

**Institution: Potomac State College of West Virginia University
(237701)**

**User ID:
88G4403**

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, 2018 and June 30, 2019. The Completions component is also collecting the number of students (e.g., completers) who earned awards between July 1, 2018 and June 30, 2019.

Changes to reporting for 2019-20

- The term 'contact hour' has been replaced with the term 'clock hour'
- The term 'formal award' has been replaced with the term 'recognized postsecondary credential'
- There is a new instruction to exclude students participating in Experimental Pell (See <https://experimentalsites.ed.gov/exp/approved.html>)

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page. For more information on updates to CIP codes, see below.

CIP codes will need to be updated for the 2020-21 data collection.

The [CIP 2020 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 2010 CIP and 2020 CIP.

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

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](#).

To access your prior year data submission for this component: [Reported Data](#)

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
01.0000 Agriculture, General	3 - Associate's degree	1	Men	0	0	0	0	0	0	3	0	0	3	
			Women	0	0	0	0	0	0	12	0	0	12	
			Total	0	0	0	0	0	0	15	0	0	15	No
01.9999 Agriculture, Agriculture Operations, and Related Sciences, Other	3 - Associate's degree	1	Men	0	0	0	0	1	0	6	0	0	7	
			Women	0	0	0	0	0	0	3	0	0	3	
			Total	0	0	0	0	1	0	9	0	0	10	No
03.0501 Forestry, General	3 - Associate's degree	1	Men	0	0	0	0	0	0	5	0	0	5	
			Women	0	0	0	0	0	0	4	0	0	4	
			Total	0	0	0	0	0	0	9	0	0	9	No
09.0401 Journalism	3 - Associate's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	1	0	0	0	0	1	
			Total	0	0	0	0	1	0	0	0	0	1	No
11.0401 Information Science/Studies	3 - Associate's degree	1	Men	0	0	0	0	1	0	3	0	0	4	
			Women	0	0	0	0	0	0	1	0	0	1	
			Total	0	0	0	0	1	0	4	0	0	5	No
13.0101 Education, General	3 - Associate's degree	1	Men	1	0	0	0	0	0	7	0	0	8	
			Women	0	1	0	0	2	0	13	0	0	16	
			Total	1	1	0	0	2	0	20	0	0	24	No
14.0101 Engineering, General	3 - Associate's degree	1	Men	0	2	0	0	0	0	9	0	0	11	
			Women	0	0	0	0	0	0	1	0	0	1	
			Total	0	2	0	0	0	0	10	0	0	12	No
24.0101 Liberal Arts and Sciences/Liberal Studies	3 - Associate's degree	1	Men	0	2	2	0	2	0	19	0	0	25	
			Women	0	1	0	1	6	0	49	2	0	59	
			Total	0	3	2	1	8	0	68	2	0	84	No
24.0102 General Studies	5 - Bachelor's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
24.0199 Liberal Arts and Sciences, General Studies and Humanities, Other	5 - Bachelor's degree	1	Men	0	0	0	0	1	0	16	0	0	17	
			Women	0	1	0	0	1	0	18	0	0	20	
			Total	0	1	0	0	2	0	34	0	0	37	No
41.9999 Science Technologies/Technicians, Other	3 - Associate's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
43.0104 Criminal Justice/Safety Studies	3 - Associate's degree	1	Men	0	0	0	0	1	0	9	0	0	10	
			Women	0	0	0	1	1	0	3	0	0	5	
			Total	0	0	0	1	2	0	12	0	0	15	No
43.0104 Criminal Justice/Safety Studies	5 - Bachelor's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
51.3801 Registered Nursing/Registered Nurse	5 - Bachelor's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
52.0101		1	Men	1	1	0	0	0	0	5	0	0	7	

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
Associate's degree	3											
Men		2	5	2	0	5	0	71	0	0	85	83
Women		0	3	0	2	11	0	95	2	0	113	117
Total		2	8	2	2	16	0	166	2	0	198	200
Bachelor's degree	5											
Men		0	0	0	0	1	0	16	0	0	17	9
Women		0	1	0	0	1	0	18	0	0	20	7
Total		0	1	0	0	2	0	34	0	0	37	16

Grand Total Men		2	5	2	0	6	0	87	0	0	102	92
Grand Total Women		0	4	0	2	12	0	113	2	0	133	124
Grand Total		2	9	2	2	18	0	200	2	0	235	216

PY Grand Total Men		1	3	0	1	7	0	78	2	0		92
PY Grand Total Women		0	4	0	0	12	1	104	3	0		124
PY Grand Total		1	7	0	1	19	1	182	5	0		216

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, 2018 and June 30, 2019. 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" value="2"/>	2	<input type="text"/>	0	2
<u>Hispanic/Latino</u>	<input type="text" value="5"/>	5	<input type="text" value="4"/>	4	9
<u>American Indian or Alaska Native</u>	<input type="text" value="2"/>	2	<input type="text"/>	0	2
<u>Asian</u>	<input type="text"/>	0	<input type="text" value="2"/>	2	2
<u>Black or African American</u>	<input type="text" value="6"/>	6	<input type="text" value="12"/>	12	18
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>White</u>	<input type="text" value="81"/>	87	<input type="text" value="112"/>	113	193
<u>Two or more races</u>	<input type="text"/>	0	<input type="text" value="2"/>	2	2
<u>Race and ethnicity unknown</u>	<input type="text"/>	0	<input type="text"/>	0	0
TOTAL	96	102	132	133	228
PY TOTAL	83		117		200

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 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 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, 2018 and June 30, 2019. 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
By Gender		
Men	82	85
Women	112	113
TOTAL	194	198
PY TOTAL	196	

By Race/Ethnicity

<u>Nonresident alien</u>	2	2
<u>Hispanic/Latino</u>	8	8
<u>American Indian or Alaska Native</u>	2	2

<u>Asian</u>	<input type="text" value="2"/>	2
<u>Black or African American</u>	<input type="text" value="16"/>	16
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	0
<u>White</u>	<input type="text" value="162"/>	166
Two or more races	<input type="text" value="2"/>	2
<u>Race and ethnicity unknown</u>	<input type="text" value="0"/>	0
TOTAL	194	198

 **By Age**

Under 18	 <input type="text" value="30"/>	
18-24	<input type="text" value="150"/>	
25-39	<input type="text" value="11"/>	
40 and Above	<input type="text" value="3"/>	
Age Unknown	<input type="text" value="0"/>	
TOTAL	194	198

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 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 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

Bachelor's degrees

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2018 and June 30, 2019. 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
By Gender		
Men	<input type="text" value="14"/>	17
Women	<input type="text" value="20"/>	20
TOTAL	34	37
PY TOTAL	16	

By Race/Ethnicity

<u>Nonresident alien</u>	<input type="text" value="0"/>	0
<u>Hispanic/Latino</u>	<input type="text" value="1"/>	1
<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" value="2"/>	2
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	0
<u>White</u>	<input type="text" value="31"/>	34
Two or more races	<input type="text"/>	0
<u>Race and ethnicity unknown</u>	<input type="text"/>	0
TOTAL	34	37

By Age		
Under 18	<input type="text" value="7"/>	
18-24	<input type="text" value="18"/>	
25-39	<input type="text" value="7"/>	
40 and Above	<input type="text" value="2"/>	
Age Unknown	<input type="text"/>	
TOTAL	34	37

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 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"/>				
Email:	<input type="text"/>				

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

<input type="text"/>	Number of Staff (including yourself)
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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"/>	hours	<input type="text"/>	hours	<input type="text"/>	hours	<input type="text"/>	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 2019.

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.

Summary of Completions Data

Award Level	Number of Completions	
	1 st major	2 nd major
<u>Associate's degree</u>	198	0
<u>Bachelors degree or equivalent</u>	37	0
Total number of degrees and certificates	235	

Summary of Completers Data

	Number of Students		
	Men	Women	Total
All Completers	96	132	228

Completions

Potomac State College of West Virginia University (237701)

Source	Description	Severity	Resolved	Options
Screen: Completers- Associate's degrees				
Screen Entry	The age of 18 or younger is outside the expected range. Please correct the data or explain. (Error #10741)	Explanation	Yes	
Reason:	In the 2018-19 Completions Survey this institution reported 19 students 18 or younger. We were able to confirm both numbers.			