my Completions survey this year. Do I still have to report data?**

Answer This probably happened because you chose to report using the 1990 CIP; and YES, you must report any degrees, certificates, or other formal awards conferred between July 1, 2003 and June 30, 2004. You must first create a list by adding programs and then report your data. Please review the survey instructions carefully before doing this.

Question **I notice that I can choose to report data this year using either the 1990 CIP or the newer CIP2000. How does this work?**

Answer NCES will allow institutions to choose either version of the CIP this year. If you choose to continue to use the CIP2000, your programs will be preprinted for you. If you choose to report using 1990 CIP, you will need to re-create your list of programs.  
NOTE: some codes remain the same, some have changed, and a lot of new ones were added. For more information on the new CIP2000, please visit <http://nces.ed.gov/ipeds/web2000/cip2000.asp>.

Question **If I decide to use file upload, will it accept both versions of the CIP?**

Answer Please carefully follow the file import specifications. You may upload your file using **either** the 1990 version or CIP2000. **You may not combine versions; you must choose one version!**

Question **In reporting completions during the fall 2004 collection, should I include degrees and certificates awarded in the summer 2004 term?**

Answer Your fall 2004 report should include degrees and awards conferred between July 1, 2003 and June 30, 2004. Unless they were conferred before June 30, they should be reported the following year (fall 2005 collection).

Question **If a student was awarded two degrees during the collection period, should I report only one, in order to avoid double-counting the**

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| Answer   | <p><b>student? Also, how do I select which CIP to report?</b></p> <p>If the student actually receives two degrees based on two independent courses of study, then each degree should be reported under the appropriate level and CIP. Remember, this survey is collecting the number of degrees/certificates, not the number of students receiving them.</p>                     |
| Question | <p><b>What is the difference between degrees with double majors and those with split majors?</b></p>   |
| Answer   | <p>Both of these apply when only one degree has been conferred. If the recipient earned sufficient credits for the degree level separately in two fields, it would be a double major. If the recipient earned total credits between the two fields for the degree but not sufficient credits in either individually, it would be a split major.</p>                              |
| Question | <p><b>I cannot find any CIP code that matches one of our programs, and the system will only let me select one of the standard codes. What should I do?</b></p>   |
| Answer   | <p>If the program covers includes parts of several CIP codes and there is a “General” CIP (normally nn.nn01) for the 2-digit CIP area,, use that. If not, use the “Other” code (either nn.9999 or in some cases nn.nn99).</p>  |
| Question | <p><b>My institution has a program preparing people to become physical therapists. Reading the Completions instructions, our program would seem to meet the criteria for first-professional degrees. However, when I try to create a first-professional level for the proper CIP code, the system will not allow this. How can I add this first-professional program?</b></p>    |
| Answer   | <p>Historically, NCES has allowed first-professional degrees to be reported only in selected CIPs. This policy is currently being evaluated, but unless a change is made, the first-professional degrees will remain restricted to the designated fields. Completions in your program should be reported in the most appropriate CIP and non-first-professional award level.</p> |
| Question | <p><b>My institution awards Specialized Associate Degrees (SAD), which do not require the minimum Liberal Studies hours that other associate's degrees do. Should these be reported as level 3 (associate's degree) or level 4 (2 but less than 4 year certificates)?</b></p>  |
| Answer   | <p>As long as these awards are considered associate's degrees by your controlling authority, they should be reported as level 3. This also applies to Occupational Associate Degrees (OAD). In the same way, BA and BS degrees are both reported as bachelor's degrees (level 5) in IPEDS.</p>   |