



Streamline your IPEDS reporting with Upload Files

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Webinar Learning Outcomes

- Understand the steps needed to create and submit an upload file to IPEDS
- Be able to locate and use supporting online documentation
- Realize the full benefits of working through the data and file preparation process

Why do we upload?

The reason we're here

Let's look at the IPEDS reporting process

Your Data



Prepared file(s)



IPEDS Rules



IPEDS keyholder portal
(Typing)



Review & Lock



Let's look at the IPEDS reporting process

Even more benefits

Your Data



Prepared file(s)



IPEDS Rules



IPEDS keyholder portal
(Typing)



Review & Lock



Uploading a file to IPEDS

The Keyholder Experience

Surveys

University of Nevada-Las Vegas (182281) (1)

Instructions

Prerequisite Information

Task	Status	Options
Reporting Map - Current Year	Complete (Reporting)	View Current Year
Identification	Complete	Edit Identification
IC Header ^	Complete (1/1)	View Data Print Data/Get PDF Edit Report

Current Collection Survey Components

Survey	Close Date	Status	Steps To Locking	Options
Student Financial Aid	02/09/2022	NO DATA (0/2)	Enter Data	
Graduation Rates	02/09/2022	NO DATA (0/2)	Enter Data	

[Surveys](#)[Reports ▾](#)[Tools ▾](#)[Help ▾](#)[Log Out](#)

File Import

Graduation rates in 200% of the time for 4-year institutions				
Student Financial Aid				
Graduation rates in 200% of the time for 4-year institutions				
Admissions				
Outcome Measures				
HR degree-granting <15				
HR degree-granting 15+				
Survey ID	Survey Name	File Type	Upload Date	Review
P1822816	Graduation rates in 200% of the time for 4-year institutions	Fixed	12/10/2021 11:25:13 AM	
P1822816	Graduation rates in 200% of the time for 4-year institutions	Key Value	12/10/2021 11:24:57 AM	

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File Import

Graduation rates in 200% of the time for 4-year institutions ▾

File Type

☐ Fixed Length ☒ Key value

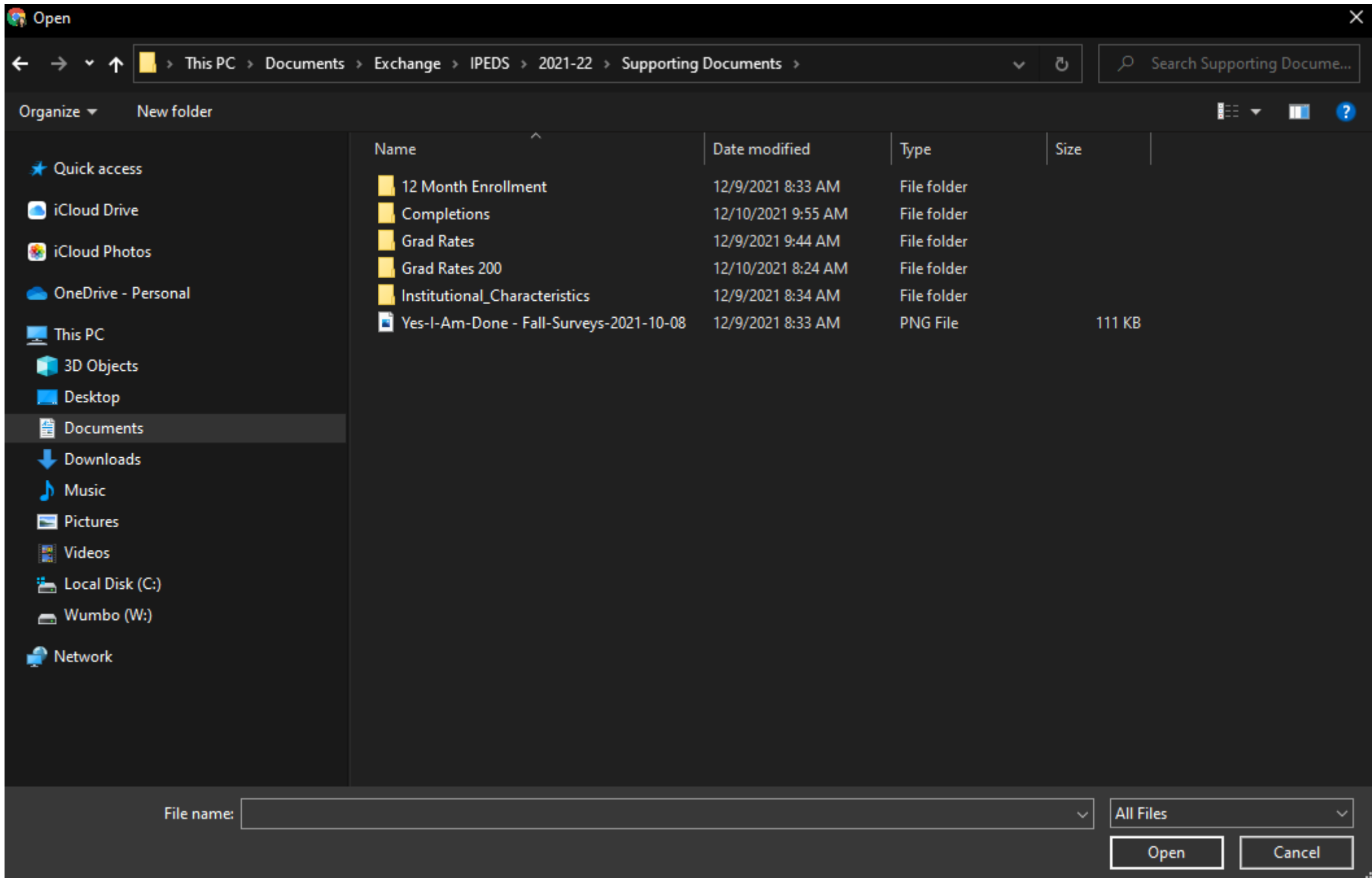
Choose File

Browse

Upload

Previous uploads

User ID	Survey Name	File Type	Upload Date	Review
P1822816	Graduation rates in 200% of the time for 4-year institutions	Fixed	12/10/2021 11:25:13 AM	
P1822816	Graduation rates in 200% of the time for 4-year institutions	Key Value	12/10/2021 11:24:57 AM	



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File Import

Graduation rates in 200% of the time for 4-year institutions ▾

File Type

☐ Fixed Length ☒ Key value

gr200_autoupload_2021-12-10.txt

Browse

Upload

Previous uploads

User ID	Survey Name	File Type	Upload Date	Review
P1822816	Graduation rates in 200% of the time for 4-year institutions	Fixed	12/10/2021 11:25:13 AM	
P1822816	Graduation rates in 200% of the time for 4-year institutions	Key Value	12/10/2021 11:24:57 AM	

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File Import

Graduation rates in 200% of the time for 4-year institutions ▾

File Type

☐ Fixed Length ☒ Key value

gr200_autoupload_2021-12-10.txt

Browse

Upload

Previous uploads

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[Surveys](#)
[Reports](#)
[Tools](#)
[Help](#)
[Log Out](#)

Surveys > Graduation Rates 200

University of Nevada-Las Vegas (182281) (1)

Completers within 200%

[Instructions](#)
[Video Tutorials](#)

Graduation Rates 200

[Overview](#)
[Screening Question](#)
[Completers 200%](#)
[Prepared by](#)
[Summary](#)


For 4-year institutions, report on the 2013 cohort of full-time, first-time bachelor's or equivalent degree-seeking students.

Information for this cohort was originally reported by your institution in the 2019-20 IPEDS Graduation Rates survey component. The data on lines 1-5 are preloaded based on the information provided.

			Graduation rates
1	<u>Revised cohort</u>	3,564	
2	<u>Exclusions</u> within 150%	2	
3	<u>Adjusted cohort</u> 150%	3,562	
4	Number of students in the cohort who completed a <u>bachelor's degree</u> within 100% of <u>normal time to completion</u>	600	17
5	Number of students in the cohort who completed a <u>bachelor's degree</u> within 150% of <u>normal time to completion</u>	1,599	45
6	Additional <u>exclusions</u> (between 151% and 200% of normal time)	<input type="text" value="3"/>	
7	<u>Adjusted cohort</u> 200% (line 3 - line 6)	3,559	
8	Number of students in the cohort who completed a <u>bachelor's degree</u> between 151% and 200% of <u>normal time to completion</u>	<input type="text" value="224"/>	
9	Still enrolled as of 200% of <u>normal time to completion</u>	<input type="text" value="102"/>	
10	Total completers within 200% of normal time (line 5 + line 8)	1,823	51

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily

Questions?

Answers on the way!

What does an upload file
look like?

A lot of text, in a particular format!

One IPEDS Survey, One Unitid, All Parts

```
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=1,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=1,SEX=2,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=2,SEX=1,COUNT=5
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=2,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=3,SEX=2,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=4,SEX=2,COUNT=4
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UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=1,SEX=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=2,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=3,SEX=2,COUNT=1
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UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=4,SEX=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=1,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=1,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=2,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=4,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=G,LINE=1,ENROLL_EXCLUSIVE=6,ENROLL_SOME=9,INUS_PPS=0,INUS_NOTPPS=5,INUS_UNKNOWN_STATE=0,OUTSIDEUS=1
UNITID=999999,SURVSECT=EF1,PART=G,LINE=2,ENROLL_EXCLUSIVE=12,ENROLL_SOME=10,INUS_PPS=3,INUS_NOTPPS=3,INUS_UNKNOWN_STATE=0,OUTSIDEUS=2
UNITID=999999,SURVSECT=EF1,PART=G,LINE=3,ENROLL_EXCLUSIVE=18,ENROLL_SOME=14,INUS_PPS=4,INUS_NOTPPS=9,INUS_UNKNOWN_STATE=0,OUTSIDEUS=3
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=32,HS=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=32,HS=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=90,HS=1,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=C,LINE=90,HS=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=C,LINE=98,HS=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=C,LINE=98,HS=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=D,COUNT=19
UNITID=999999,SURVSECT=EF1,PART=E,FT_PY_COHORT=1000,FT_EXCLUSIONS=20,FT_INCLUSIONS=2,FT_CY_COHORT=925,PT_PY_COHORT=500,PT_EXCLUSIONS=10,PT_INCLUSIONS=1,PT_CY_COHORT=450
UNITID=999999,SURVSECT=EF1,PART=F,ST_STAFF_RATIO=111
UNITID=999999,SURVSECT=EF1,PART=H,EFGU01=1,EFGU011=1,EFGU012=3,EFGU02=1,EFGU021=0,EFGU022=0
```

Fall Enrollment
key-value file format

Another formatting option

999999EF1A52.0000	2	4	0	0	18	0	0	0	0	0	5	10	0	0	0	0	0	0
999999EF1A52.0000	11	3	3	5	2	0	3	0	4	0	0	0	0	0	0	0	0	0
999999EF1A52.0000	15	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
999999EF1A52.0000	21	0	1	0	2	0	1	1	1	0	0	0	0	0	0	0	0	0
999999EF1A52.0000	25	1	2	3	0	1	2	3	0	0	0	0	0	0	0	0	0	0
999999EF1G1	6	9			0	5	0	1										
999999EF1G2	12	10			3	3	0	2										
999999EF1G3	18	14			4	9	0	3										
999999EF1C	18	1	1															
999999EF1C	32	1	1															
999999EF1C	90	2	2															
999999EF1C	98	3	2															
999999EF1D	19																	
999999EF1E	1000	20	2		925	500	10	1		450								
999999EF1F	111																	

Fall Enrollment
Fixed-width file format

Key-Value: *Fall Enrollment, Part A, Cip 52.0000, PT Grad, Demographic Counts*

```
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=1,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=1,SEX=2,COUNT=2
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UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=4,SEX=1,COUNT=3
```

Fixed-Width: *Fall Enrollment, Part A, Cip 52.0000, PT Grad, Demographic Counts*

```
999999EF1A52.000025      1      2      3      0      1      2      3      0
```

How to choose?

Whichever you prefer!

Key-value may be easier to read (labels) and are often *longer*

Fixed-width are easier to skim (consistent spacing) and are often *wider*

Which is your office more familiar with? Which instructions are easier to follow?

How do I know what to provide?

IPEDS tells you what to do!

IPEDS Survey Resources: Some Links for Reference

- <https://nces.ed.gov/ipeds/report-your-data>
- <https://surveys.nces.ed.gov/ipeds/public/survey-materials/index>
- <https://surveys.nces.ed.gov/ipeds/public/survey-materials/results>

Navigation Flow

[Home](#) > Report Your Data

Report Your Data

Report your institution's data and access resources that will help with successful submission.

Data Reporting



Answer the Current Survey

Log in to report your institutional data to the IPEDS Data Collection System.

Login



Revise Prior Year Survey

The Prior Year Revision System is only open for revision during the current collection period, with the exception of the fall, which opens one week after the current fall collection opens.

Login



Request to Be an IPEDS Institution >

Submit your request before September 15 of the collection year

Data Collection Information



Survey Schedule and Material

COLLECTION SCHEDULE

- [View Now](#)
- [Printer Friendly \(353KB\)](#)

SURVEY MATERIALS

- [Current](#)
- [Archived](#)



About the Data collection

Learn about IPEDS: what postsecondary data are reported, how to report the data, and when the data are collected, disseminated and used.

- [Statutory Requirements](#)
- [Institutional Burden](#)

Navigation Flow: Limit your results or “View All”

Search by Institution

Unit ID:

or Name:

The survey materials returned for a particular institution may vary from the actual survey screens the institution sees during data entry. If you have questions concerning this, please contact the Help Desk at 1-877-225-2568 or ipedshelp@rti.org.

OR

Search by Criteria

Level of Institution *
☐ 4-year and above
☐ 2-year
☐ Less-than-2-year

Control of Institution *
☐ Public
☐ Private, not-for-profit
☐ Private, for-profit

Predominant Calendar System *
☐ Academic (semester, Quarter, trimester, 4-1-4)
☐ Program (differs by program, continuous basis)
☐ Hybrid/Mixed (Other academic calendar)

































Institution grants degrees
☐ Yes
☐ No

Reset

Search

View All

Navigation Flow: Select your survey and institution-type

Human Resources	Package	Form	Instructions	FAQ	Import Spec.	2023-24 Changes
Human Resources for degree-granting institutions and related administrative offices that have 15 or more full-time staff and a tenure system						N/A
Human Resources for degree-granting institutions and related administrative offices that have 15 or more full-time staff, No Tenure System						
Human Resources for degree-granting institutions and related administrative offices that have less than 15 full-time staff						
Human Resources for non-degree-granting institutions and related administrative offices						
Fall Enrollment	Package	Form	Instructions	FAQ	Import Spec.	2023-24 Changes
Fall Enrollment for 4-year degree-granting institutions						N/A
Fall Enrollment for 2-year degree-granting institutions						
Fall Enrollment for public 2-year and less-than-2-year non-degree-granting institutions						
Fall Enrollment for private 2-year and less-than-2-year non-degree-granting institutions						




IPEDS Import Specifications for Fall Enrollment

Fixed-Width is
always first

IPEDS 2023-24 Data Collection System

IPEDS HELP DESK
(877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.32 : Approval Expires 8/31/2025

2023-24 Survey Materials > Import Specifications

 Print  Back to Question  Back to Results

Fall Enrollment for 4-year, degree-granting institutions

IPEDS 2023-24 Import Specifications: Fall Enrollment

Applies to: 4-year, degree-granting institutions

File type: Fixed Length/Positional (*.txt)

Field ID (Key)	Column	Length	Data type	Description	Valid Entries
Count by R/E: Fall Enrollment by Student Level, Attendance Status, Race/Ethnicity, and Gender					
UNITID	1	6	N	UNITID	Valid UnitID
SURVSECT	7	3	AN	Survey Section	"EF1"
PART	10	1	AN	Part of survey section - Race/ethnicity and Gender	"A"
CIPCODE	11	7	AN	Classification of instructional program (CIP) code	"99.0000" for all institutions.
LINE	18	2	AN	Student level	1,2,3,7,11,15,16,17,21, and 25 (refer to student level table (Part A) in appendix (6,8,14,20,22, 28, 29 and 99 are for export only.)
EFRACE01	20	6	N	U.S. Nonresident - Men (1)	0 to 999999
EFRACE02	26	6	N	U.S. Nonresident - Women (2)	0 to 999999

IPEDS Import Specifications for Fall Enrollment

Scroll down to
find key-value

IPEDS 2023-24 Import Specifications: Fall Enrollment			
Applies to: 4-year, degree-granting institutions			
File type: File type: Key Value Pair File (*.TXT)			
Field ID (Key)	Data type	Description	Valid Entries
Count by R/E: Fall Enrollment by Student Level, Attendance Status, Race/Ethnicity, and Gender			
UNITID	N	UNITID	Valid UnitID
SURVSECT	AN	Survey Section	"EF1"
PART	AN	Part of survey section	"A"
CIPCODE	AN	Classification of instructional program (CIP) code	"99.0000" for all institutions, applicable only to Part A.
LINE	N	Student level, Age category, or state of residence	i = 1,2,3,7,11,15,16,17,21, and 25 (refer to student level table (Part A) in appendix).
RACE	N	Race/ethnicity	j = 1 to 11, refer to race/ethnicity table in appendix.
SEX	N	Sex	k= 1-Men, 2-Women, 3-Grand Total. Do not include SEX=3 in import file. It will be generated.
COUNT	N	Number of students	1 to 999999, for zero value see note below.

IPEDS Import Specifications for Fall Enrollment

Code definitions
come next

Followed by full
instructions and
a glossary

Appendix

Student level table (Part A)

- 1 - Full-time, first-time degree/certificate-seeking undergraduate
- 2 - Full-time, transfer-in degree/certificate-seeking undergraduate
- 3 - Full-time, continuing degree/certificate-seeking undergraduate
- 6 - Total full-time degree/certificate-seeking undergraduate will be generated on export file. Do not include in import file.
- 7 - Full-time, non-degree/certificate-seeking undergraduate
- 8 - Total full-time undergraduate will be generated on export file. Do not include in import file.
- 11 - Full-time graduate
- 14 - Total full-time will be generated on export file. Do not include in import file.
- 15 - Part-time, first-time degree/certificate-seeking undergraduate
- 16 - Part-time, transfer-in degree/certificate-seeking undergraduate
- 17 - Part-time, continuing degree/certificate-seeking undergraduate

Fall Enrollment Full Instructions

Purpose of the Survey

Changes in Reporting

General Instructions

- Reporting Period Covered
- Context Boxes

Coverage

- Who To Include
- Who To Exclude

Where to Get Help for Reporting

- IPEDS Help Desk
- AIR Website
- IPEDS Website Resources

Where the Reported Data Will Appear

- Institution Level
- Aggregate Level

Reporting Directions

Screening Questions

- Reporting Individuals by Racial/Ethnic Categories
 - Part A: Fall Enrollment by Level, Attendance Status, Race/Ethnicity, and Gender
 - Part B: Fall Enrollment by Age
 - Part C: Residence of First-Time Degree/Certificate-Seeking Undergraduates
 - Part D: Total Undergraduate Entering Class
 - Part E: Retention Rates for First-Time Bachelor's Seeking Students
 - Part F: Student-to-Faculty Ratio

Part A: Graduate Students by Race/Ethnicity and Gender

Report all students enrolled for credit at the graduate level as either full-time (column 1) or part-time (column 2). Include graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree.

Graduate Student Reporting Reminder: Institutions are required to report using the postbaccalaureate classifications. Report all postbaccalaureate degree and certificate students as graduate students, including doctor's - professional practice students (formerly first-professional).

Top ▲

Glossary

Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Fall Enrollment component, it is the cohort for calculating retention rate; for the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; and for the Outcome Measures component, these are the four cohorts (first-time, full-time; first-time, part-time; non-first-time, full-time; or non-first-time, part-time) for which outcomes rates are calculated at 4, 6, and 8 years.
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Find change summaries in the import specifications

Instructions for the IPEDS Completions Component

Purpose of Component

Changes in Reporting

General Instructions

Reporting Period Covered

Context Boxes

Coverage

Where to Get Help



Changes in reporting

The following changes were implemented for the 2023-24 data collection period:

- Revised survey materials related to Gender Unknown or Another Gender reporting, including non-reporting for small cell size
- Revised FAQ regarding what certificates should be reported
- Added FAQ regarding including recognized postsecondary credentials awarded to incarcerated students
- Added FAQ regarding experimental site participants
- Revised FAQ with an additional note about verification of F-1 visa status for undocumented and DACA students

Institutions should use 2020 CIP codes for the 2023-24 data collection. The [CIP 2020 Website](#) includes a list of new CIP codes, a list of deleted CIP codes, a list of moved CIP Codes, and an online crosswalk of the 2010 CIP and 2020 CIP.

Every survey follows this pattern of instructions

- 1) Fixed-width specifications
- 2) Key-value specifications
- 3) Appendix with code definitions
- 4) Full survey instructions (includes summary of changes)
- 5) Glossary

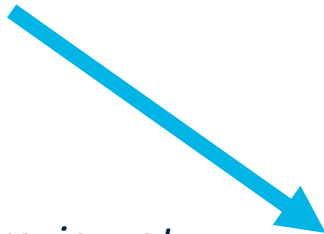
*Sometimes instructions differ slightly between fixed-width and key-value.
Make sure you use the relevant version!*

View details of changes in one place

<https://surveys.nces.ed.gov/ipeds/public/changes-to-the-current-year>

Posted in
August

*Get a preview at
the AIR Forum*



Data Collection Information



Survey Schedule and Material

COLLECTION SCHEDULE

- [View Now](#)
- [Printer Friendly \(353KB\)](#)

SURVEY MATERIALS

- [Current](#)
- [Archived](#)



Updates to the Data Collection

ANNUAL

- [Current Changes](#)
- [Archived Changes](#)

PERIODIC

- [This Week in IPEDS](#)



About the Data collection

Learn about IPEDS: what postsecondary data are reported, how to report the data, and when the data are collected, disseminated and used.

- [Statutory Requirements](#)
- [Institutional Burden](#)
- [Procedures for Responding](#)
- [Participation in the Surveys](#)
- [Purposes and Uses of the Survey Data](#)
- [Using the Data Collection System](#)

There are several types of updates

Rewording

Rephrased all references to "remedial education" and "remedial courses" to "developmental education" and "developmental courses."

Definition Update/Rule Clarification

What certificates should be included?

~~Any~~ All certificates that are recognized postsecondary credentials ~~eligible to be recorded on students' transcripts~~ should be included. This typically means any certificates that are eligible to be recorded on students' transcripts. ~~All certificates should be recognized by the institution's appropriate governing body.~~

Survey Change (usually: something new)

Undergraduate students:

Radio button option	Yes
Radio button option	No, some cells will have a value of less than 5 students (do not report)
Radio button option	No, my institution does not collect data on another gender

Graduate students:

Radio button option	Yes
Radio button option	No, some cells will have a value of less than 5 students (do not report)
Radio button option	No, my institution does not collect data on another gender

Common changes you might implement

Update your data process

- Add a new subpart
- Revise existing logic
- Use existing data to add more information
- Expand existing data to have new information
- Change the starting population

IPEDS tries to make this as simple as possible!

One way to manage this

- *Every fall, copy all prep work*
- *Update file names/dates*
- *Implement changes*

How do I put it all together?

Pull out your reading glasses!

To make a key-value file...

```
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=1,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=1,SEX=2,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=2,SEX=1,COUNT=5
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=2,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=3,SEX=2,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=11,RACE=4,SEX=2,COUNT=4
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=15,RACE=3,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=1,SEX=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=2,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=3,SEX=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=4,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=21,RACE=4,SEX=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=1,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=1,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=2,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=4,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=G,LINE=1,ENROLL_EXCLUSIVE=6,ENROLL_SOME=9,INUS_PPS=0,INUS_NOTPPS=5,INUS_UNKNOWN_STATE=0,OUTSIDEUS=1
UNITID=999999,SURVSECT=EF1,PART=G,LINE=2,ENROLL_EXCLUSIVE=12,ENROLL_SOME=10,INUS_PPS=3,INUS_NOTPPS=3,INUS_UNKNOWN_STATE=0,OUTSIDEUS=2
UNITID=999999,SURVSECT=EF1,PART=G,LINE=3,ENROLL_EXCLUSIVE=18,ENROLL_SOME=14,INUS_PPS=4,INUS_NOTPPS=9,INUS_UNKNOWN_STATE=0,OUTSIDEUS=3
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=32,HS=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=32,HS=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=90,HS=1,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=C,LINE=90,HS=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=C,LINE=98,HS=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=C,LINE=98,HS=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=D,COUNT=19
UNITID=999999,SURVSECT=EF1,PART=E,FT_PY_COHORT=1000,FT_EXCLUSIONS=20,FT_INCLUSIONS=2,FT_CY_COHORT=925,PT_PY_COHORT=500,PT_EXCLUSIONS=10,PT_INCLUSIONS=1,PT_CY_COHORT=450
UNITID=999999,SURVSECT=EF1,PART=F,ST_STAFF_RATIO=111
UNITID=999999,SURVSECT=EF1,PART=H,EFGU01=1,EFGU011=1,EFGU012=3,EFGU02=1,EFGU021=0,EFGU022=0
```

Interpreting Key-Value Instructions

UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=1,COUNT=1

IPEDS 2023-24 Import Specifications: Fall Enrollment

Applies to: 4-year, degree-granting institutions

File type: File type: Key Value Pair File (*.TXT)

Field ID (Key)	Data type	Description	Valid Entries
Count by R/E: Fall Enrollment by Student Level, Attendance Status, Race/Ethnicity, and Gender			
UNITID	N	UNITID	Valid UnitID
SURVSECT	AN	Survey Section	"EF1"
PART	AN	Part of survey section	"A"
CIPCODE	AN	Classification of instructional program (CIP) code	"99.0000" for all institutions, applicable only to Part A.
LINE	N	Student level, Age category, or state of residence	i = 1,2,3,7,11,15,16,17,21, and 25 (refer to student level table (Part A) in appendix).
RACE	N	Race/ethnicity	j = 1 to 11, refer to race/ethnicity table in appendix.
SEX	N	Sex	k= 1-Men, 2-Women, 3-Grand Total. Do not include SEX=3 in import file. It will be generated.
COUNT	N	Number of students	1 to 999999, for zero value see note below.

Reference Tables: *Code - Definition*

Student level table (Part A)

1 - Full-time, first-time degree/certificate-seeking undergraduate

2 - Full-time, transfer-in degree/certificate-seeking undergraduate

3 - Full-time, continuing degree/certificate-seeking undergraduate

6 - *Total full-time degree/certificate-seeking undergraduate will be generated on export file. Do not include in import file.*

7 - Full-time, non-degree/certificate-seeking undergraduate

8 - *Total full-time undergraduate will be generated on export file. Do not include in import file.*

11 - Full-time graduate

14 - *Total full-time will be generated on export file. Do not include in import file.*

15 - Part-time, first-time degree/certificate-seeking undergraduate

16 - Part-time, transfer-in degree/certificate-seeking undergraduate

17 - Part-time, continuing degree/certificate-seeking undergraduate

20 - *Total part-time degree/certificate-seeking undergraduate will be generated on export file. Do not include in import file.*

21 - Part-time, non-degree/certificate-seeking undergraduate

22 - *Total part-time undergraduate will be generated on export file. Do not include in import file.*

25 - Part-time graduate

28 - *Total part-time will be generated on export file. Do not include in import file.*

99 - *Total graduate will be generated on export file. Do not include in import file.*

29 - *Grand total will be generated on export file. Do not include in import file.*

Key-Value File Characteristics: Identifiers

```
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=4,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=G,LINE=1,ENROLL_EXCLUSIVE=6,ENROLL_SOME=9,INUS_P
UNITID=999999,SURVSECT=EF1,PART=G,LINE=2,ENROLL_EXCLUSIVE=12,ENROLL_SOME=10,INUS
UNITID=999999,SURVSECT=EF1,PART=G,LINE=3,ENROLL_EXCLUSIVE=18,ENROLL_SOME=14,INUS
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=32,HS=1,COUNT=1
```

Each file:

- has one Unitid

- is for one survey (*SurvSect*)

Key-Value File Characteristics: Subparts

```
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=4,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=G,LINE=1,ENROLL_EXCLUSIVE=6,ENROLL_SOME=9,INUS_P
UNITID=999999,SURVSECT=EF1,PART=G,LINE=2,ENROLL_EXCLUSIVE=12,ENROLL_SOME=10,INUS
UNITID=999999,SURVSECT=EF1,PART=G,LINE=3,ENROLL_EXCLUSIVE=18,ENROLL_SOME=14,INUS
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=32,HS=1,COUNT=1
```

Part letters may be out of alphabetical order

Part letters sometimes do not match the survey form

Follow the IPEDS Import Specifications

Key-Value File Characteristics: The Data

```
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=3,SEX=2,COUNT=2
UNITID=999999,SURVSECT=EF1,PART=A,CIPCODE=52.0000,LINE=25,RACE=4,SEX=1,COUNT=3
UNITID=999999,SURVSECT=EF1,PART=G,LINE=1,ENROLL_EXCLUSIVE=6,ENROLL_SOME=9,INUS_P
UNITID=999999,SURVSECT=EF1,PART=G,LINE=2,ENROLL_EXCLUSIVE=12,ENROLL_SOME=10,INUS
UNITID=999999,SURVSECT=EF1,PART=G,LINE=3,ENROLL_EXCLUSIVE=18,ENROLL_SOME=14,INUS
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=1,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=18,HS=2,COUNT=1
UNITID=999999,SURVSECT=EF1,PART=C,LINE=32,HS=1,COUNT=1
```

Each part has a consistent format for the rest of the line

Different parts will ask for different keys and values

Data can be different lengths (value by value)

Follow the IPEDS Import Specifications

To make a fixed-width file...

999999EF1A52.0000	2	4	0	0	18	0	0	0	0	0	5	10	0	0	0	0	0	0
999999EF1A52.0000	11	3	3	5	2	0	3	0	4	0	0	0	0	0	0	0	0	0
999999EF1A52.0000	15	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
999999EF1A52.0000	21	0	1	0	2	0	1	1	1	0	0	0	0	0	0	0	0	0
999999EF1A52.0000	25	1	2	3	0	1	2	3	0	0	0	0	0	0	0	0	0	0
999999EF1G1	6	9			0	5	0	1										
999999EF1G2	12	10			3	3	0	2										
999999EF1G3	18	14			4	9	0	3										
999999EF1C	18	1	1															
999999EF1C	32	1	1															
999999EF1C	90	2	2															
999999EF1C	98	3	2															
999999EF1D	19																	
999999EF1E	1000	20	2		925	500	10	1		450								
999999EF1F	111																	

Interpreting Fixed-Width Instructions

```
999999EF1A52.0000 2    4    0    0    18    0    0    0    0    0    5    10    0    0    0    0    0    0    0
999999EF1A52.000011 3    3    5    2    0    3    0    4    0    0    0    0    0    0    0    0    0    0    0
```

Field ID (Key)	Column	Length	Data type	Description	Valid Entries
Count by R/E: Fall Enrollment by Student Level, Attendance Status, Race/Ethnicity, and Gender					
UNITID	1	6	N	UNITID	Valid UnitID
SURVSECT	7	3	AN	Survey Section	"EF1"
PART	10	1	AN	Part of survey section - Race/ethnicity and Gender	"A"
CIPCODE	11	7	AN	Classification of instructional program (CIP) code	"99.0000" for all institutions.
LINE	18	2	AN	Student level	1,2,3,7,11,15,16,17,21, and 25 (refer to student level table (Part A) in appendix) (6,8,14,20,22, 28, 29 and 99 are for export only.)
EFRACE01	20	6	N	U.S. Nonresident - Men (1)	0 to 999999
EFRACE02	26	6	N	U.S. Nonresident - Women (2)	0 to 999999
EFRACE25	32	6	N	Hispanic/Latino - Men (25)	0 to 999999
EFRACE26	38	6	N	Hispanic/Latino - Women (26)	0 to 999999

Fixed-Width Requires the Same Information as Key-Value

999999EF1A52.000015	0	0	0	0	1	0	0	0
999999EF1A52.000021	0	1	0	2	0	1	1	1
999999EF1A52.000025	1	2	3	0	1	2	3	0
999999EF1G1	6	9		0	5	0	1	
999999EF1G2	12	10		3	3	0	2	
999999EF1G3	18	14		4	9	0	3	
999999EF1C	18	1	1					
999999EF1C	32	1	1					
999999EF1C	90	2	2					
999999EF1C	98	3	2					

Identifiers:

- Unitid
- Survey
- SubPart

Data:

Still varies by part

Things to remember

- 1) One final file for each UnitId and Survey (all parts together)
- 2) Each part (A, B, C, etc) has a table of specifications
- 3) Fixed-width and key-value instructions may be different
- 4) Reference tables are in the Appendix
- 5) Sometimes you can omit rows with 0-counts (check instructions!)

After you figure this out once, it's so much easier the next time

Revised process

Your Data



A prepared file



IPEDS keyholder portal



Review & Lock



IPEDS Rules



Party!!!



Questions?

Answers on the way!

Are you feeling lost?

Help is out there!

IPEDS is a great resource

Survey instructions

Uploading help

IPEDS Help Desk

Phone: (877) 225-2568

E-mail: ipedshelp@rti.org

You don't have to be a keyholder

The IPEDSUploadables project can also help

Your Data



A prepared file



IPEDS Rules



IPEDS keyholder portal



Review & Lock



Party!!!



Identify the essential information for each survey

- One column for each piece of information
- Plain English column names
- Types and Values spelled out
- All parts can be created from this set of data*

Your Data



Student data requirements

- One row per person
- One IPEDS Unitid per file
- Columns with values and types as described below in any order (additional columns are allowed)
- Double-starred column names (**) are only required in years when IPEDS collects that information. In off-years, you can omit the columns or enter any placeholder value.

Column names can use any capitalization method you like. Do **NOT** include (**) in the column names.

Column Name	Column Type	Acceptable Value - Definition
Unitid	Numeric	(relevant unitid; xxxxxx)
StudentId	Character or Numeric	(any unique identifier for each student)
StudentLevel	Character	Undergraduate Graduate
IsFullTime	Numeric	0 - Not full time (Part time) 1 - Full Time
IsFirstTime	Numeric	0 - Not First Time 1 - First Time
IsTransfer	Numeric	0 - Not a transfer student 1 - Transfer student
IsRecentGrad**	Numeric	0 - Did not graduate from high school in the previous 12 months 1 - Graduated from high school in the previous 12 months
IsDegreeCertSeeking	Numeric	0 - Not degree/certificate seeking 1 - Degree/Certificate seeking
DistanceEd	Numeric	0 - Enrolled in no distance ed classes 1 - Enrolled in some distance ed classes 2 - Enrolled entirely in distance ed classes

*Some surveys are eclectic

*Some surveys are simpler to handle with **more than one** set of data if the subparts are really different*

Your Data



Set up your data for IPEDS 12 Month Enrollment processing

Source: `vignettes/setup_for_12monthenrollment.Rmd`

To use the `produce_e1d_report` function, you must provide two (2) dataframes: one with student enrollment data and one with instructional activity data.

Documentation is meant to help everyone

- *Guide to a starting set of facts*
- *Turn your institutional data into a consistent single file of information*
- *Code in any language!*

Your Data



IPEDSuploadables **2.8.7** Reference Articles ▾ Changelog

IPEDSuploadables

IPEDSuploadables produces text files in key-value package, institutions can avoid the time and risk of documentation (see the [website](#)) describes how an

Report Coverage

As reports are added, this list will be updated.
You are welcome to fork this repo and work towards new reports or new institution-types for existing reports

- How to use this package to support your IPEDS reporting
- How to produce other key-value uploads
- Set up your data for IPEDS 12 Month Enrollment processing
- Set up your data for IPEDS Completions processing
- Set up your data for IPEDS Fall Enrollment processing
- Set up your data for IPEDS GR processing
- Set up your data for IPEDS Graduation Rates 200 processing
- Set up your data for IPEDS HR processing
- Set up your data for IPEDS OM processing

Go farther: Let IPEDSUploadables do some of the work

Your Data



A prepared file



IPEDS Rules



Use the documentation to design a starting data file

Use our R package to transform your starting file into an upload file

Very little R is required

A peek at using the R package

Setup:

- Install R & Rstudio
- Install a few packages of functions
- Prep your data into a CSV file (any way you want)

Run code like this:

```
library(readr)                #get ready to load files
library(IPEDSuploadables)      #get ready to make reports
your_data <- read_csv("my_data_file.csv")  #load your data
produce_com_report(your_data)    #make your report
```

IPEDSuploadables helpful links

- Documentation for supported surveys

<https://alisonlanski.github.io/IPEDSuploadables/index.html>

- Instructions for creating uploads with the tool

https://alisonlanski.github.io/IPEDSuploadables/articles/howto_overall_ipedsuploadables.html

- Source code

<https://github.com/AlisonLanski/IPEDSuploadables>

Lots of people help with IPEDSUploadables

Project leaders and primary coders

Alison Lanski *University of Notre Dame*

Shiloh Fling *University of Nevada, Las Vegas*

Beta-testers and super-users

Cyndi Belmarez *University of Notre Dame*

Jason Casey *University of Nebraska – Lincoln*

Darren Henderson *Calumet College of St. Joseph*

Justin Pfeifer *Utah Tech University*

Edwin Welch *Taylor University*

Focus your time on what matters

Your Data



A prepared file



IPEDS keyholder portal



Review & Lock



IPEDS Rules



Party!!!



Webinar Learning Outcomes

- WHAT this is
Understand the steps needed to create and submit an upload file to IPEDS
- HOW to do it
Be able to locate and use supporting online documentation
- WHY it can help you
Realize the full benefits of working through the data and file preparation process

Questions?

Answers on the way!