

# **12-month Enrollment (E12) Who to Include Tutorial Script 2023-24 Data Collection Cycle**

This tutorial looks at which students to include when reporting 12-month and Fall Enrollment counts. All students who are enrolled in courses for credit at your institution should be included in IPEDS enrollment reporting. This includes students who are enrolled for credit but are not seeking a degree or certificate.

To be considered enrolled for credit, a student must be enrolled in an instructional activity that can be applied toward the requirements of a degree, certificate, or other recognized postsecondary credential. This activity can be measured in clock hours, credit hours, or some other unit of measurement. As long as the instructional activity can be applied toward the requirements of a recognized postsecondary credential, the students enrolled in it are considered enrolled for credit.

All students enrolled for credit should be included in IPEDS enrollment counts. This includes students enrolled for credit in off-campus locations. Note that off-campus locations can include state or federal penal institutions; therefore, students who are incarcerated and enrolled for credit at your institution should be reported in IPEDS enrollment counts. In addition, high school students who are enrolled in college courses for credit and students from overseas — such as distance education or online students — who are enrolled for credit at your institution should also be reported. Finally, students taking noncredit developmental education courses are also included in IPEDS reporting if the student is degree-seeking for federal financial aid purposes.

In contrast, students who are enrolled exclusively in courses not creditable toward a recognized postsecondary credential should be excluded from IPEDS enrollment reporting. For example, institutions should exclude students who are enrolled exclusively in continuing education units or students who are auditing all of their courses. Students enrolled in branch campuses located in a foreign country are also excluded from IPEDS reporting. Finally, students enrolled in Experimental Pell Programs should be excluded from IPEDS enrollment reporting.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.