



# **METROPOLITAN LEARNING INSTITUTE**

Licensed by the New York State Education Department  
Non-Profit Educational Organization

*“ Innovative Approach Is Our Way to Success ”*

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## **Integrated Postsecondary Education Data System (IPEDS) Policy at MLI**

The Higher Education Act of 1992 mandated the completion of IPEDS surveys in a timely and accurate manner for all institutions that participate, or are applicants for participation, in any federal student financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 U.S.C. 1094(a)(17)).

- The IPEDS program was completely redesigned for the 2010-11 academic year, when the data collection was converted from a paper-based to a fully web-based system.

The following information is collected and reported by Metropolitan Learning Institute each year:

### **I. Institutional Characteristics**

General information about the institution. Data collected include but are not limited to:

- Institution name and addresses, telephone numbers and web address
- Educational offerings and mission statements
- Control/affiliation, award levels and calendar system
- Admissions requirements, including prior education and test scores; and
- Student charges, including tuition and fees, room and board, books and supplies, and other expenses.

### **II. Degree Completions**

Degree completions data are collected for postsecondary certificates. Data include demographic information on race/ethnicity, gender of recipient, and field of study.

- For MLI's non-degree programs, data are collected by length of program

### **III. 12 Month Enrollment**

12-month enrollment data are collected for postsecondary certificates. The 12-month period used is selected by the institution and is from July 1-June 30. Data include demographic information on race/ethnicity and gender. Data collected/calculated include:

- Unduplicated headcounts and instructional activity (contact or credit hours); and
- Full-time equivalent (FTE) enrolment (calculated based on instructional activity), which is used in computing expenses by function per FTE and revenues per FTE (which are reported on the IPEDS Data Feedback Report)

#### **IV. Human Resources**

##### Employees by Assigned Position

Data are collected on headcount information (as of November 1 of the current academic year). Data are collected by:

- Full- and part-time status
- Function or occupational category
- Faculty status

##### Fall Staff

This component is required biennially (in odd-numbered years) from institutions with 15 or more full-time employees, such as MLI. Data are collected on the numbers of full and part-time institutional staff (as of November 1 of the current academic year) and include demographic information on race/ethnicity and gender. Specific data elements include:

- Number of full-time faculty
- Number of non-faculty employed by time by primary occupational activity and salary class intervals
- Number of part-time employees by primary occupational activity
- Number of new hires by primary occupational activity

#### **V. Fall Enrollment**

Fall enrollment data are collected for award levels ranging from postsecondary certificates of less than 1 year to doctoral degrees. Data include demographic information on race/ethnicity and gender. Data collected include:

- The number of full and part-time students enrolled in the fall
- Students enrolled in courses creditable toward a vocational or occupational program
- Residence and field of student (in even years for the first time, first-year students)
- Age (in odd years for the first time, first-year students)
- Cohort numbers to compute retention rates.

#### **VI. Finance**

The collection is used to describe the financial condition of postsecondary education in the nation, to monitor changes in postsecondary education finance, and to promote research involving institutional financial resources and expenditures. Specific data elements include:

- Revenues by source (e.g., tuition and fees, government grants and contracts, private gifts)
- Expenses by function (e.g., instruction, research, academic support, institutional support)
- Physical plant assets and indebtedness

## **VII. Financial Aid**

Financial aid data are collected for full-time, first-time degree- and certificate seeking undergraduate students. Data are collected regarding federal grants, state and local government grants, institutional grants, and loans. Data collected include:

- Number of students receiving each type of financial assistance
- Average amount received by type

## **VIII. Graduation Rates**

Graduation data are collected for postsecondary certificates. Data include demographic information on race/ethnicity and gender. Data include:

- Number of students entering the institution as full-time, first-time certificate-seeking students in a particular year
- Number of students completing their program within a time period equal to one and a half times the normal period of time
- Number of students who transferred to other institutions.