

**Institution: Universidad Politecnica de Puerto Rico-Hato Rey  
Campus (243577)**

**User ID:  
P2435771**

### Completions Overview

Welcome to the IPEDS Completions survey component. The Completions component is one of several IPEDS components that is conducted during the Fall data collection period. It collects the number of degrees and certificates awarded by field of study, level of award, race/ethnicity, and gender. The reporting period for the Completions component is during the 12-month time period beginning July 1 of the previous calendar year and ending June 30 of the current calendar year; therefore, for this year's Completions component, the reporting period is between July 1, 2011 and June 30, 2012. Beginning with this year's data collection (2012-13), the Completions component is also collecting the number of students (e.g., completers) who earned awards between July 1, 2011 and June 30, 2012.

### Completions Common Errors

Some common completions component errors include the following:

- Including award levels on your current year Completions that were not reported on your previous year's (PY) Institutional Characteristics (IC). [Award levels in the PY IC component cannot be changed; therefore, contact the IPEDS Help Desk at 1-877-225-2568 if you need assistance.]
- Forgetting to select CIP codes for new programs of study that are offered by the institution, but do not have completions for the reporting period.
- Forgetting to enter in zero in at least one of the cells for CIP codes that do not have completions.

### Recent Changes

- The following question on **distance education** has been added to the "CIP Data" screen:  
"Is this program offered as a distance education program?"
- The following two new screens, which collect data specifically on students have been added to this component:
  - **"All Completers"** - Collects the number of students who earned an award between July 1, 2011 and June 30, 2012 by gender and race/ethnicity. (The intent of this screen is to collect an unduplicated count of total numbers of completers.)
  - **"Completers by Level"** - Collects the number of students who earned an award between July 1, 2011 and June 30, 2012 by award level and 1) by gender; 2) by race/ethnicity; and 3) by age.

### General Information

CIP Codes:

The [CIP 2010 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 2000 CIP and 2010 CIP.

The Resources Page of the CIP 2010 website contains many valuable resources including:

- CIP 2010 Manual and copies of previous editions of the CIP Manual
- Crosswalk between the 2000 CIP codes and the 2010 CIP codes in Excel format

Keep in mind that some information provided by institutions on the Completions component appear in the [College Navigator](#), which is a major tool used by consumers searching for information about postsecondary education. It is therefore vitally important that you include accurate information about your institution.

Survey materials can be downloaded using the following link: [Survey Materials](#).

The prior year revision system can be accessed using the following link: [Prior Year Revision System](#)









All Completers

Institutions must report the following information. (Some data will be pre-populated from the completions by CIP code data.)

All Completers

Number of students by gender and race and ethnicity earning an award between July 1, 2011 and June 30, 2012. Count each student only once, regardless of how many awards he/she earned. The intent of this screen is to collect an unduplicated count of total numbers of *completers*.

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

	Men		Women		Total Students
	Number of Students	Total Awards	Number of Students	Total Awards	
<u>Nonresident alien</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>Hispanic/Latino</u>	536	536	207	207	743
<u>American Indian or Alaska Native</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>Asian</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>Black or African American</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>White</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>Two or more races</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>Race and ethnicity unknown</u>	<input type="text"/>	0	<input type="text"/>	0	0
<b>TOTAL</b>	536	536	207	207	743

Completers by Level

Institutions must report the following information. This screen will be shown for each of the following award categories for which completions have been reported:

- Less than 1-year certificates
- At least 1 but less than 4-year certificates
- Associate's degrees
- Bachelor's degrees
- Master's degrees
- Doctor's degrees
- Postbaccalaureate and post-master's certificates

**Bachelor's degrees**

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2011 and June 30, 2012. Each student should be counted once per award level. For example, if a student earned a master's degree and a doctor's degree, he/she should be counted once in master's and once in doctor's. A student earning two master's degrees should be counted only once.

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

	Number of Students	Total Awards
<b>By Gender</b>		
Men	<input type="text" value="388"/>	388
Women	<input type="text" value="134"/>	134
<b>TOTAL</b>	<b>522</b>	<b>522</b>

**By Race/Ethnicity**

<u>Nonresident alien</u>	<input type="text" value=""/>	0
<u>Hispanic/Latino</u>	<input type="text" value="522"/>	522
<u>American Indian or Alaska Native</u>	<input type="text" value=""/>	0
<u>Asian</u>	<input type="text" value=""/>	0
<u>Black or African American</u>	<input type="text" value=""/>	0
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value=""/>	0

<u>White</u>	<input type="text"/>	0
Two or more races	<input type="text"/>	0
<u>Race and ethnicity unknown</u>	<input type="text"/>	0
<b>TOTAL</b>	522	522

--	--	--

<b>By Age</b>		
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="222"/>	
25-39	<input type="text" value="283"/>	
40 and Above	<input type="text" value="16"/>	
Age Unknown	<input type="text" value="1"/>	
<b>TOTAL</b>	522	522



Completers by Level

Institutions must report the following information. This screen will be shown for each of the following award categories for which completions have been reported:

- Less than 1-year certificates
- At least 1 but less than 4-year certificates
- Associate's degrees
- Bachelor's degrees
- Master's degrees
- Doctor's degrees
- Postbaccalaureate and post-master's certificates

**Master's degrees**

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2011 and June 30, 2012. Each student should be counted once per award level. For example, if a student earned a master's degree and a doctor's degree, he/she should be counted once in master's and once in doctor's. A student earning two master's degrees should be counted only once.

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

	Number of Students	Total Awards
<b>By Gender</b>		
Men	<input type="text" value="148"/>	148
Women	<input type="text" value="73"/>	73
<b>TOTAL</b>	<b>221</b>	<b>221</b>

**By Race/Ethnicity**

<u>Nonresident alien</u>	<input type="text"/>	0
<u>Hispanic/Latino</u>	<input type="text" value="221"/>	221
<u>American Indian or Alaska Native</u>	<input type="text"/>	0
<u>Asian</u>	<input type="text"/>	0
<u>Black or African American</u>	<input type="text"/>	0
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	0

<u>White</u>	<input type="text"/>	0
Two or more races	<input type="text"/>	0
<u>Race and ethnicity unknown</u>	<input type="text"/>	0
<b>TOTAL</b>	221	221

<b>By Age</b>		
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="2"/>	
25-39	<input type="text" value="190"/>	
40 and Above	<input type="text" value="20"/>	
Age Unknown	<input type="text" value="9"/>	
<b>TOTAL</b>	221	221

Prepared By

**This survey component was prepared by:**

<input checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact	<input type="radio"/>	Finance Contact	<input type="radio"/>	Other
Name:	<input type="text" value="Omayra Rivera-Castro"/>								
Email:	<input type="text" value="orivera@pupr.edu"/>								

How long did it take to prepare this survey component?	<input type="text" value="2"/>	hours	<input type="text" value="0"/>	minutes
--	--------------------------------	-------	--------------------------------	---------

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution's CEO in November 2013.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org).

Summary of Completions Data

Award Level	Number of Completions	
	1 <sup>st</sup> major	2 <sup>nd</sup> major
Bachelors degree or equivalent	522	0
Master's degree	221	0
Total number of degrees and certificates	743	

Summary of Completers Data

	Number of Students		
	Men	Women	Total
All Completers	536	207	743

Edit Report

**Completions**

**Universidad Politecnica de Puerto Rico-Hato Rey Campus (243577)**

Source	Description	Severity	Resolved	Options
<b>Global Edits</b>				
Perform Edits	Current year completions (74) are not within the expected range when compared to completions (37) reported in the prior year for: men, 2-digit field (14), award level (7). Please explain or correct. (Error #10504)	Explanation	Yes	
Reason:	The students had a delayed in their research projects due to their professional duties.			
Perform Edits	Current year completions (27) are not within the expected range when compared to completions (60) reported in the prior year for: women, 2-digit field (15), award level (7). Please explain or correct. (Error #10506)	Explanation	Yes	
Reason:	The program had an increment on it enrollment.			