

Fall Enrollment 2009

Fall Enrollment for 4-year degree granting (combo race/ethnicity)

Race and Ethnicity Reporting Method

Which method of reporting race and ethnicity will you use for this component?

- NEW race/ethnicity categories (9 categories):

Notes:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Nonresident alien

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

- OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

- MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Part C Selection

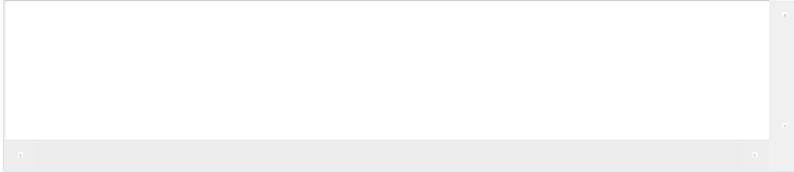
Completion of Part C (Residence of First-Time Undergraduates Students) is optional this year.

If you answer 'Yes' to the question below, you will be given Part C and be expected to complete the screens. If you select 'No', you will skip Part C.

Do you wish to complete Part C this year?

- Yes, I will complete Part C
- No, I will not complete Part C

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



Part A - Fall Enrollment for Full-Time Undergraduate Students

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Full-time Undergraduate Students

Students enrolled for <u>credit</u>	<u>Degree/certificate-seeking</u>			Total degree/certificate -seeking	Non-degree/ non-certificate- seeking	Total, full-time undergraduate students
	<u>First-time</u>	<u>Transfer- in</u>	<u>Continuing</u>			

Men

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Two or more races</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Total men prior year

Women

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Two or more races

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OLD categories:

Black, non-Hispanic

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American Indian/Alaska Native

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Asian/Pacific Islander

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Hispanic

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White, non-Hispanic

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Categories used in BOTH New and Old:

Nonresident alien

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Race and ethnicity unknown

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Total women

Total women prior year

Total men+women

Total men+women prior year

Part A - Fall Enrollment for Part-time Undergraduate Students

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Part-time Undergraduate Students

Students enrolled for <u>credit</u>	<u>Degree/certificate-seeking</u>			Total degree/certificate -seeking	Non-degree/ non-certificate- seeking	Total, part-time undergraduate students
	<u>First-time</u>	<u>Transfer- in</u>	Continuing			

Men

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Total men prior year

Women

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Two or more races

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OLD categories:

Black, non-Hispanic

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American Indian/Alaska Native

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Asian/Pacific Islander

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Hispanic

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White, non-Hispanic

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Categories used in BOTH New and Old:

Nonresident alien

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Race and ethnicity unknown

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Total women

Total women prior year

Total men + women

Total men+women prior year

Part A - Fall Enrollment for Graduate Students

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

When reporting graduate students, make sure to include counts for postbaccalaureate professional programs (formerly first-professional)

	<u>Graduate Students</u>		
Students enrolled for <u>credit</u>	Total <u>full-time</u>	Total <u>part-time</u>	Total graduate students

Men

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>

Total men

Total men prior year

Women

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
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American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Total women prior year

Total men + women

Total men+women prior year

Part A - Fall Enrollment Summary

Fall Enrollment Summary

Students enrolled for credit

Total full-time
students

Total part-time
students

Grand total,
all students

Men

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total men

Women

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Grand Total

Part B: Fall Enrollment by Age and Gender for Full-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Age	<u>Full-time Undergraduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Age	<u>Part-time Undergraduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Full-time Graduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Age	<u>Full-time Graduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time graduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Graduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

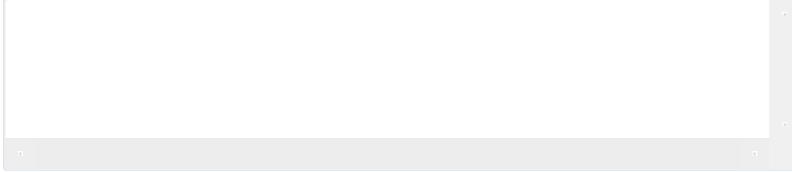
Age	<u>Part-time Graduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time graduate students (from part A)		

Part C - High School Graduates

Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?

- Yes, we have students who graduated high school or received their GED in the past 12 months.
- No, we do not have any students who graduated high school or received their GED in the past 12 months.

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



Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> , degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01	<input type="text"/>	<input type="text"/>
Alaska	02	<input type="text"/>	<input type="text"/>
Arizona	04	<input type="text"/>	<input type="text"/>
Arkansas	05	<input type="text"/>	<input type="text"/>
California	06	<input type="text"/>	<input type="text"/>
Colorado	08	<input type="text"/>	<input type="text"/>
Connecticut	09	<input type="text"/>	<input type="text"/>
Delaware	10	<input type="text"/>	<input type="text"/>
District of Columbia	11	<input type="text"/>	<input type="text"/>
Florida	12	<input type="text"/>	<input type="text"/>
Georgia	13	<input type="text"/>	<input type="text"/>
Hawaii	15	<input type="text"/>	<input type="text"/>
Idaho	16	<input type="text"/>	<input type="text"/>
Illinois	17	<input type="text"/>	<input type="text"/>
Indiana	18	<input type="text"/>	<input type="text"/>
Iowa	19	<input type="text"/>	<input type="text"/>
Kansas	20	<input type="text"/>	<input type="text"/>
Kentucky	21	<input type="text"/>	<input type="text"/>
Louisiana	22	<input type="text"/>	<input type="text"/>
Maine	23	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> , degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Maryland	24	<input type="text"/>	<input type="text"/>
Massachusetts	25	<input type="text"/>	<input type="text"/>
Michigan	26	<input type="text"/>	<input type="text"/>
Minnesota	27	<input type="text"/>	<input type="text"/>
Mississippi	28	<input type="text"/>	<input type="text"/>
Missouri	29	<input type="text"/>	<input type="text"/>
Montana	30	<input type="text"/>	<input type="text"/>
Nebraska	31	<input type="text"/>	<input type="text"/>
Nevada	32	<input type="text"/>	<input type="text"/>
New Hampshire	33	<input type="text"/>	<input type="text"/>
New Jersey	34	<input type="text"/>	<input type="text"/>
New Mexico	35	<input type="text"/>	<input type="text"/>
New York	36	<input type="text"/>	<input type="text"/>
North Carolina	37	<input type="text"/>	<input type="text"/>
North Dakota	38	<input type="text"/>	<input type="text"/>
Ohio	39	<input type="text"/>	<input type="text"/>
Oklahoma	40	<input type="text"/>	<input type="text"/>
Oregon	41	<input type="text"/>	<input type="text"/>
Pennsylvania	42	<input type="text"/>	<input type="text"/>
Rhode Island	44	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the <u>past 12 months</u> (2)
South Carolina	45	<input type="text"/>	<input type="text"/>
South Dakota	46	<input type="text"/>	<input type="text"/>
Tennessee	47	<input type="text"/>	<input type="text"/>
Texas	48	<input type="text"/>	<input type="text"/>
Utah	49	<input type="text"/>	<input type="text"/>
Vermont	50	<input type="text"/>	<input type="text"/>
Virginia	51	<input type="text"/>	<input type="text"/>
Washington	53	<input type="text"/>	<input type="text"/>
West Virginia	54	<input type="text"/>	<input type="text"/>
Wisconsin	55	<input type="text"/>	<input type="text"/>
Wyoming	56	<input type="text"/>	<input type="text"/>
<u>State Unknown</u>	57	<input type="text"/>	<input type="text"/>
American Samoa	60	<input type="text"/>	<input type="text"/>
Federated States of Micronesia	64	<input type="text"/>	<input type="text"/>
Guam	66	<input type="text"/>	<input type="text"/>
Marshall Islands	68	<input type="text"/>	<input type="text"/>
Northern Marianas	69	<input type="text"/>	<input type="text"/>
Palau	70	<input type="text"/>	<input type="text"/>
Puerto Rico	72	<input type="text"/>	<input type="text"/>
Virgin Islands	78	<input type="text"/>	<input type="text"/>
Foreign Countries	90	<input type="text"/>	<input type="text"/>
Residence unknown/unreported	98	<input type="text"/>	<input type="text"/>
Total first-time, degree/certificate-seeking undergraduates (FT+PT from part A)			

Part D - Total Undergraduate Entering Class

This part is only required from academic reporters.

Total Undergraduate Entering Class, Fall 2009

D1 Number of full-time, first-time degree/certificate-seeking undergraduates from Part A (your GRS cohort)

D2 Total first-time degree/certificate-seeking undergraduates (full-time + part-time) from Part A

D3 Total transfer-in degree/certificate-seeking undergraduates (full-time + part-time) from Part A

D4 Total non-degree/certificate-seeking undergraduates (full-time + part-time) from Part A

D5 Of the total non-degree/certificate-seeking undergraduates displayed on line 4, **the number that are new to the institution** (entering the institution for the first time)

Total entering students at the undergraduate level

D6 **Note:** This is calculated as first-time students (line D2) + students transferring to the institution (line D3) + non-degree/certificate-seeking undergraduates entering in Fall 2009 (line D5).

D7 Percentage of undergraduate entering class represented by your GRS cohort (line D1/line D6)

Part E - First-time Bachelor's Cohort Retention Rates

Retention rates will be calculated based on information provided below.

Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

If there are no students to be reported in a cohort, please enter zero. Do not leave the field blank.

When reporting data below, remember to:

- Include only first-time **bachelor's** students in your full- and part-time cohorts. Do not include students who transferred into your institution.
- Determine student status (full- or part-time) using Fall 2008 status (e.g. if a student was part-time in Fall 2008, report them in the part-time cohort regardless of their Fall 2009 status).
- Report in the exclusions boxes the number of students from each cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

The system will subtract exclusions from the original cohorts and use adjusted cohorts for calculating retention rates. **Retention rates will be calculated by the system after clicking 'Save.'**

FULL-TIME, FIRST-TIME BACHELOR'S COHORT RETENTION:

Preloaded cohort

Full-time, first-time Fall 2008 bachelor's cohort

Exclusions from the cohort

Adjusted cohort

Students from Fall 2008 cohort **still enrolled as of Fall 2009**

Full-time, first-time Fall 2008 bachelor's cohort retention rate %

PART-TIME, FIRST-TIME BACHELOR'S COHORT RETENTION:

Part-time, first-time Fall 2008 bachelor's cohort

Exclusions from the cohort

Adjusted cohort

Students from Fall 2008 cohort **still enrolled as of Fall 2009**

Part-time, first-time bachelor's cohort retention rate %

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

Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for Fall 2009. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio

to 1

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

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part F - Four-Year Institutions with Graduate Programs Student-to-Faculty Ratio Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

The term "stand-alone graduate or professional program" used below is defined as a graduate or professional programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (often referred to as "independent" programs).

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2009

FULL-TIME STUDENTS:

F1 Total full-time students from Part A

Full-time Student Exclusion (Line F2):

F2 Of the full-time students reported in Line F1, the number enrolled in stand-alone graduate or professional programs

F3 Total adjusted full-time student count
(Line F1 - F2)

PART-TIME STUDENTS:

F4 Total part-time students from Part A

Part-time Student Exclusion (Line F5):

F5 Of the part-time students reported in Line F4, the number enrolled in stand-alone graduate or professional programs

F6 Total adjusted part-time student count
(Line F4 - F5)

F7 Full-time equivalent of adjusted part-time student count
(Line F6 * 1/3)

F8 Total adjusted full-time equivalent students
(Line F3 + F7)

Instructional Staff, Fall 2009

FULL-TIME INSTRUCTIONAL STAFF:

F9 Number of full-time instructional staff (as reported on EAP, full-time, non-medical, Line 1 Total + Line 2 Total)

Full-time Instructional Staff Exclusions (Line F10A and 10B):

(Note: an individual instructor meeting both exclusion criteria should only be reported in ONE exclusion line item.)

F10A Of the full-time instructional staff reported in Line F9, the number teaching exclusively in stand-alone graduate or professional programs

F10B Of the full-time instructional staff reported in Line F9, the number teaching exclusively non-credit courses

F11 Total adjusted full-time instructional staff
(Line F9 - (F10A + F10B))

PART-TIME INSTRUCTIONAL STAFF:

F12 Number of part-time instructional staff (as reported on EAP, part-time, non-medical, Line 1 Total + Line 2 Total [Note: this calculated Total does not include graduate assistants])

Part-time Instructional Staff Exclusions (Line F13A and 13B):

(Note: an individual instructor meeting both exclusion criteria should only be reported in ONE exclusion line item.)

F13A Of the part-time instructional staff reported in Line F12, the number teaching exclusively in stand-alone graduate or professional programs

F13B Of the part-time instructional staff reported in Line F12, the number teaching exclusively non-credit courses

Part-time Instructional Staff Addition (Line F14):

F14 Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the academic year

F15 Total adjusted part-time instructional staff
(Line F12 - (F13A + F13B) + F14)

F16 Full-time equivalent of adjusted part-time instructional staff
(Line F15 * 1/3)

F17 Total full-time equivalent of adjusted instructional staff
(Line F11 + F16)

F18 Student-to-faculty ratio
(Line F8/F17)

to 1

Fall Enrollment Full Instructions

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Purpose of Survey

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data for all students enrolled in credit-bearing courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, enrollment status, and by race/ethnicity and gender. In addition, the Fall Enrollment component collects data on the institution's entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residence and high school graduation status of first-time, first-year students. In opposite years, enrollment by student age is collected.

Changes in Reporting

- Institutions are now required to report using the new postbaccalaureate degree categories for the Fall Enrollment component. All students formerly reported as first-professionals should now be reported as graduate students on the Fall Enrollment component.
- Institutions continue to have the option of using the old race/ethnicity categories, the new race/ethnicity categories, or a combination of the old and new categories for this data collection cycle. However, Spring 2010 is the final optional year for race/ethnicity reporting on the Fall Enrollment component. Beginning in Spring 2011, reporting using the new race and ethnicity categories will be mandatory in the Fall Enrollment component.
- The screen for reporting the Total Entering Class (Part D) has been changed to provide a line-by-line step process to reach the number of undergraduate students who are "entering" the institution in the Fall. Instead of reporting the number of students in the total entering class, institutions will now report the subset of non-degree/certificate-seeking undergraduate students who are new to the institution (entering the institution for the first time) in the Fall. The number of first-time students and transfer-in students will be carried forward from Part A and added to the reported number of non-degree/certificate-seeking undergraduates entering for the first time to calculate the number of students in the total entering class. Note

that Part D is only applicable to Degree-Granting, Academic Year reporters.

- The screen for reporting the Student-to-Faculty Ratio (Part F) has been changed to now comprise a single line item for reporting the institution's student-to-faculty ratio. An accompanying worksheet is available, through a link from the Part F screen, to assist and provide guidance in calculating the ratio.

This year's worksheet will allow an additional exclusion for instructional staff teaching exclusively non-credit courses, to better align the student data with the instructional staff data for institutions with a large amount of non-credit activity. The new worksheet will also allow institutions to add administrators and other staff who teach credit courses, but who are not reported to IPEDS as instructors, to the instructional staff number used in their ratio.

General Instructions

Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

Context Boxes

Context boxes (previously known as caveat 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.

Coverage

Who to Include

Student to **include** in this report:

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

Who to Exclude

Students to **exclude** from this component:

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

Where to Get Help

IPEDS Data Collection Help Desk

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

AIR Website

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

IPEDS Resources Page

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

Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

Reporting Directions

Screening Questions

Before entering any data, several screening questions will need to be answered.

Race/Ethnicity Reporting Method.

Select which method of reporting race/ethnicity your institution will use for this component. Institutions are given the option this year to report using the old race/ethnicity categories, the new categories, or combination of the old and new categories. **Please note that if your institution used the new race/ethnicity categories to report in Spring 2009, you will need to continue to use the new reporting method this year and therefore will not be given this screening question.** If your institution used the mixed method of reporting (combination of the old and new categories) in Spring 2009, you will be given the option to report using the mixed method again this year or the new method, but you will not have the option to use the old method this year.

Part C Selection.

Part C (Residence of First-time Undergraduate Students) is optional this year. Indicate whether or not you will complete Part C of the Fall Enrollment survey component this year.

Reporting Persons by Racial/Ethnic Category

Reporting Persons by Racial/Ethnic Category- New categories (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 collection - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.

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, resident aliens, and other eligible non-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:

- Nonresident alien
- 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, Guan, 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

- **Nonresident alien** - 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. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien 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) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

Reporting Individuals by Racial/Ethnic Category and Gender - Old Categories (1977 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.

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by

others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, an individual may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

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

- **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** - 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. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the five racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien

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) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Reporting Persons by Racial/Ethnic Category - Mixture of New and Old Categories

Institutions may choose, during the optional period for each survey component, to report using a mixture of new and old race/ethnicity categories within the same survey component. In this case, all 14 categories will show on the data collection screen at the same time.

Part A: Full-Time Undergraduate Students

Include all students enrolled for credit 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.

Full-time, first-time degree/certificate-seeking students

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer term
- Students who entered with advanced standing (college credits earned before graduation from high school).

Program Reporters - Include students who entered your institution for the first time between August 1, 2009 and October 31, 2009 if they have never previously been enrolled in any other postsecondary institution. In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

Academic Reporters - Note that counts reported in column 1 define the initial cohort for reporting graduation rates to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported in column 1 will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort.

Transfer-in degree/certificate-seeking undergraduate students

In column 2, report the total number of full-time degree/certificate-seeking undergraduate students entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. These students may or may not have transferred credit(s).

Continuing full-time degree/certificate-seeking undergraduate students

In column 3, report the total number of continuing (i.e., not first-time and not transfer-in) full-time degree/certificate-seeking undergraduate students. DO NOT include students who are not considered degree/certificate-seeking by the institution, even though they may be enrolled for credit.

Non-degree/certificate-seeking full-time undergraduates

In column 5, report the total number of full-time non-degree/certificate-seeking undergraduates. Examples of non-degree/certificate-seeking students would be high school students enrolled in creditable courses prior to high school graduation, or those enrolled in creditable courses who for some reason are not seeking a degree/certificate.

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time degree/certificate-seeking undergraduates' (column 4) and 'Total, full-time

undergraduate students' (column 6) will be calculated by the system and numbers will appear on the screen.

Part A: Part-time Undergraduate Students

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

Part A: Graduate Students

Report all students enrolled in graduate programs at your institution as either full-time (column 1) or part-time (column 2). Be sure to include graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree.

IMPORTANT: Remember to use the new postbaccalaureate program classifications when reporting (i.e., for Fall Enrollment component reporting, students previously reported as first-professional should be reported as graduate students).

Part B: Enrollment of Students By Age

Part B is mandatory this year. This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A. All previously covered instructions regarding reporting period, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A (Summary) totals. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

Note: If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

Part C: Residence of First-time Degree/Certificate-Seeking Undergraduate Students

Part C is optional this year. This part is required in even-numbered years only.

This distribution of students should include all the **first-time, degree/certificate-seeking undergraduate students** reported in Part A. All previously covered instructions regarding the date of the report and students to include apply to this part.

High School Graduates Screening Question

Part C begins with a screening question to determine whether or not your institution has first-time degree/certificate-seeking undergraduate students that graduated from high school or received their GED within the past 12 months. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time degree/certificate-seeking undergraduates and one for those first-time degree/certificate-seeking undergraduates who graduated from high school or received their GED in the past 12 months. If the answer is 'No', then only one column for all first-time degree/certificate-seeking undergraduates will display in Part C.

State of residence

Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

Total first-time undergraduate students

Report all first-time, degree/certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high school in any year and students entering the institution with a GED or without a high school diploma. The system will sum the first-time, degree/certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column (1),

lines 1-90, do not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. Note: When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

If your institution responded 'Yes' to the screening question, students from column (1) who graduated from high school or received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

Part D: Total Undergraduate Entering Class

Program reporters and non-degree-granting institutions are not required to complete Part D.

Total entering class data are included to address concerns some institutions have raised about the cohort that is defined by the IPEDS Graduation Rate survey (GRS). The GRS cohort includes only full-time, first-time degree/certificate-seeking undergraduate students. For institutions with substantial part-time, transfer-in, and non-degree/certificate-seeking enrollment, this may result in graduation rates that are not representative of their typical entering class.

The total entering class is comprised of all first-time undergraduates (full-time and part-time), all transfer-in undergraduates (full-time and part-time) and the subset of non-degree/certificate-seeking undergraduates who are new to the institution (entering the institution for the first time) in the Fall. To reach the total entering class total, Part D follows a line-by-line step process.

Lines D1 - D4 are carried forward from Part A reporting.

In Line D5, report the subset of non-degree/certificate-seeking undergraduate students displayed on line D4, who are new to the institution (entering the institution for the first time) in Fall 2009.

Line D6 will calculate the total entering students at the undergraduate level. This is calculated as all first-time students (line D2) + all transfer-in students (line D3) + non-degree/certificate-seeking undergraduate students entering the institution for the first time in Fall 2009.

After clicking 'Save', **Line D7** will display the percentage of the undergraduate entering class that is represented by the GRS cohort (the GRS cohort is carried forward from Part A and displayed in Line D1). This is calculated as line D1/D6.

Part E: Retention Rates

Retention rates examine the percentage of first-time bachelor's degree (or equivalent) seeking students enrolled in the fall of the prior year (including those enrolled for the first time the preceding summer term and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

Academic reporters (institutions operating under a traditional academic year calendar such as a semester, trimester, or quarter system) report retention data as of the institution's official fall reporting date or as of October 15. **Program reporters** (institutions operating under a calendar that differs by program or that enroll students on a continuous basis) report retention data based on students who were enrolled in the institution at any time between August 1 and October 31.

Institutions must report the following information for **both full- and part-time** students:

- Full- and part-time, **first-time bachelor's** degree (or equivalent) seeking Fall 2008 cohorts (Note: Do not include students who transferred into the institution. Student status should be based on the student's Fall 2008 status.)
- Exclusions from each of these cohorts (see below for allowable exclusions)
- Number of students from these cohorts who are still enrolled in Fall 2009 (Include students who were enrolled continuously from Fall 2008 through Fall 2009 and students that re-enrolled in the Fall 2009).

Exclusions:

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled
- To serve in the armed forces (including those called to active duty)
- To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
- To serve on official church missions

The system will compute an **adjusted** cohort number by subtracting the student exclusions from the cohort prior to calculating the retention rate.

Retention rates (for both full- and part-time) will be computed by the system after clicking 'Save.' The retention rate is calculated as (Students from the Fall 2008 cohort still enrolled as of Fall 2009/Adjusted Fall 2008 cohort)*100.

Part F: Student-to-Faculty Ratio

Graduate only institutions are not required to complete Part F.

Report the student-to-faculty ratio for undergraduate programs at your institution. A worksheet is available to help determine your institution's ratio. Click on the link from the Part F screen to access the worksheet.

Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

FULL- AND PART-TIME STUDENT DATA:

All student data on the worksheet is either carried forward from Part A or a calculated field.

Lines F1 and F2. Total full-time and total part-time students. The total number of full- and part-time students are carried forward from Part A.

Line F3. A full-time equivalent (FTE) of the part-time student count. The FTE will be calculated as line F2 (total part-time student count) * 1/3.

Line F4. Total FTE students. This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F5 and F8 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

In line F5, report the total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

In line F8, report the total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

Instructional Staff Exclusion for Non-Credit Instructors:

In line F6, report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

In line F9, report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

Part-Time Instructional Staff Addition:

In line F10, report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F8) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

Line F7. Total adjusted full-time instructional staff.
The adjusted full-time instructional staff is the total full-time instructional staff,

excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on EAP) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

Line F11. Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on EAP) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

Line F12. Total FTE of adjusted part-time instructional staff.

The FTE will be calculated as line F11 (total adjusted part-time instructional staff) * 1/3.

Line F13. Total FTE of adjusted instructional staff.

This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

Line F14. Student-to-faculty ratio.

The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.

Worksheet for Institutions with Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

The term "**stand-alone graduate or professional programs**" used on the worksheet is defined as graduate or professional programs such as

medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs). Student and instructional staff counts will be adjusted for stand-alone graduate or professional programs to allow the ratio to come closer to an undergraduate program student-to-faculty ratio without overburdening institutions with reporting detail on the level of instruction taught by each instructor.

FULL- AND PART-TIME STUDENT DATA:

The total number of full-time and part-time students (lines F1 and F4) are carried forward from Part A.

Institutions with stand-alone graduate or professional programs (see definition above) report the following Fall 2009 student exclusions:

- **In line F2**, report the total number of full-time students enrolled in stand-alone graduate or professional programs.
- **In line F5**, report the total number of part-time students enrolled in stand-alone graduate or professional programs.

With the above student exclusions, the system will then compute the following on the worksheet:

- **Lines F3 and F6.** Total adjusted full-time and total adjusted part-time student counts.
These are the total full-time and part-time students reported in Part A, excluding those enrolled in stand-alone graduate or professional programs. The system will calculate line F3 as line F1 (total full-time students) minus line F2 (total full-time students enrolled in stand-alone graduate or professional programs) and calculate line F6 as line F4 (total part-time students) minus line F5 (total part-time students enrolled in stand-alone graduate or professional programs).
- **Line F7.** A full-time equivalent (FTE) of the adjusted part-time student count.
The FTE will be calculated as line F6 (total adjusted part-time student count) * 1/3.
- **Line F8.** Total adjusted FTE students.
This is calculated as the sum of lines F3 (total adjusted full-time students) and F7 (FTE of total adjusted part-time students). Line F8 is used in the ratio calculation.

FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F9 and F12 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

- **Line F9.** The total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).
- **Line F12.** The total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service). NOTE: Graduate assistants are not included.

Instructional Staff Exclusions for Stand-Alone Programs:

Institutions with stand-alone graduate or professional programs (see definition above) report the following Fall 2009 instructional staff exclusions on the worksheet:

- **In line F10A,** report the number of full-time instructional staff teaching exclusively in stand-alone graduate or professional programs.
Please note that instructional staff reported on the medical school screens in EAP (medical school screens are seen only by institutions with M.D. and/or D.O. programs) are already excluded from the counts in line F9 and therefore should not be reported in line F10.
- **In line F13A,** report the number of part-time instructional staff teaching exclusively in stand-alone graduate or professional programs.
Please note that instructional staff reported on the medical school screens in EAP (medical school screens are seen only by institutions with M.D. and/or D.O. programs) are already excluded from the counts in line F12 and therefore should not be reported in line F13.

Instructional Staff Exclusion for Non-Credit Instructors:

- **In line F10B,** report the number of full-time instructional staff teaching exclusively non-credit courses.
- **In line F13B,** report the number of part-time instructional staff teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity (most often public two-year institutions), the above exclusions will better align the student data with the instructional staff data being used in the ratio.

Part-Time Instructional Staff Addition:

- **In line F14,** report the number of administrators or other staff NOT reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F12) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

- **Line F11.** Total adjusted full-time instructional staff.
The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively in stand-alone graduate or professional programs and those teaching exclusively non-credit classes. The system will calculate line F11 as line F9 (total full-time instructional staff as reported on EAP) minus the total exclusions [line F10A (total full-time instructional staff teaching exclusively in stand-alone graduate or professional programs) + line F10B (total full-time instructional staff teaching exclusively non-credit courses)].
- **Line F15.** Total adjusted part-time instructional staff.
The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively in stand-alone graduate or professional programs and those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F15 as line F12 (total part-time instructional staff as reported on EAP) minus the total exclusions [line F13A (total part-time instructional staff teaching exclusively in stand-alone graduate or professional programs) + line F13B (total part-time instructional staff teaching exclusively non-credit courses)] + line F14 (administrators and other staff teaching credit courses).
- **Line F16.** Total FTE of adjusted part-time instructional staff.
The FTE will be calculated as line F15 (total adjusted part-time instructional staff) * 1/3.
- **Line F17.** Total FTE of adjusted instructional staff.
This is calculated as the sum of lines F11 (total adjusted full-time instructional staff) and F16 (FTE of total adjusted part-time instructional staff). Line F17 is used in the ratio calculation.
- **Line F18. Student-to-faculty ratio.**
The ratio will be calculated by the system as line F8 (total adjusted FTE students) divided by line F17 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.

Fall Enrollment 2009

Fall Enrollment for 2-year degree granting (combo race/ethnicity)

Race and Ethnicity Reporting Method

Which method of reporting race and ethnicity will you use for this component?

- NEW race/ethnicity categories (9 categories):

Notes:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Nonresident alien

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

- OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

- MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Part C Selection

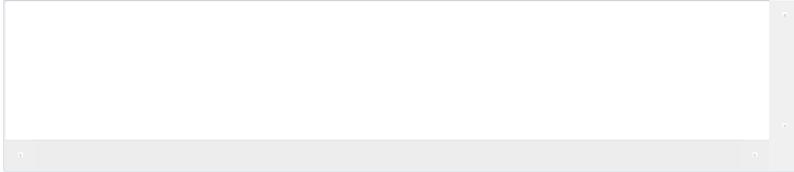
Completion of Part C (Residence of First-Time Undergraduates Students) is optional this year.

If you answer 'Yes' to the question below, you will be given Part C and be expected to complete the screens. If you select 'No', you will skip Part C.

Do you wish to complete Part C this year?

- Yes, I will complete Part C
- No, I will not complete Part C

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



Part A - Fall Enrollment for Full-Time Undergraduate Students

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Full-time Undergraduate Students

Students enrolled for credit	<u>Degree/certificate-seeking</u>			Total degree/certificate-seeking	Non-degree/non-certificate-seeking	Total, full-time undergraduate students
	<u>First-time</u>	<u>Transfer-in</u>	Continuing			

Men

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Total men prior year

Women

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Two or more races

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OLD categories:

Black, non-Hispanic

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American Indian/Alaska Native

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Asian/Pacific Islander

--	--	--

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Hispanic

--	--	--

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White, non-Hispanic

--	--	--

--

Categories used in BOTH New and Old:

Nonresident alien

--	--	--

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Race and ethnicity unknown

--	--	--

--

Total women

Total women prior year

Total men+women

Total men+women prior year

Part A - Fall Enrollment for Part-time Undergraduate Students

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Part-time Undergraduate Students

Students enrolled for credit	<u>Degree/certificate-seeking</u>			Total degree/certificate-seeking	Non-degree/non-certificate-seeking	Total, part-time undergraduate students
	<u>First-time</u>	<u>Transfer-in</u>	Continuing			

Men

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Total men prior year

Women

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Two or more races

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OLD categories:

Black, non-Hispanic

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American Indian/Alaska Native

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Asian/Pacific Islander

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Hispanic

--	--	--

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White, non-Hispanic

--	--	--

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Categories used in BOTH New and Old:

Nonresident alien

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Race and ethnicity unknown

--	--	--

--

Total women

Total women prior year

Total men + women

Total men+women prior year

Part A - Fall Enrollment Summary

Fall Enrollment Summary

Students enrolled for credit

Total full-time
students

Total part-time
students

Grand total,
all students

Men

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total men

Women

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Grand Total

Part B: Fall Enrollment by Age and Gender for Full-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Age	<u>Full-time Undergraduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

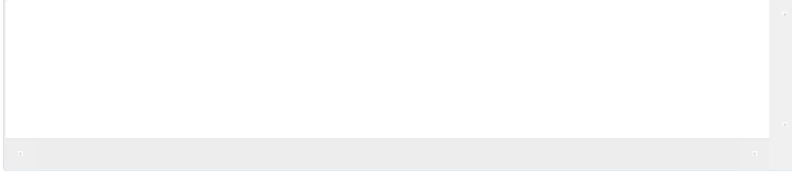
Age	<u>Part-time Undergraduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time undergraduate students (from part A)		

Part C - High School Graduates

Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?

- Yes, we have students who graduated high school or received their GED in the past 12 months.
- No, we do not have any students who graduated high school or received their GED in the past 12 months.

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

A large, empty rectangular box with a thin grey border, intended for providing context for the data reported above. The box is currently blank.

Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> , degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01	<input type="text"/>	<input type="text"/>
Alaska	02	<input type="text"/>	<input type="text"/>
Arizona	04	<input type="text"/>	<input type="text"/>
Arkansas	05	<input type="text"/>	<input type="text"/>
California	06	<input type="text"/>	<input type="text"/>
Colorado	08	<input type="text"/>	<input type="text"/>
Connecticut	09	<input type="text"/>	<input type="text"/>
Delaware	10	<input type="text"/>	<input type="text"/>
District of Columbia	11	<input type="text"/>	<input type="text"/>
Florida	12	<input type="text"/>	<input type="text"/>
Georgia	13	<input type="text"/>	<input type="text"/>
Hawaii	15	<input type="text"/>	<input type="text"/>
Idaho	16	<input type="text"/>	<input type="text"/>
Illinois	17	<input type="text"/>	<input type="text"/>
Indiana	18	<input type="text"/>	<input type="text"/>
Iowa	19	<input type="text"/>	<input type="text"/>
Kansas	20	<input type="text"/>	<input type="text"/>
Kentucky	21	<input type="text"/>	<input type="text"/>
Louisiana	22	<input type="text"/>	<input type="text"/>
Maine	23	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> , degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Maryland	24	<input type="text"/>	<input type="text"/>
Massachusetts	25	<input type="text"/>	<input type="text"/>
Michigan	26	<input type="text"/>	<input type="text"/>
Minnesota	27	<input type="text"/>	<input type="text"/>
Mississippi	28	<input type="text"/>	<input type="text"/>
Missouri	29	<input type="text"/>	<input type="text"/>
Montana	30	<input type="text"/>	<input type="text"/>
Nebraska	31	<input type="text"/>	<input type="text"/>
Nevada	32	<input type="text"/>	<input type="text"/>
New Hampshire	33	<input type="text"/>	<input type="text"/>
New Jersey	34	<input type="text"/>	<input type="text"/>
New Mexico	35	<input type="text"/>	<input type="text"/>
New York	36	<input type="text"/>	<input type="text"/>
North Carolina	37	<input type="text"/>	<input type="text"/>
North Dakota	38	<input type="text"/>	<input type="text"/>
Ohio	39	<input type="text"/>	<input type="text"/>
Oklahoma	40	<input type="text"/>	<input type="text"/>
Oregon	41	<input type="text"/>	<input type="text"/>
Pennsylvania	42	<input type="text"/>	<input type="text"/>
Rhode Island	44	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the <u>past 12 months</u> (2)
South Carolina	45	<input type="text"/>	<input type="text"/>
South Dakota	46	<input type="text"/>	<input type="text"/>
Tennessee	47	<input type="text"/>	<input type="text"/>
Texas	48	<input type="text"/>	<input type="text"/>
Utah	49	<input type="text"/>	<input type="text"/>
Vermont	50	<input type="text"/>	<input type="text"/>
Virginia	51	<input type="text"/>	<input type="text"/>
Washington	53	<input type="text"/>	<input type="text"/>
West Virginia	54	<input type="text"/>	<input type="text"/>
Wisconsin	55	<input type="text"/>	<input type="text"/>
Wyoming	56	<input type="text"/>	<input type="text"/>
<u>State Unknown</u>	57	<input type="text"/>	<input type="text"/>
American Samoa	60	<input type="text"/>	<input type="text"/>
Federated States of Micronesia	64	<input type="text"/>	<input type="text"/>
Guam	66	<input type="text"/>	<input type="text"/>
Marshall Islands	68	<input type="text"/>	<input type="text"/>
Northern Marianas	69	<input type="text"/>	<input type="text"/>
Palau	70	<input type="text"/>	<input type="text"/>
Puerto Rico	72	<input type="text"/>	<input type="text"/>
Virgin Islands	78	<input type="text"/>	<input type="text"/>
Foreign Countries	90	<input type="text"/>	<input type="text"/>
Residence unknown/unreported	98	<input type="text"/>	<input type="text"/>
Total first-time, degree/certificate-seeking undergraduates (FT+PT from part A)			

Part D - Total Undergraduate Entering Class

This part is only required from academic reporters.

Total Undergraduate Entering Class, Fall 2009

D1 Number of full-time, first-time degree/certificate-seeking undergraduates from Part A (your GRS cohort)

D2 Total first-time degree/certificate-seeking undergraduates (full-time + part-time) from Part A

D3 Total transfer-in degree/certificate-seeking undergraduates (full-time + part-time) from Part A

D4 Total non-degree/certificate-seeking undergraduates (full-time + part-time) from Part A

D5 Of the total non-degree/certificate-seeking undergraduates displayed on line 4, **the number that are new to the institution** (entering the institution for the first time)

Total entering students at the undergraduate level

D6 **Note:** This is calculated as first-time students (line D2) + students transferring to the institution (line D3) + non-degree/certificate-seeking undergraduates entering in Fall 2009 (line D5).

D7 Percentage of undergraduate entering class represented by your GRS cohort (line D1/line D6)

Part E - First-Time Student Cohort Retention Rates

Retention rates will be automatically calculated based on information provided by the institution.

Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

If there are no students to be reported in a cohort, please enter zero. Do not leave the field blank.

When reporting data below, remember to:

- Include only **first-time** students in your full- and part-time cohorts. Do not include students who transferred into your institution.
- Determine student status (full- or part-time) using Fall 2008 status (e.g. if a student was part-time in Fall 2008, report them in the part-time cohort regardless of their Fall 2009 status).
- Report in the exclusions boxes the number of students from each cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

The system will subtract exclusions from the original cohorts and use adjusted cohorts for calculating retention rates. **Retention rates will be calculated by the system after clicking 'Save.'**

FULL-TIME, FIRST-TIME COHORT RETENTION:

Preloaded cohort

Full-time, first-time Fall 2008 cohort	<input type="text"/>
<u>Exclusions</u> from the cohort	<input type="text"/>
Adjusted cohort	
Students from Fall 2008 cohort still enrolled OR completed as of Fall 2009	<input type="text"/>
Full-time, first-time Fall 2008 cohort retention rate	%

PART-TIME, FIRST-TIME COHORT RETENTION:

Part-time, first-time Fall 2008 cohort	<input type="text"/>
<u>Exclusions</u> from the cohort	<input type="text"/>
Adjusted cohort	
Students from Fall 2008 cohort still enrolled OR completed as of Fall 2009	<input type="text"/>
Part-time, first-time Fall 2008 cohort retention rate	%

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

Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for Fall 2009. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio

to 1

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

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part F - Less Than Four-Year Institutions and Four Year-Institutions Without Graduate Programs Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2009

F1 Total full-time students from Part A

F2 Total part-time students from Part A

F3 Full-time equivalent of part-time students
(Line F2 * 1/3)

F4 Total full-time equivalent students
(Line F1 + F3)

Instructional Staff, Fall 2009

FULL-TIME INSTRUCTIONAL STAFF:

F5 Number of full-time instructional staff
(as reported on EAP, full-time, Line 1 Total + Line 2 Total)

Full-Time Instructional Staff Exclusion (Line F6):

Full-Time Instructional Staff Exclusion:

F6 Of the number of full-time instructional staff reported in Line F5, the number teaching exclusively **non-credit** courses

F7 Total adjusted full-time instructional staff
(Line F5 - F6)

PART-TIME INSTRUCTIONAL STAFF:

F8 Number of part-time instructional staff
(as reported on EAP, part-time, Line 1 Total + Line 2 Total)

Part-Time Instructional Staff Exclusion (Line F9):

F9 Of the number of part-time instructional staff reported in Line F8, the number teaching exclusively **non-credit** courses

Part-Time Instructional Staff Addition (Line F10):

F10 Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the academic year

F11 Total adjusted part-time instructional staff
(Line F8 - F9 + F10)

F12 Full-time equivalent of adjusted part-time instructional staff
(Line F11 * 1/3)

F13 Total full-time equivalent instructional staff
(Line F7 + F12)

F14 Student-to-faculty ratio
(Line F4/F13)

Fall Enrollment Full Instructions

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Purpose of Survey

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data for all students enrolled in credit-bearing courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, enrollment status, and by race/ethnicity and gender. In addition, the Fall Enrollment component collects data on the institution's entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residence and high school graduation status of first-time, first-year students. In opposite years, enrollment by student age is collected.

Changes in Reporting

- Institutions continue to have the option of using the old race/ethnicity categories, the new race/ethnicity categories or a combination of the old and new categories for this data collection cycle. However, Spring 2010 is the final optional year for race/ethnicity reporting for the Fall Enrollment component. Beginning in Spring 2011, reporting using the new race and ethnicity categories will be mandatory in the Fall Enrollment component.
- The screen for reporting the Total Entering Class (Part D) has been changed to provide a line-by-line step process to reach the number of undergraduate students who are "entering" the institution in the Fall. Instead of reporting the number of students in the total entering class, institutions will now report the subset of non-degree seeking undergraduate students who are entering the institution for the first time in the Fall. The number of first-time students and transfer-in students will be carried forward from Part A and added to the reported number of non-degree seeking undergraduates entering for the first time to calculate the number of students in the total entering class. Note that Part D is only applicable to Academic Year reporters.
- The screen for reporting the Student-to-Faculty Ratio (Part F) has been changed to now comprise a single line item asking for the institution's student-to-faculty ratio. An accompanying worksheet is available (through a link from the Part F screen) to assist and provide guidance in calculating the ratio.

This year's worksheet will allow an additional exclusion for instructional staff teaching exclusively non-credit courses, to better align the student data with the instructional staff data for institutions with a large amount of non-credit activity. The new worksheet will also allow institutions to add administrators and other staff who teach credit courses, but who are not reported to IPEDS as instructors, to the instructional staff number used in their ratio.

General Instructions

Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

Context Boxes

Context boxes (previously known as caveat 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.

Coverage

Who to Include

Student to **include** in this report:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)

Who to Exclude

Students to **exclude** from this component:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568

Email: ipedshelp@rti.org

AIR Website

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

IPEDS Resources Page

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

Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

Reporting Directions

Screening Questions

Before entering any data, several screening questions will need to be answered.

Race/Ethnicity Reporting Method.

Select which method of reporting race/ethnicity your institution will use for this component. Institutions are given the option this year to report using the old race/ethnicity categories, the new categories, or combination of the old and new categories. **Please note that if your institution used the new race/ethnicity categories to report in Spring 2009, you will need to continue to use the new reporting method this year and therefore will not be given this screening question.** If your institution used the mixed method of reporting (combination of the old and new categories) in Spring 2009, you will be given the option to report using the mixed method again this year or the new method, but you will not have the option to use the old method this year.

Part C Selection.

Part C (Residence of First-time Undergraduate Students) is optional this year. Indicate whether or not you will complete Part C of the Fall Enrollment survey component this year.

Reporting Persons by Racial/Ethnic Category

Reporting Persons by Racial/Ethnic Category- New categories (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 collection - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list:

American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.

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, resident aliens, and other eligible non-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:

- Nonresident alien
- 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, Guan, 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

- **Nonresident alien** - 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. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien 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) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

Reporting Individuals by Racial/Ethnic Category and Gender - Old Categories (1977 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.

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student

submissions should also be employed. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, an individual may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

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

- **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** - 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. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the five racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien 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) are to be reported in

the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Reporting Persons by Racial/Ethnic Category - Mixture of New and Old Categories

Institutions may choose, during the optional period for each survey component, to report using a mixture of new and old race/ethnicity categories within the same survey component. In this case, all 14 categories will show on the data collection screen at the same time.

Part A: Full-Time Undergraduate Students

Include all students enrolled for credit 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.

Full-time, first-time degree/certificate-seeking students

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer term
- Students who entered with advanced standing (college credits earned before graduation from high school).

Program Reporters - Include students who entered your institution for the first time between August 1, 2009 and October 31, 2009 if they have never previously been enrolled in any other postsecondary institution. In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

Academic Reporters - Note that counts reported in column 1 define the initial cohort for reporting graduation rates to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported in column 1 will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort.

Transfer-in degree/certificate-seeking undergraduate students

In column 2, report the total number of full-time degree/certificate-seeking undergraduate students entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. These students may or may not have transferred credit(s).

Continuing full-time degree/certificate-seeking undergraduate students

In column 3, report the total number of continuing (i.e., not first-time and not transfer-in) full-time degree/certificate-seeking undergraduate students. DO NOT include students who are not considered degree/certificate-seeking by the institution, even though they may be enrolled for credit.

Non-degree/certificate-seeking full-time undergraduates

In column 5, report the total number of full-time non-degree/certificate-seeking undergraduates. Examples of non-degree/certificate-seeking students would be high school students enrolled in creditable courses prior to high school graduation, or those enrolled in creditable courses who for some reason are not seeking a degree/certificate.

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time degree/certificate-seeking undergraduates' (column 4) and 'Total, full-time undergraduate students' (column 6) will be calculated by the system and numbers will appear on the screen.

Part A: Part-time Undergraduate Students

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

Part B: Enrollment of Students By Age

Part B is mandatory this year. This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A. All previously covered instructions regarding reporting period, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A (Summary) totals. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

Note: If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

Part C: Residence of First-time Degree/Certificate-Seeking Undergraduate Students

Part C is optional this year. This part is required in even-numbered years only.

This distribution of students should include all the **first-time, degree/certificate-seeking undergraduate students** reported in Part A. All previously covered instructions regarding the date of the report and students to include apply to this part.

High School Graduates Screening Question

Part C begins with a screening question to determine whether or not your institution has first-time degree/certificate-seeking undergraduate students that graduated from high school or received their GED within the past 12 months. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time degree/certificate-seeking undergraduates and one for those first-time degree/certificate-seeking undergraduates who graduated from high school or received their GED in the past 12 months. If the answer is 'No', then only one column for all first-time degree/certificate-seeking undergraduates will display in Part C.

State of residence

Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

Total first-time undergraduate students

Report all first-time, degree/certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high school in any year and students entering the institution with a GED or without a high school diploma. The system will sum the first-time, degree/certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column (1), lines 1-90, do not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. Note: When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

If your institution responded 'Yes' to the screening question, students from column (1) who graduated from high school or received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

Part D: Total Undergraduate Entering Class

Program reporters and non-degree-granting institutions are not required to complete Part D.

Total entering class data are included to address concerns some institutions have raised about the cohort that is defined by the IPEDS Graduation Rate survey (GRS). The GRS cohort includes only full-time, first-time degree/certificate-seeking undergraduate students. For institutions with substantial part-time, transfer-in, and non-degree/certificate-seeking enrollment, this may result in graduation rates that are not representative of their typical entering class.

The total entering class is comprised of all first-time undergraduates (full-time and part-time), all transfer-in undergraduates (full-time and part-time) and the subset of non-degree/certificate-seeking undergraduates who are new to the institution (entering the institution for the first time) in the Fall. To reach the total entering class total, Part D follows a line-by-line step process.

Lines D1 - D4 are carried forward from Part A reporting.

In Line D5, report the subset of non-degree/certificate-seeking undergraduate students displayed on line D4, who are new to the institution (entering the institution for the first time) in Fall 2009.

Line D6 will calculate the total entering students at the undergraduate level. This is calculated as all first-time students (line D2) + all transfer-in students (line D3) + non-degree/certificate-seeking undergraduate students entering the institution for the first time in Fall 2009.

After clicking 'Save', **Line D7** will display the percentage of the undergraduate entering class that is represented by the GRS cohort (the GRS cohort is carried forward from Part A and displayed in Line D1). This is calculated as line D1/D6.

Part E: Retention Rates

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled in the fall of the prior year (including those enrolled for the first time the preceding summer term and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

Academic reporters (institutions operating under a traditional academic year

calendar such as a semester, trimester, or quarter system) report retention data as of the institution's official fall reporting date or as of October 15.

Program reporters (institutions operating under a calendar that differs by program or that enroll students on a continuous basis) report retention data based on students who were enrolled in the institution at any time between August 1 and October 31.

Institutions must report the following information for **both full- and part-time** students:

- Full- and part-time, **first-time** degree/certificate-seeking Fall 2008 cohorts (Note: Do not include students who transferred into the institution. Student status (full- or part-time) should be based on the student's Fall 2008 status.)
- Exclusions from each of these cohorts (see below for allowable exclusions)
- Number of students from these cohorts who are **still enrolled in Fall 2009 OR have completed** their program by Fall 2009 (Include students who were enrolled continuously from Fall 2008 through Fall 2009 and students that re-enrolled in the Fall 2009).

Exclusions:

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled
- To serve in the armed forces (including those called to active duty)
- To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
- To serve on official church missions

The system will compute an **adjusted** cohort by subtracting the student exclusions from the cohort prior to calculating the retention rate. Retention rates (for both full- and part-time) will be computed by the system after clicking 'Save.' The retention rate is calculated as (Students from the Fall 2008 cohort still enrolled as of Fall 2009/Adjusted Fall 2008 cohort)*100.

Part F: Student-to-Faculty Ratio

Graduate only institutions are not required to complete Part F.

Report the student-to-faculty ratio for undergraduate programs at your institution. A worksheet is available to help determine your institution's ratio. Click on the link from the Part F screen to access the worksheet.

Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

FULL- AND PART-TIME STUDENT DATA:

All student data on the worksheet is either carried forward from Part A or a calculated field.

Lines F1 and F2. Total full-time and total part-time students. The total number of full- and part-time students are carried forward from Part A.

Line F3. A full-time equivalent (FTE) of the part-time student count. The FTE will be calculated as line F2 (total part-time student count) * 1/3.

Line F4. Total FTE students. This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F5 and F8 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate

staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

In line F5, report the total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

In line F8, report the total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

Instructional Staff Exclusion for Non-Credit Instructors:

In line F6, report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

In line F9, report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

Part-Time Instructional Staff Addition:

In line F10, report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F8) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

Line F7. Total adjusted full-time instructional staff.

The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on EAP) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

Line F11. Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those

administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on EAP) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

Line F12. Total FTE of adjusted part-time instructional staff.
The FTE will be calculated as line F11 (total adjusted part-time instructional staff) * 1/3.

Line F13. Total FTE of adjusted instructional staff.
This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

Line F14. Student-to-faculty ratio.
The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.

Fall Enrollment for 2-year and less than 2-year non-degree-granting (combo race/ethnicity)

Race and Ethnicity Reporting Method

Which method of reporting race and ethnicity will you use for this component?

- NEW race/ethnicity categories (9 categories):

Notes:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Nonresident alien

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

- OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

- MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Part C Selection

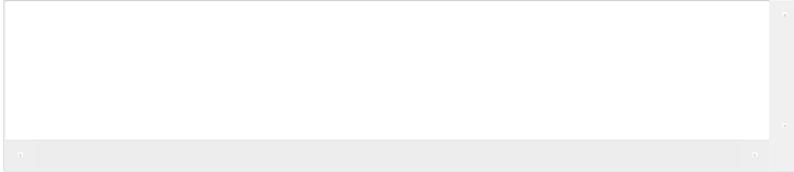
Completion of Part C (Residence of First-Time Undergraduates Students) is optional this year.

If you answer 'Yes' to the question below, you will be given Part C and be expected to complete the screens. If you select 'No', you will skip Part C.

Do you wish to complete Part C this year?

- Yes, I will complete Part C
- No, I will not complete Part C

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



Part A - Fall Enrollment for Full-Time Undergraduate Students

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Full-time Undergraduate Students

Students enrolled for <u>credit</u>	<u>First-time</u> , certificate-seeking	All Other	Total, full-time undergraduate students
-------------------------------------	---	-----------	---

Men

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>

Total men

Total men prior year

Women

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
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American Indian/Alaska Native

--	--

Asian/Pacific Islander

--	--

Hispanic

--	--

White, non-Hispanic

--	--

Categories used in BOTH New and Old:

Nonresident alien

--	--

Race and ethnicity unknown

--	--

Total women

Total women prior year

Total men+women

Total men+women prior year

Part A - Fall Enrollment for Part-time Undergraduate Students

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Part-time Undergraduate Students

Students enrolled for <u>credit</u>	<u>First-time</u> , certificate-seeking	All Other	Total, part-time undergraduate students
-------------------------------------	---	-----------	---

Men

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>

Total men

Total men prior year

Women

NEW categories:

Notes for NEW categories:

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>

OLD categories:

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>
----------------------------	----------------------	----------------------

American Indian/Alaska Native

--	--

Asian/Pacific Islander

--	--

Hispanic

--	--

White, non-Hispanic

--	--

Categories used in BOTH New and Old:

Nonresident alien

--	--

Race and ethnicity unknown

--	--

Total women

Total women prior year

Total men + women

Total men+women prior year

Part A - Fall Enrollment Summary

Fall Enrollment Summary

Students enrolled for credit

Total full-time
students

Total part-time
students

Grand total,
all students

Men

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total men

Women

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Grand Total

Part B: Fall Enrollment by Age and Gender for Full-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

Age	<u>Full-time Undergraduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

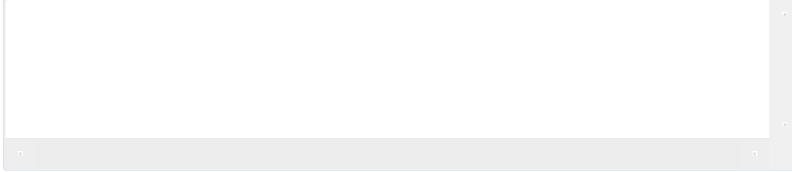
Age	<u>Part-time Undergraduate Students</u>	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time undergraduate students (from part A)		

Part C - High School Graduates

Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?

- Yes, we have students who graduated high school or received their GED in the past 12 months.
- No, we do not have any students who graduated high school or received their GED in the past 12 months.

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



Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> , degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01	<input type="text"/>	<input type="text"/>
Alaska	02	<input type="text"/>	<input type="text"/>
Arizona	04	<input type="text"/>	<input type="text"/>
Arkansas	05	<input type="text"/>	<input type="text"/>
California	06	<input type="text"/>	<input type="text"/>
Colorado	08	<input type="text"/>	<input type="text"/>
Connecticut	09	<input type="text"/>	<input type="text"/>
Delaware	10	<input type="text"/>	<input type="text"/>
District of Columbia	11	<input type="text"/>	<input type="text"/>
Florida	12	<input type="text"/>	<input type="text"/>
Georgia	13	<input type="text"/>	<input type="text"/>
Hawaii	15	<input type="text"/>	<input type="text"/>
Idaho	16	<input type="text"/>	<input type="text"/>
Illinois	17	<input type="text"/>	<input type="text"/>
Indiana	18	<input type="text"/>	<input type="text"/>
Iowa	19	<input type="text"/>	<input type="text"/>
Kansas	20	<input type="text"/>	<input type="text"/>
Kentucky	21	<input type="text"/>	<input type="text"/>
Louisiana	22	<input type="text"/>	<input type="text"/>
Maine	23	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> , degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Maryland	24	<input type="text"/>	<input type="text"/>
Massachusetts	25	<input type="text"/>	<input type="text"/>
Michigan	26	<input type="text"/>	<input type="text"/>
Minnesota	27	<input type="text"/>	<input type="text"/>
Mississippi	28	<input type="text"/>	<input type="text"/>
Missouri	29	<input type="text"/>	<input type="text"/>
Montana	30	<input type="text"/>	<input type="text"/>
Nebraska	31	<input type="text"/>	<input type="text"/>
Nevada	32	<input type="text"/>	<input type="text"/>
New Hampshire	33	<input type="text"/>	<input type="text"/>
New Jersey	34	<input type="text"/>	<input type="text"/>
New Mexico	35	<input type="text"/>	<input type="text"/>
New York	36	<input type="text"/>	<input type="text"/>
North Carolina	37	<input type="text"/>	<input type="text"/>
North Dakota	38	<input type="text"/>	<input type="text"/>
Ohio	39	<input type="text"/>	<input type="text"/>
Oklahoma	40	<input type="text"/>	<input type="text"/>
Oregon	41	<input type="text"/>	<input type="text"/>
Pennsylvania	42	<input type="text"/>	<input type="text"/>
Rhode Island	44	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

NOTE: These data are optional this year.

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2009.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2009.

State of <u>residence</u> when student was first admitted	FIPS Code	Total <u>first-time</u> degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the <u>past 12 months</u> (2)
South Carolina	45	<input type="text"/>	<input type="text"/>
South Dakota	46	<input type="text"/>	<input type="text"/>
Tennessee	47	<input type="text"/>	<input type="text"/>
Texas	48	<input type="text"/>	<input type="text"/>
Utah	49	<input type="text"/>	<input type="text"/>
Vermont	50	<input type="text"/>	<input type="text"/>
Virginia	51	<input type="text"/>	<input type="text"/>
Washington	53	<input type="text"/>	<input type="text"/>
West Virginia	54	<input type="text"/>	<input type="text"/>
Wisconsin	55	<input type="text"/>	<input type="text"/>
Wyoming	56	<input type="text"/>	<input type="text"/>
<u>State Unknown</u>	57	<input type="text"/>	<input type="text"/>
American Samoa	60	<input type="text"/>	<input type="text"/>
Federated States of Micronesia	64	<input type="text"/>	<input type="text"/>
Guam	66	<input type="text"/>	<input type="text"/>
Marshall Islands	68	<input type="text"/>	<input type="text"/>
Northern Marianas	69	<input type="text"/>	<input type="text"/>
Palau	70	<input type="text"/>	<input type="text"/>
Puerto Rico	72	<input type="text"/>	<input type="text"/>
Virgin Islands	78	<input type="text"/>	<input type="text"/>
Foreign Countries	90	<input type="text"/>	<input type="text"/>
Residence unknown/unreported	98		
Total first-time, degree/certificate-seeking undergraduates (FT+PT from part A)			

Part E - First-Time Student Cohort Retention Rates

Retention rates will be automatically calculated based on information provided by the institution.

Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

If there are no students to be reported in a cohort, please enter zero. Do not leave the field blank.

When reporting data below, remember to:

- Include only **first-time** students in your full- and part-time cohorts. Do not include students who transferred into your institution.
- Determine student status (full- or part-time) using Fall 2008 status (e.g. if a student was part-time in Fall 2008, report them in the part-time cohort regardless of their Fall 2009 status).
- Report in the exclusions boxes the number of students from each cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

The system will subtract exclusions from the original cohorts and use adjusted cohorts for calculating retention rates. **Retention rates will be calculated by the system after clicking 'Save.'**

FULL-TIME, FIRST-TIME COHORT RETENTION:

Preloaded cohort

Full-time, first-time Fall 2008 cohort	<input type="text"/>
<u>Exclusions</u> from the cohort	<input type="text"/>
Adjusted cohort	
Students from Fall 2008 cohort still enrolled OR completed as of Fall 2009	<input type="text"/>
Full-time, first-time Fall 2008 cohort retention rate	%

PART-TIME, FIRST-TIME COHORT RETENTION:

Part-time, first-time Fall 2008 cohort	<input type="text"/>
<u>Exclusions</u> from the cohort	<input type="text"/>
Adjusted cohort	
Students from Fall 2008 cohort still enrolled OR completed as of Fall 2009	<input type="text"/>
Part-time, first-time Fall 2008 cohort retention rate	%

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

Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for Fall 2009. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio

to 1

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

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part F - Less Than Four-Year Institutions and Four Year-Institutions Without Graduate Programs Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2009

F1 Total full-time students from Part A

F2 Total part-time students from Part A

F3 Full-time equivalent of part-time students
(Line F2 * 1/3)

F4 Total full-time equivalent students
(Line F1 + F3)

Instructional Staff, Fall 2009

FULL-TIME INSTRUCTIONAL STAFF:

F5 Number of full-time instructional staff
(as reported on EAP, full-time, Line 1 Total + Line 2 Total)

Full-Time Instructional Staff Exclusion (Line F6):

Full-Time Instructional Staff Exclusion:

F6 Of the number of full-time instructional staff reported in Line F5, the number teaching exclusively **non-credit** courses

F7 Total adjusted full-time instructional staff
(Line F5 - F6)

PART-TIME INSTRUCTIONAL STAFF:

F8 Number of part-time instructional staff
(as reported on EAP, part-time, Line 1 Total + Line 2 Total)

Part-Time Instructional Staff Exclusion (Line F9):

F9 Of the number of part-time instructional staff reported in Line F8, the number teaching exclusively **non-credit** courses

Part-Time Instructional Staff Addition (Line F10):

F10 Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the academic year

F11 Total adjusted part-time instructional staff
(Line F8 - F9 + F10)

F12 Full-time equivalent of adjusted part-time instructional staff
(Line F11 * 1/3)

F13 Total full-time equivalent instructional staff
(Line F7 + F12)

F14 Student-to-faculty ratio
(Line F4/F13)

Fall Enrollment Full Instructions

Purpose of Survey

Changes in Reporting

General Instructions

Reporting Period Covered
Context Boxes

Coverage

Who To Include
Who To Exclude

Where to Get Help for Reporting

IPEDS Help Desk
AIR Website
IPEDS Website Resources

Where the Reported Data Will Appear

Institution Level
Aggregate Level

Reporting Directions

Screening Questions
Reporting Individuals by Racial/Ethnic Categories
Part A: Fall Enrollment by Enrollment Status, Race/Ethnicity, and Gender
Part B: Enrollment of Students by Age
Part C: Residence of First-Time Degree/Certificate-Seeking Undergraduates
Part D: Total Undergraduate Entering Class

Part E: Retention Rates
Part F: Student-to-Faculty Ratio

Purpose of Survey

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data for all students enrolled in credit-bearing courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, enrollment status, and by race/ethnicity and gender. In addition, the Fall Enrollment component collects data on the institution's entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residence and high school graduation status of first-time, first-year students. In opposite years, enrollment by student age is collected.

Changes in Reporting

- Institutions continue to have the option of using the old race/ethnicity categories, the new race/ethnicity categories or a combination of the old and new categories for this data collection cycle. However, Spring 2010 is the final optional year for race/ethnicity reporting for the Fall Enrollment component. Beginning in Spring 2011, reporting using the new race and ethnicity categories will be mandatory in the Fall Enrollment component.
- Non-degree granting institutions no longer have to separately report "transfer-in" students and "non-degree/certificate seeking students" in Part A (Enrollment by Race/Ethnicity and Gender). As a result, Part A for non-degree granting institutions has been simplified to only include two columns one for reporting first-time students and the other for reporting all other students (i.e. not first-time).
- Non-degree granting institutions no longer have to report Part D (Total Entering Class). Part D is only applicable to degree-granting, academic year reporting institutions.
- The screen for reporting the Student-to-Faculty Ratio (Part F) has been changed to now comprise a single line item asking for the institution's student-to-faculty ratio. An accompanying worksheet is available (through a link from the Part F screen) to assist and provide guidance in calculating the ratio.

This year's worksheet will allow an additional exclusion for instructional staff teaching exclusively non-credit courses, to better align the student data with the instructional staff data for institutions with a large amount of non-credit activity.

The new worksheet will also allow institutions to add administrators and other staff who teach credit courses, but who are not reported to IPEDS as instructors, to the instructional staff number used in their ratio.

General Instructions

Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

Context Boxes

Context boxes (previously known as caveat 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.

Coverage

Who to Include

Student to **include** in this report:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)

Who to Exclude

Students to **exclude** from this component:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568

Email: ipedshelp@rti.org

AIR Website

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

IPEDS Resources Page

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

Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

Reporting Directions

Screening Questions

Before entering any data, several screening questions will need to be answered.

Race/Ethnicity Reporting Method.

Select which method of reporting race/ethnicity your institution will use for this component. Institutions are given the option this year to report using the old race/ethnicity categories, the new categories, or combination of the old and new categories. **Please note that if your institution used the new race/ethnicity categories to report in Spring 2009, you will need to continue to use the new reporting method this year and therefore will not be given this screening question.** If your institution used the mixed method of reporting (combination of the old and new categories) in Spring 2009, you will be given the option to report using the mixed method again this year or the new method, but you will not have the option to use the old method this year.

Part C Selection.

Part C (Residence of First-time Undergraduate Students) is optional this year. Indicate whether or not you will complete Part C of the Fall Enrollment survey component this year.

Reporting Persons by Racial/Ethnic Category

Reporting Persons by Racial/Ethnic Category- New categories (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 collection - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list:

American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.

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, resident aliens, and other eligible non-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:

- Nonresident alien
- 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, Guan, 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

- **Nonresident alien** - 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. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien 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) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

Reporting Individuals by Racial/Ethnic Category and Gender - Old Categories (1977 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.

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student

submissions should also be employed. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, an individual may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

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

- **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** - 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. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the five racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien 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) are to be reported in

the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Reporting Persons by Racial/Ethnic Category - Mixture of New and Old Categories

Institutions may choose, during the optional period for each survey component, to report using a mixture of new and old race/ethnicity categories within the same survey component. In this case, all 14 categories will show on the data collection screen at the same time.

Part A - Full-Time Undergraduate Students

Include all students enrolled in courses creditable toward a certificate or other formal award.

Full-time, first-time certificate-seeking students

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer term
- Students who entered with advanced standing (college credits earned before graduation from high school).

Program Reporters - Include students who entered your institution for the first time between August 1, 2009 and October 31, 2009 if they have never previously been enrolled in any other postsecondary institution before. In order to be considered degree/certificate-seeking, students must be enrolled in courses for

credit and be recognized by the institution as seeking a degree or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

Academic Reporters - Note that counts reported in column 1 define the initial cohort for reporting graduation rates to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported in column 1 will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort.

All other full-time undergraduate students

In column 2, report the total number of all other (i.e. not first-time) full-time undergraduate students. This includes transfers-in, continuing certificate-seeking students, and non-certificate-seeking students.

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time undergraduates' (column 3) will be calculated by the system and numbers will appear on the screen.

Part A: Part-time Undergraduate Students

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

Part B: Enrollment of Students By Age

Part B is mandatory this year. This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A. All previously covered instructions regarding reporting period, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A (Summary) totals. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

Note: If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

Part C: Residence of First-time Degree/Certificate-Seeking Undergraduate Students

Part C is optional this year. This part is required in even-numbered years only.

This distribution of students should include all the **first-time, degree/certificate-seeking undergraduate students** reported in Part A. All previously covered instructions regarding the date of the report and students to include apply to this part.

High School Graduates Screening Question

Part C begins with a screening question to determine whether or not your institution has first-time degree/certificate-seeking undergraduate students that graduated from high school or received their GED within the past 12 months. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time degree/certificate-seeking undergraduates and one for those first-time degree/certificate-seeking undergraduates who graduated from high school or received their GED in the past 12 months. If the answer is 'No', then only one column for all first-time degree/certificate-seeking undergraduates will display in Part C.

State of residence

Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

Total first-time undergraduate students

Report all first-time, degree/certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high

school in any year and students entering the institution with a GED or without a high school diploma. The system will sum the first-time, degree/certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column (1), lines 1-90, do not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. Note: When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

If your institution responded 'Yes' to the screening question, students from column (1) who graduated from high school or received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

Part D: Total Undergraduate Entering Class

Program reporters and non-degree-granting institutions are not required to complete Part D.

Total entering class data are included to address concerns some institutions have raised about the cohort that is defined by the IPEDS Graduation Rate survey (GRS). The GRS cohort includes only full-time, first-time degree/certificate-seeking undergraduate students. For institutions with substantial part-time, transfer-in, and non-degree/certificate-seeking enrollment, this may result in graduation rates that are not representative of their typical entering class.

The total entering class is comprised of all first-time undergraduates (full-time and part-time), all transfer-in undergraduates (full-time and part-time) and the subset of non-degree/certificate-seeking undergraduates who are new to the institution (entering the institution for the first time) in the Fall. To reach the total entering class total, Part D follows a line-by-line step process.

Lines D1 - D4 are carried forward from Part A reporting.

In Line D5, report the subset of non-degree/certificate-seeking undergraduate students displayed on line D4, who are new to the institution (entering the institution for the first time) in Fall 2009.

Line D6 will calculate the total entering students at the undergraduate level. This is calculated as all first-time students (line D2) + all transfer-in students (line D3) + non-degree/certificate-seeking undergraduate students entering the institution for the first time in Fall 2009.

After clicking 'Save', **Line D7** will display the percentage of the undergraduate entering class that is represented by the GRS cohort (the GRS cohort is carried forward from Part A and displayed in Line D1). This is calculated as line D1/D6.

Part E: Retention Rates

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled in the fall of the prior year (including those enrolled for the first time the preceding summer term and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

Academic reporters (institutions operating under a traditional academic year calendar such as a semester, trimester, or quarter system) report retention data as of the institution's official fall reporting date or as of October 15.

Program reporters (institutions operating under a calendar that differs by program or that enroll students on a continuous basis) report retention data based on students who were enrolled in the institution at any time between August 1 and October 31.

Institutions must report the following information for **both full- and part-time** students:

- Full- and part-time, **first-time** degree/certificate-seeking Fall 2008 cohorts (Note: Do not include students who transferred into the institution. Student status (full- or part-time) should be based on the student's Fall 2008 status.)
- Exclusions from each of these cohorts (see below for allowable exclusions)
- Number of students from these cohorts who are **still enrolled in Fall 2009 OR have completed** their program by Fall 2009 (Include students who were enrolled continuously from Fall 2008 through Fall 2009 and students that re-enrolled in the Fall 2009).

Exclusions:

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled
- To serve in the armed forces (including those called to active duty)

- To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
- To serve on official church missions

The system will compute an **adjusted** cohort by subtracting the student exclusions from the cohort prior to calculating the retention rate. Retention rates (for both full- and part-time) will be computed by the system after clicking 'Save.' The retention rate is calculated as (Students from the Fall 2008 cohort still enrolled as of Fall 2009/Adjusted Fall 2008 cohort)*100.

Part F: Student-to-Faculty Ratio

Graduate only institutions are not required to complete Part F.

Report the student-to-faculty ratio for undergraduate programs at your institution. A worksheet is available to help determine your institution's ratio. Click on the link from the Part F screen to access the worksheet.

Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

FULL- AND PART-TIME STUDENT DATA:

All student data on the worksheet is either carried forward from Part A or a calculated field.

Lines F1 and F2. Total full-time and total part-time students.

The total number of full- and part-time students are carried forward from Part A.

Line F3. A full-time equivalent (FTE) of the part-time student count. The FTE will be calculated as line F2 (total part-time student count) * 1/3.

Line F4. Total FTE students.

This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F5 and F8 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

In line F5, report the total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

In line F8, report the total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

Instructional Staff Exclusion for Non-Credit Instructors:

In line F6, report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

In line F9, report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

Part-Time Instructional Staff Addition:

In line F10, report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F8) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but

they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

Line F7. Total adjusted full-time instructional staff.

The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on EAP) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

Line F11. Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on EAP) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

Line F12. Total FTE of adjusted part-time instructional staff.

The FTE will be calculated as line F11 (total adjusted part-time instructional staff) * 1/3.

Line F13. Total FTE of adjusted instructional staff.

This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

Line F14. Student-to-faculty ratio.

The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.