

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, 2016 and June 30, 2017. The Completions component is also collecting the number of students (e.g., completers) who earned awards between July 1, 2016 and June 30, 2017.

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 bottom of each individual "CIP Data" screen: "Is this program offered as a distance education program?"
- The following two screens, which collect data specifically on students were added to this component, beginning in the 2012-13 survey year:
  - "**All Completers**" - Collects the number of students who earned an award between July 1, 2016 and June 30, 2017 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, 2016 and June 30, 2017 by award level and 1) by gender; 2) by race/ethnicity; and 3) by age.
- The definition for Post-baccalaureate Certificate has changed slightly for the 2014-15 collection. The new definition is as follows: **An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.**

**NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered sub-baccalaureate undergraduate programs, and students in these programs are undergraduate students.**

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](#)

Completions CIP Data

| CIPCODE  | Award Level            | Major | Gender | Non Resident Alien | Hispanic / Latino | American Indian or Alaska Native | Asian | Black or African American | Native Hawaiian or Other Pacific Islander | White | Two or more Races | Race/ ethnicity unknown | Total | distance education program |
|--|------------------------|-------|--------|--------------------|-------------------|----------------------------------|-------|---------------------------|---|-------|-------------------|-------------------------|-------|----------------------------|
| 09.0701<br>Radio and Television                            | 5 - Bachelor's degree  | 1     | Men    | 0                  | 1                 | 0                                | 0     | 0                         | 0   | 1     | 0                 | 0                       | 2     |                            |
|  |                        |       | Women  | 0                  | 1                 | 0                                | 0     | 2                         | 0   | 8     | 0                 | 2                       | 13    | Yes                        |
|  |                        |       | Total  | 0                  | 2                 | 0                                | 0     | 2                         | 0   | 9     | 0                 | 2                       | 15    |                            |
| 24.0101<br>Liberal Arts and Sciences/Liberal Studies       | 3 - Associate's degree | 1     | Men    | 0                  | 0                 | 0                                | 0     | 0                         | 0   | 2     | 0                 | 0                       | 2     |                            |
|  |                        |       | Women  | 0                  | 0                 | 0                                | 2     | 0                         | 5   | 0     | 0                 | 7                       |       |                            |
|  |                        |       | Total  | 0                  | 0                 | 0                                | 2     | 0                         | 7   | 0     | 0                 | 9                       | Yes   |                            |
| 26.0101<br>Biology/Biological Sciences, General            | 5 - Bachelor's degree  | 1     | Men    | 0                  | 0                 | 0                                | 0     | 0                         | 0   | 1     | 0                 | 0                       | 1     |                            |
|  |                        |       | Women  | 0                  | 0                 | 0                                | 0     | 1                         | 0   | 4     | 0                 | 0                       | 5     |                            |
|  |                        |       | Total  | 0                  | 0                 | 0                                | 0     | 1                         | 0   | 5     | 0                 | 0                       | 6     | Yes                        |
| 30.9999<br>Multi-/Interdisciplinary Studies, Other         | 5 - Bachelor's degree  | 1     | Men    | 0                  | 0                 | 0                                | 0     | 0                         | 0   | 3     | 0                 | 0                       | 3     |                            |
|  |                        |       | Women  | 0                  | 1                 | 2                                | 0     | 0                         | 5   | 0     | 0                 | 8                       |       |                            |
|  |                        |       | Total  | 0                  | 1                 | 2                                | 0     | 0                         | 8   | 0     | 0                 | 11                      | Yes   |                            |
| 31.0504<br>Sport and Fitness Administration/Management     | 5 - Bachelor's degree  | 1     | Men    | 0                  | 3                 | 0                                | 1     | 2                         | 0   | 17    | 0                 | 0                       | 23    |                            |
|  |                        |       | Women  | 0                  | 1                 | 0                                | 0     | 1                         | 0   | 5     | 0                 | 0                       | 7     |                            |
|  |                        |       | Total  | 0                  | 4                 | 0                                | 1     | 3                         | 0   | 22    | 0                 | 0                       | 30    | Yes                        |
| 40.0601<br>Geology/Earth Science, General                  | 5 - Bachelor's degree  | 1     | Men    | 0                  | 1                 | 0                                | 0     | 0                         | 0   | 2     | 0                 | 0                       | 3     |                            |
|  |                        |       | Women  | 0                  | 0                 | 0                                | 0     | 0                         | 2   | 0     | 0                 | 2                       |       |                            |
|  |                        |       | Total  | 0                  | 1                 | 0                                | 0     | 0                         | 4   | 0     | 0                 | 5                       | Yes   |                            |
| 42.0101<br>Psychology, General                             | 5 - Bachelor's degree  | 1     | Men    | 0                  | 3                 | 1                                | 0     | 1                         | 0   | 8     | 0                 | 1                       | 14    |                            |
|  |                        |       | Women  | 0                  | 2                 | 0                                | 1     | 3                         | 0   | 16    | 1                 | 3                       | 26    |                            |
|  |                        |       | Total  | 0                  | 5                 | 1                                | 1     | 4                         | 0   | 24    | 1                 | 4                       | 40    | Yes                        |
| 45.0201<br>Anthropology                                    | 5 - Bachelor's degree  | 1     | Men    | 0                  | 0                 | 0                                | 0     | 0                         | 0   | 0     | 0                 | 0                       | 0     |                            |
|  |                        |       | Women  | 0                  | 0                 | 0                                | 0     | 0                         | 0   | 1     | 0                 | 0                       | 1     |                            |
|  |                        |       | Total  | 0                  | 0                 | 0                                | 0     | 0                         | 0   | 1     | 0                 | 0                       | 1     | Yes                        |
| 45.0401<br>Criminology                                     | 5 - Bachelor's degree  | 1     | Men    | 0                  | 1                 | 0                                | 0     | 1                         | 0   | 10    | 0                 | 0                       | 12    |                            |
|  |                        |       | Women  | 0                  | 4                 | 0                                | 1     | 4                         | 0   | 17    | 0                 | 1                       | 27    |                            |
|  |                        |       | Total  | 0                  | 5                 | 0                                | 1     | 5                         | 0   | 27    | 0                 | 1                       | 39    | Yes                        |
| 45.1101<br>Sociology                                       | 5 - Bachelor's degree  | 1     | Men    | 0                  | 0                 | 0                                | 2     | 0                         | 0   | 0     | 0                 | 0                       | 2     |                            |
|  |                        |       | Women  | 0                  | 1                 | 0                                | 0     | 1                         | 0   | 3     | 0                 | 0                       | 5     |                            |
|  |                        |       | Total  | 0                  | 1                 | 0                                | 2     | 1                         | 0   | 3     | 0                 | 0                       | 7     | Yes                        |
| 51.2208<br>Community Health and Preventive Medicine        | 5 - Bachelor's degree  | 1     | Men    | 0                  | 2                 | 0                                | 0     | 0                         | 0   | 1     | 0                 | 0                       | 3     |                            |
|  |                        |       | Women  | 0                  | 4                 | 0                                | 1     | 5                         | 2   | 23    | 0                 | 2                       | 37    |                            |
|  |                        |       | Total  | 0                  | 6                 | 0                                | 1     | 5                         | 2   | 24    | 0                 | 2                       | 40    | Yes                        |
| 51.3801<br>Registered Nursing/Registered Nurse             | 5 - Bachelor's degree  | 1     | Men    | 0                  | 0                 | 0                                | 0     | 0                         | 0   | 2     | 0                 | 0                       | 2     |                            |
|  |                        |       | Women  | 0                  | 2                 | 0                                | 0     | 3                         | 0   | 15    | 0                 | 0                       | 20    |                            |
|  |                        |       | Total  | 0                  | 2                 | 0                                | 0     | 3                         | 0   | 17    | 0                 | 0                       | 22    | Yes                        |
| 52.0201<br>Business Administration and Management, General | 5 - Bachelor's degree  | 1     | Men    | 1                  | 9                 | 2                                | 1     | 2                         | 0   | 48    | 0                 | 3                       | 66    |                            |
|  |                        |       | Women  | 0                  | 4                 | 0                                | 2     | 2                         | 0   | 36    | 1                 | 1                       | 46    |                            |
|  |                        |       | Total  | 1                  | 13                | 2                                | 3     | 4                         | 0   | 84    | 1                 | 4                       | 112   | Yes                        |

**Completions: total by first major**

| 99.0000 Summary Grand Totals | Award Level | Nonresident alien | Hispanic Latino | American Indian or Alaska Native | Asian | Black or African American | Native Hawaiian or Other Pacific Islander | White | Two or more Races | Race/ethnicity unknown | Total | PY Total |
|------------------------------|-------------|-------------------|-----------------|----------------------------------|-------|---------------------------|---|-------|-------------------|------------------------|-------|----------|
| <b>Associate's degree</b>    | <b>3</b>    |                   |                 |                                  |       |                           |   |       |                   |                        |       |          |
| Men                          |             | 0                 | 0               | 0                                | 0     | 0                         | 0   | 2     | 0                 | 0                      | 2     | 1        |
| Women                        |             | 0                 | 0               | 0                                | 2     | 0                         | 0   | 5     | 0                 | 0                      | 7     | 4        |
| <b>Total</b>                 |             | 0                 | 0               | 0                                | 2     | 0                         | 0   | 7     | 0                 | 0                      | 9     | 5        |
| <b>Bachelor's degree</b>     | <b>5</b>    |                   |                 |                                  |       |                           |   |       |                   |                        |       |          |
| Men                          |             | 1                 | 20              | 3                                | 4     | 6                         | 0   | 93    | 0                 | 4                      | 131   | 123      |
| Women                        |             | 0                 | 20              | 2                                | 5     | 22                        | 2   | 135   | 2                 | 9                      | 197   | 113      |
| <b>Total</b>                 |             | 1                 | 40              | 5                                | 9     | 28                        | 2   | 228   | 2                 | 13                     | 328   | 236      |
| Grand Total Men              |             | 1                 | 20              | 3                                | 4     | 6                         | 0   | 95    | 0                 | 4                      | 133   | 124      |
| Grand Total Women            |             | 0                 | 20              | 2                                | 7     | 22                        | 2   | 140   | 2                 | 9                      | 204   | 117      |
| Grand Total                  |             | 1                 | 40              | 5                                | 11    | 28                        | 2   | 235   | 2                 | 13                     | 337   | 241      |
| PY Grand Total Men           |             | 0                 | 23              | 0                                | 6     | 4                         | 0   | 87    | 1                 | 3                      |       | 124      |
| PY Grand Total Women         |             | 0                 | 13              | 2                                | 5     | 14                        | 1   | 78    | 0                 | 4                      |       | 117      |
| PY Grand Total               |             | 0                 | 36              | 2                                | 11    | 18                        | 1   | 165   | 1                 | 7                      |       | 241      |

| 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, 2016 and June 30, 2017. 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 <i>completers</i> . |                    |              |                    |              |                |
| <ul style="list-style-type: none"> <li>Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>Report race for non-Hispanic/Latino individuals only</li> </ul>   |                    |              |                    |              |                |
|   | Men                |              | Women              |              | Total Students |
|   | Number of Students | Total Awards | Number of Students | Total Awards |                |
| <u>Nonresident alien</u>  | 1                  | 1            | 0                  | 0            | 1              |
| <u>Hispanic/Latino</u>  | 20                 | 20           | 20                 | 20           | 40             |
| <u>American Indian or Alaska Native</u>   | 3                  | 3            | 2                  | 2            | 5              |
| <u>Asian</u>  | 4                  | 4            | 6                  | 7            | 10             |
| <u>Black or African American</u>  | 6                  | 6            | 22                 | 22           | 28             |
| <u>Native Hawaiian or Other Pacific Islander</u>  | 0                  | 0            | 2                  | 2            | 2              |
| <u>White</u>  | 94                 | 95           | 140                | 140          | 234            |
| <u>Two or more races</u>  | 0                  | 0            | 2                  | 2            | 2              |
| <u>Race and ethnicity unknown</u>   | 4                  | 4            | 9                  | 9            | 13             |
| <b>TOTAL</b>  | 132                | 133          | 203                | 204          | 335            |
| <b>PY TOTAL</b>   | <b>124</b>         |              | <b>115</b>         |              | <b>239</b>     |

Completers by Level

Institutions must report the number of students who earned an award by level. This screen will be shown for each of the following consolidated award levels for which there is a reported completion:

- Postsecondary awards, certificates, or diplomas of **less than 1 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
- Postsecondary awards, certificates, or diplomas of **at least 1 but less than 4 academic years**
  - 900 or more contact or clock hours, or
  - 30 or more SEMESTER or TRIMESTER credit hours, or
  - 45 or more QUARTER credit hours
- Associate's degrees
- Bachelor's degrees
- Master's degrees
- Doctor's degrees
- Postbaccalaureate and post-master's certificates

Associate's degrees

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2016 and June 30, 2017. 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              | 2                  | 2            |
| Women            | 7                  | 7            |
| <b>TOTAL</b>     | 9                  | 9            |
| PY TOTAL         | 5                  |              |

By Race/Ethnicity

|  |   |   |
|--|---|---|
| <u>Nonresident alien</u>                         | 0 | 0 |
| <u>Hispanic/Latino</u>                           | 0 | 0 |
| <u>American Indian or Alaska Native</u>          | 0 | 0 |
| <u>Asian</u>                                     | 2 | 2 |
| <u>Black or African American</u>                 | 0 | 0 |
| <u>Native Hawaiian or Other Pacific Islander</u> | 0 | 0 |
| <u>White</u>                                     | 7 | 7 |
| Two or more races                                | 0 | 0 |
| <u>Race and ethnicity unknown</u>                | 0 | 0 |
| <b>TOTAL</b>                                     | 9 | 9 |

By Age

|              |   |   |
|--------------|---|---|
| Under 18     | 0 |   |
| 18-24        | 6 |   |
| 25-39        | 1 |   |
| 40 and Above | 2 |   |
| Age Unknown  | 0 |   |
| <b>TOTAL</b> | 9 | 9 |



| Completers by Level   |                    |              |
|---|--------------------|--------------|
| Institutions must report the number of students who earned an award by level. This screen will be shown for each of the following consolidated award levels for which there is a reported completion:   |                    |              |
| <ul style="list-style-type: none"> <li>• Postsecondary awards, certificates, or diplomas of <b>less than 1 academic year</b> <ul style="list-style-type: none"> <li>◦ Less than 900 contact or clock hours, or</li> <li>◦ Less than 30 SEMESTER or TRIMESTER credit hours, or</li> <li>◦ Less than 45 QUARTER credit hours</li> </ul> </li> <li>• Postsecondary awards, certificates, or diplomas of <b>at least 1 but less than 4 academic years</b> <ul style="list-style-type: none"> <li>◦ 900 or more contact or clock hours, or</li> <li>◦ 30 or more SEMESTER or TRIMESTER credit hours, or</li> <li>◦ 45 or more QUARTER credit hours</li> </ul> </li> <li>• Associate's degrees</li> <li>• Bachelor's degrees</li> <li>• Master's degrees</li> <li>• Doctor's degrees</li> <li>• Postbaccalaureate and post-master's certificates</li> </ul> |                    |              |
| Bachelor's degrees  |                    |              |
| Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2016 and June 30, 2017. 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.   |                    |              |
| <ul style="list-style-type: none"> <li>• Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>• Report race for non-Hispanic/Latino individuals only</li> </ul>   |                    |              |
|   | Number of Students | Total Awards |
| <b>By Gender</b>  |                    |              |
| Men   | 131                | 131          |
| Women   | 197                | 197          |
| <b>TOTAL</b>  | <b>328</b>         | <b>328</b>   |
| PY TOTAL  | <b>236</b>         |              |
| <b>By Race/Ethnicity</b>  |                    |              |
| <u>Nonresident alien</u>  | 1                  | 1            |
| <u>Hispanic/Latino</u>  | 40                 | 40           |
| <u>American Indian or Alaska Native</u>   | 5                  | 5            |
| <u>Asian</u>  | 9                  | 9            |
| <u>Black or African American</u>  | 28                 | 28           |
| <u>Native Hawaiian or Other Pacific Islander</u>  | 2                  | 2            |
| <u>White</u>  | 228                | 228          |
| Two or more races   | 2                  | 2            |
| <u>Race and ethnicity unknown</u>   | 13                 | 13           |
| <b>TOTAL</b>  | <b>328</b>         | <b>328</b>   |
| <b>By Age</b>   |                    |              |
| Under 18  | 0                  |              |
| 18-24   | 92                 |              |
| 25-39   | 189                |              |
| 40 and Above  | 47                 |              |
| Age Unknown   | 0                  |              |
| <b>TOTAL</b>  | <b>328</b>         | <b>328</b>   |





Prepared by

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.

**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"/> Academic Library Contact | <input type="radio"/> Other      |
| Name:                                      | <input type="text" value="Cathy Lebo"/>        |                                  |
| Email:                                     | <input type="text" value="clebo@aa.ufl.edu"/>  |                                  |

**How many staff from your institution only were involved in the data collection and reporting process of this survey component?**

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| <input type="text" value="3.00"/> | Number of Staff (including yourself) |
|-----------------------------------|--------------------------------------|

**How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?  
Exclude the hours spent collecting data for state and other reporting purposes.**

| Staff member  | Collecting Data Needed                  | Revising Data to Match IPEDS Requirements | Entering Data                           | Revising and Locking Data               |
|---------------|---|---|---|---|
| Your office   | <input type="text" value="3.00"/> hours | <input type="text"/> hours                | <input type="text" value="2.00"/> hours | <input type="text" value="1.00"/> hours |
| Other offices | <input type="text"/> hours              | <input type="text"/> hours                | <input type="text"/> hours              | <input type="text"/> hours              |

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 [Data Center](#) and sent to your institution's CEO in November 2017.

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 |
| <a href="#">Associate's degree</a>             | 9                     | 0                     |
| <a href="#">Bachelors degree</a> or equivalent | 328                   | 0                     |
| Total number of degrees and certificates       | 337                   |                       |

Summary of Completers Data

|                | Number of Students |       |       |
|----------------|--------------------|-------|-------|
|                | Men                | Women | Total |
| All Completers | 132                | 203   | 335   |

Edit Report

**Completions**

**University of Florida-Online (484473)**

| Source                                    | Description  | Severity    | Resolved | Options |
|---|--|-------------|----------|---------|
| <b>Global Edits</b>                       |  |             |          |         |
| Perform Edits                             | Current year completions (26) are outside the expected range when compared to completions reported in the prior year (6) for: Women, 2-digit field (42), award level (5). Please correct your data or explain. (Error #10505)  | Explanation | Yes      |         |
| Reason:                                   | UF Online population is increasing.  |             |          |         |
| Perform Edits                             | Current year completions (33) are outside the expected range when compared to completions reported in the prior year (10) for: Women, 2-digit field (45), award level (5). Please correct your data or explain. (Error #10505) | Explanation | Yes      |         |
| Reason:                                   | UF Online population is increasing.  |             |          |         |
| Perform Edits                             | Current year completions (57) are outside the expected range when compared to completions reported in the prior year (30) for: Women, 2-digit field (51), award level (5). Please correct your data or explain. (Error #10506) | Explanation | Yes      |         |
| Reason:                                   | UF Online population is increasing.  |             |          |         |
| <b>Screen: Completers- All Completers</b> |  |             |          |         |
| Screen Entry                              | The total number of Women completers (203) is outside the expected range when compared to the prior year value. Please correct your data or contact the IPEDS Help Desk for assistance. (Error #10583)                         | Explanation | Yes      |         |
| Reason:                                   | The University of Florida-Online (484473) is a new institution and is expanding enrollment.  |             |          |         |