

IPEDS 2022-23 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.30 : Approval Expires 8/31/2025
User ID: P1878971

Institutional Characteristics 2022-23

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Overview

Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's student services and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data have been reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

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.

Changes in reporting:

The following changes were implemented for the 2022-23 data collection period:

- The Mission Statement has been moved to the IC Header component and the Parts have been reorganized due to that move.
- There are new options for special learning opportunities.
- Removed remedial services option from Question B4, since it is now asked in IC Header Questions 1 and 5.
- A new option (Promise Plan) has been added in Part B (question 6b).
- In Part C, Question 2, academic reporters can select which of the tuition options are charged by their institution.
- Context boxes have new scripted options for Cost of Attendance from which you can choose, or you can provide your own context.
- There are other minor wording changes for clarification only.

Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- Part C, question 8 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

Resources:

- To download the survey materials for this component: [Survey Materials](#)
- To access your prior year data submission for this component: [Reported Data](#)

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.


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Part A - Services and Programs for Servicemembers and Veterans

1. Which of the following are available to veterans, military servicemembers, or their families?

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Department of Defense Voluntary Educational Partnership Memorandum of Understanding
- None of the above

 You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

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Part B - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]

- Dual enrollment
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

2. What types of special learning opportunities are offered by your institution? [Check all that apply]

- ROTC
 - Army
 - Navy
 - Marine option
 - Air Force
- Study abroad
- Weekend/evening courses or programs
- Undergraduate research (co-curricula)
- i** Teacher certification (for the elementary, middle school/junior high, or secondary level)
Do not include certifications to teach at the postsecondary level.
 - Students can complete their preparation in certain areas of specialization
 - Students must complete their preparation at another institution for certain areas of specialization
 - This institution is approved by the state for the initial certification or licensure of teachers
- Comprehensive transition and postsecondary program for students with intellectual disabilities
- None of the above

3. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years

Select One

Data on this page must be saved, as the response options have changed. Please review the responses and use "Save" or "Save and Next" to proceed.

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Part B - Student Services: Other Student Services

4. Which of the following selected student services are offered by your institution? [Check all that apply]

- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus dependent care
- None of the above

5. Which of the following academic library resources or services does your institution provide? [Check all that apply]


- Physical facilities
- i** An organized collection of printed materials
- Access to Digital/electronic resources (databases, e-books, e-media, and e-serials)
- i** A staff trained to provide and interpret library materials
- Established library hours
- i** Access to library collections shared with other institutions
- None of the above

6a. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- No
- Yes [Check all that apply]
 - Tuition guarantee
 - Prepaid tuition plan
 - Tuition payment plan
 - Other (specify in box below)

6b. Indicate whether or not your institution participates in a Promise program.

- No
- Yes

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Part B - Student Services - Distance Education

Reporting Reminders:

- When reporting distance education offerings, do not include remote learning implemented in response to Coronavirus Pandemic unless the program anticipates maintaining this modality permanently. Allowing program completion via distance education is not the same as having planned full distance education programs.

7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.

	i <u>Distance education courses</u>	i <u>Distance education programs</u>	Does not offer Distance Education
Undergraduate level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. Are all the programs at your institution offered exclusively via distance education programs?

Select No if all programs at your institution are offered exclusively via distance education only temporarily in response to Coronavirus Pandemic.

- No
- Yes

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Part B - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2021 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent: (enter up to 2 decimal places)

 %

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Part C - Student Charges Questions

1. Are all full-time, first-time degree/certificate-seeking students required to live on campus or in institutionally controlled housing?

If your institution typically has this requirement but such requirement is temporarily suspended due to Coronavirus Pandemic, please answer Yes.

If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D11).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one full-time, first-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
 Yes, and we do not make **ANY** (even one) exceptions to this rule

2. Does your institution charge different tuition for in-district, in-state, or out-of-state students?

If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.

Please only select **Yes** if you really charge different tuition rates, or you will be reporting the same numbers 3 times.

- No
 Yes, please check all tuition rates charged by your institution
- In-district
 - In-state
 - Out-of-state

3. Does your institution offer institutionally-controlled housing (on-campus and/or off-campus)?

If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).

- No
 Yes
- Specify housing capacity for academic year 2022-23
-

4. Do you offer board or meal plans to your students?

If your institution typically offers board or meal plans but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D10).

- No
 Yes - Enter the number of meals per week for the meal plan with the largest number of meals available
-
- Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part C - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	i Amount	Prior year
<u>Undergraduate application fee</u>	<input type="text" value="0"/>	0

5. Charges to full-time undergraduate students for the full academic year 2022-23

Please be sure to report an average tuition that includes all students at all levels (1st year, 2nd year, etc.).

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
<u>All full-time undergraduate students</u>						
Average <u>tuition</u>	<input type="text" value="4,782"/>	4,758	<input type="text" value="4,782"/>	4,758	<input type="text" value="9,630"/>	9,414
<u>Required fees</u>	<input type="text" value="2,358"/>	2,118	<input type="text" value="2,358"/>	2,118	<input type="text" value="2,358"/>	2,118

6. Per credit hour charge for part-time undergraduate students

Please be sure to report an average per credit tuition that includes all students at all levels (1st year, 2nd year, etc.).

Do not include fees.

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
<u>Per credit hour charge</u>	<input type="text" value="199"/>	198	<input type="text" value="199"/>	198	<input type="text" value="401"/>	392

Part C - Graduate Student Charges

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
<u>Graduate application fee</u>	0	0

Please do not include tuition for Doctor's Degree – Professional Practice programs. Data for those programs are collected separately.

7. Charges to full-time graduate students for the full academic year 2022-23

Please be sure to report an average per credit tuition that includes all students at all levels (1st year, 2nd year, etc.).

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
Average <u>tuition</u>	<input checked="" type="checkbox"/> 4,109	5,580	<input checked="" type="checkbox"/> 4,109	5,580	7,565	9,036
<u>Required fees</u>	1,736	2,118	1,736	2,118	1,808	2,118

8. Per credit hour charge for part-time graduate students

Please be sure to report an average per credit tuition that includes all graduate students (NOT doctor's degree-professional practice students). Do not include fees.

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
<u>Per credit hour charge</u>	228	228	228	228	420	420

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Part C - Student Charges - Room and Board

10. What are the typical room and board charges for a student for the full academic year 2022-23?*If your institution offers room or board at no charge to students, enter zero.**If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

<u>Room</u> and <u>board charges</u>	Amount	Prior year
i Room charge (Double occupancy)	4,680	4,588
i Board charge (Maximum plan)	4,622	4,320
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	N/A	

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Part C - Student Charges - Cost of Attendance

11. Cost of attendance for full-time, first-time undergraduate students:


These numbers are carried forward to the Student Financial Aid and used in net price calculations. Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. You must complete all information if your institution participates in any Title IV financial aid programs (e.g., Federal Pell Grant, Federal Direct Loans). Books and supplies, room and board, and other expenses cost estimates are those reported to the U.S. Department of Education and used by the financial aid office to determine financial need. Please work with the financial aid office at your institution to make sure the values reported are correct.

Notes:

- If your institution offers room (housing) but does not offer board, refer to your institution's COA budgets to report an estimate of how much students would spend on board.
- Similarly, if your institution offers board but does not offer room (housing), refer to your institution's COA budgets to report an estimate of how much students would spend on room.

1 If the **2022-23 tuition and/or fees as reported on this page** for *full-time, first-time students* are covered by a **tuition guarantee** program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.*

Charges for full academic year	2019-20	2020-21	2021-22	2022-23	1 Tuition Guarantee (check only if applicable to entering students in 2022-23)	Guaranteed increase %
Published <u>tuition</u> and <u>required fees</u> :						
<u>In-district</u>						
Tuition	4,440	4,608	4,758	4,782	<input type="checkbox"/>	<input type="text"/>
Required fees	1,878	1,950	2,118	2,358	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total	6,318	6,558	6,876	7,140		
<u>In-state</u>						
Tuition	4,440	4,608	4,758	4,782	<input type="checkbox"/>	<input type="text"/>
Required fees	1,878	1,950	2,118	2,358	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total	6,318	6,558	6,876	7,140		
<u>Out-of-state</u>						
Tuition	8,712	9,048	9,414	9,630	<input type="checkbox"/>	<input type="text"/>
Required fees	1,878	1,950	2,118	2,358	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total	10,590	10,998	11,532	11,988		
<u>Books and supplies</u>	1,144	1,144	1,144	1,144		
On-campus:						
<u>Room and board</u>	8,126	10,352	8,908	9,302		
<u>Other expenses</u>	3,968	3,968	3,968	3,968		
Room and board and other expenses	12,094	14,320	12,876	13,270		
Off-campus (not with family):						
<u>Room and board</u>	9,954	10,352	10,352	10,352		
<u>Other expenses</u>	3,968	3,968	3,968	3,968		
Room and board and other expenses	13,922	14,320	14,320	14,320		
Off-campus (with family):						
<u>Other expenses</u>	3,968	3,968	3,968	3,968		

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- Non-applicable
- The Cost of Attendance varies by program.
- The Cost of Attendance or tuition and fee methodology changed from last year.
- We allow special Cost of Attendance allowance additions for some programs and student categories.
- Cost of Attendance updates are based on a recent (prior or current year) cost survey.
- Tuition and fee charges increased/decreased when compared to last year.
- Tuition and fees, and/or Cost of Attendance components are the same as last year.
- Tuition and fees, and Cost of Attendance components vary by campus location.
- This is a U.S. Service Academy. All costs are covered, and students receive a stipend in exchange for a U.S. Armed Forces service commitment.
- First-year students must live on campus.
- The Tuition and Fees includes the estimated cost of a computer required for all students.
- The Tuition and Fees includes the cost of books and supplies.
- The Books and Supplies includes the estimated cost of a computer required for all students.
- The Cost of Attendance (COA) is based on a weighted average of student living arrangement categories while enrolled.
- The Cost of Attendance (COA) is based on a weighted average of costs for all students across Title IV eligible programs.
- Other

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Part D - Athletic Association

1. Is this institution a member of a national athletic association?

- No
- Yes - Check all that apply
 - National Collegiate Athletic Association (NCAA)
 - National Association of Intercollegiate Athletics (NAIA)
 - National Junior College Athletic Association (NJCAA)
 - United States Collegiate Athletic Association (USCAA)
 - National Christian College Athletic Association (NCCAA)
 - Other

2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull-down menu.

Sport	NCAA or NAIA member	Conference
Football	<input type="radio"/> No <input checked="" type="radio"/> Yes-Specify	Rocky Mountain Athletic Conference ▼
Basketball	<input type="radio"/> No <input checked="" type="radio"/> Yes-Specify	Rocky Mountain Athletic Conference ▼
Baseball	<input type="radio"/> No <input checked="" type="radio"/> Yes-Specify	Rocky Mountain Athletic Conference ▼
Cross country and/or track	<input type="radio"/> No <input checked="" type="radio"/> Yes-Specify	Rocky Mountain Athletic Conference ▼

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"/>	HR Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact	<input type="radio"/>	Other

Name:

Email:

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

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?
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

Institutional Characteristics Component 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 2022.

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.

Academic Year Reporters

GENERAL INFORMATION				
Credit Accepted	Dual credit (college credit earned while in high school) Advanced placement (AP) credits			
Special Learning Opportunities	Weekend/evening courses or programs Undergraduate research (co-curricula) Teacher certification (below the postsecondary level)			
Student Services	Academic/career counseling services Employment services for current students			
Are all the programs at your institution offered exclusively via distance education programs?	No			
Undergraduate students enrolled who are formally registered with office of disability services	3 percent or less			
PRICING INFORMATION				
Estimated expenses for academic year for full-time, first-time students	2019-20	2020-21	2021-22	2022-23
In-district tuition and fees	\$6,318	\$6,558	\$6,876	\$7,140
In-state tuition and fees	\$6,318	\$6,558	\$6,876	\$7,140
Out-of-state tuition and fees	\$10,590	\$10,998	\$11,532	\$11,988
Books and supplies	\$1,144	\$1,144	\$1,144	\$1,144
On-campus room and board	\$8,126	\$10,352	\$8,908	\$9,302
On-campus other expenses	\$3,968	\$3,968	\$3,968	\$3,968
Off-campus room and board	\$9,954	\$10,352	\$10,352	\$10,352
Off-campus other expenses	\$3,968	\$3,968	\$3,968	\$3,968
Off-campus with family other expenses	\$3,968	\$3,968	\$3,968	\$3,968
Average undergraduate student tuition and fees for academic year 2022-23	Tuition		Fees	
In-district			\$4,782	\$2,358
In-state			\$4,782	\$2,358
Out-of-state			\$9,630	\$2,358
Average graduate student tuition and fees for academic year 2022-23	Tuition		Fees	
In-district			\$4,109	\$1,736
In-state			\$4,109	\$1,736
Out-of-state			\$7,565	\$1,808
Alternative tuition plans	Tuition payment plan			

Edit Report

Institutional Characteristics

Source	Description	Severity	Resolved	Options
Screen: Grad Tuition				
Screen Entry	This value is expected to be within 20% of the prior year amount. Please correct your data or explain. (Error #11110)	Explanation	Yes	
Reason	This figure is correct. \$4109			
Screen Entry	This value is expected to be within 20% of the prior year amount. Please correct your data or explain. (Error #11110)	Explanation	Yes	
Reason	This figure is correct. \$4109			