

IPEDS Web-Based Data Collection, Fall 2004

Edit Specifications for Institutional Characteristics

Institutional Identification

If the physical location of an institution's street address contains a post office box, a warning message will be generated to confirm that the address provided is the physical location of the institution and not a post office box.

If a 4-year, 2-year public, or 2-year private not-for-profit institution does not enter a web address, a warning message will be generated to confirm that the institution does not have a home page.

Types of Educational Offerings

This question is used to determine whether or not an institution is part of the IPEDS universe. If **only** recreational or avocational (i.e., hobby) programs, adult basic or remedial instruction, or high school equivalency or secondary (i.e., high school) programs are offered, an institution does **not** need to complete the rest of this survey. If this is the case, and **ONLY** those types of programs are offered, respondents are instructed to contact the **Help Desk** for further information. However, if **at least one** of the following types of instruction are offered,

1. occupational
2. academic
3. continuing professional

an institution is part of the IPEDS universe. If the institution is eligible to participate in Title IV federal financial aid programs, completion of the survey is mandatory; otherwise, it is voluntary.

Organization and Accreditation

Control/affiliation is either public or private. Institutions cannot indicate both public and private. Public institutions must select a primary control; a secondary control is optional. Institutions reporting private not-for-profit control can be either "independent" or "religious"; if "religious," then one of the affiliations should be indicated. An institution will not be able to indicate independent and a religious affiliation, or public and for-profit, etc. If an institution indicates a control that is different from the prior year, the respondent will be prompted to confirm the change.

Institutions are requested to indicate **all levels of awards** that are offered. If an institution indicates an award level that was not reported in previous years, the respondent will be asked to confirm the new award level. Although institutions may have their own method of

classifying or identifying first-professional programs, only the programs considered to be first-professional degree programs for the purposes of this survey (the twelve fields listed below that are recognized as first-professional programs by the Department of Education) are to be counted.

51.0101 = Chiropractic (D.C. or D.C.M.)
51.0401 = Dentistry (D.D.S. or D.M.D.)
22.0101 = Law (L.L.B. or J.D.)
51.1201 = Medicine, General (M.D.)
51.1701 = Optometry (O.D.)
51.1901 = Osteopathic Medicine (D.O.)
51.2001 = Pharmacy (Pharm.D.)
51.2101 = Podiatry (D.P.M., Pod. D., D.P.)
51.2401 = Veterinary Medicine (D.V.M.)
51.2704 = Naturopathic Medicine
39.0602 = Divinity/Ministry (B.D., M. Div., or Ordination)
39.0603 = Rabbinical and Talmudic Studies (M.H.L./Rav)
39.0605 = Ordination, Other

If an institution checks other award level (12) a description of the award level should be specified in the caveat box.

Predominant calendar system

If the predominant calendar system selected is different from the calendar system from the prior year the following **warning message** will be displayed:

WARNING!! You are about to change the predominant calendar system for your institution. This will affect the manner in which you report tuition and fees information now, and student financial aid information and graduation rate information in the spring collection. Once the fall collection closes, you will NOT be able to change your response to this predominant calendar system question. Please read the question and instructions carefully. If you have any questions, contact the Help Desk at 1-877-225-2568.

When an institution selects their predominant calendar system and there was no predominant calendar system selected in the prior year the following **warning message** will be displayed:

WARNING!! You are about to set the predominant calendar system for your institution. This will affect the manner in which you report tuition and fees information now, and student financial aid information and graduation rate information in the spring collection. Once the fall collection closes, you will NOT be able to change your response to this predominant calendar system question. Please read the question and instructions carefully. If you have any questions, contact the Help Desk at 1-877-225-2568.

If institutions enroll any full-time students then the respondent must indicate the levels and answer the corresponding questions for those levels in Part D. For example, if an institution indicates that they enroll full-time students at the undergraduate level then the respondent must report the tuition information for that level.

The respondent must fix.

If an institution enrolls any part-time students then the respondent must indicate the levels and answer the corresponding questions for those levels in Part D. For example, if an institution indicates that they enroll part-time students at the undergraduate level then the respondent must report the student charges information for the undergraduate level.

The respondent must fix.

4-year institutions

If the institution indicates that it has any full-time, first-time students enrolled in programs at the baccalaureate level or below in academic year 1998-1999; this is a critical data item and the data cannot be locked if this question is not answered.

If the institution did not have any full-time, first-time students enrolled in programs at the baccalaureate level or below, the respondent must indicate that full-time, first-time undergraduate students were not enrolled and/or that programs at or below the baccalaureate level were not offered or that the institution was not in operation in 1998-99.

Less than 4-year institutions

The institution must indicate if it has any full-time, first-time degree/certificate-seeking students academic year 2001-2002; this is a critical data item and the data cannot be locked if this question is not answered.

Accreditation

Institutions that check regional accreditation must indicate the name of the regional association (and commission, if applicable). If the state where the institution is located is not a member covered by the regional association, the respondent will be prompted to confirm the inconsistent information.

Institutions that check specialized accreditation must indicate at least one of the specialized accrediting bodies on the next screen.

If an institution indicates it has no special accreditation, but indicated special accreditation in the prior year, a warning message will be generated, prompting the user to confirm the change.

Admission Requirements, and Services

If an institution does not have an **open admission policy** for all or most entering first-year undergraduate-level students, then each admission consideration should have one of the following responses: *Required, Recommended, Neither Required nor Recommended, or Don't Know*. Also, the institution should respond to question 3 (Number of applicants, admissions and enrollees), and 4 (test scores).

The total full- and part-time enrollment must be less than or equal to the total number of applications. If enrollment is larger the respondent will be prompted to correct.

If SAT percentile scores are not between 200 and 800, an error message will be generated.

The institution must select at least one student service or select "None of the above".

If an institution offers training through the Reserve Officers Training Corps (ROTC), then at least one branch of the service must be checked.

Student Charges

If student charges are not entered, the respondents cannot lock the survey, as they are critical data items.

For **academic year reporters**, the respondent must answer questions 4 through 7.

If institutions indicated in Part B that they enroll any full-time students then the respondent must answer the corresponding questions for those levels. For example, if an institution indicates that they enroll full-time students at the undergraduate level then the respondent must report the tuition information for that level.

The respondent must fix.

If an institution indicated in Part B that they enroll any part-time students then the respondent must answer the corresponding questions for those levels. For example, if an institution indicates that they enroll part-time students at the undergraduate level then the respondent must report the student charges information for the undergraduate level.

The respondent must fix.

For **program reporters**, the respondent must answer questions 4 through 9.

If the institution enrolls any Full-time, First Time, degree/certificate seeking undergraduate students, then the respondent must answer question 10 if the institution offers more than one program.

If the institution indicated in Part B they enroll any full-time students then the respondent

must answer the corresponding questions for those levels. For example, if an institution indicates that they enroll full-time students at the undergraduate level then the respondent must report the tuition information for that level.

The respondent must fix.

If an institution enrolls any part-time students then the respondent must indicate the levels and answer the corresponding questions for those levels. For example, if an institution indicates that they enroll part-time students at the undergraduate level then the respondent must report the student charges information for the undergraduate level.

The respondent must fix.

Application fees

If an institution indicates that it has an application fee, at least one of the fee amounts must be > 0 . Not all levels must have an application fee, but if a fee is entered, the institution must offer programs at that level. For example, the institution could offer both undergraduate and graduate programs, but only charge an application fee for undergraduates.

Application fees are compared to the prior year for large variances.

For undergraduate, graduate, and first-professional application fees:

If $(|PY - CY| / PY) * 100 > 50$,

then a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation.

Any application fee that is **over \$100** will also generate a warning message; the respondent must either fix the amount or enter an explanation.

Full-time students

If institution indicates that it has "NO" full-time, first-time undergraduate students, but there were full-time undergraduate students reported on the Fall 2003 enrollment survey, a warning message will be displayed and the respondent must enter an explanation. This edit is repeated for first-time, first-year degree/certificate seeking undergraduates, graduate and first-professional students.

If institution indicates that it has "NO" full-time, first-time, degree/certificate seeking undergraduate students, but indicated they offer undergraduate level programs (LEVELS 1-5) the following warning message will be displayed:

"WARNING!! You have indicated that you have no full-time, first-time students enrolled. This means you will not be asked to report price information for the

IPEDS COOL web site.

The respondent must confirm or fix.

Tuition and fees

There are two methods of reporting student charges: by academic year, and by program. If an institution's calendar system is semester, quarter, trimester, or 4-1-4 or similar plan, the institution must report student charges based on a **full academic year**. If an institution's calendar system differs by program or is on a continuous basis, the institution must report student charges by **program**. Institutions that have both types of charges can **no longer report both ways**.

If an institution indicates that it charges different tuition for in-district, in-state or out-of-state students, in-district tuition should not be greater than in-state tuition and in-state tuition should not be greater than out-of-state tuition. NOTE: they may be equal. An institution may report in-district equals in-state and in-state less-than out-of-state, OR in-district may be less than in-state and in-state equals out-of-state. This applies to undergraduate, graduate, and first-professional tuition.

If an institution indicates that it offers undergraduate, graduate, or first-professional award level(s), it must also report comparable tuition data if full-time students are enrolled at that level. Likewise, if undergraduate (graduate, first-professional) tuition are present, then award levels at the undergraduate (graduate, first-professional) level must be indicated.

Tuition for in-district, in-state, and out-of-state undergraduate, graduate, and first-professional students is collected for full-time students only. If there are **no full-time students** at a particular level, average tuition should not be reported at that level. Institutions with part-time students only must enter a per/credit hour charge.

Tuition charges are also compared to the prior year for large variances.

For undergraduate, graduate, and first-professional tuition:

If $PY > 0$ and $CY = 0$ or blank,

or, if $(|PY - CY| / PY) * 100 > 30$,

then a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation.

If $CY = 0$,

then a warning message will be generated, and the respondent will be asked to confirm the **zero** amount.

Room and board charges

If an institution indicates that on-campus housing is provided, the respondent must enter

the dorm capacity, room charge, combined room and board charge, or comprehensive fees.

If an institution indicates that meals are provided, the respondent must enter the maximum number of meals per week, combined room and board charge, or comprehensive fee.

Room and board charges are compared to the prior year for presence and for large variances. For both room and board separately or if an institution combines room and board:

If $PY > 0$ and $CY = 0$ or blank,

or, if $(|PY - CY| / PY) * 100 > 40$,

then a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation.

If an institution reports a combined room and board charge in the current year, but did not in the prior year, then sum the room and board charges in the prior year and perform above edit.

Comprehensive fee

For institutions that charge a comprehensive fee, that is, combined tuition, fees, room, and board charges:

Sum tuition, fees, room and board charges from the prior year.

If $PY > 0$ and $CY = 0$ or blank,

or, if $(|PY - CY| / PY) * 100 > 50$,

then a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation.

Price of attendance for full-time, first-time, degree/certificate seeking undergraduate students

If an institution indicates it offers institutionally controlled housing on- or off- campus, then the campus current year amounts must be provided. If campus prices are omitted, the respondent must enter an explanation.

If off campus price information is not provided the respondent will be required to enter an explanation. (Not controlled by the institution)

In-district tuition should not be greater than in-state tuition. Likewise, in-state tuition should not be greater than out-of-state tuition.

If comprehensive fees are reported then tuition & fees, room and board must be blank. A warning message will be issued and respondent must fix.

Price of attendance data will be compared with prior year data for large variances. If the current year data exceed these variations, a warning message will be generated prompting the respondent to either adjust the current year data or provide an explanation to confirm the variation. Also, off-campus housing and expenses are compared to institutionally controlled housing and expenses for large variations. The following table gives the type of comparison and the allowable variances.

Price item comparison	allowable range
The absolute value of (Current year tuition - Prior year tuition) divided by prior year tuition	.20
Prices for books and supplies, room and board and other expenses will be compared to prior year as was tuition above	.25
Room and board off campus not with family divided by room and board on campus	.30
Other expenses off campus not with family divided by other expenses on campus	.40
Other expenses off campus with family divided by other expenses on campus	.40

Tuition (by program)

If tuition is charged by program, the Price of attendance information is requested for the institution's **largest program**. The following information is requested for the **next 5 largest programs** : length of program (in contact hours), tuition and fees for the entire program, and cost of books and supplies. CIP codes are verified against those listed in the 1990 or 2000 versions of the *Classification of Instructional Programs* manual. All data are edited as described in the Price of attendance section immediately above, where applicable.

The amount reported for books and supplies should be less than the tuition and fees for each specific instructional program, although there are a few exceptions (i.e. practical nurse, auto mechanic, etc.)

If an institution reports comprehensive fee then tuition & fees, room and board must be blank. A warning message will be issued and respondent must fix.

Additional Information

If an institution is a member of a national athletic association then at least one association must be checked.

If an institution is a member of the NCAA or NAIA, the conference for each sport must be specified.

If an institution is not a member of a national athletic association (E1) or institution is not a

member of the NCAA or NAIA (E2), then for each sport, "No", must be selected.

The institution must indicate whether it has 15 or more full-time employees; this is a critical data item and the data cannot be locked if this question is not answered.

The institution must indicate if all of the Instructional faculty at the institution falls into any of the following categories; this is a preloaded critical data item and if changed then respondent must confirm.

- All are part-time
- All are military personnel
- All contribute their services (e.g., member of a religious order)
- All teach pre-clinical or clinical medicine