**2017-18 IPEDS Update**

**ADHE / AIRO Conference**

**June 22, 2017**

**Condensed Collection Cycle Schedule (**<https://surveys.nces.ed.gov/IPEDS>**)**

* **Registration Opens – August 9, 2017**
	+ Register by Date – August 30, 2017
* **Fall Collection Opens – September 6, 2017**
	+ Closes – October 18, 2017
* **Winter Collection Opens – December 13, 2017**
	+ Closes – February 14, 2018
* **Spring Collection Opens – December 13, 2017**
	+ Closes – April 11, 2018

**Prior Year Revision (PYR) System** - <https://surveys.nces.ed.gov/IPEDS_py> opens during regular data collection period, except Fall Collection opens 9/13 instead of 9/6.

* Revise cost of attendance data on IC or any SFA data through current year SFA, NOT in PYR.

**Upload Custom Comparison Group for 2015 Data Feedback Report (2/1/18 – 7/14/18).**

**It is no longer necessary to email a PDF copy of the IPEDS surveys to ADHE.**

**Caveats and Edits comments: Please, please, please keep your responses “professional”. The comments ARE posted on the IPEDS website. A potential student or their parent may be offended or shocked by inappropriate comments and choose a different institution.**

**Online Keyholder Training (information and registration):**

[**https://www.airweb.org**](https://www.airweb.org) **– click on “Education” and then “Online Keyholder Courses”**

**Direct link:** [**https://www.airweb.org/EducationAndEvents/IPEDSTraining/Pages/IPEDS-Online-Courses.aspx**](https://www.airweb.org/EducationAndEvents/IPEDSTraining/Pages/IPEDS-Online-Courses.aspx)

**Registration opens on August 15th for both the “IPEDS Keyholder Essentials: A Beginner’s Guide” for new keyholders (less than 9 months) and the “IPEDS Keyholder Efficiencies: Reducing the Reporting Burden” for experienced keyholders (10 – 24 months). Both self-paced courses are held during the month of September 2017. They ARE self-paced, BUT, must be completed the course during the month of September 2017. You may only enroll in ONE course at a time.**

**Unknown / Unreported Gender**

These individuals are still to be reported to IPEDS, even though their gender is unknown. It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate students with gender unknown based on the known proportion of men to women.

Example for Clarification – using a weighted average: If your institution is 25% male and 75% female, and you have 100 students with an “unknown or unreported” gender, report 25% (or 25 of them) as male, and the other 75% (or 75 of them as female).

**To determine the percentages for your campus use the following:**

|  |
| --- |
| ***Add the result of this calculation to the number of Male students that you report to IPEDS:*** |
|  |
| # of Male StudentsTotal # of Students | X | # of students with unknown or unreported gender |
|
|  |
| ***By default, the remaining "unknown or unreported" students will be female.*** |

For a full discussion of sex versus gender, purpose / intent, and reporting unknown/unreported gender, see Technical Review Panel 51 (TRP51): <https://edsurveys.rti.org/IPEDS_TRP_DOCS/prod/documents/TRP51_Summary.pdf>

**2017-18 Changes to Collections**

**(Compiled from IPEDS State Data Conference Presentation; conflicts shall be governed by the official document on the IPEDS website:** <https://surveys.nces.ed.gov/ipeds/ViewContent.aspx?contentId=17>)

* **Institutional Characteristics (IC) – Part C – Student Services:** Combine the distance education questions on courses and programs into one.
* **Outcome Measures (OM)** – PELL sub-cohort has been added; entering cohort year 2009
	+ All academic institutions will report on a full-year cohort, defined as July 1-June 30.
	+ Each of the four OM cohorts will have a Pell Grant recipient sub-cohort.
	+ Pell recipients are identified during the entering year (July 1-June 30).
	+ Institutions will report on three status years: **4 years**, 6 years, and 8 years; award status for each status year are mutually exclusive (**report each student only once; do not count graduate awards conferred to undergraduate students**).
	+ Institutions will report on the **highest** award conferred (certificate, associates or bachelors) for each of those status years; previously “any” award.
	+ Institutions that offer a predominant number of programs based on standard academic terms (semesters, trimesters, quarters, or 4-1-4 plan) are considered *academic reporters* and will report using a full-year cohort of students. **Do not use a fall cohort**. These institutions must count as entering students all those students who entered the institution between July 1, 2009 and June 30, 2010.
	+ Students who received a Pell Grant **(dollars disbursed)** are included in the Pell Grant sub-cohorts. **Institutions should NOT include students who were awarded a Pell Grant, but did not receive a disbursement**.
	+ New FAQ: Highest Award
		- Question: I have a student that received an associate’s degree by OM’s 4th year status and received a certificate that is greater than 2 years, but less than 4 year by OM’s 6th year status. Which is the award is the highest award?
		- Answer: Report the associate’s degree as the highest award for the 6th year and 8th year status points.
	+ New FAQ: Cohort Attendance Level Switch
		- Question: I have a non-first-time student that started out as a part-time student in the fall term, but then switched to full-time in the spring term. Which cohort attendance level do I place this student in?
		- Answer: Place this student in the part-time, non-first-time cohort. Students are placed in the cohort at entry.
	+ New FAQ: Student starts in the short session (equivalent to our summer &/or “off-schedule” terms)
		- Question: Which cohort do I place the student in if they start in the summer session (or winter session)?
		- Answer: If the student continues enrollment in the following full-term, place that student in the cohort reflective of their attendance level for that following term.
	+ Definition: Post-baccalaureate students are considered graduate students for IPEDS reporting purposes; since they already have a Bachelor’s degree. Otherwise, data reported to IPEDS should mirror data submitted to ADHE.
* **Admissions (ADM)**
	+ SAT critical reading and math scores should be reported based on the new (2016) SAT score range.
	+ Institutions that have scores based on the old (2015) SAT score range should convert scores using the College Board concordance tables.
	+ College Boards’ SAT Score Converter:
		- <https://collegereadiness.collegeboard.org/sat/scores/understanding-scores/sat-score-converter>
	+ College Boards’ SAT Concordance tables:
		- <https://collegereadiness.collegeboard.org/pdf/understanding-sat-scores-2016.pdf>
* **Student Financial Aid (SFA)**
	+ Maximum amount of DOD TAP reimbursements = $4500/student/fiscal year.
	+ FAQ to provide guidance for reporting DOD TAP
		- The SFA survey indicates that the maximum amount of DOD TAP awarded per fiscal year per student is $4500. What do I do if my DOD TAP average is greater than $4500 per student?
			* According to the 2014 final regulations set for the DOD Voluntary Education Programs - which include TAP (<https://www.regulations.gov/document?D=DOD-2013-OS-0093-0048>) - each branch of military service can pay no more than $250/semester-unit (or equivalent) for tuition. Each service member is eligible for up to $4500 in aggregate for each fiscal year. If your institution’s DOD TAP average is greater than $4500 per student per award year, then you should:
				+ Ask your financial aid office or VA certifying official to sort out the military aid and remove any **non-DOD TAP aid** (e.g., ROTC scholarships, tuition reimbursements for advanced civil schooling, education-related incentive or bonus);
				+ Remove any non-Title 10 aid since TAP is a Title 10 program; and (cont’d on the next page)
				+ Make sure that you are including one disbursement period for that award year. Even though DOD TAP aid are reported for the Oct 1 – Sep 30 timeframe, which technically covers two fall periods; only include one fall disbursement period per award year.
	+ Prior year values will be included to enhance data quality checks.
* **Human Resources (HR)**
	+ Head Counts (G1):
		- New hires. Before we used to collect information as of Nov 1, but that was confusing. Instructions have been clarified.
	+ Salary Outlays (g2):
		- IPEDS HR is going back to older procedures of collecting HR data. Going back to the way it was.
		- We are combining more categories because institutions had a difficult time separating categories. For example, salary outlays will go to 9/10 and 11/2 combination.
		- Equated ((9-month outlays) +
		(10-month outlays\*.9)+
		(11-month outlays\*.818+
		(12-month outlays \* .75))
* **Finance (F)**
	+ Clarification on Operations & Maintenance (O&M) Expenses
		- FASB (public & private) and GASB (public)
			* *Do NOT include O&M expenses in Salaries and Wages, Benefits, Depreciation, Interest, or Other Natural Expenses because O&M expense is reported in its own separate natural classification category.*
	+ Clarification for Pension
		- Guidance will be added for institutions with jointly audited financial statements
			* Pension screening question
				+ *System offices absorbing all the pension expenses, liabilities, and deferrals for all their campuses should answer “Yes” to the screening question and the campuses should answer “No”. [Prevents reporting of duplicated data from all schools in the system.]*
			* *Part M*
				+ *Institutions that share audited financials with another entity (e.g., with districts, high schools, hospitals, etc.) should report only its proportionate share of pension expense, liability, and deferrals. [Prevents reporting of pension data for non-TitleIV entities.]*
			* *Pension Expenses*
				+ Guidance will be added to instruct institutions to allocate pension expenses to

Other Functional Expenses (Part C-1)

Benefits Expenses (Part C-2)

Allocating the pension expense to two distinct categories will reduce the volatility across all categories

**IPEDS Help Desk Contact Information**

* RTI International manages the two IPEDS Help Desks
	+ Data Collection Help Desk – for Reporting the Data (i.e. submitting surveys)
		- **1-877-225-2568; ipedshelp@rti.org**
	+ Tools Help Desk – for Using the Data
		- **1-866-558-0658; ipedstools@rti.org**
* The Help Desk provides outstanding service as expert representatives
	+ Hours of Operation:
		- 8:30am-5:00pm Eastern
	+ Additional weeknight and weekend hours offered during the final 10 days of each data collection period