Status (Active) PolicyStat ID (10867123)

Origination	1/24/2017	
Effective	2/1/2022	
Last Revised	2/1/2022	
Next Review	2/1/2024	

Owner **Edward Sullivan: AVC Inst Research & Analyses**

Area **Academic and Student Affairs**

Codes **ASA 2017-02**

Accurate National Enrollment and Degree Reporting

Background

Providing accurate field-of-study information is essential when the California State University (CSU) reports enrollment- and degree-related data to the United States Department of Education's National Center for Education Statistics (NCES). Based on an informal internal audit of enrollment and degree reporting, it has been determined that CSU reporting to the NCES Integrated Postsecondary Education Data System (IPEDS) system requires correction for degree programs in which the number of required units in a concentration are greater than the units required for the major core.

CSU Degree Codes and Reporting

The Chancellor's Office maintains a list of official CSU degree program codes, each of which is linked with a corresponding national Classification of Instructional Programs (CIP) code for IPEDS reporting. To support accurate reporting of each field of study, the national data reporting system assigns a CIP definition for the curriculum associated with each code.

At the Chancellor's Office, each CSU-approved degree program is assigned a title, a CSU degree code and corresponding Classification of Instructional Programs (CIP) code that—based on the CIP definition—is associated with the major curriculum required to complete the degree.

As noted in Executive Order 1071—Revised January 20. 2017—additional discipline-based required content may be achieved through an option, concentration, or special emphasis or similar subprogram—referred to as simply "concentration" in the CSU Degrees Database and in this coded memorandum. In order to ensure accurate reporting of enrollments and degrees granted, the major program core must have more required units than the number required in a concentration. When a concentration requires the majority of discipline units in the degree, the federal reporting CIP code and program definition assigned to the degree major program no longer match the majority of the

curriculum—resulting in inaccurate reporting to the federal government.

Corrective Plan

Having learned of these reporting conditions, the CSU cannot endorse IPEDS reporting in which existing high-unit concentrations create inaccurate data submissions. To correct future reporting, concentrations will need to constitute less than 50 percent of the major curriculum so that the major requirements will most closely match the reported field of study. Campuses may pursue various approaches for rectifying the reporting inconsistencies, as described below.

Proposed timeline (July 2017 through April 2024)

By July 17, 2017, campuses are asked to report to APP@calstate.edu: (1) a list of all degrees and concentrations, specifying those in compliance with the major-to-concentration proportion; and (2) the program review year for those degrees in which concentrations constitute more than half of the major requirements. Campuses would be expected to bring all program requirements into compliance by the time of the next program review, with all corrections being completed by April 2024.

By no later than April 2024 (in conjunction with the next scheduled program review), campuses choose one of four approaches to correcting IPEDS enrollment reporting and degree reporting of concentrations:

1. Propose a degree title change, following Chancellor's Office procedures:

2. Reduce required concentration units, allowing the majority of required discipline units to reside in the major, following campus procedures;

3. Discontinue the high-unit subprogram, following campus procedures; or

4. Propose a new stand-alone degree program, following Chancellor's Office procedures. In this kind of proposal, student demand can be substantiated by providing a history of enrollments in the subprogram. To be approved for implementation as a new degree program, the proposed curricula would be distinct from existing programs, not representing significant overlap with degree programs already offered at the campus.

All changes would need to be entered in the CSU Degrees Database, which populates the Search CSU Degrees website.

Please direct curriculum-related questions to Dr. Alison Wrynn at awrynn@calstate.edu or (562) 951-4672. For more information about reporting procedures, please contact Dr. Edward Sullivan at esullivan@calstate.edu or (562) 951-4767.

Authority

This policy is issued pursuant to Section II of the Standing Orders of the Board of Trustees of the California State University, and as further delegated by the Standing Delegations of Administrative Authority.

All Revision Dates
2/1/2022, 3/6/2020, 1/24/2017

Attachments

[Achieving Accurate IPEDS Reporting](#)

Approval Signatures

Step Description	Approver	Date
EVC	Sylvia Alva: EVC Acad/Stdnt Affairs [NE]	2/1/2022
Area Manager/Owner	Alison Wrynn: Assoc VC Acd Prg,Innov&Fac Dev	2/1/2022
Area Manager/Owner	Christina Gutierrez: Comm Spclst, Acad & Sdnt Affrs	2/1/2022