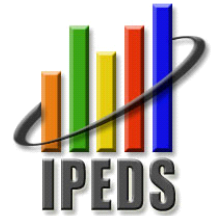




IC Header 2010-11



Chapter 1: Welcome

Slide 1

On behalf of the National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to this tutorial on the IPEDS IC Header survey.

Slide 2

IC Header is a new survey component, which is collected annually. This survey component will open at Registration, which for this year is August 4, and remain open through the fall survey collection, which ends on October 20, 2010.

This tutorial includes an Overview chapter, which provides general information about IPEDS and the IC Header survey, a What's New chapter, which provides information about optional and mandatory changes for the current year, and a Step-by-Step chapter, which provides instructions for completing the survey.

This concludes the Welcome chapter, please proceed to the overview chapter.

Chapter 2: Overview

Slide 3

This chapter provides a brief overview of IPEDS and the IC Header survey.

Slide 4

The IC Header survey collects descriptive information about the institution, such as the institution's control or affiliation, calendar system, levels of degrees and awards offered, and types of programs.

The IC Header survey opens during the Registration period, which is usually early August. Data entry must be completed and locked by the keyholder by the end of the fall collection period, around mid-October.

Slide 5

The IC Header questions were previously found in the Institutional Characteristics (IC) survey. Responses to the IC Header survey determine applicability and version of the remaining IPEDS survey components, therefore it is helpful to have this information in the data collection system as early as possible.

Institutions are encouraged, but not required, to complete the IC Header component during the Keyholder Registration period.

The IC Header survey component **must** be locked before any other survey components can be started.

Slide 6

Any institution receiving Title IV federal financial aid is required to submit data to IPEDS, including the IC Header survey. Fines may be levied for failing to report this information.

Because responses to the IC Header survey determine applicability and version of the remaining IPEDS survey components; it is very important to verify that all information is reported correctly.

Slide 7

Much of the basic information about an institution that is displayed on the College Navigator website will come from IC Header. College Navigator was developed to provide comparable information to the public about postsecondary institutions. College Navigator is used by students, parents, counselors, researchers and administrators from other institutions, and others.

Slide 8

For some of the items on IC Header, context boxes are provided so reporters may provide text to explain or clarify adjoining data entries. Notes from the context boxes may be displayed on College Navigator.

This concludes the Overview chapter, please proceed to the What's New chapter.

Chapter 3: What's New

Slide 9

This chapter describes the new IC Header survey component for the 2010-11 collection.

Slide 10

The IC Header survey is a new survey component. This survey will determine applicability and version for the remaining IPEDS survey components, so it is important that all data is entered correctly.

Because the IC Header determines the applicability and version for remaining IPEDS survey components, it must be completed prior to starting the other fall surveys. Institutions are encouraged to complete the IC Header component during the Keyholder Registration period in August of each year.

Slide 11

The following Items, which previously had been collected in the Institutional Characteristics survey, will be reported in IC Header:

- A1 – Educational Offerings
- B1 – Institutional Control
- B2 – Award Levels Offered
- B3 – Calendar System
- B4 – Enrollment Levels Offered (excluding Estimated Fall Enrollment)
- B6 – Graduation Rate Cohort

This concludes the What's New chapter, please proceed to the Step-by-Step chapter.

Chapter 4: Step-by-Step

Slide 12

This chapter contains step-by-step instructions for completing the IPEDS IC Header survey.

This tutorial is for all participating institutions. However, there are special instructions noted for 2-year and less than 2-year institutions.

Slide 13

Part A collects information about educational offerings of an institution. For Question 1, check all applicable instructional programs offered by the institution. Institutions that offer occupational, academic, and/or continuing professional programs must complete all applicable IPEDS survey components.

Institutions that only offer leisure programs, adult basic education, and/or secondary programs are not expected to complete any IPEDS survey components. IPEDS will verify that the institutions correctly selected only from these three programs.

Slide 14

Part B collects information about the institution's control, award level offerings, calendar system, and enrollment. Control refers to how an institution is governed. An institution can only be one of the choices presented: public, private-for-profit, private-not-for-profit independent, or private-not-for profit religiously affiliated.

Slide 15

A public institution is operated by publicly elected or appointed school officials and is supported primarily by public funds.

Public does NOT mean that the institution is open to the public or licensed by the state.

Slide 16

Public institutions will further define their control by identifying a primary and, if applicable, secondary control.

If the control is different than the prior year, contact the IPEDS Help Desk via the information provided at the end of this presentation.

Slide 17

Private institutions are controlled by private individuals or a non-governmental agency. They are usually supported primarily by non-public funds and operated by appointed officials that are not publicly elected.

Private institutions can be not-for-profit independent, not-for-profit religiously affiliated, or for-profit.

Private for-profit institutions are also called “proprietary” schools.

Slide 18

Private-not-for-profit religiously affiliated institutions will further refine their description using a drop down menu of choices.

If the control is different than the prior year, contact the IPEDS Help Desk via the information provided at the end of this presentation.

Slide 19

Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Check all applicable award levels of for-credit programs offered by the institution.

Award level 12, “Other,” should be checked only if no other classification is appropriate. If selected, the award must be specified in the context box.

Slide 20

Postsecondary awards, certificates and diplomas below the Baccalaureate level and which are not Associate level degrees, are categorized by number of contact/credit hours.

All references to length of study mean the equivalent of full-time **academic years**, and are approximations meant to provide context. At least one, but less than two years, refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period. Institutions should always report using the appropriate number of contact or credit hours, not the approximated time frame.

For example, on an academic semester or trimester credit hour system, an award level of 1 means that the program of study is less than 30 credit hours, or about 1 **academic year**.

Slide 21

The reported calendar system determines how tuition and fees are reported in the IC survey, as well as the cohort used for the Graduation Rates and Student Financial Aid survey components. Reporters may choose only one predominant calendar system.

Once the fall collection closes, the response to the predominant calendar system question cannot be changed. Be sure to choose the correct calendar system for the institution.

If the current calendar system has changed from the prior year, contact the IPEDS Help Desk for directions.

Slide 22

If programs are offered on more than one calendar system, select the system under which MOST programs are offered.

If there is no predominant calendar system, indicate the option that best characterizes the institution.

Slide 23

The Student Right-to-Know regulations state that if an institution offers a predominant number of programs based on standard academic terms including semesters, trimesters, quarters, or 4-1-4 terms, the reporter must use a fall cohort when reporting graduation rates data. Institutions choosing one of the standard academic term options will also report student financial aid data for a fall cohort and tuition and fees based on a full academic year. These institutions are considered academic reporters.

The other academic calendar option under standard academic terms will require the use of a full-year cohort for reporting graduation rates and student financial aid data, and will report tuition and fees based on a full academic year. These institutions are considered hybrid reporters.

Institutions that operate on a program-by-program or continuous enrollment basis will use a full-year cohort for reporting graduation rates and student financial aid data, and will report pricing information by program. These institutions are considered program reporters.

Slide 24

Reporters must indicate the types of students the institution enrolls and whether each type includes full-time and/or part-time students.

Only four-year institutions report enrollments of graduate students.

All institutions report undergraduate (academic or occupational programs), and first-time, degree or certificate seeking undergraduates.

You should include any enrollment levels offered by your institution, even if you do not currently have students enrolled at that level.

Slide 25

First-time students are those who are attending for the first time at the postsecondary level. Include students who are enrolled in either academic or occupational programs, students enrolled in the fall term that attended college for the first time in the prior summer term, and students who entered with advanced standing or received college credits before they graduated from high school. These students are often referred to as dual-enrolled or co-enrolled because they took high school and college credit courses at the same time.

Slide 26

Checking “Yes” for full-time, first-time, degree or certificate seeking students determines that the institution will report price information in IC Part D.

Full-time, first-time students will also be reported on the Graduation Rates, Fall Enrollment, and Student Financial Aid surveys. Information about first-time, full-time, students is also presented on College Navigator.

Slide 27

Four-year institutions must indicate whether any of the following Doctor’s Professional Programs are offered:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (Pod.D., D.P., or D.P.M.)
- Veterinary Medicine (D.V.M.)
- Law (J.D.)

Slide 28

The graduation rate cohort is the group of first-time, full-time degree or certificate seeking students that begin at a specific point in time and whose academic success is tracked over subsequent years to completion.

Different data collection screens are presented for 4-year and less than 4-year institutions.

Four-year institutions indicate whether any full-time, first-time degree or certificate-seeking students enrolled at the baccalaureate level or below for 2004-05 academic year.

If the answer is YES, the data will be required on the Graduation Rates Survey. If the answer is NO the reporter must indicate why there were none for the requested cohort year.

Prior year data will be displayed if available.

Slide 29

Less than 4-year institutions indicate whether any full-time, first-time students enrolled for the 2007-08 academic year.

If the answer is YES, the enrollment of full-time, first-time degree or certificate seeking students for academic year 2007-08 is the institution's graduation rates cohort. Data on this cohort will be required on the Graduation Rates Survey.

If the answer is NO, indicate why the graduation rates data for this cohort year will not be reported.

Slide 30

If you are reporting data for a new institution that has never participated in IPEDS before, you will be asked whether your institution was in operation during the 2009-10 academic year.

If you respond yes to this question, you must specify the levels of enrollment offered at the institution during the 2009-10 academic year. Select all applicable levels.

Slide 31

NCES is required to annually provide the Office of Federal Student Aid, FSA, with a list of Title IV institutions that did not complete their IPEDS surveys.

The FSA sends out fine letters and warnings to the non-compliant institutions.

The penalty for not submitting IPEDS can be as high as \$27,500 per occurrence, or an institution can lose eligibility to participate in Title IV funding.

Slide 32

It is always a good idea to begin the IPEDS reporting cycle early and seek help, when needed, from the IPEDS Help Desk. The knowledgeable Help Desk staff is eager to help. Response time may be longer near the end of the collection cycle.

This concludes the tutorial for the IC Header survey.