

**2011-12 Survey Materials**

**Form**

date: 11/10/2011

**Fall Enrollment for private 2-year and less than 2-year nondegree-granting institutions**

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Part C Selection

**Part C (Residence of First-Time Degree/Certificate-Seeking Undergraduates) is optional this year.**

**Do you wish to complete Part C this year?**

**If you select 'Yes', you will be expected to complete the Part C screens.**

**If you select 'No', you will skip Part C.**

Yes, I will complete Part C

No, I will not complete Part C

Part A - Fall Enrollment for Full-Time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2011.

Program reporters report students enrolled at any time between August 1 and October 31, 2011.

**Full-time Undergraduate Students**

**Race/Ethnicity Reporting Reminder:**

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

Enrolled for <u>credit</u>	<u>First-time, certificate-seeking</u>	All Other	Total, full-time undergraduate students
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
Total men prior year			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
Total women prior year			
<b>Grand total (men+women)</b>			
Grand total (men+women) prior year			

Part A - Fall Enrollment for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2011.

Program reporters report students enrolled at any time between August 1 and October 31, 2011.

**Part-time Undergraduate Students**

**Race/Ethnicity Reporting Reminder:**

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

Enrolled for <u>credit</u>	<u>First-time, certificate-seeking</u>	All Other	Total, part-time undergraduate students
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
Total men prior year			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
Total women prior year			
<b>Grand total (men+women)</b>			
Grand 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
<b>Men</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total women</b>			
<b>Grand Total (men+women)</b>			

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, 2011.

Program reporters report students enrolled at any time between August 1 and October 31, 2011.

Age	Full-time Undergraduate Students	
	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	<input type="text"/>	<input type="text"/>
Total full-time undergraduate students (from part A)	<input type="text"/>	<input type="text"/>

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, 2011.

Program reporters report students enrolled at any time between August 1 and October 31, 2011.

Age	Part-time Undergraduate Students	
	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	<input type="text"/>	<input type="text"/>
Total part-time undergraduate students (from part A)	<input type="text"/>	<input type="text"/>

Part C - Screening Question

**Did any of your first-time degree/certificate-seeking undergraduate students (reported in Part A) enroll within 12 months of graduating high school or receiving their GED?**

Yes, we have first-time students who enrolled within 12 months of their high school graduation.

No, we do not have any first-time students who enrolled within 12 months of their high school graduation.

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


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Part C - Residence of First-time Undergraduates

**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, 2011.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2011.**

State of residence when student was first admitted	FIPS Code	 Total first-time degree/certificate-seeking undergraduates (1)	Of students in column 1, those who enrolled <b>within 12 months</b> of high school graduation or receiving their GED (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 Undergraduates

**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, 2011.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2011.**

State of residence when student was first admitted	FIPS Code	Total first-time degree/certificate-seeking undergraduates (1)	Of students in column 1, those who enrolled <b>within 12 months</b> of high school graduation or receiving their GED (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 Undergraduates

**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, 2011.**

**Program reporters report students enrolled at any time between August 1 and October 31, 2011.**

State of residence when student was first admitted	FIPS Code	Total first-time degree/certificate-seeking undergraduates (1)	Of students in column 1, those who enrolled <b>within 12 months</b> of high school graduation or receiving their GED (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 (from Part A)		<input type="text"/>	<input type="text"/>

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



Part E - First-Time Student Cohort Retention Rates (Part-time)

**Retention Rates**  
**Part-time, First-time Cohort from Fall 2010**

The Fall 2010 cohort is preloaded based on data reported in the prior year Fall Enrollment survey component.

Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters determine the cohort with enrollment any time between August 1 and October 31, 2010 and retention based on August 1, 2011.

The retention rate is calculated by the system after clicking "Save" on the screen. Exclusions are subtracted from the original cohort and the resulting adjusted cohort is used for calculating the retention rate.

**Retention Data Reporting Reminders:**

- Include only **part-time, first-time** students in this cohort.
- Determine part-time using Fall 2010 attendance status (e.g. if a student was part-time in Fall 2010, report them in the part-time cohort regardless of their Fall 2011 status).
- If there are no students to report in the cohort, enter zero. Do not leave the field blank.
- Report in the exclusions box (line E7) the number of students from the 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.

	Preloaded cohort		Prior year data
<b>PART-TIME, FIRST-TIME COHORT RETENTION:</b>			
<b>E6</b> Part-time, first-time Fall 2010 cohort		<input type="text"/>	
<b>E7</b> <u>Exclusions</u> from the Fall 2010 cohort		<input type="text"/>	
<b>E8</b> <b>Adjusted</b> Fall 2010 cohort (line E6 - line E7)		<input type="text"/>	
<b>E9</b> Students from Fall 2010 cohort who are <b>still enrolled +</b> students from Fall 2010 cohort who <b>completed their program</b> as of Fall 2011		<input type="text"/>	
<b>E10</b> Part-time, first-time Fall 2010 cohort retention rate (line E9 / line E8)		<input type="text"/>	%

 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 - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for undergraduate programs for Fall 2011. 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	<input type="text"/>	to 1
Student-to-faculty ratio prior year	<input type="text"/>	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 for undergraduate programs.

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 2011

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 2011

**FULL-TIME INSTRUCTIONAL STAFF:**

F5	Number of full-time instructional staff as reported on the HR survey component	<input type="text"/>	
<b>Full-Time Instructional Staff Exclusion (Line F6):</b>			
F6	<b>Full-Time Instructional Staff Exclusion:</b> Of the number of full-time instructional staff reported in Line F5, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
F7	Total adjusted full-time instructional staff (Line F5 - F6)		

**PART-TIME INSTRUCTIONAL STAFF:**

F8	Number of part-time instructional staff as reported on the HR survey component	<input type="text"/>	
<b>Part-Time Instructional Staff Exclusion (Line F9):</b>			
F9	Of the number of part-time instructional staff reported in Line F8, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
<b>Part-Time Instructional Staff Addition (Line F10):</b>			
F10	Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the Fall	<input type="text"/>	
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)		to 1

## 2011-12 Survey Materials

### Instructions

date: 11/10/2011

### 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 on all students enrolled for credit in 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, attendance status, race/ethnicity, and gender. In addition, the Fall Enrollment component collects data on the institution's undergraduate 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 residency of first-time degree/certificate-seeking undergraduate students. In opposite years, enrollment by student age is collected.

### **Changes in Reporting**

- Institutions must continue to report using the new race/ethnicity categories. Using the new categories was first required in last year's Spring 2011 collection.

## Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, or 4-1-4), fall enrollment should be reported as of the institution's official fall reporting date or October 15.

For institutions operating on an "other academic calendar," a calendar that differs by program, or 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.

## General Instructions

### Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

### Who to Include

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

- Students enrolled for credit in off-campus centers
- High school students taking regular college courses for credit
- Students taking remedial courses if the student is 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

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

- Students enrolled exclusively in courses that cannot be applied towards a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes

In addition, the following students should be excluded:

- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country



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## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto: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.

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## 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](#)

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## Reporting Directions

### Screening Questions

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

#### Part C Selection.

Part C (Residence of First-time Degree/Certificate-Seeking 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 (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.

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## Part A - Full-Time Undergraduate Students by Race/Ethnicity and Gender

On this screen, include all students enrolled for credit, full-time at the undergraduate level. The undergraduate level includes students enrolled in undergraduate level courses 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 certificate-seeking students

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

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

In order to be considered certificate-seeking, the student must be enrolled in courses for credit and be recognized by the institution as seeking a certificate or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered certificate-seeking.

**Program Reporters:** Include first-time students who entered your institution between August 1, 2011 and October 31, 2011.

**Academic Reporters:** Student counts reported in column 1 define the initial cohort for reporting graduation rates on the IPEDS Graduation Rate Survey (GRS) component to meet Student Right-to-Know reporting requirements. Students reported in this group will become your GRS cohort in the reporting year appropriate for your institution.

### 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 enrolled for credit. This includes:

- students transferring-in to your institution
- continuing certificate-seeking students (i.e. students not new to the institution in the fall, but instead are continuing in their courses/program at the institution)
- non-certificate-seeking students (i.e. students enrolled for credit, but not intending to earn a certificate or formal award)

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 display on the survey screen.

## Part A: Part-time Undergraduate Students

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

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## **Part B: Fall Enrollment by Age and Gender**

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

This distribution of students should include all students reported in Part A.

### **Enrollment by Age**

Use institutional records to calculate student age.

**Academic reporters:** report student age as of the institution's official fall reporting date or as of October 15, 2011.

**Program reporters:** report student age as of August 1, 2011.

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 screens. 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. In this case, reexamine both the age data and comparable portion of Part A to identify the error and make appropriate corrections.

## **Part C: Residence of First-time 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, certificate-seeking undergraduate students** (both full- and part-time) reported in Part A.

### **Recent High School Graduates Screening Question**

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

### **Residence of first-time certificate-seeking undergraduate students**

In column (1), report **all** first-time certificate-seeking undergraduate students, **both full-time and part-time**, by state of residence. The total line for column (1) will be carried forward from the total first-time certificate-seeking undergraduate students reported in Part A. If the sum of the students reported by state of residence in column (1), lines 1-90, does not agree with the total first-time certificate-seeking undergraduates from Part A, the "Residence unknown/unreported" (line 98) will be calculated.

**Note:** When the sum of students by state of residence is larger than the total carried forward from Part A (resulting in a negative value calculated for the "Residence unknown/unreported line"), a fatal error results. In this case, reexamine both the residence data and comparable portion of Part A to identify the error and make appropriate corrections.

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

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### **Part E: Retention Rates for the First-Time Degree/Certificate-Seeking Student Cohort**

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled in the fall of the prior year that are either still enrolled in the fall of the current year or have completed their program in that time.

The retention cohorts, full-time and part-time, first-time degree/certificate-seeking undergraduates from Fall 2010, are preloaded from Part A of the prior year Fall Enrollment survey component.

On each retention screen (full-time cohort and part-time cohort screens), institutions must:

- Verify the preloaded Fall 2010 cohort. Attendance status (full- or part-time) should be based on the student's Fall 2010 attendance status.
- Report any exclusions for the cohort (see below for allowable exclusions).
- Report the total number of students retained from the Fall 2010 cohort.  
**Total students retained = students from Fall 2010 cohort still enrolled as of Fall 2011 + students from Fall 2010 cohort who completed their program as of Fall 2011**

**Academic reporters:** Report students retained as of the institution's official fall reporting date or as of October 15, 2011.

**Program reporters:** Report students retained as of August 1, 2011.

### **Exclusions:**

Institutions may report exclusions for the Fall 2010 cohort. Allowable exclusions are 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 original cohort prior to calculating the retention rate.

Retention rates will be computed by the system after clicking 'Save.' The retention rate is calculated as:  
**(Students from Fall 2010 cohort still enrolled + Students from Fall 2010 cohort who completed their program as of Fall 2011/Adjusted Fall 2010 cohort)\*100.**

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### **Part F: Student-to-Faculty Ratio**

**Graduate only institutions do not 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 IPEDS Human Resources (HR) survey component. Please work together with the appropriate staff at your institution to ensure that the data used on this worksheet and reported in the HR component are the same.

**In line F5,** report the total number of full-time instructional staff as reported on the HR component.

**In line F8,** report the total number of part-time instructional staff as reported on the HR component.

### **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 instructional staff count reported in line F8) that are teaching a credit course in the Fall.

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, 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 the HR component) 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 the HR component) 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.**

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Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
American Indian or Alaska Native (new definition)	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 (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Cohort	A specific group of students established for tracking purposes.
Credit	Recognition of attendance or performance in an <u>instructional activity</u> (course or program) that can be applied by a recipient toward the requirements for a postsecondary <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award, irrespective of the activity's unit of measurement.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a postsecondary <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award, irrespective of the activity's unit of measurement.
Degree/certificate-seeking students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits .
Dual enrollment	A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Race/ethnicity (new definition)	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> <li>• <u>Hispanic or Latino</u> or</li> <li>• <u>Not Hispanic or Latino</u></li> </ul> <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> <li>• <u>American Indian or Alaska Native</u></li> <li>• <u>Asian</u></li> <li>• <u>Black or African American</u></li> <li>• <u>Native Hawaiian or Other Pacific Islander</u></li> </ul>



	<ul style="list-style-type: none"> <li><u>White</u></li> </ul>
Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Remedial courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.
Student-to-faculty ratio	<p>The ratio of FTE students to FTE instructional staff, i.e., students divided by staff.</p> <p>Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are <b>excluded</b> from both full-time and part-time counts.</p> <p>"Stand-alone" graduate or professional programs are those 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).</p> <p>Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.</p>
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Summer session	A summer session is shorter than a regular session and is not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## 2011-12 Survey Materials

### F.A.Q.

date: 11/10/2011

#### Fall Enrollment

Click one of the following questions to view the answer.

##### General

- 1) Who should I include in my enrollment reporting?
- 2) What is the reporting period/date for fall enrollment?
- 3) Should I report students who are studying abroad?
- 4) In the past I reported first-professional students on this component. Why are there no screens for reporting first-professional students?

##### Fall Enrollment by Student Level, Race/Ethnicity and Gender (Part A)

- 1) Where do I report students if I don't know whether or not they are first-time?
- 2) If a student enrolled for credit has not indicated whether they intend to earn a degree or certificate, how do I determine whether they are degree/certificate-seeking?
- 3) Where do I report students who are seeking a second baccalaureate degree?
- 4) Where do I report a high school student who is enrolled for credit at my institution (a dual enrolled student)?
- 5) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but earned college credits during the prior summer?
- 6) How do I report a student who earned college credit while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall?
- 7) How do I report foreign students living outside the U.S. who are enrolled in my institution?

##### Fall Enrollment in Selected Fields (Part A, 4-year institutions only)

- 1) What do I do if my institution does not offer any of the program areas listed on the CIP selection screen?
- 2) How do I report students in program areas that do not appear on the CIP selection screen?
- 3) How do I report undergraduates who have not yet declared a major?

##### Fall Enrollment by Age (Part B)

- 1) I am not able to enter a number in the "Age unknown/unreported" box. How do I report students whose ages are unknown?
- 2) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?

##### Residence of First-Time Undergraduates (Part C)

- 1) Some first-time undergraduates at my institution are dependents whose parents are in foreign countries on a temporary basis (e.g., military/diplomatic service). When reporting residence and migration data, what location do I use?

##### Total Undergraduate Entering Class (Part D)

- 1) What is the difference between the full-time, first-time degree/certificate-seeking cohort (GRS cohort) and the undergraduate entering class calculated in Part D?

##### Retention Rates for First-Time Undergraduates (Part E)

- 1) How is the retention rate calculated?
- 2) How do I report students who changed attendance status (part-time to full-time or full-time to part-time) between one fall and the next?
- 3) Are students on a leave of absence from the institution considered retained?

##### Undergraduate Student-to-Faculty Ratio (Part F)

- 1) How do I calculate my institution's student-to-faculty ratio?
- 2) Can you provide an example of a stand-alone graduate or professional program (a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students)?
- 3) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?

Answers:

##### General

###### 1) Who should I include in my enrollment reporting?

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

Students who are not seeking a degree or certificate may be still be enrolled for credit. These students are to be reported in the non-degree/certificate-seeking column.

**2) What is the reporting period/date for fall enrollment?**

Fall enrollment is a count of students enrolled on a particular date in the Fall. Fall enrollment is often referred to as a "snapshot" of the enrollment at an institution at a specific time in the Fall. The date/period used depends on whether the institution is an academic reporter or a program reporter for IPEDS purposes.

**Academic reporters:** Report enrollment as of October 15 or as of the institution's official fall reporting date.

**Program reporters:** Report enrollment during the 3-month period of August 1 to October 31. If a student enrolls or remains enrolled at any time during that period, the student is included in the fall enrollment counts.

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**3) Should I report students who are studying abroad?**

If the students enroll in your institution, pay tuition to your institution, but attend classes in a foreign country for a short period of time, they should be included in your institution's enrollment report. If your institution serves only an administrative function and the fee the student pays to your institution is nominal, then do not include these students in your report.

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**4) In the past I reported first-professional students on this component. Why are there no screens for reporting first-professional students?**

Beginning with the 2009-10 collection year, institutions are required to use the new postbaccalaureate degree categories (eliminating the first-professional category and reclassifying those programs). In parts A and B, all postbaccalaureate students are to be reported as graduate students, including doctor's-professional practice students (formerly reported as first-professional).

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**Fall Enrollment by Student Level, Race/Ethnicity and Gender (Part A)**

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

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

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

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

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**3) Where do I report students who are seeking a second baccalaureate degree?**

Report these students in the column labeled "Continuing" degree/certificate-seeking students (column 3). This column is intended to capture all degree/certificate-seeking undergraduate students who are not first-time and did not transfer-in to the institution in that Fall.

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

This student would be reported as non-degree/certificate-seeking. Prior to graduating high school, a student is non-degree/certificate-seeking. Once the student graduates high school they can be classified as degree/certificate-seeking, if appropriate.

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**5) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but earned college credits during the prior summer?**

These students should be reported as first-time undergraduates. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned occurred in the summer immediately prior to enrollment.

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**6) How do I report a student who earned college credit while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall?**

If the college credit was earned prior to the student graduating high school, then this student would be considered a first-time student in the Fall. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned was prior to their high school graduation.

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

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

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### **Fall Enrollment in Selected Fields (Part A, 4-year institutions only)**

#### **1) What do I do if my institution does not offer any of the program areas listed on the CIP selection screen?**

Select "None of the above" on the CIP selection screen and report all students enrolled for credit, regardless of field of study, on the "Summary Screens" (CIP 99.0000) of Part A.

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#### **2) How do I report students in program areas that do not appear on the CIP selection screen?**

The program areas on the CIP selection screen are the only fields for which enrollment data is collected separately. In addition to reporting enrollment by the selected fields requested, report all students enrolled for credit (regardless of field of study) on the "Summary Screens" (CIP 99.0000) of Part A.

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#### **3) How do I report undergraduates who have not yet declared a major?**

These students should only be reported on the "Summary Screens" (CIP 99.0000) of Part A, where all students enrolled for credit (regardless of field of study) are reported.

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### **Fall Enrollment by Age (Part B)**

#### **1) I am not able to enter a number in the "Age unknown/unreported" box. How do I report students whose ages are unknown?**

The number of students whose age is unknown will be computed by the data collection system. The difference between the sum of students reported by age category in Part B and the corresponding total enrollment reported in Part A results in the number of students whose age is unknown.

If this results in a negative number, a fatal error will appear and you will need to either correct your data or contact the IPEDS Help Desk for assistance.

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#### **2) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?**

In order to have consistent data from all institutions, IPEDS must use standard age categories. Use the students' dates of birth to report the enrollment by IPEDS age categories.

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### **Residence of First-Time Undergraduates (Part C)**

#### **1) Some first-time undergraduates at my institution are dependents whose parents are in foreign countries on a temporary basis (e.g., military/diplomatic service). When reporting residence and migration data, what location do I use?**

The home state could be the student's or parent's official home state, the state where they are registered to vote or pay taxes, or the state issuing their driver's license. If no such information is available, they would be reported under "State unknown"(57).

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### **Total Undergraduate Entering Class (Part D)**

#### **1) What is the difference between the full-time, first-time degree/certificate-seeking cohort (GRS cohort) and the undergraduate entering class calculated in Part D?**

In addition to the students in the full-time, first-time degree/certificate-seeking cohort, the total undergraduate entering class includes part-time students of the same criteria as well as transfers-in and full- and part-time non-degree/certificate-seeking students that are new to your institution in the Fall.

The entering class is intended to represent all students new to an institution in a given fall and provide context for the GRS cohort. The percent of the entering class that is represented by the institution's GRS cohort is included on College Navigator as a note to the graduation rate data displayed.

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### **Retention Rates for First-Time Undergraduates (Part E)**

#### **1) How is the retention rate calculated?**

The retention rate is calculated as follows:

#### **4-year Institutions:**

first-time bachelor's degree-seeking students in Fall 2010 who are still enrolled in Fall 2011/(first-time bachelor's degree-seeking students in Fall 2010 - cohort exclusions)

#### **2-year and Less-than-2-year Institutions:**

(first-time students in Fall 2010 who are still enrolled in Fall 2011 + first-time students in Fall 2010 who completed their program by Fall 2011)/(first-time students in Fall 2010 - cohort exclusions)

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#### **2) How do I report students who changed attendance status (part-time to full-time or full-time to part-time) between one fall and the next?**

Report students based on their attendance status in the fall the cohort was initially based on, even if that status changed in the following fall.

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#### **3) Are students on a leave of absence from the institution considered retained?**

No. Students must be enrolled *for credit* at the institution in the Fall to be considered retained from the previous fall.

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### **Undergraduate Student-to-Faculty Ratio (Part F)**

#### **1) How do I calculate my institution's student-to-faculty ratio?**

A worksheet has been provided to guide the process of calculating the student-to-faculty ratio for your institution. The worksheet can be accessed from the Part F screen in the Data Collection System.

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#### **2) Can you provide an example of a stand-alone graduate or professional program (a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students)?**

An example of a program that would fall into this category (typically a doctor's-professional practice program) is a school of medicine that only awards degrees/certificates at the graduate level and therefore its faculty exclusively (or in some cases almost exclusively) teach graduate students. Programs that are "stand-alone" graduate programs may have some undergraduate students enrolled in their courses, however a "stand-alone" graduate program would only award degrees/certificates at the graduate level. An example of a graduate program that would not meet this criteria is a school of business that has an undergraduate and graduate program and therefore enrolls both types of students and awards degrees/certificates at both levels. Further, the faculty would teach a mix of undergraduate and graduate students. Excluding "stand-alone" graduate programs is intended to make the student-to-faculty ratio closer to an undergraduate student-to-faculty ratio than it would be if these programs were included in the calculation, without overburdening institutions.

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#### **3) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?**

If your institution does not have any "stand-alone" graduate or professional programs, then enter 0 for students and 0 for faculty in the lines for these types of programs. Most institutions do not have these types of graduate or professional programs, so entering 0 in those lines will be fairly common.

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## 2011-12 Survey Materials

### Narrative Edits

date: 11/10/2011

### Fall Enrollment for non-degree-granting institutions

#### Edit specifications for the 2011-12 IPEDS Web-Based Data Collection Fall Enrollment (EF) Component

**Note:** The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

*All screens must be completed in order to lock the survey.*

#### Screening Question

Part A: Enrollment of Students by Race/Ethnicity

Part B: Enrollment of Students by Age

Part C: Residence

Part E: Retention Rates

Part F: Student-to-Faculty Ratio

#### Screening Question

You must respond to the following screening question. The answer given here will determine which screens your institution is shown.

#### Part C Selection

Completion of **Part C: Residence of First-Time Certificate-Seeking Undergraduates** is optional for this reporting year. Before continuing, you must indicate the following:

- Do you wish to complete Part C this year?
  - If you respond **Yes** to the question above, you are required to complete all screens in **Part C**; if you respond **No**, then **Part C** will not be displayed.

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#### Part A: Fall Enrollment by Student Level, Race/Ethnicity and Gender

##### Full-Time Undergraduate Students

**Applicable to institutions that reported full-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of full-time undergraduate students from the following categories that are enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

##### Private institutions:

- First-time, certificate seeking
- All Other

##### Public institutions:

- First-time, certificate seeking
- Other certificate-seeking
- Non-certificate-seeking

Based on the data entered, the system will calculate the total number of full-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total full-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

**Note:**

**Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).

**Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.

- If your institution reported that it does not enroll full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

**Note: See the reporting specifications above.**

- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is greater than 100.

### Part-Time Undergraduate Students

**Applicable to institutions that reported part-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of part-time undergraduate students from the following categories who are enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

#### Private institutions:

- First-time, certificate seeking
- All Other

#### Public institutions:

- First-time, certificate seeking
- Other certificate-seeking
- Non-certificate-seeking

Based on the data entered, the system will calculate the total number of part-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total part-time undergraduate students must be greater than 0.**
- If your institution reported that it enrolls part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note:**
  - **Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
  - **Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If your institution reported that it does not enroll part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note: See the reporting specifications given above.**
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is greater than 100.

## Fall Enrollment Summary

This screen displays a summary of the data reported in **Part A** of this survey, including **Total full-time students**, **Total part-time students**, and **Grand total, all students** enrolled at the institution by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- The calculated **Grand Total (men + women)** enrolled must be greater than 0.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total men** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total women** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.

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## Part B: Fall Enrollment by Age and Gender

In **Part B** you must report the number of students enrolled for credit at the institution by age distribution and gender for each of the following student types (as applicable based on enrollment reported in the IC Header survey):



- Full-time undergraduate
- Part-time undergraduate

For each applicable type of student, the system will calculate the total number of students reported in **Part B** by gender and subtract this value from the corresponding total from **Part A** to determine the number of students with **Age unknown/unreported**.

The system will perform the following edits on the data entered for each applicable student type:

- If the number of **Men** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- If the number of **Women** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- The number of full-time undergraduate students with **Age unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the sum of men and women from all age groups is greater than the number of students reported for the corresponding student type in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Age unknown/unreported** must be less than 20% of the number of students reported for the corresponding student type in **Part A**.

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### Part C: Residence

**Applicable to institutions that answered Yes to the Part C Selection screening question at the beginning of the survey**

#### Screening Question

You must answer **Yes** or **No** to the following screening question. The answer given here will determine which screens your institution is shown.

- Did any of the first-time, degree/certificate-seeking undergraduate students reported in Part A enroll within 12 months of graduating high school or receiving their GED?

The system will perform the following edit on the data entered:

- If your institution reported that you enroll full-time, first-time degree/certificate seeking undergraduate students in Part B of the IC Header survey, then you are expected to respond **Yes** to the screening question above.

### Freshman Residence (3 screens)

**Applicable to institutions that answered Yes to the Part C Screening Question**

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**), and the number of these students who enrolled within 12 months of graduating high school OR receiving a GED (**column 2**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will calculate the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- For each **FIPS Code**, the number of students reported in **column 1** must be greater than the number of students reported in **column 2**.
- The total number of students entered in **column 2** must be greater than 0.
- The total number of students entered in **column 2** must be greater than or equal to 20% of the total number of students entered in **column 1**.

- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an explanation.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

### Freshman Residence (3 screens)

#### Applicable to institutions that answered No to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will determine the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an *explanation*.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

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### Part E: Retention Rates

On these screens, you must report the retention rates for the **Full-time, first-time cohort** and the **Part-time, first-time cohort**.

**Note:** 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.

#### Full-time, first-time cohort retention

For the **Full-time** portion of this screen, you must report the number of students in the **Full-time, first-time Fall 2010 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** must be reported in order to determine the **Full-time, first-time Fall 2010 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Full-time** portion of this screen:

- The **Full-time, first-time Fall 2010 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Full-time, first-time Fall 2010 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Full-time, first-time Fall 2010 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** is expected to be greater than 0.
- The number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** must be less than the **Adjusted cohort**.
- The number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** is expected to be greater than or equal to 15% of the **Adjusted cohort**.
- If the number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** is equal to the **Adjusted cohort**, then you must confirm a retention rate of 100% for that cohort.
- If you reported enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are expected to report full-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report full-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

### Part-time, first-time cohort retention

For the **Part-time** portion of this screen, you must report the number of students in the **Part-time, first-time Fall 2010 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** must be reported in order to determine the **Part-time, first-time Fall 2010 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Part-time** portion of this screen:

- The **Part-time, first-time Fall 2010 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Part-time, first-time Fall 2010 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Part-time, first-time Fall 2010 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** is expected to be greater than 0.
- The number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** must be less than the **Adjusted cohort**.
- If the number of **Students from Fall 2010 cohort still enrolled OR completed as of Fall 2011** is equal to the **Adjusted cohort**, then you must *confirm* a retention rate of 100% for that cohort.
- If you reported enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are expected to report part-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report part-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

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### Part F: Student-to-Faculty Ratio

On this screen, you must report your institution's **Student-to-faculty ratio** (e.g., student-to-instructional staff ratio) for Fall 2011 using the ratio format provided. Additional resources are available, including the prior year student-to-faculty ratio, and a worksheet for assistance in determining your institution's student-to-faculty ratio.

**Note:** The student-to-faculty ratio and any accompanying context provided on this screen will be displayed on College Navigator.

The system will perform the following edits on the data entered:

- The ratio entered here is expected to be greater than 0 to 1.
- If the ratio entered is between 51 to 1 and 100 to 1, an *explanation* is required.
- If the ratio entered is greater than 100 to 1, a *fatal* error will occur.

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