# Upon Completion, you will be able to:

- Recognize the benefits of uploading files into IPEDS.
- Locate online supporting documentation for creating flat files to upload into IPEDS.
- Describe the steps needed to create files to upload to IPEDS.
- Define variables used in creating files for uploading into IPEDS.
- Describe the steps required to upload flat files into IPEDS.
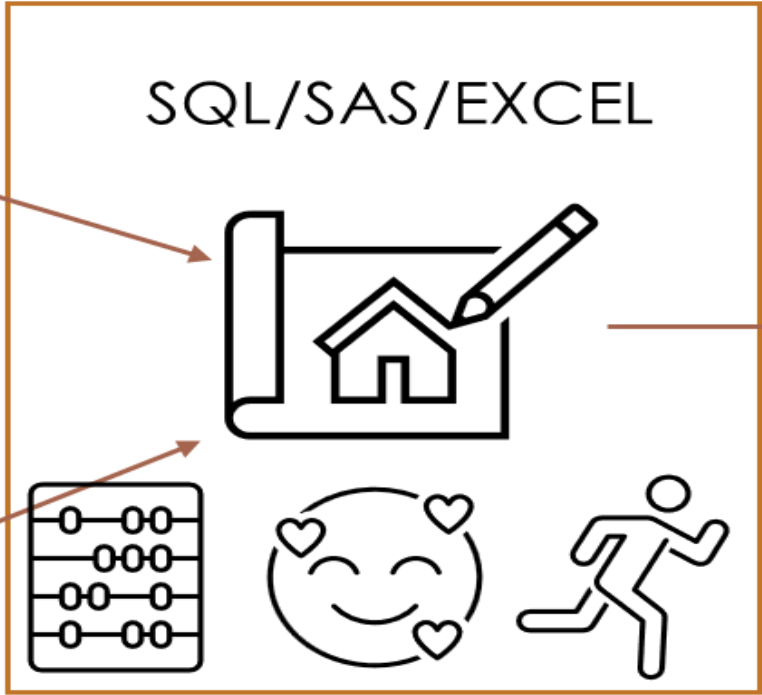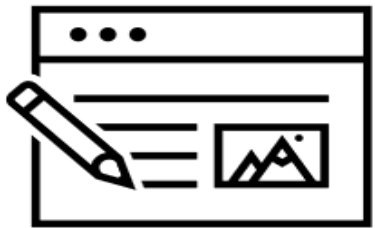
Raise your hand. . .

- If you are new to TAIR.

- If you are new to IPEDS.

- If you are a first-year or are going to be a coordinator.

- If you are a first-year or are going to be a keyholder.

- If you have been a coordinator for more than a year.

- If you have been a keyholder for more than a year.

- If you currently manually enter your data.

Current Process

SQL/SAS/EXCEL
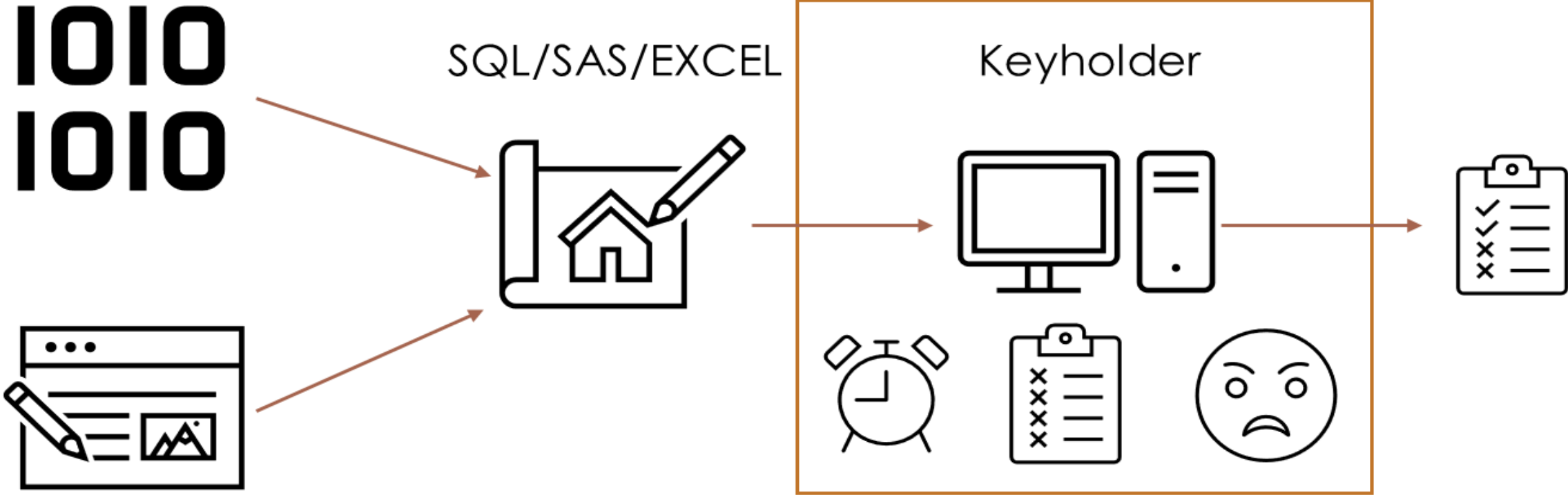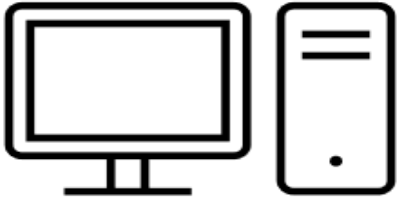
Keyholder

Locate Documentation

IPEDS 2024-25
Data Collection System

User ID | Password | **LOGIN**

Forgot Password

FALL

Components	Institutional Characteristics
	Cost I
	Completions
	12-month Enrollment

| Keyholders | Closed (Closed Oct 16) |
| Coordinators | Closed (Closed Oct 30) |

WINTER

Components	Student Financial Aid
	Cost II
	Graduation Rates
	200% Graduation Rates
	Admissions
	Outcome Measures

| Keyholders | 42 days left (Closes Feb 05) |
| Coordinators | 56 days left (Closes Feb 19) |

SPRING

Components	Fall Enrollment
	Finance
	Human Resources
	Academic Libraries

| Keyholders | 98 days left (Closes Apr 02) |
| Coordinators | 112 days left (Closes Apr 16) |

Reporting Resources

Access resources that will help with successful submission.

Registration

Data Submission Requirement

The completion of all IPEDS surveys, in a timely and accurate manner, is mandatory for all institutions that participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as

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Or. . .

IPEDS Survey Components

Data are submitted at the aggregated-level from postsecondary institutions and do not have student-level information. Institutions submit data through 13 interrelated survey components about general higher education topics for 3 reporting periods.

Click for more information on IPEDS methodology.

View web tables from the latest IPEDS Spring data collection.
View the data release memo for the latest IPEDS Spring data collection.

Latest Data Releases

2023-24 Collection	Release Date
Spring	January 7, 2025 (PD)

Note: PD = Provisional Data; FD = Final Data

View All Collection Release Dates →

Sort By:

Higher Education Topic ▼   Collection Cycles ▼

12-month Enrollment (E12)	Academic Libraries (AL)	Admissions (ADM)
Fall	Spring	Winter

Completions (C)	Fall Enrollment (EF)	Finance (F)
Fall	Spring	Spring

Timing of IPEDS Data Collection [↗]

Student Cohorts and Subgroups in IPEDS [↗]

12-Month Enrollment (E12)

Data Presentation

Graphics

Resource Pages

Survey Materials

Survey Forms

FAQ

Glossary

Training and Tutorials

Videos

Academic Libraries (AL)

Finance (F)

Human Resources (HR)

Survey Materials

Survey Forms

Current Survey Materials [↗]   Current Survey Changes [↗]

Archived Survey Materials [↗]   Archived Survey Changes [↗]

FAQ

Survey Materials [↗]

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2024-25 Survey Materials

Please answer the following questions to access survey materials. These answers will narrow down the list of survey materials of interest to you:

To access the entire list of Survey Materials, click "View All"

Required fields are indicated with asterisks (*). Search by Institution will not work until the institution completes the Institutional Characteristics survey.

Search by Institution

Unit ID: [   ]   **or Name:** [Texas A&M University-Central Texas   ▼]

The survey materials returned for a particular institution may vary from the actual survey screens the institution sees during data entry.
If you have questions concerning this, please contact the Help Desk at 1-877-225-2568 or ipedshelp@rti.org.

OR

Search by Criteria

Level of Institution *

◯ 4-year and above   ◯ 2-year   ◯ Less-than-2-year

Control of Institution *

◯ Public   ◯ Private, not-for-profit   ◯ Private, for-profit

Predominant Calendar System *

◯ Academic (semester, Quarter, trimester, 4-1-4)   ◯ Program (differs by program, continuous basis)   ◯ Hybrid/Mixed (Other academic calendar)

Institution grants degrees

◯ Yes   ◯ No

	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
Completions	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
Completions for all institutions	📄	📄	📄	📄	⊞	N/A
12-month Enrollment	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
12-month Enrollment for 4-year degree-granting institutions	📄	📄	📄	📄	⊞	N/A
Student Financial Aid	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
Student Financial Aid for institutions reporting on a fall cohort (academic reporters)	📄	📄	📄	📄	⊞	📄
Student Financial Aid for institutions with graduate students only	📄	📄	📄		⊞	N/A
Cost II	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
Cost II for academic year tuition reporters	📄	📄	📄	📄	⊞	N/A

IPEDS 2024-25 Import Specifications: 12-month Enrollment for July 1, 2023 - June 30, 2024

Applies to: 4-year degree-granting institutions

File type: Fixed Length/Positional (*.txt)

```
999999E1DA99  9999990000009999990000009999990000009999990000009999990000009999990000009999990000009999990000009999990000009999990000009999990000
999999E1DD1999999000000                    1999999000000
```

IPEDS 2024-25 Import Specifications: 12-month Enrollment for July 1, 2023 - June 30, 2024

Applies to: 4-year degree-granting institutions

File type: Key Value Pair File (*.TXT)

```
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=1,SEX=1,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=1,SEX=2,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=2,SEX=1,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=2,SEX=2,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=2,RACE=j,SEX=k,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=C,LINE=1,ENROLL_EXCLUSIVE=nnnnnn,ENROLL_SOME=nnnnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=C,LINE=2,ENROLL_EXCLUSIVE=nnnnnn,ENROLL_SOME=nnnnnn
```

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Identify Variables

Unduplicated Count

UNITID	N	UNITID	Valid UnitID
SURVSECT	AN	Survey Section	"E1D"
PART	AN	Part of survey section	"A" = Unduplicated headcount
LINE	N	Student level	i = 1,2,3,7,11,15,16,17,21,25, and 99 (refer to student level table (Part A) in appendix).
RACE	N	Race/ethnicity	j = 1 to 11, (refer to race/ethnicity table (Part A) table in appendix).
SEX	N	Sex	k= 1-Men, 2-Women, 3-Grand Total. Do not include SEX=3 in import file. It will be generated.
COUNT	N	Unduplicated count	1 to 999999, for zero value see note below.

Appendix

Student level table (Part A)

1 - Full-time, first-time degree/certificate-seeking undergraduate

2 - Full-time, transfer-in degree/certificate-seeking undergraduate

3 - Full-time, continuing degree/certificate-seeking undergraduate

6 - *Total full-time degree/certificate-seeking undergraduate will be generated on export file. Do not include in import file.*

7 - Full-time, non-degree/certificate-seeking undergraduate

8 - *Total full-time undergraduate will be generated on export file. Do not include in import file.*

11 - Full-time, Graduate

15 - Part-time, first-time degree/certificate-seeking undergraduate

16 - Part-time, transfer-in degree/certificate-seeking undergraduate

17 - Part-time, continuing degree/certificate-seeking undergraduate

20 - *Total part-time degree/certificate-seeking undergraduate will be generated on export file. Do not include in import file.*

21 - Part-time, non-degree/certificate-seeking undergraduate

22 - *Total part-time undergraduate will be generated on export file. Do not include in import file.*

25 - Part-time, Graduate

99 - *Total graduate will be generated on export file. Do not include in import file.*

29 - *Grand total will be generated on export file. Do not include in import file.*

Race/ethnicity table (Part A)

1 - U.S. Nonresident

2 - Hispanic/Latino

3 - American Indian or Alaska Native

4 - Asian

5 - Black or African American

6 - Native Hawaiian or Other Pacific Islander

7 - White

8 - Two or more races

9 - Race and ethnicity unknown

10 - *Total will be generated. Do not include in import file.*

11 - *Grand total will be generated. Do not include in import file.*

What the Item says

1-Full-Time, First-Time, degree/certificate-seeking, undergraduate

7-Full-Time, non-degree/certificate-seeking, undergraduate

11-Full-Time, graduate

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What you will need

FTPT (1 = Full-time / 2 = Part-time)

FTC (1 = First-Time / 2 = Transfer / 3 = Continuing)

DS (1 = Degree Seeking / 2 = Non-Degree Seeking)

Level (1 = Undergraduate / 2 = Graduate)

Preparing data

Pull / Combine Data

Identify data needed and locations

- CBM's
  - ID
  - Semester
  - Year
  - CRN
- Student Information System
  - Class start date
  - Academic Period
- Workday
  - Instructor Hire Date
  - Staff Demographics
- Other Functions
  - Race
  - Military

ID	ACADEMIC_PERIOD	CRN
S000000001	202301	10189
S000000001	202301	10504
S000000002	202306	60071
S000000003	202306	60157
S000000004	202306	60052
S000000005	202208	80182
S000000005	202208	80184
S000000005	202208	80616
S000000005	202301	10260
S000000005	202301	10270
S000000005	202301	10307
S000000006	202208	80183
S000000006	202208	80184
S000000006	202208	80162
S000000006	202301	10265
S000000006	202301	10267
S000000006	202306	60093
S000000006	202306	60095

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ID	Term	CRN	FTPT	FTC	DS	Level	PartA_N
S000000001	202301	10189	1	1	1	1	1
S000000002	202306	60071	1	3	2	1	7
S000000005	202301	10260	1	3	1	2	11

Case when FTPT = 1 and FTC = 1 and DS = 1 and Level = 1 Then PartA_N = 1

when FTPT = 1 and DS = 2 and Level = 1 Then PartA_N = 7

when FTPT = 1 Level = 2 Then PartA_N = 11

. . .

Update via IPEDS Definitions

ID	SEX	student_classification	RACE	enroll_exclusive	enroll_some	population	status
S000000001	2	1	5	1	0	2	2
S000000002	2	2	7	1	0	1	2
S000000003	1	2	7	1	0	1	2
S000000004	2	1	7	0	0	3	2
S000000005	2	2	7	0	1	3	1
S000000006	2	2	5	0	0	3	1

Verify counts in Excel / Power BI / Tableau

			1	2	3		4	
2	1	Full-Time						
3	1	Undergraduate						
4	1	Male						
5								
6		Race	First Time	Transfer-In	Continueing	Total Degree-Seeking	Non-Degree	Total
7	1	Nonresident Alien	-	2	-	2	-	2
8	2	Hispanic	7	42	76	125	-	125
9	3	American Indian	2	-	-	2	-	2
10	4	Asian	1	7	13	21	-	21
11	5	Black	2	44	49	95	-	95
12	6	Pacific Islander	1	3	1	5	-	5
13	7	White	7	61	76	144	-	144
14	8	Multi	1	5	6	12	-	12
15	9	Unknown	1	6	6	13	-	13
16		Total	22	170	227	419	-	419
17								

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Uploading data

May have trouble with Chrome

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Review some Code

```
/*Part A Unduplicated Count*/
proc sql;
create table PartA as
    select
    case  when status = 1 and population = 1 and student_classification = 1 then 1 /*Full-time, first-time degree/certificate-seeking
undergraduate*/
    when status = 1 and population = 2 and student_classification = 1 then 2 /*Full-time, transfer-in degree/certificate-seeking
undergraduate*/
    when status = 1 and population = 3 and student_classification = 1 then 3 /*Full-time, continuing degree/certificate-seeking
undergraduate*/
    when status = 1 and population = 4 and student_classification = 1 then 7 /*Full-time, non-degree/certificate-seeking undergraduate*/
    when status = 1 and student_classification = 2 then 11 /*Full-time Graduate*/
    when status = 2 and population = 1 and student_classification = 1 then 15 /*Part-time, first-time degree/certificate-seeking
undergraduate*/
    when status = 2 and population = 2 and student_classification = 1 then 16 /*Part-time, transfer-in degree/certificate-seeking
undergraduate*/
    when status = 2 and population = 3 and student_classification = 1 then 17 /*Part-time, continuing degree/certificate-seeking
undergraduate*/
    when status = 2 and population = 4 and student_classification = 1 then 21 /*Part-time, non-degree/certificate-seeking
undergraduate*/
    when status = 2 and student_classification = 2 then 25 /*Part-time Graduate*/
    else . end as LINE,
    RACE,
    SEX,
    count(*) as COUNT
    from student_enrollment
    group by calculated LINE, RACE, SEX;
quit;
```

'Year'	ID	Type_A	Gender_Code	Race_Code	CIP_Code	Age_Code	Student_Level_B	Residence	Res_Code
2023	S000000001	25	1	7	99.0000	21	3	14	48
2022	S000000002	11	2	7	99.0000	8	3	14	48
2022	S000000003	11	2	5	99.0000	9	3	14	48
2023	S000000004	11	2	5	99.0000	9	3	14	48
2023	S000000005	25	1	7	99.0000	21	3	14	48
2022	S000000006	25	1	7	99.0000	21	3	14	48
2022	S000000007	17	2	5	52.0000	21	1	14	48

```
proc sql;
create table Upload as /*Part A Totals*/
    select
    "UNITID=000000,SURVSECT=EF1,PART=A,CIPCODE=99.0000,LINE="||Type_A||",RACE=
"||
    Race_Code||",SEX="||Gender_Code||",COUNT="||
    Strip(Put(sum(sum(Student,0)),6.)) as Upload Length=2000
        from data group by Type_A, Gender_Code, Race_Code;

    insert into Upload  /*Part A by select CIP codes*/
        select
    "UNITID=000000,SURVSECT=EF1,PART=A,CIPCODE="||CIP_Code||",LINE="||Type_A
||
    ",RACE="||Race_Code||",SEX="||Gender_Code||",COUNT="||
    Strip(Put(sum(sum(Student,0)),6.)) as Upload
        from data where CIP_Code ne "99.0000" group by CIP_Code, Type_A,
Gender_Code, Race_Code;
```

Questions?

https://www.airweb.org/
877-225-2568
IPEDSHELP@RTI.ORG
IPEDS KNOWLEDGE EXCHANGE

Primary Resources

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125

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Texas Association for Institutional Research

Annual Conference: February 25-28, 2025
Omni Hotel in Corpus Christi, TX

Scan the QR code to complete the session survey.

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