Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

**Changes to This Year’s IC Header Component:**

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenditures has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have ANY questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenditures question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)
Part A - Educational Offerings
1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]

☐ Occupational, may lead to a certificate, degree, or other formal award
☐ Academic, leading to a certificate, degree, or diploma
☐ Continuing professional (postbaccalaureate only)
☐ Recreational or avocational (leisure) programs
☐ Adult basic or remedial instruction or high school equivalency
☐ Secondary (high school)

If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.
Part B - Organization - Control and Levels

1. What is your institutional control or affiliation?

- Public - Select primary and or secondary controls below
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below

2. What award levels are offered by your institution? [Check all that apply]

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the number of credit or contact hours, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

Award Level

BELOW THE BACCALAUREATE:

1. □ Postsecondary award, certificate, or diploma of (less than one academic year)
   - less than 900 contact or clock hours, or
   - less than 30 semester or trimester credit hours, or
   - less than 45 quarter credit hours

2. □ Postsecondary award, certificate, or diploma of (at least one but less than two academic years)
   - at least 900 but less than 1800 contact or clock hours, or
   - at least 30 but less than 60 semester or trimester credit hours, or
   - at least 45 but less than 90 quarter credit hours

3. □ Associate's degree

4. □ Postsecondary award, certificate, or diploma of (at least two but less than four academic years)
   - 1800 or more contact or clock hours, or
   - 60 or more semester or trimester credit hours, or
   - 90 or more quarter credit hours

BACCALAUREATE AND ABOVE:

5. ✓ Bachelor's degree or equivalent

6. □ Postbaccalaureate certificate

7. ✓ Master's degree

8. □ Post-master's certificate

17. □ Doctor's degree - research/scholarship

18. □ Doctor's degree - professional practice

19. □ Doctor's degree - other

12. □ Other (specify in box below)

You may use the space below to provide context for the data you've reported above.
Part B - Organization - Calendar System

Your response to the next question determines how your institution reports Institutional Characteristics, student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

3. What is the predominant calendar system at the institution? [Choose one]

Academic Year Reporting Method (Standard academic terms)
Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

☐ Semester
☐ Quarter
☐ Trimester
☐ 4-1-4 or similar plan

Program Reporting Method (Other calendar system)
Selecting one of the following calendar types determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT. Student Financial Aid data on the 3 month cohort from Fall Enrollment, and student charges data by PROGRAM.

☐ Differs by program
☐ Continuous basis (every 2 weeks, monthly, or other period)

Hybrid/Mixed Reporting Method (Standard academic terms, other academic calendar)
Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, Student Financial Aid data on the 3 month cohort from Fall Enrollment, and student charges data for a full ACADEMIC YEAR.

☐ Hybrid (Other academic calendar)
4. Does your institution enroll any of the following types of students?

*include all levels offered by your institution, even if there are no students currently enrolled at that level.*

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking Yes for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

<table>
<thead>
<tr>
<th>Undergraduate (academic or occupational programs)</th>
<th>Full-time</th>
<th>Part-time</th>
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</thead>
<tbody>
<tr>
<td>First-time, degree/certificate-seeking undergraduate</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduate (not including doctor's-professional practice)</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. For Fall 2008, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

*if you answer Yes to this question, you will be required to provide Graduation Rates data for the 2008-09 cohort in the winter collection. If you answer No to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested.*

*if you reported any full-time, first-time degree/certificate-seeking undergraduates on the 2008-09 Enrollment survey, the data will be preloaded below.*

- [ ] No
- [X] Yes

☐ This institution did not enroll full-time, first-time (undergraduate) students.
☐ This institution did not offer programs at or below the baccalaureate level.
☐ This institution was not in operation in 2008-09.

Full-time, first-time degree/certificate-seeking students from 2008-09 Enrollment survey (GR Cohort)
Part B - Multi-institution or Multi-campus Organization
7. Multi-institution or multi-campus organization

Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.

If you need assistance or need to make changes, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.

☐ No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

☐ Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

201090 Polytechnic University
Part C - Other Survey Screening Questions - Library Expenditures

2. What were your annual total library expenditures for Fiscal Year 2014?

If your institution does not have any library expenditures, no additional reporting is necessary. If library expenditures are greater than 0, you will be required to report additional information on your library collections in the Academic Libraries component. If the amount reported is greater than 100,000, additional screens will be required in the Academic Libraries component for reporting additional expenditure information.
Part C - Other Survey Screening Questions - Open Admission

1. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

- Yes
- No

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.
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.
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 Data Center and sent to your institution’s CEO in November 2015.

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.

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
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<tbody>
<tr>
<td>Educational Offerings</td>
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<td>Control</td>
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<td>Award Levels Offered</td>
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<td>Screen Entry</td>
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<td>Reason</td>
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