Institution: Berklee College of Music (164748)
User ID: P1647482

Overview

12-month Enrollment Overview
The 12-month Enrollment component collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment at the undergraduate and graduate level is estimated. Institutions with Doctor's - professional practice students will also report the FTE enrollment of those students. NCES uses the FTE enrollment to produce indicators such as expenses by function per FTE as reported in the IPEDS Data Feedback Report.

Data Reporting Reminder
- All institutions must use the July 1 - June 30 reporting period.

Changes to reporting for 2019-20
- The term 'contact hour' has been replaced with the term 'clock hour'
- The term 'formal award' has been replaced with the term 'recognized postsecondary credential'
- There is a new instruction to exclude students participating in Experimental Pell (See https://experimentalsites.ed.gov/exp/approved.html)

For 2020-21 changes, please review the preview screens available on the Survey Materials page.

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**.

Undergraduate Instructional Activity Type

Undergraduate instructional activity data in Part B may be reported in units of clock hours or credit hours.

Which instructional activity units will you use to report <u>undergraduate</u> instructional activity?

Please note that any graduate level instructional activity must be reported in credit hours.

- ○ Clock hours
- ⦿ Credit hours
- ○ Both clock and credit hours (some undergraduate programs measured in clock hours and some measured in credit hours)

You may use the space below to provide context for the data you've reported above.

Part A - Unduplicated Count

12-month Unduplicated Count by Race/Ethnicity and Gender

July 1, 2018 - June 30, 2019

Reporting Reminders:

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

•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.

Graduate Student Reporting Reminder:

•Report all postbaccalaureate degree and certificate students as graduate students, including any doctor's - professional practice students (formerly first-professional)

Men

Students enrolled for credit	Undergraduate students	Graduate students
Nonresident alien	1,213	103
Hispanic/Latino	454	26
American Indian or Alaska Native	6	0
Asian	184	7
Black or African American	318	27
Native Hawaiian or Other Pacific Islander	9	0
White	2,003	147
Two or more races	164	16
Race and ethnicity unknown	152	13
Total men	4,503	339
Total men prior year	**4,649**	**236**

Women

Students enrolled for credit	Undergraduate students	Graduate students
Nonresident alien	802	116
Hispanic/Latino	296	24
American Indian or Alaska Native	6	0
Asian	156	13
Black or African American	207	12
Native Hawaiian or Other Pacific Islander	2	0
White	1,157	107
Two or more races	147	14
Race and ethnicity unknown	113	17
Total women	2,886	303
Total women prior year	**2,758**	**270**

	Undergraduate students	Graduate students
Grand total (2018-19)	7,389	⬩ 642
Prior year data:		
Unduplicated headcount (2017-18)	**7,407**	**506**
❓ Total enrollment Fall 2018	**6,400**	**563**

NOTE: Grand total (2018-19) calculated above is expected to be greater than Total enrollment Fall 2018.

Part B - Instructional Activity

12-month Instructional Activity

July 1, 2018 - June 30, 2019

Instructional Activity Reporting Reminder:

•Instructional activity is used to <u>calculate</u> an IPEDS FTE based on the institution's reported calendar system.

•Graduate credit hour activity should not include any <u>doctor's – professional practice</u> activity, the total of those students' FTE is entered separately instead.

FTE Reporting Reminder:

•Institutions need not report their own calculations of undergraduate or graduate FTE unless IPEDS FTE <u>calculations</u> would be misleading for comparison purposes among all IPEDS reporting institutions.

	2018-19 total activity	Prior year data
Instructional Activity		
Undergraduate level:		
Credit hour activity	181,910	**190,638**
Graduate level:		
Credit hour activity	13,811	**11,697**
Calendar system (as reported on the prior year IC Header survey component):		**Semester**

If the IPEDS <u>calculated</u> FTE estimates below are not reasonable, **AND** you have reported the correct instructional activity hours above, enter your best FTE estimate in the "Institution reported FTE" column below and save the page. This option should be used **ONLY** if the calculated estimate is not reasonable for your institution and IPEDS comparisons.

Please provide your best estimate of undergraduate and graduate FTE for the 12-month reporting period **only if the calculated FTE estimate below is not reasonable for IPEDS comparison purposes**:

	Calculated FTE 2018-19	Institution reported FTE 2018-19	Prior year FTE 2017-18
Undergraduate student FTE	6,064	6,064	**6,355**
Graduate student FTE	575	575	**487**
Total FTE students	6,639	6,639	**6,842**

Prepared by

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:

○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Academic Library Contact	● Other

Name: Becky Prior
Email: bprior@berklee.edu

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

2.00 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?

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	4.00 hours	1.00 hours	0.50 hours	0.00 hours
Other offices	2.00 hours	2.00 hours	0.00 hours	0.00 hours

12-Month Enrollment 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 2019.

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.

12-Month Unduplicated Headcount and Full-Time Equivalent Students		
Total 12-month unduplicated headcount		8,031
	Undergraduate student unduplicated headcount	7,389
	Graduate student unduplicated headcount	642
Total 12-month full-time equivalent (FTE) student enrollment		6,639
	Undergraduate student FTE	6,064
	Graduate student FTE	575

Edit Report

12-month Enrollment

Berklee College of Music (164748)

Source	Description	Severity	Resolved	Options
Screen: Unduplicated count				
Screen Entry	The 12-month unduplicated count is outside the expected range of between 405 and 607 when compared to the prior year value reported for this student level. Please correct your data or explain the change in enrollment. (Error #9304)	Explanation	Yes	
Reason:	Berklee added two new online master's degree programs in fall 2018, which accounts for the increased graduate enrollment.			