

**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, 2017 and June 30, 2018. The Completions component is also collecting the number of students (e.g., completers) who earned awards between July 1, 2017 and June 30, 2018.

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, 2017 and June 30, 2018 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, 2017 and June 30, 2018 by award level and 1) by gender; 2) by race/ethnicity; and 3) by age.
- The definition for Post-baccalaureate Certificate has changed slightly since 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](#)

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
Registered Nursing/Registered Nurse	5 - Bachelor's degree		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 Business/Commerce, General	3 - Associate's degree	1	Men	0	0	0	0	0	0	4	0	0	4	
			Women	0	0	0	0	0	0	5	0	0	5	
			Total	0	0	0	0	0	0	9	0	0	9	No
52.0201 Business Administration and Management, General	3 - Associate's degree	1	Men	0	1	0	0	1	0	4	0	0	6	
			Women	0	1	0	0	1	0	4	0	0	6	
			Total	0	2	0	0	2	0	8	0	0	12	No
52.0201 Business Administration and Management, 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	
			Total	0	0	0	0	0	0	0	0	0	0	No
52.0901 Hospitality Administration/Management, General	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

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		1	3	0	1	6	0	71	1	0	83	134
Women		0	3	0	0	11	1	99	3	0	117	136
Total		1	6	0	1	17	1	170	4	0	200	270
Bachelor's degree	5											
Men		0	0	0	0	1	0	7	1	0	9	8
Women		0	1	0	0	1	0	5	0	0	7	10
Total		0	1	0	0	2	0	12	1	0	16	18

Grand Total Men		1	3	0	1	7	0	78	2	0	92	142
Grand Total Women		0	4	0	0	12	1	104	3	0	124	146
Grand Total		1	7	0	1	19	1	182	5	0	216	288

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

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, 2017 and June 30, 2018. 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="1"/>	1	<input type="text"/>	0	1
<u>Hispanic/Latino</u>	<input type="text" value="3"/>	3	<input type="text" value="3"/>	4	6
<u>American Indian or Alaska Native</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>Asian</u>	<input type="text" value="1"/>	1	<input type="text"/>	0	1
<u>Black or African American</u>	<input type="text" value="6"/>	7	<input type="text" value="11"/>	12	17
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	0	<input type="text" value="1"/>	1	1
<u>White</u>	<input type="text" value="71"/>	78	<input type="text" value="99"/>	104	170
<u>Two or more races</u>	<input type="text" value="1"/>	2	<input type="text" value="3"/>	3	4
<u>Race and ethnicity unknown</u>	<input type="text"/>	0	<input type="text"/>	0	0
TOTAL	83	92	117	124	200
PY TOTAL	140		144		284

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, 2017 and June 30, 2018. 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="83"/>	83
Women	<input type="text" value="113"/>	117
TOTAL	196	200
PY TOTAL	266	

By Race/Ethnicity

<u>Nonresident alien</u>	<input type="text" value="1"/>	1
<u>Hispanic/Latino</u>	<input type="text" value="6"/>	6
<u>American Indian or Alaska Native</u>	<input type="text" value="0"/>	0

<u>Asian</u>	<input type="text" value="1"/>	1
<u>Black or African American</u>	<input type="text" value="16"/>	17
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="1"/>	1
<u>White</u>	<input type="text" value="167"/>	170
Two or more races	<input type="text" value="4"/>	4
<u>Race and ethnicity unknown</u>	<input type="text" value="0"/>	0
TOTAL	196	200

 **By Age**

Under 18	<input type="text" value="19"/>	
18-24	<input type="text" value="151"/>	
25-39	<input type="text" value="20"/>	
40 and Above	<input type="text" value="6"/>	
Age Unknown	<input type="text" value="0"/>	
TOTAL	196	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 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, 2017 and June 30, 2018. 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="9"/>	9
Women	<input type="text" value="7"/>	7
TOTAL	16	16
PY TOTAL	18	

By Race/Ethnicity

<u>Nonresident alien</u>	<input type="text"/>	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="12"/>	12
Two or more races	<input type="text" value="1"/>	1
<u>Race and ethnicity unknown</u>	<input type="text"/>	0
TOTAL	16	16

By Age		
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="10"/>	
25-39	<input type="text" value="3"/>	
40 and Above	<input type="text" value="3"/>	
Age Unknown	<input type="text" value="0"/>	
TOTAL	16	16

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 2018.

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>	200	0
<u>Bachelors degree or equivalent</u>	16	0
Total number of degrees and certificates	216	

Summary of Completers Data

	Number of Students		
	Men	Women	Total
All Completers	83	117	200

Completions

Potomac State College of West Virginia University (237701)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	You have reported completers of associate's degrees with the age of 18 or younger, which is uncommon. Please correct the data or explain. (Error #10735)	Explanation	Yes	
Reason:	We were able to verify this number using previous surveys and queries			
Perform Edits	Current year completions (26) are outside the expected range when compared to completions reported in the prior year (75) for: Men, in CIP codes starting with(24.XXXX), award level (3). Please correct your data or explain. (Error #10503)	Explanation	Yes	
Reason:	There were 46 less male students who graduated with a degree in 'PSC-General Studies' within the (24.XXXX) CIP code.			
Perform Edits	Current year completions (47) are outside the expected range when compared to completions reported in the prior year (76) for: Women, in CIP codes starting with(24.XXXX), award level (3). Please correct your data or explain. (Error #10505)	Explanation	Yes	
Reason:	There were 33 less female students who graduated with a degree in 'PSC-General Studies' within the (24.XXXX) CIP code.			