



INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

User : SUPER1

Login Survey : SPRING2001

Institution ID:

Current Survey : FALL2000

Instructions

Institutional Identification

Required fields - Double asterisks (**) beside a field indicate that the field is a required entry.

Institution name and address - This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing. If your institution's name has officially changed, enter the new name in the box provided.

Mailing address - In this block, please provide the address to which correspondence should be mailed, if the mailing address is different from the physical address. This address may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Web Address - Enter or update the institution's general (or main) web site address if your institution maintains a home page on the Internet. Do not preface the address with http://; the Internet protocol will be determined by the IPEDS COOL web site. Be sure to indicate where the address is case sensitive.

Employer ID number - Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

OPE ID - Verify your Office of Postsecondary Education Identification number (OPEID) which is the 8-digit number that is used by the Department of Education for federal student financial aid eligibility purposes. This number can be found on your Program Participation Agreement (PPA). If your pre-printed number is not correct, please contact the HELP desk at 1-877-225-2568. If your institution does not have an OPEID (and it is not eligible for Title IV funding), a "9" may be pre-printed in the field.

Name and title of chief administrator of institution - Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Telephone numbers - These are the telephone numbers for general information inquiries, the Financial Aid Office, and the Admissions Office.

Educational Offerings

This question is asked to verify the inclusion of the institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education,

and excludes vocational and adult basic education programs.

Organization and Accreditation - Control and Level

Institutional control or affiliation - Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. If the institution has a religious affiliation, select the denomination from the list provided in the drop box. Public institutions must designate a primary control; identifying a secondary control is optional.

Award levels - Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof. Note that award levels 1, 2, and 4 are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 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 periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction. Award levels 3, 5, 7, 9, and 10 indicate those degree levels for which the institution is authorized to make formal awards.

Organization and Accreditation - Accreditation

No formal award programs - Indicate whether this institution offers programs with stated occupational objectives and well-defined completion requirements that do not lead to a formal award.

Regional accreditation - If your institution is accredited by a regional agency select the regional association that accredits your institution from the list provided in the drop box.

Organization and Accreditation - Specialized Accreditation

National institutional or specialized accreditation - If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies recognized by the Secretary, U.S. Department of Education verify or update the list of accredited programs for this institution.

Adding programs from accrediting bodies - Review the list of National Institutional and Specialized Accrediting Bodies by selecting an option from the drop list provided (use the down arrow to see the complete list). Selecting an option from the list will display the program accreditations in the second box. Add a program for this institution by highlighting the program and clicking the Add button, you will see the program added to the bottom box.

Delete programs by highlighting a program in the bottom box and clicking the Delete button.

Admission Requirements and Services - Admission Requirements

Admission policy - This question refers to the admissions policy for entering first-year undergraduate students. Indicate the types of considerations that are used as part of the selection process for freshmen entering your institution if your institution does not have an open admissions policy. Select "This institution does not admit first-year undergraduate-level students" if yours is an upper level, graduate, or first-professional only institution.

Admission Requirements and Services - Student Services

Years of study required for entry - This item will identify institutions that limit entrance to students who have completed certain academic requirements. For example, upper division only schools may require 2 years (60 credits) of study prior to admittance and schools that offer only graduate programs may require bachelor's degrees or 4 years of study for entrance.

Library - Indicate whether this institution has its own library, contributes financially to a shared library, or has no facility.

Student Charges - Clarifying Questions

The following data items are to be completed prior to entering charges:

Calendar system - Indicate the predominant calendar on which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at this institution, indicate the option that best characterizes your institution.

Note: The way you answer this question determines the matrix displayed for providing tuition information and how you choose a cohort for reporting Graduation Rate data. The Student Right-to-Know regulations state that if your institution offers a predominant number of programs based on standard academic terms (semesters, trimesters, or quarters), you are to use a fall cohort. If most of your programs are not based on standard academic terms (that is, you operate on a program by program or continuous enrollment basis), then you are to use a full-year cohort.

Application fee - If your institution charges an application fee for admission, indicate the amount at the degree levels provided.

Enrollment of full-time students - Indicate if your institution enrolls any students on a full-time basis. If you answer yes, indicate the appropriate levels. Also indicate if you enroll (full-time) first-time degree/certificate-seeking undergraduate students or students in occupational/vocational programs below the baccalaureate level. This will determine if you are to report price information later in Part D and Student Financial Aid information in the Spring.

Out-of-state tuition - Indicate if your institution charges a different price for out-of-state tuition.

Dormitories - Indicate if your institution provides on-campus housing and if so the dormitory capacity.

Meals plans - Indicate the option that best describes the meal plan at your institution.

Student Charges - Undergraduate Tuition and Fees

It is recognized that tuition and required fees and room and board charges may not be the same for all students at an institution. Therefore, please be guided by the following:

- Report the amount of tuition and required fees for the full academic year most frequently charged to in-district, in-state and out-of-state students. If your institution charges tuition on a per credit hour basis, please estimate average tuition based on the average full-time credit hour load for an entire academic year.
- When reporting required fees, be sure to include all fixed sum charges that are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges that are clearly optional.
- If the institution has a single lump sum charge for tuition, required fees, and room and board; enter the amount as a comprehensive fee and enter the code "CF" for tuition, fees, and room and board.

Undergraduate students include:

- Those who have not obtained a bachelor's degree;
- All students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and
- All students in occupational or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare students for immediate employment, or to provide general education rather than as the first 1, 2, or 3 years of a bachelor's degree program.

Student Charges - Part-time Undergraduate Per Credit Hour Charge

Per credit hour charge - If your institution does not enroll full-time students at the undergraduate level, enter the dollar amount your institution most frequently charges per credit hour of instruction.

Student Charges - Graduate Tuition and Fees

Graduate students - Those students who have attained at least one standard bachelor's degree or first-professional degree and are or could be candidates for Master's or Doctor's degrees. DO NOT include candidates for the degrees of D.P.M., D.D.S., D.M.D., M.D., O.D., D.V.M., L.L.B., J.D., B.D., or other first-professional degrees; these are to be reported on the first-professionals page.

- Report the amount of tuition and required fees for the full academic year most frequently charged to in-district, in-state and out-of-state students. If your institution charges tuition on a per credit hour basis, please estimate average tuition based on the average full-time credit hour load for an academic year.
- When reporting required fees, be sure to include all fixed sum charges that are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges that are clearly optional.

Student Charges - Part-time Graduate Per Credit Hour Charge

Per credit hour charge - If your institution does not enroll full-time students at the graduate level, enter the dollar amount your institution most frequently charges per credit hour of instruction.

Student Charges - First-professional Tuition and Fees

Tuition and required fees for first-professional programs - Enter in the spaces provided the dollar amount of tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution. If you have no full-time first-professional students, uncheck the first-professional checkbox in question 3 on page 1 of Part D – Student Charges. The programs that appear on this screen have been reported for this institution in a prior year; if your institution no longer offers the program, click the checkbox to the right of the fees column and click Save to delete the program.

Note - The prior year data for deleted programs will continue to be displayed. Notice that the checkbox to delete the program is no longer available.

To add a first-professional program, select the new program from the drop list, enter the tuition and fees and click Save.

Student Charges - Room and Board Charges

Report the typical room charge for the full academic year 2000-2001 to a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for 2000-2001 to a full-time student. Report a combined room and board charge only if room and board charges **CANNOT BE SEPARATED**.

Student Charges - Price of Attendance

Institutions with standard academic terms (semesters, trimesters, quarters, or 4-1-4 plans) should provide full academic year charges for the 2000-2001 academic year in the column indicated. Respond with "NA" where questions are "Not Applicable", "DK" for answers you do not know. At this time, you may update or correct any 1998-1999 or 1999-2000 data that were provided last year. If your institution did not report student price information, be sure to provide three years of data.

Prices entered on this screen will be compared to similar prices entered for the prior year. If you change a previously reported amount and the new amount exceeds what was previously reported by 25%, an explanation will be required to lock the data. Amounts that reflect an increase of more than 10% for consecutive school years will also require an explanation in order to lock the data.

Tuition and fees, books and supplies, room and board, and other expenses are those amounts used by your financial aid office for determining eligibility for student financial assistance.

Student Charges - Number of Programs

Number of programs - Provide the total number of occupational/vocational programs offered by your institution.

Length of programs - Indicate whether your institution offers occupational/vocational programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.

Student Charges - Price of Attendance - Largest Program

Largest CIP - If you provided this information on the August 1999 Institution Prices and Student Financial Aid survey, this data has been pre-printed. You can modify data that was reported previously or just provide information for the 1999-2000 column. If you change the CIP code because the one provided is no longer the largest program, you will be required to enter data for all three years indicated on the page. To change the CIP, select the program category from the first drop list and the corresponding program code and title from the second drop list.

Student Charges Tuition and Fees - Next 5 Programs

Largest programs - Provide the Classification of Instructional Program (CIP) code, in-state tuition and required fees for the total program, the cost of books and supplies for the total program, and the length of the program in contact hours.

- Refer to the [1990 Classification of Instructional Programs \(CIP\) guide](#), match your program title as closely as possible with a program listed in this publication. Select the program category from the first drop list and the corresponding program code and title from the second drop list.
- Enter the total in-state tuition and required fees charged for the entire length of the program.
- Enter the cost of books and supplies for the total program.
- Report the full length of the program measured in contact or clock hours.
- Please note that English as a second language and GED courses are not to be included in IPEDS.

Additional Information

Reserve Officers Training Corps (ROTC) - Indicate whether this institution participates in programs under the sponsorship of the U.S. Armed Forces and which branch(es) participate.

Athletic Affiliation - Indicate if your institution is a member of a national athletic association.

NCAA or NAIA - For institutions belonging to NCAA or NAIA, select the conference, by sport from the drop list provided (if applicable).

Additional Information - New Institutions

Two-year provision - Indicate whether this institution has been offering postsecondary instruction on a continuous basis for at least 2 years (except for normal vacation periods). A change in name or ownership of the institution during this 2-year period is not relevant in answering this question.

Eligibility for Title IV Programs - Indicate whether or not students attending your institution are eligible for funding through Title IV programs (e.g., Pell, Stafford, etc.), or whether your institution has applied for Title IV participation. If you know your institution's OPE (Office of Postsecondary Education) identification number, please enter it in the space provided.

Enrollment in postsecondary programs - Indicate the typical percentage (%) of students enrolled in postsecondary programs.

CIP Data

Period of report - Report all degrees and other formal awards conferred by your institution between July 1, 1999 and June 30, 2000. Awards/degrees earned but not yet conferred should be reported in next year's survey. If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each

degree in its appropriate classification. Include completions in occupational/vocational as well as academic programs.

Exclude from this report -

- Degrees and awards conferred by branches of your institution located in foreign countries
- Honorary degrees and awards

Program classification - This form uses the 1990 version of the Classification of Instructional Programs (CIP) to identify the specific programs in which completions should be reported. A link to the complete list of the CIP codes and program titles can be accessed from the Help menu.

CIP Data - Applies to all award levels ranging from postsecondary certificates of less than one year to doctor's degrees. NCES has included a list of all programs by their 6-digit CIP code and the corresponding award levels reported on your institution's previous submission. Please verify this list before proceeding. You may add or delete programs/ award levels by following the directions provided below.

Deleting a program - If your institution no longer offers one or more of the previously reported programs (at any award level), click on the link to the award level that is no longer offered and delete the entry by clicking the "**Delete this award level**" button.

Programs with no completions - If there were no completions in a particular program, but you institution still offers the program at that level, enter a zero in at least one box on the data page. Do not delete a program/award level if you expect to have completions in future years.

Programs with completions - For each program / award level in which your institution had completions, click on the award level. This will bring up a CIP Data page. Enter the number of awards conferred during the reporting period in the appropriate boxes (see Reporting Students by Racial/Ethnic Category and Gender). To the right of each data entry cell the corresponding number from your institution's previous submission is displayed in red.

NOTE: All awards must be reported as whole numbers. Do not report fractions of an award.

Adding programs - If awards were conferred in any additional 6-digit programs or levels that are not included on the preprinted list of CIP codes, proceed as follows:

- (a) Click the "**Add new program**" button that follows the list of CIP codes and award levels.
- (b) Select the CIP category from the top drop list and the program and title that most closely matches your program.

If no title on the CIP listing can be used to describe the program, either:

- Enter the data under the "general" category (xx.0101); or
- Enter the exact title of the program and assign the "other" code (xx.9999). DO NOT develop any other new CIP code numbers.

NOTE - Use the "general" category to connote a program covering two or more 6-digit programs and the "other" category when no appropriate 6-digit program is listed.

(c) Choose one of the 11 levels of awards from the third drop list and click the "**Enter data for new program**" button.

(d) Enter the number of awards conferred during the reporting period in the appropriate boxes. Then click the "**Save/Sum**" button to see the total awards for men and women. When satisfied, click the "**Save/Proceed**" button to continue.

Special award categories

Report all master's degrees using Award Level "7," except for the Master of Divinity degree which is classified as first-professional (Award Level "10").

NOTE - Even though the master's degree is required in some fields (e.g., Library Science, Hospital Administration, or Social Work) for employment at the professional level, as in the case of Social Work, where four years of undergraduate work are required for entrance into the program and an additional two years for completion; these are to be reported as Award Level "7."

Post-master's certificates (Award Level "8") should include, but not be limited to, recognition granted to students who have completed all but their dissertation (ABD's) and thus are not seeking the doctor's degree; Candidate in Philosophy; and Specialist in Education (Ed. S.).

Classification of degrees according to major field of study

- **Specific Classification** - Classify degrees and awards as specifically as the list of CIP programs permits. Thus, report a bachelor's degree in Business Administration with a business economics major in Business/Managerial Economics (52.0601), not in Business, General (52.0101).
- **Degree of Doctor of Philosophy** - Classify the Doctor of Philosophy degree according to the student's major field of study. Thus, a Ph.D. in chemistry should be reported as a degree in chemistry, not as one in philosophy.
- **Majors of Students Prepared to Teach** - The general rule is to classify degrees according to the major area of specialization. This means that degrees to students who may be qualified to teach an academic subject, such as English, biology, or foreign languages, but did not pursue a program solely for the purpose of teaching, should be reported in English Language and Literature/Letters (23.xxxx), Biological Sciences/Life Sciences (26.xxxx), and Foreign Languages and Literatures (16.xxxx) respectively, not in Education (13.xxxx). On the other hand, the degrees of students who have completed a program that is specifically preparing them to teach special subjects, such as agriculture, art, music, etc., should be reported in Agricultural Teacher Education (Vocational) (13.1301), Art Teacher Education (13.1302), Music Teacher Education (13.1312), etc.
- **Split Majors** - When a student graduates with a split major, report the award in the area of greater specialization, if possible. Otherwise, the award should be reported in the program closest to the combination. If neither of these approaches can be used, the award should be reported as follows:
 - If the split major involves two program specialties within the same program category, use the "general" or "multiple emphasis" program specialty. For example, a split major involving two languages should be reported in Foreign Languages and Literatures, General (16.0101); a major in history and political science should be reported under Social Sciences, General (45.0101).
 - If the split major involves program specialties from different program categories, the award should be reported under the one of greater specialization.

- Double Majors - When a student graduates with a major in two program specialties, report the degree in the field in which the degree was awarded.
- Two Degrees - If a student actually receives two degrees based on two independent courses of study, (e.g., one in Business and Management and one in Foreign Languages), report each degree under the appropriate program category.
- Arts and Sciences or General Programs Not Organized in Occupational Curriculums - These are certificates or degrees based on less than four years of work in the arts and sciences or general programs not organized in occupational curriculums. Such awards should be reported under one of the Liberal Arts and Sciences, General Studies and Humanities (24.01xx) programs.
- First-professional degrees - First-professional degrees (Award Level "10") may be reported for the following program specialties:
 - Chiropractic (D.C., D.C.M.) (51.0101)
 - Dentistry (D.D.S., D.M.D.) (51.0401)
 - Medicine (M.D.) (51.1201)
 - Optometry (O.D.) (51.1701)
 - Osteopathic Medicine (D.O.) (51.1901)
 - Pharmacy (Pharm.D.) (51.2001)*
 - Podiatry (D.P.M., D.P., Pod.D.) (51.2101)
 - Veterinary Medicine (D.V.M.) (51.2401)
 - Law (L.L.B., J.D.) (22.0101)
 - Theology (M.Div., M.H.L., B.D., or Ordination) (39.0602, 39.0603, or 39.0605)

NOTE - Report the Bachelor of Pharmacy degree as CIP 51.2001, Award Level 5.

- General Majors - The term "general major" is used to designate diversified curriculums within an area of study. Ordinarily, degrees based on a general major should be reported in one of the "general" program.
- Multi/Interdisciplinary Studies - These refer to fields of study which represent two or more broad program categories, e.g., Mathematics and Computer Science (30.0801). These are found within the 2-digit CIP "30". If reporting awards under similar fields of study which are not in the current CIP listing, use "30.9999", making sure to specify the exact name of the multi/interdisciplinary study.

Reporting students by racial/ethnic category and gender

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act.

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

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

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

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

Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the five racial/ethnic categories. **Resident aliens** and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race/ethnicity unknown** - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in an any post-enrollment identification or verification process.

Additional Users

Enter the number of additional passwords that you will need to accommodate others providing data during this collection period. You may request up to six (6) additional passwords