

# IPEDS 2020-21 Data Collection System

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## Completions 2020-21

Institution: University of Arizona-Sierra Vista (487296)

### Overview

#### 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, 2019 and June 30, 2020. The Completions component is also collecting the number of students (e.g., completers) who earned awards between July 1, 2019 and June 30, 2020.

#### Data Reporting Reminder:

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.

#### Changes to reporting for 2020-21

- There is a new distance education question on the CIP Data screen.
- Subbaccalaureate certificates that are less than one year in length have been segmented into two subcategories based on duration.
- There is a new FAQ elaborating on certificates that should be included in this component.

#### Use the 2020 CIP codes for this year's 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 subbaccalaureate 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](#)

Institution: University of Arizona-Sierra Vista (487296)

## Completions CIP Data

## Completions CIP Data

CIP Code	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
11.0104 Informatics	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
11.0104 Informatics	5 - Bachelor's degree	2	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
11.0701 Computer Science	5 - Bachelor's degree	1	Men	0	2	0	0	0	0	1	1	0	4	
			Women	0	1	0	0	0	0	1	0	0	2	
			Total	0	3	0	0	0	0	2	1	0	6	
11.0701 Computer Science	5 - Bachelor's degree	2	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	
13.0501 Educational/Instructional Technology	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
13.0501 Educational/Instructional Technology	6 - Postbaccalaureate certificates	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
13.1202 Elementary Education and Teaching	5 - Bachelor's degree	1	Men	0	0	0	1	0	0	2	0	0	3	
			Women	0	7	0	0	0	9	0	0	16		
			Total	0	7	0	1	0	11	0	0	19		No
13.1202 Elementary Education and Teaching	5 - Bachelor's degree	2	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
13.1205 Secondary Education and Teaching	7 - Master's degree	1	Men	0	0	0	1	0	0	5	0	0	6	
			Women	0	1	1	0	1	4	0	3	10		
			Total	0	1	1	1	1	9	0	3	16		No
19.0701 Human Development and Family Studies, General	5 - Bachelor's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	0	0	0	0	1	0	0	1		
			Total	0	0	0	0	0	1	0	0	1		No
19.0701 Human Development and Family Studies, General	5 - Bachelor's degree	2	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
19.0704 Family Systems	6 - Postbaccalaureate certificates	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
23.0101 English Language and Literature, General	5 - Bachelor's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
			Women	0	2	0	0	0	0	0	0	2		
			Total	0	2	0	0	0	0	0	0	2		No
23.0101 English Language and Literature, General	5 - Bachelor's degree	2	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
27.0101 Mathematics, General	5 - Bachelor'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	
27.0101 Mathematics, General	5 - Bachelor's degree	2	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
29.0207 Cyber/Electronic Operations and Warfare	1b - Awards of 300-899 clock hours...	1	Men	0	3	0	1	0	0	13	1	0	18	
			Women	0	1	0	0	0	1	0	0	2		
			Total	0	4	0	1	0	14	1	0	20		No
29.0207 Cyber/Electronic Operations and Warfare	5 - Bachelor's degree	1	Men	0	1	0	0	0	0	0	0	0	1	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	1	0	0	0	0	0	0	0	1	
29.0207	5 - Bachelor's	2	Men	0	0	0	0	0	0	0	0	0		

Cyber/Electronic Operations and Warfare	degree		Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
29.0299 Intelligence, Command Control and Information Operations, Other	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
29.0299 Intelligence, Command Control and Information Operations, Other	5 - Bachelor's degree	2	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
30.9999 Multi-/Interdisciplinary Studies, Other	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
41.9999 Science Technologies/Technicians, Other	5 - Bachelor's degree	1	Men	0	18	0	2	0	0	24	3	2	49	
			Women	0	25	0	1	1	0	15	2	0	44	
			Total	0	43	0	3	1	0	39	5	2	93	No
41.9999 Science Technologies/Technicians, Other	5 - Bachelor's degree	2	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
42.0101 Psychology, General	5 - Bachelor's degree	1	Men	0	1	0	0	0	0	1	0	0	2	
			Women	0	7	0	0	0	0	4	0	0	11	
			Total	0	8	0	0	0	0	5	0	0	13	No
42.0101 Psychology, General	5 - Bachelor's degree	2	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
44.0000 Human Services, 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
44.0000 Human Services, General	5 - Bachelor's degree	2	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
45.0201 Anthropology, General	5 - Bachelor'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
45.0201 Anthropology, General	5 - Bachelor's degree	2	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
45.1001 Political Science and Government, General	5 - Bachelor's degree	1	Men	0	6	0	0	0	0	2	0	0	8	
			Women	0	2	0	0	0	0	1	0	0	3	
			Total	0	8	0	0	0	0	3	0	0	11	No
45.1001 Political Science and Government, General	5 - Bachelor's degree	2	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 Business/Commerce, General	5 - Bachelor's degree	1	Men	0	1	0	0	0	0	1	0	0	2	
			Women	0	2	0	0	0	0	0	0	0	2	
			Total	0	3	0	0	0	0	1	0	0	4	No
52.0101 Business/Commerce, General	5 - Bachelor's degree	2	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
52.0213 Organizational Leadership	5 - Bachelor'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
52.0213 Organizational Leadership	5 - Bachelor's degree	2	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
54.0101 History, General	5 - Bachelor'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
54.0101 History, General	5 - Bachelor's degree	2	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

Institution: University of Arizona-Sierra Vista (487296)

Awards Conferred Summary Report -- Grand Totals

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>Awards of 300-899 clock hours...</b>	1b											
Men		0	3	0	1	0	0	13	1	0	18	0
Women		0	1	0	0	0	0	1	0	0	2	0
<b>Total</b>		0	4	0	1	0	0	14	1	0	20	0
<b>Bachelor's degree</b>	5											
Men		0	29	0	3	0	0	35	4	2	73	57
Women		0	46	0	1	1	0	31	2	0	81	91
<b>Total</b>		0	75	0	4	1	0	66	6	2	154	148
<b>Postbaccalaureate certificates</b>	6											
Men		0	0	0	0	0	0	0	0	0	0	0
Women		0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		0	0	0	0	0	0	0	0	0	0	0
<b>Master's degree</b>	7											
Men		0	0	0	1	0	0	5	0	0	6	7
Women		0	1	1	0	1	0	4	0	3	10	10
<b>Total</b>		0	1	1	1	1	0	9	0	3	16	17
Grand Total Men		0	32	0	5	0	0	53	5	2	97	64
Grand Total Women		0	48	1	1	2	0	36	2	3	93	101
<b>Grand Total</b>		0	80	1	6	2	0	89	7	5	190	165
PY Grand Total Men		0	28	0	0	1	0	29	2	4	64	64
PY Grand Total Women		0	42	1	2	1	0	49	4	2	101	101
<b>PY Grand Total</b>		0	70	1	2	2	0	78	6	6	165	165

Completions: Total by Second 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>Bachelor's degree</b>	5											
Men		0	0	0	0	0	0	1	0	0	1	0
Women		0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		0	0	0	0	0	0	1	0	0	1	0

Grand Total Men	0	0	0	0	0	0	1	0	0	1	0
Grand Total Women	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>	0	0	0	0	0	0	1	0	0	1	0
PY Grand Total Men	0	0	0	0	0	0	0	0	0	0	0
PY Grand Total Women	0	0	0	0	0	0	0	0	0	0	0
PY Grand Total	0	0	0	0	0	0	0	0	0	0	0

Institution: University of Arizona-Sierra Vista (487296)

**All Completers****All Completers**

Institutions must report the following information. (Some data will be pre-populated from the completions by CIP code data.)

Number of students by gender and race and ethnicity earning an award between July 1, 2019 and June 30, 2020. 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"/>	0	<input type="text"/>	0	0
<u>Hispanic/Latino</u>	<input type="text" value="29"/>	32	<input type="text" value="47"/>	48	76
<u>American Indian or Alaska Native</u>	<input type="text"/>	0	<input type="text" value="1"/>	1	1
<u>Asian</u>	<input type="text" value="4"/>	5	<input type="text" value="1"/>	1	5
<u>Black or African American</u>	<input type="text"/>	0	<input type="text" value="2"/>	2	2
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	0	<input type="text"/>	0	0
<u>White</u>	<input type="text" value="39"/>	53	<input type="text" value="35"/>	36	74
Two or more races	<input type="text" value="4"/>	5	<input type="text" value="2"/>	2	6
<u>Race and ethnicity unknown</u>	<input type="text" value="2"/>	2	<input type="text" value="3"/>	3	5
<b>TOTAL</b>	<b>78</b>	<b>97</b>	<b>91</b>	<b>93</b>	<b>169</b>
<b>PY TOTAL</b>	<b>63</b>		<b>101</b>		<b>164</b>

Institution: University of Arizona-Sierra Vista (487296)

## Awards of 300-899 &lt;br&gt;clock hours ...

## Completers by Level

- Postsecondary awards, certificates, or diplomas of
- 300-899 clock hours, or
  - 9-29 semester or trimester credit hours, or
  - 13-44 quarter credit hours

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2019 and June 30, 2020. 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

## By Gender

	Number of Students	Total Awards
Men	<input type="text" value="18"/>	<b>18</b>
Women	<input type="text" value="2"/>	<b>2</b>
<b>TOTAL</b>	<b>20</b>	<b>20</b>
<b>PY TOTAL</b>		

## By Race/Ethnicity

	Number of Students	Total Awards
<u>Nonresident alien</u>	<input type="text" value="0"/>	<b>0</b>
<u>Hispanic/Latino</u>	<input type="text" value="4"/>	<b>4</b>
<u>American Indian or Alaska Native</u>	<input type="text" value="0"/>	<b>0</b>
<u>Asian</u>	<input type="text" value="1"/>	<b>1</b>
<u>Black or African American</u>	<input type="text" value="0"/>	<b>0</b>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	<b>0</b>
<u>White</u>	<input type="text" value="14"/>	<b>14</b>
Two or more races	<input type="text" value="1"/>	<b>1</b>
<u>Race and ethnicity unknown</u>	<input type="text" value="0"/>	<b>0</b>
<b>TOTAL</b>	<b>20</b>	<b>20</b>

## By Age

	Number of Students	Total Awards
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="6"/>	
25-39	<input type="text" value="9"/>	
40 and Above	<input type="text" value="5"/>	
Age Unknown	<input type="text" value="0"/>	
<b>TOTAL</b>	<b>20</b>	<b>20</b>

Institution: University of Arizona-Sierra Vista (487296)

**Bachelor's degree****Completers by Level****Bachelor's degree**

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2019 and June 30, 2020. 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

**By Gender**

	Number of Students	Total Awards
Men	<input type="text" value="71"/>	<b>73</b>
Women	<input type="text" value="81"/>	<b>81</b>
<b>TOTAL</b>	<b>152</b>	<b>154</b>
<b>PY TOTAL</b>	<b>147</b>	

**By Race/Ethnicity**

	Number of Students	Total Awards
<u>Nonresident alien</u>	<input type="text" value="0"/>	<b>0</b>
<u>Hispanic/Latino</u>	<input type="text" value="75"/>	<b>75</b>
<u>American Indian or Alaska Native</u>	<input type="text" value="0"/>	<b>0</b>
<u>Asian</u>	<input type="text" value="4"/>	<b>4</b>
<u>Black or African American</u>	<input type="text" value="1"/>	<b>1</b>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	<b>0</b>
<u>White</u>	<input type="text" value="64"/>	<b>66</b>
Two or more races	<input type="text" value="6"/>	<b>6</b>
<u>Race and ethnicity unknown</u>	<input type="text" value="2"/>	<b>2</b>
<b>TOTAL</b>	<b>152</b>	<b>154</b>

**By Age**

	Number of Students	Total Awards
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="56"/>	
25-39	<input type="text" value="66"/>	
40 and Above	<input type="text" value="30"/>	
Age Unknown	<input type="text" value="0"/>	
<b>TOTAL</b>	<b>152</b>	<b>154</b>



Institution: University of Arizona-Sierra Vista (487296)

**Master's degree****Completers by Level****Master's degree**

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2019 and June 30, 2020. 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

**By Gender**

	Number of Students	Total Awards
Men	<input type="text" value="6"/>	<b>6</b>
Women	<input type="text" value="10"/>	<b>10</b>
<b>TOTAL</b>	<b>16</b>	<b>16</b>
<b>PY TOTAL</b>	<b>17</b>	

**By Race/Ethnicity**

	Number of Students	Total Awards
<u>Nonresident alien</u>	<input type="text" value="0"/>	<b>0</b>
<u>Hispanic/Latino</u>	<input type="text" value="1"/>	<b>1</b>
<u>American Indian or Alaska Native</u>	<input type="text" value="1"/>	<b>1</b>
<u>Asian</u>	<input type="text" value="1"/>	<b>1</b>
<u>Black or African American</u>	<input type="text" value="1"/>	<b>1</b>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	<b>0</b>
<u>White</u>	<input type="text" value="9"/>	<b>9</b>
Two or more races	<input type="text" value="0"/>	<b>0</b>
<u>Race and ethnicity unknown</u>	<input type="text" value="3"/>	<b>3</b>
<b>TOTAL</b>	<b>16</b>	<b>16</b>

**By Age**

	Number of Students	Total Awards
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="1"/>	
25-39	<input type="text" value="12"/>	
40 and Above	<input type="text" value="3"/>	
Age Unknown	<input type="text" value="0"/>	
<b>TOTAL</b>	<b>16</b>	<b>16</b>

Institution: University of Arizona-Sierra Vista (487296)

## Prepared By

### Prepared by

#### Reporting Reminders:

- 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 checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact
<input type="radio"/>		<input type="radio"/>	HR Contact
<input type="radio"/>		<input type="radio"/>	Other
Name:	<input type="text" value="Tamara Noecker"/>		
Email:	<input type="text" value="tamaranoecker@email.arizona.edu"/>		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
<input type="text" value="4.00"/>	Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>					
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data	
Your office	<input type="text" value="4.00"/> hours	<input type="text" value="16.00"/> hours	<input type="text" value="4.00"/> hours	<input type="text" value="4.00"/> hours	
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text" value="1.00"/> hours	

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## Summary