



IC Header 2010-11

National Center for Education Statistics (NCES)
&
Association for Institutional Research (AIR)

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Welcome

- New survey component for 2010-11
- Collected each fall
- Tutorial includes
 - Overview
 - What's New
 - Step-by-Step





Overview of the IPEDS IC Header Survey

Collection Cycle

- Collects information about institutions
- Collected during the fall collection
 - Opens in August during Registration
 - Closes mid-October



Survey Completion

- IC Header items were previously found in the Institutional Characteristics survey
- Institutions are encouraged, but not required, to complete IC Header during the Registration period
- Institutions are required to complete IC Header prior to beginning other Fall surveys



Reporting Compliance

- Implications for all IPEDS surveys
 - All postsecondary institutions receiving Title IV financial aid must complete IPEDS surveys
 - Fines imposed for failure to comply
 - Answers determine applicability and version of the remaining IPEDS survey components



College Navigator

- Much of the information will be displayed to the public on College Navigator

www.nces.ed.gov/collegenavigator



Context Boxes

- Provided to further explain survey responses
- Responses may be displayed on College Navigator





What's New for IC Header 2010-11

What's New for 2010-11

- IC Header is a new survey component
- IC Header will determine applicability and version for remaining IPEDS survey components
- IC Header must be completed prior to starting any of the fall surveys



What's New for 2010-11

- The following items will be moved from the Institutional Characteristics (IC) survey to 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



Step-by-Step IC Header

Part A: Educational Offerings

1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]

If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.

- Occupational, may lead to a certificate, degree, or other formal award
- Academic, leading to a certificate, degree, or diploma
- Continuing professional (postbaccalaureate only)
- Recreational or avocational (leisure) programs
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)



Part B: Institutional Control

1. What is your institutional control or affiliation?

Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.

- Public - Select primary and or secondary controls below

Primary control	Secondary control (if applicable)
Select One ▾	Select One ▾
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below

Select One ▾



Part B: Institutional Control Public Institution

- Operated by publicly elected or appointed school officials and supported primarily by public funds
- Public does **not** mean
 - Open to the public
 - Licensed by the state



Part B: Institutional Control Public Institution

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<input type="radio"/>	Public - Select primary and or secondary controls below	
	Primary control	Secondary control (if applicable)
	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>
<input type="radio"/>	Federal	
<input type="radio"/>	State	
<input type="radio"/>	Territorial	Independent (no religious affiliation)
<input type="radio"/>	School district	
<input type="radio"/>	County	Religious affiliation - Select affiliation below
<input type="radio"/>	Township	
<input type="radio"/>	City	
<input type="radio"/>	Special district	<input type="text" value="Select One"/>
<input type="radio"/>	Other	



Part B: Institutional Control Private Institution

- Controlled by private individuals or nongovernmental agency
- Usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials
- Can be not-for-profit (independent or religiously affiliated) or for-profit



Part B: Institutional Control Private Institution

○ Private not-for-profit religious affiliation - Select affiliation below

Select One	▼
Select One	▲
African Methodist Episcopal	
African Methodist Episcopal Zion Church	
American Baptist	
American Evangelical Lutheran Church	



Part B: Award Levels

2. What award levels are offered by your institution? [Check all that apply]

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the number of credit or contact hours, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Award Level

BELOW THE BACCALAUREATE:

1	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of (less than one academic year)</u> - less than 900 contact or clock hours, or - less than 30 semester or trimester credit hours, or - less than 45 quarter credit hours
2	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of (at least one but less than two academic years)</u> - at least 900 but less than 1800 contact or clock hours, or - at least 30 but less than 60 semester or trimester credit hours, or - at least 45 but less than 90 quarter credit hours
3	<input type="checkbox"/>	<u>Associate's degree</u>
4	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of (at least two but less than four academic years)</u> - 1800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours

BACCALAUREATE AND ABOVE:

5	<input type="checkbox"/>	<u>Bachelor's degree</u> or equivalent
6	<input type="checkbox"/>	<u>Postbaccalaureate certificate</u>
7	<input type="checkbox"/>	<u>Master's degree</u>
8	<input type="checkbox"/>	<u>Post-master's certificate</u>
17	<input type="checkbox"/>	<u>Doctor's degree - research/scholarship</u>
18	<input type="checkbox"/>	<u>Doctor's degree - professional practice</u>
19	<input type="checkbox"/>	<u>Doctor's degree - Other</u>
12	<input type="checkbox"/>	<u>Other (specify in box below)</u>



Part B: Award Levels

Level	Contact/Credit Hrs for Program			Length of Program
	Contact hrs	Credit hrs (semester, trimester)	Credit hrs (quarter)	
1	<900	<30	<45	<1 yr
2	900-1799	30-59	45-89	At least 1 but <2 yr
4	>=1800	>=60	>=90	At least 2 but <4 yr



Part B: Calendar System

- Academic Reporters
 - Standard academic
 - Semester, trimester, quarter, 4-1-4
 - Other academic
 - Block, continuous
- Program Reporters (primarily occupational/vocational)
 - Differs by program
 - Continuous



Part B: Calendar System

- 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



Effect of Calendar System on Data Reporting

	Price data	Graduation Rates and Student Financial Aid data
Standard Academic Terms - Semesters - Trimesters - Quarters - 4-1-4	Per academic year	Fall cohort
Standard Academic Terms - Other academic	Per academic year	Full-year cohort
Other Calendar System - Differs by program - Continuous basis	By program	Full-year cohort



Part B: Student Enrollments

4. Does your institution enroll any of the following types of students?

Include all levels offered by your institution, even if there are no students currently enrolled at that level.

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report pricing data (on the IC survey) and Student Financial Aid data (in the spring collection) for this cohort.

	Full-time				Part-time			
	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes
<u>Undergraduate (academic or occupational programs)</u>	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes
<u>First-time, degree/certificate-seeking undergraduate</u>	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes
<u>Graduate</u>	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes



First-time Student

- A student attending any institution for the first time at the postsecondary level
 - Students enrolled in academic or occupational programs
 - Students enrolled in the fall term who attended college for the first time in the prior summer term
 - Students who entered with advanced standing (college credits earned before high school graduation)



First-time Student

- Institutional Characteristics
- Graduation Rates
- Fall Enrollment
- Student Financial Aid
- IPEDS College Navigator
www.nces.ed.gov/collegenavigator



Part B: Doctor's Professional Programs

- 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.)



Part B: Graduation Rates Cohort Four-year Institutions

6. For Fall 2004, did your institution have any full-time first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

*If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2004-05 cohort in the spring collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested.*

If you reported any full-time, first-time degree/certificate-seeking undergraduates on the 2004-05 Enrollment survey, the data will be preloaded below.

- No
- This institution did not enroll full-time, first-time (undergraduate) students.
 - This institution did not offer programs at or below the baccalaureate level.
 - This institution was not in operation in 2004-05.
- Yes

Full-time, first-time degree/certificate-seeking students from 2004-05 Enrollment survey (GRS Cohort)



Part B: Graduation Rates Cohort Two-year Institutions

6. For academic year 2007-08, did your institution enroll any full-time, first-time students?

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2007-08 cohort in the spring collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2007-08 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/>	No	
	<input type="checkbox"/>	This institution did not enroll full-time, first-time degree/certificate-seeking students.
	<input type="checkbox"/>	This institution was not in operation in 2007-08.
<input type="radio"/>	Yes	
Full-time, first-time degree/certificate-seeking students from 2007-08 Fall Enrollment survey (GRS Cohort)		



Part C: New Institutions

Was your institution in operation during the academic year 2009-10?

If you answer **Yes** to this question, you will be required to specify the levels of enrollment offered at your institution during 2009-10 and to report 12 month enrollment during the fall collection.

<input type="radio"/>	No	
<input type="radio"/>	Yes. Please specify the levels of enrollment offered during 2009-10.	
	<input type="checkbox"/>	Undergraduate
	<input type="checkbox"/>	Graduate



Reporting Compliance

- Each year, NCES provides a list of institutions that do not submit IPEDS reports to the Office of Federal Student Aid (FSA)
- FSA sends out fine letters and warnings to noncompliant institutions
- Penalty for not submitting IPEDS can be as high as \$27,500 per occurrence, or loss of Title IV eligibility



IPEDS Help

IPEDS Help Desk

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