

ADM

Applicants and Students Tutorial Script 2024-25 Data Collection

This tutorial explains the reporting of applicants, admissions and admitted students in the IPEDS Admissions (ADM) survey component. In the Admissions component, keyholders will report the number of first-time degree- or certificate- seeking students who applied to the institution, the number of students offered admission and the number who enrolled for the most recent fall term.

Institutions are asked to select first whether the institution is able to report “another gender” for the collection year. Institutions may respond “yes” or they may enter a response of “no” if they are not able to report another gender or if the count of students of another gender is less than 5 students. This is to preserve the anonymity of students when the count of those students is low. Student counts for applicants and admitted students are now reported by four groupings: men, women, another gender and a total count. The ADM component is unique for IPEDS in that the sum of the three gender categories may not sum to the total since the total count may include students for whom gender data is not known or was not provided to the institution. Essentially, even though there is not an “unknown” box to enter data, the number of unknowns will be determined by subtracting men plus women plus another gender from the total. You will notice a column for gender unknown that is a calculated field where that difference is displayed. However, for the vast majority of institutions that complete the ADM component, gender data are known and the men and women and another gender sums to the total. This section collects information not just on number of students who enroll at the institution, but also for enrollees by full- and part-time status.

Include data on early decision, early action and students who began studies during the summer prior to the fall reporting period. Do not include data on non-first-time students, including transfer in students.

When reporting data on applicants, include anyone who was considered for admission. All applicants would have received a notice from your institution notifying them of their status. Statuses may be categorized as admitted, not admitted, wait-listed, or another status used by your institution. If an applicant did not complete all requirements for admission, but a decision was still made based on the available information, they should be considered an applicant. Admitted applicants include any students that were offered admission to the institution. This includes students that were wait-listed and subsequently offered admission.

Enrolled students include all students that enrolled in the institution for the current fall reporting period. These numbers should be the same as the total numbers for first-time students as reported in the fall enrollment survey component.

Misreporting of data to IPEDS can be considered reporting non-compliance. Be honest in reporting, and

clear and consistent with your methodology. If an error is made, correct in the prior year revision system. For more information about the material presented in this tutorial, please contact the IPEDS Help Desk.