

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

**User ID:  
88G4406**

### 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	
01.0000 Agriculture, General	3 - Associate's degree	1	Men	0	0	0	0	0	0	6	0	0	6		
			Women	1	0	0	0	0	0	11	0	0	12		
			Total	1	0	0	0	0	0	17	0	0	18	No	
01.9999 Agriculture, Agriculture Operations, and Related Sciences, Other	3 - Associate's degree	1	Men	0	0	0	0	0	0	0	0	0	0		
			Women	0	0	0	0	1	0	5	0	0	6		
			Total	0	0	0	0	1	0	5	0	0	6	No	
03.0501 Forestry, General	3 - Associate's degree	1	Men	0	0	0	0	0	0	3	0	0	3		
			Women	0	0	0	0	0	0	1	0	0	1		
			Total	0	0	0	0	0	0	4	0	0	4	No	
09.0401 Journalism	3 - Associate's degree	1	Men	0	0	0	0	0	0	1	0	0	1		
			Women	0	0	0	0	0	0	0	0	0	0		
			Total	0	0	0	0	0	0	1	0	0	1	No	
11.0401 Information Science/Studies	3 - Associate's degree	1	Men	0	0	0	0	1	0	4	0	0	5		
			Women	0	0	0	0	0	0	1	0	0	1		
			Total	0	0	0	0	1	0	5	0	0	6	No	
13.0101 Education, General	3 - Associate's degree	1	Men	0	0	0	0	2	0	4	0	0	6		
			Women	0	0	0	0	1	0	10	1	0	12		
			Total	0	0	0	0	3	0	14	1	0	18	No	
14.0101 Engineering, General	3 - Associate's degree	1	Men	1	0	0	0	0	0	11	0	0	12		
			Women	0	0	1	0	0	0	1	0	0	2		
			Total	1	0	1	0	0	0	12	0	0	14	No	
24.0101 Liberal Arts and Sciences/Liberal Studies	3 - Associate's degree	1	Men	1	4	0	0	15	0	53	1	1	75		
			Women	0	0	0	0	8	0	63	5	0	76		
			Total	1	4	0	0	23	0	116	6	1	151	No	
24.0199 Liberal Arts and Sciences, General Studies and Humanities, Other	5 - Bachelor's degree	1	Men	0	0	0	0	2	0	6	0	0	8		
			Women	0	1	0	0	1	0	8	0	0	10		
			Total	0	1	0	0	3	0	14	0	0	18	No	
40.0501 Chemistry, General	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	0	
			Total	0	0	0	0	0	0	0	0	0	0	0	No
41.9999 Science Technologies/Technicians, Other	3 - Associate's degree	1	Men	0	0	0	0	0	0	1	0	0	1		
			Women	0	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	1	0	0	1	No
43.0104 Criminal Justice/Safety Studies	3 - Associate's degree	1	Men	0	0	0	0	0	0	12	0	0	12		
			Women	0	0	0	0	2	0	11	0	0	13		
			Total	0	0	0	0	2	0	23	0	0	25	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	0	No
52.0101 Business/Commerce, General	3 - Associate's degree	1	Men	0	0	0	0	1	0	3	0	0	4		
			Women	0	0	0	0	1	0	7	0	0	8		
			Total	0	0	0	0	2	0	10	0	0	12	No	
52.0201		1	Men	0	0	0	0	0	0	9	0	0	9		



**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		2	4	0	0	19	0	107	1	1	134	96
Women		1	0	1	0	13	0	114	7	0	136	135
<b>Total</b>		3	4	1	0	32	0	221	8	1	270	231
<b>Bachelor's degree</b>	<b>5</b>											
Men		0	0	0	0	2	0	6	0	0	8	9
Women		0	1	0	0	1	0	8	0	0	10	13
<b>Total</b>		0	1	0	0	3	0	14	0	0	18	22

Grand Total Men		2	4	0	0	21	0	113	1	1	142	105
Grand Total Women		1	1	1	0	14	0	122	7	0	146	148
Grand Total		3	5	1	0	35	0	235	8	1	288	253

PY Grand Total Men		1	1	1	0	9	0	88	4	1		105
PY Grand Total Women		3	4	0	0	7	0	129	2	3		148
PY Grand Total		4	5	1	0	16	0	217	6	4		253

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 *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" value="1"/>	1	3
<u>Hispanic/Latino</u>	<input type="text" value="4"/>	4	<input type="text" value="1"/>	1	5
<u>American Indian or Alaska Native</u>	<input type="text" value="0"/>	0	<input type="text" value="1"/>	1	1
<u>Asian</u>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0
<u>Black or African American</u>	<input type="text" value="21"/>	21	<input type="text" value="14"/>	14	35
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0
<u>White</u>	<input type="text" value="111"/>	113	<input type="text" value="120"/>	122	231
<u>Two or more races</u>	<input type="text" value="1"/>	1	<input type="text" value="7"/>	7	8
<u>Race and ethnicity unknown</u>	<input type="text" value="1"/>	1	<input type="text" value="0"/>	0	1
<b>TOTAL</b>	<input type="text" value="140"/> ⚠ 140	142	<input type="text" value="144"/> 144	146	284
<b>PY TOTAL</b>	<b>98</b>		<b>146</b>		<b>244</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	132	134
Women	134	136
<b>TOTAL</b>	266	270
PY TOTAL	223	

By Race/Ethnicity

<u>Nonresident alien</u>	3	3
<u>Hispanic/Latino</u>	4	4
<u>American Indian or Alaska Native</u>	1	1

<u>Asian</u>	<input type="text"/>	0
<u>Black or African American</u>	<input type="text" value="32"/>	32
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	0
<u>White</u>	<input type="text" value="217"/>	221
Two or more races	<input type="text" value="8"/>	8
<u>Race and ethnicity unknown</u>	<input type="text" value="1"/>	1
<b>TOTAL</b>	266	270

 **By Age**

Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="230"/>	
25-39	<input type="text" value="31"/>	
40 and Above	<input type="text" value="5"/>	
Age Unknown	<input type="text" value="0"/>	
<b>TOTAL</b>	266	270

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

**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.

- 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="8"/>	8
Women	<input type="text" value="10"/>	10
<b>TOTAL</b>	18	18
PY TOTAL	21	

**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" value="0"/>	0



<u>Asian</u>	<input type="text" value="0"/>	0
<u>Black or African American</u>	<input type="text" value="3"/>	3
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	0
<u>White</u>	<input type="text" value="14"/>	14
Two or more races	<input type="text" value="0"/>	0
<u>Race and ethnicity unknown</u>	<input type="text" value="0"/>	0
<b>TOTAL</b>	<b>18</b>	<b>18</b>

**By Age**

<b>By Age</b>		
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="11"/>	
25-39	<input type="text" value="7"/>	
40 and Above	<input type="text" value="0"/>	
Age Unknown	<input type="text" value="0"/>	
<b>TOTAL</b>	<b>18</b>	<b>18</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 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 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
<u>Associate's degree</u>	270	0
<u>Bachelors degree or equivalent</u>	18	0
Total number of degrees and certificates	288	

Summary of Completers Data

	Number of Students		
	Men	Women	Total
All Completers	140	144	284

**Completions**

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

Source	Description	Severity	Resolved	Options
<b>Global Edits</b>				
Perform Edits	Your institution reported in the prior year Institutional Characteristics survey that it offers undergraduate distance education opportunities (courses and/or programs), but you did not respond "Yes" to the distance education program question for any CIP code (award levels 1 to 5). Please correct your data or explain if your institution does not offer full programs via distance education. (Error #10585)	Explanation	Yes	
Reason:	PSC does not offer online programs, only online courses.			
Perform Edits	Current year completions (75) are outside the expected range when compared to completions reported in the prior year (40) for: Men, 2-digit field (24), award level (3). Please correct your data or explain. (Error #10504)	Explanation	Yes	
Reason:	FTF enrollment jumped from Fall 2008 to Fall 2009			
<b>Screen: Completers- All Completers</b>				
Screen Entry	The total number of Men completers (140) 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 #10582)	Explanation	Yes	
Reason:	FTF enrollment jumped from Fall 2008 to Fall 2009			