

Institution: New Mexico Highlands University (187897) User ID: P1878971

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, 2013 and June 30, 2014. The Completions component is also collecting the number of students (e.g., completers) who earned awards between July 1, 2013 and June 30, 2014.

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, 2013 and June 30, 2014 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, 2013 and June 30, 2014 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
03.0103 Environmental 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	No
03.0201 Natural Resources Management and Policy	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
03.0501 Forestry, General	5 - Bachelor's degree	1	Men	0	3	1	0	0	0	1	0	1	6	
			Women	0	2	0	0	0	0	0	0	0	2	
			Total	0	5	1	0	0	0	1	0	1	8	No
05.0199 Area 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
05.0199 Area Studies, Other	7 - Master's degree	1	Men	0	0	0	0	0	0	3	0	0	3	
			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	3	0	0	3	No
05.0199 Area Studies, 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
09.0101 Speech Communication and Rhetoric	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
09.0101 Speech Communication and Rhetoric	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
10.9999 Communications Technologies/Technicians and Support Services, Other	7 - Master's degree	1	Men	1	5	0	0	0	0	1	0	1	8	
			Women	1	0	0	0	0	0	1	0	0	2	
			Total	2	5	0	0	0	0	2	0	1	10	No
11.0101 Computer and Information Sciences, General	5 - Bachelor's degree	1	Men	1	2	0	0	0	0	1	0	0	4	
			Women	0	1	0	0	0	0	1	0	0	2	
			Total	1	3	0	0	0	0	2	0	0	6	No
11.0401 Information Science/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	No
11.0401 Information Science/Studies	7 - Master'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
13.0301 Curriculum and Instruction	7 - Master's degree	1	Men	0	0	0	0	0	0	1	0	0	1	
			Women	0	8	1	0	0	0	3	0	3	15	
			Total	0	8	1	0	0	0	4	0	3	16	No
13.0401 Educational Leadership and Administration, General	6 - Postbaccalaureate certificates	1	Men	1	1	0	0	0	0	1	0	0	3	
			Women	0	1	1	0	0	0	2	0	0	4	
			Total	1	2	1	0	0	0	3	0	0	7	No

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
Criminal Justice/Safety Studies			Total	0	0	0	0	0	0	1	0	0	1	No
44.0401	7 - Master's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
Public Administration			Women	1	0	0	0	0	0	2	0	0	3	
			Total	1	0	0	0	0	0	2	0	0	3	No
45.0204	6 - Postbaccalaureate certificates	1	Men	0	0	0	0	0	0	0	0	0	0	
Cultural Anthropology			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	5 - Bachelor's degree	1	Men	1	8	0	0	0	0	1	0	0	10	
Political Science and Government, General			Women	0	2	0	0	0	0	1	0	0	3	
			Total	1	10	0	0	0	0	2	0	0	13	No
45.1001	5 - Bachelor's degree	2	Men	0	0	0	0	0	0	0	0	0	0	
Political Science and Government, General			Women	1	0	0	0	0	0	0	0	0	1	
			Total	1	0	0	0	0	0	0	0	0	1	No
45.9999	5 - Bachelor's degree	1	Men	0	2	0	0	0	0	0	0	0	2	
Social Sciences, Other			Women	0	0	0	0	1	0	3	0	0	4	
			Total	0	2	0	0	1	0	3	0	0	6	No
45.9999	5 - Bachelor's degree	2	Men	0	0	0	0	0	0	0	0	0	0	
Social Sciences, Other			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
50.0401	5 - Bachelor's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
Design and Visual Communications, General			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
50.0602	5 - Bachelor's degree	1	Men	1	4	0	0	0	0	3	0	0	8	
Cinematography and Film/Video Production			Women	1	5	2	0	1	0	1	2	0	12	
			Total	2	9	2	0	1	0	4	2	0	20	No
50.0602	5 - Bachelor's degree	2	Men	0	0	0	0	0	0	0	0	0	0	
Cinematography and Film/Video Production			Women	0	1	0	0	0	0	0	0	0	1	
			Total	0	1	0	0	0	0	0	0	0	1	No
50.0701	5 - Bachelor's degree	1	Men	0	1	0	0	0	0	1	0	0	2	
Art/Art Studies, General			Women	0	1	0	0	0	0	0	0	0	1	
			Total	0	2	0	0	0	0	1	0	0	3	No
50.0701	5 - Bachelor's degree	2	Men	0	0	0	0	0	0	0	0	0	0	
Art/Art Studies, General			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
50.0901	5 - Bachelor's degree	1	Men	0	0	0	0	0	0	0	0	0	0	
Music, General			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
50.0901	5 - Bachelor's degree	2	Men	0	0	0	0	0	0	0	0	0	0	
Music, General			Women	0	0	0	0	0	0	0	0	0	0	
			Total	0	0	0	0	0	0	0	0	0	0	No
51.1503	5 - Bachelor's degree	1	Men	1	7	1	0	4	0	0	0	1	14	
Clinical/Medical Social Work			Women	2	56	15	1	1	1	23	1	3	103	
			Total	3	63	16	1	5	1	23	1	4	117	No
51.1503	7 - Master's degree	1	Men	0	6	0	0	4	0	8	0	2	20	
			Women	3	49	7	0	4	0	42	5	7	117	

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		0	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
Bachelor's degree	5											
Men		13	79	3	0	10	0	28	1	3	137	145
Women		20	164	34	2	7	2	81	4	7	321	287
Total		33	243	37	2	17	2	109	5	10	458	432
Postbaccalaureate certificates	6											
Men		1	1	0	0	0	0	1	0	0	3	0
Women		0	2	1	0	0	0	5	0	1	9	1
Total		1	3	1	0	0	0	6	0	1	12	1
Master's degree	7											
Men		17	49	1	0	9	0	30	1	10	117	114
Women		16	118	15	0	7	1	71	6	24	258	282
Total		33	167	16	0	16	1	101	7	34	375	396

Grand Total Men		31	129	4	0	19	0	59	2	13	257	259
Grand Total Women		36	284	50	2	14	3	157	10	32	588	570
Grand Total		67	413	54	2	33	3	216	12	45	845	829

PY Grand Total Men		33	118	10	3	18	2	63	4	8		259
PY Grand Total Women		39	275	33	2	20	1	160	12	28		570
PY Grand Total		72	393	43	5	38	3	223	16	36		829

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
Bachelor's degree	5											
Men		0	1	0	0	0	0	1	0	0	2	10
Women		1	8	0	0	0	0	6	0	1	16	24
Total		1	9	0	0	0	0	7	0	1	18	34

Grand Total Men		0	1	0	0	0	0	1	0	0	2	10
Grand Total Women		1	8	0	0	0	0	6	0	1	16	24
Grand Total		1	9	0	0	0	0	7	0	1	18	34

PY Grand Total Men		1	7	1	0	0	0	1	0	0		10
PY Grand Total Women		1	14	0	0	0	0	9	0	0		24
PY Grand Total		2	21	1	0	0	0	10	0	0		34

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, 2013 and June 30, 2014. 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="31"/>	31	<input type="text" value="36"/>	36	67
<u>Hispanic/Latino</u>	<input type="text" value="129"/>	129	<input type="text" value="284"/>	284	413
<u>American Indian or Alaska Native</u>	<input type="text" value="4"/>	4	<input type="text" value="50"/>	50	54
<u>Asian</u>	<input type="text" value="0"/>	0	<input type="text" value="2"/>	2	2
<u>Black or African American</u>	<input type="text" value="19"/>	19	<input type="text" value="14"/>	14	33
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	0	<input type="text" value="3"/>	3	3
<u>White</u>	<input type="text" value="59"/>	59	<input type="text" value="157"/>	157	216
<u>Two or more races</u>	<input type="text" value="2"/>	2	<input type="text" value="10"/>	10	12
<u>Race and ethnicity unknown</u>	<input type="text" value="13"/>	13	<input type="text" value="32"/>	32	45
TOTAL	257	257	588	588	845
PY TOTAL	259		570		829

Completers by Level

Institutions must report the following information. This screen will be shown for each of the following award categories for which completions have been reported:

- Less than 1-year certificates
- At least 1 but less than 4-year certificates
- 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, 2013 and June 30, 2014. 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="137"/>	137
Women	<input type="text" value="321"/>	321
TOTAL	458	458
PY TOTAL	432	

By Race/Ethnicity

<u>Nonresident alien</u>	<input type="text" value="33"/>	33
<u>Hispanic/Latino</u>	<input type="text" value="243"/>	243
<u>American Indian or Alaska Native</u>	<input type="text" value="37"/>	37
<u>Asian</u>	<input type="text" value="2"/>	2
<u>Black or African American</u>	<input type="text" value="17"/>	17
<u>Native Hawaiian or Other Pacific Islander</u>		2

	<input type="text" value="2"/>	
<u>White</u>	<input type="text" value="109"/>	109
Two or more races	<input type="text" value="5"/>	5
<u>Race and ethnicity unknown</u>	<input type="text" value="10"/>	10
TOTAL	458	458

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By Age		
Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="152"/>	
25-39	<input type="text" value="223"/>	
40 and Above	<input type="text" value="83"/>	
Age Unknown	<input type="text" value="0"/>	
TOTAL	458	458

Completers by Level

Institutions must report the following information. This screen will be shown for each of the following award categories for which completions have been reported:

- Less than 1-year certificates
- At least 1 but less than 4-year certificates
- Associate's degrees
- Bachelor's degrees
- Master's degrees
- Doctor's degrees
- Postbaccalaureate and post-master's certificates

Master's degrees

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2013 and June 30, 2014. 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	117	117
Women	258	258
TOTAL	375	375
PY TOTAL	396	

By Race/Ethnicity

<u>Nonresident alien</u>	33	33
<u>Hispanic/Latino</u>	167	167
<u>American Indian or Alaska Native</u>	16	16
<u>Asian</u>	0	0
<u>Black or African American</u>	16	16
<u>Native Hawaiian or Other Pacific Islander</u>		1

	<input type="text" value="1"/>	
<u>White</u>	<input type="text" value="101"/>	101
Two or more races	<input type="text" value="7"/>	7
<u>Race and ethnicity unknown</u>	<input type="text" value="34"/>	34
TOTAL	375	375

 **By Age**

Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="16"/>	
25-39	<input type="text" value="246"/>	
40 and Above	<input type="text" value="113"/>	
Age Unknown	<input type="text" value="0"/>	
TOTAL	375	375

Completers by Level


Institutions must report the following information. This screen will be shown for each of the following award categories for which completions have been reported:

- Less than 1-year certificates
- At least 1 but less than 4-year certificates
- Associate's degrees
- Bachelor's degrees
- Master's degrees
- Doctor's degrees
- Postbaccalaureate and post-master's certificates

Postbaccalaureate and post-master's certificates

Number of students by gender, by race and ethnicity, and by age earning this award between July 1, 2013 and June 30, 2014. 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="3"/>	3
Women	<input type="text" value="9"/>	9
TOTAL	 12	12
PY TOTAL	1	

By Race/Ethnicity

<u>Nonresident alien</u>	<input type="text" value="1"/>	1
<u>Hispanic/Latino</u>	<input type="text" value="3"/>	3
<u>American Indian or Alaska Native</u>	<input type="text" value="1"/>	1
<u>Asian</u>	<input type="text" value="0"/>	0
<u>Black or African American</u>	<input type="text" value="0"/>	0

<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text" value="0"/>	0
<u>White</u>	<input type="text" value="6"/>	6
Two or more races	<input type="text" value="0"/>	0
<u>Race and ethnicity unknown</u>	<input type="text" value="1"/>	1
TOTAL	12	12

 **By Age**

Under 18	<input type="text" value="0"/>	
18-24	<input type="text" value="0"/>	
25-39	<input type="text" value="5"/>	
40 and Above	<input type="text" value="7"/>	
Age Unknown	<input type="text" value="0"/>	
TOTAL	12	12

Prepared by

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:

Email:

How long did it take to prepare this survey component?	<input type="text"/>	hours	<input type="text"/>	minutes
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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.

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 2015.

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>	0	0
<u>Bachelors degree or equivalent</u>	458	18
<u>Postbaccalaureate certificate</u>	12	0
<u>Master's degree</u>	375	0
Total number of degrees and certificates	845	

Summary of Completers Data

	Number of Students		
	Men	Women	Total
All Completers	257	588	845

Completions

New Mexico Highlands University (187897)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	Your institution reported offering award level(s) (2) in the prior year IC Header survey, but you did not report offering any programs at this level here. Please correct your data or explain the discrepancy. (Error #10528)	Explanation	Yes	
Reason:	Award Level 2 was not selected this year.			
Perform Edits	Current year completions (52) are outside the expected range when compared to completions reported in the prior year (26) for: Women, 2-digit field (52), award level (7). Please correct your data or explain. (Error #10506)	Explanation	Yes	
Reason:	The Masters saw an increase in women this year.			
Screen: Completers- Postbaccalaureate and post-master's certificates				
Screen Entry	The total number of completers (Men + Women) reported for this award level (12) 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 #10584)	Explanation	Yes	
Reason:	Certificate programs are new to our University so the program is growing.			