

Overview

Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

The IC Header should be completed based on the **current year**. Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

Changes to reporting for 2019-20

- The term 'contact hour' has been replaced with the term 'clock hour'
- The term 'formal award' has been replaced with the term 'recognized postsecondary credential'
- There is a new instruction to exclude students participating in Experimental Pell (See <https://experimentalsites.ed.gov/exp/approved.html>)

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

To download survey materials package for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

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.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | <u>Occupational</u> , may lead to a certificate, degree, or other recognized postsecondary credential |
| <input checked="" type="checkbox"/> | <u>Academic</u> , may lead to a certificate, degree, or diploma |
| <input type="checkbox"/> | <u>Continuing professional</u> (postbaccalaureate only) |
| <input type="checkbox"/> | Recreational or <u>avocational (leisure)</u> programs |
| <input type="checkbox"/> | <u>Adult basic</u> or remedial instruction or high school equivalency |
| <input type="checkbox"/> | Secondary (high school) |

Part B - Organization - Control and Levels

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 IPEDS Help Desk at 877.225.2568 to correct the error.

- Public - Select primary and/or secondary controls below
Primary control Secondary control (if applicable)
State
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
Select One

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

Award Levels reported should be completed based on the **current year**. When reporting award levels for subbaccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or clock 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.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

Award Level

BELOW THE BACCALAUREATE:

- | | | |
|---|-------------------------------------|--|
| 1 | <input checked="" type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year)
- less than 900 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</u> (at least 1 but less than 2 academic years)
- at least 900 but less than 1,800 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</u> (at least 2 but less than 4 academic years)
- 1,800 or more clock hours, or
- 60 or more semester or trimester credit hours, or
- 90 or more quarter credit hours |

BACCALAUREATE AND ABOVE:

- | | | |
|----|-------------------------------------|--|
| 5 | <input checked="" 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</u> (specify in box below) |



Yes, I confirm that I reviewed the award levels offered by my institution above.

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

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Part B - Organization - Calendar System

Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. **It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

3. What is the predominant calendar system at the institution? [Choose one]

Academic Year Reporting Method (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT, and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

Program Reporting Method (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

Hybrid/Mixed Reporting Method (Standard academic terms, other academic calendar)

Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, student charges data for a full ACADEMIC YEAR, and Student Financial Aid data for students enrolling between August 1 and October 31.

- Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

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 these questions 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 cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	Full-time		Part-time	
Undergraduate (academic or occupational programs)	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes
First-time, degree/certificate-seeking undergraduate	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Graduate (not including doctor's-professional practice)	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes

6. For Fall 2013, 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 2013-14 cohort in the winter 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 2013-14 Enrollment survey, the data will be preloaded below.

<input checked="" type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time (undergraduate) students. <input type="checkbox"/> This institution did not offer programs at or below the baccalaureate level. <input checked="" type="checkbox"/> This institution was not in operation in 2013-14.
<input type="radio"/> Yes	

Full-time, first-time degree/certificate-seeking students from the 2013-14 Enrollment survey (GR Cohort)

Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? **Do NOT indicate a religious affiliation here; that information is collected separately.**

If you need assistance or need to make changes, contact the IPEDS Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.

- No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

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University of Wisconsin System

Part C - Other Survey Screening Questions - Library Access and Expenses

2. Does your institution have access to a library collection?

- No
- Yes (receives Academic Libraries component)

? Were your annual total library expenses for Fiscal Year 2019 greater than zero?

- No
- Yes (receives Academic Libraries component)

Summary**Institutional Characteristics Header Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2019.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568.

GENERAL INFORMATION

Educational Offerings	Academic
Control	Public Primary Control: State Secondary Control: N/A
Award Levels Offered	Less than one academic year Bachelor's degree
Reporter Type	Hybrid/Mixed
Calendar System	Other academic calendar
Levels of Enrollment Offered	Full-time Undergraduate Part-time Undergraduate
System	University of Wisconsin System

IC Header

University of Wisconsin-Parkside Flex (491297)

Source	Description	Severity	Resolved	Options
Screen: Control and Levels				
Perform Edits	Please explain the changes in the baccalaureate and above between last and this year. (Error #12228)	Explanation	Yes	
Reason:	UW Flexible Option programs at UW-Parkside have been at the undergraduate level only thus far. In a past year it was erroneously recorded on an IC Header Survey that post-baccalaureate certificates were offered. This is not true. This year that has been corrected, which explains the change.			
Screen: Student Enrollment				
Screen Entry	You indicated that your institution offers this level, but no enrollment at this level was reported by your institution in the prior year Fall Enrollment survey. Please correct your data or explain. (Error #12157)	Explanation	Yes	
Reason:	Most of our student population is non-traditionally aged students who work full-time and have family obligations. As such, our enrollment is overwhelmingly part-time. However, it is technically possible for a student to take enough credits to cross over the threshold and be considered full-time by IPEDS. As such, this should be checked as "Yes."			