



New IPEDS Keyholder Introduction Tutorial Script

2019-20 Data Collection Cycle



On behalf of the National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to this tutorial for New IPEDS Keyholders.

This tutorial is intended for new keyholders and will provide valuable information that you will find helpful as you prepare your institution's IPEDS data submission. We will cover:

- An overview of the Integrated Postsecondary Education Data System;
- Keyholder responsibilities;
- Getting ready for data submission in the 2018-19 Data Collection Schedule
- Using the IPEDS Data Collection System to enter, edit, and lock data;
- Communications from NCES; and
- Where to find help.

Some survey screens in this tutorial are from a previous data collection cycle. These screens are examples of how the data system works, and may not be accurate representations of the current survey component screens. For the current survey component screens, please refer to the NCES Data Provider Center, which will be discussed later in this tutorial.

The Integrated Postsecondary Education Data System (IPEDS) is the core postsecondary education data system for NCES.

IPEDS is a single, comprehensive system of interrelated survey components designed to collect information from institutions who are eligible to award Title IV aid.

IPEDS components collect institution-level data on student charges, student financial aid, enrollments, program completions, graduation and retention rates, academic libraries, faculty, staff, and finances.

The 12 IPEDS survey components can be separated into three main categories:

- General information;
- Resource information; and
- Student information.

General information is collected through the IC Header and Institutional Characteristics survey components.

Resource information is collected through the Finance, Human Resources, and Academic Libraries components.

Student information is collected through eight components, which are:

- ✓ Admissions;
- ✓ Outcome Measures;
- ✓ 12-month Enrollment;
- ✓ Fall Enrollment;
- ✓ Student Financial Aid;
- ✓ Completions;
- ✓ Graduation Rates; and
- ✓ 200% Graduation Rates.

Every institution that has a Program Participation Agreement with the U.S. Department of Education to participate in federal student financial aid programs authorized by Title IV of the 1965 Higher Education Act must complete all applicable IPEDS components.

The obligation for institutions to report data accurately and on schedule is stated in the Higher Education Act, which reads in part: "...institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary."

Data collected through IPEDS provide a basis for postsecondary education analysis and consumer information.

Any postsecondary institution receiving Title IV federal financial aid is required to submit data to IPEDS. Institutions that do not comply are reported to the Office of Federal Student Aid (FSA).

Fines may be levied and/or loss of Title IV funding may occur if an institution fails to complete all applicable survey components.

As the keyholder, you are responsible for ensuring that your institution complies with the Higher Education Act's requirement to submit IPEDS data, and that your institution is not subject to warnings or fines for noncompliance.

You can also ensure that accurate information about your institution is available to the public. IPEDS data are available to the public in many ways. One of the most well-known is the College Navigator website. Designed for students, guidance counselors, and parents, College Navigator provides easy access to information on postsecondary institutions in the U.S.

IPEDS data are also available through the IPEDS Use the Data portal, and are used by

policymakers, researchers, other institutions, the media, and state and local agencies, to name a few.

Finally, your institution's CEO receives an annual Data Feedback Report, which contains key IPEDS data elements. As an IPEDS Keyholder, the accuracy and quality of your institution's data depends on you.