

# Package: IPEDSuploadables (via r-universe)

December 9, 2024

**Title** Transforms Institutional Data into Text Files for IPEDS  
Automated Import/Upload

**Version** 2.10.0

**Description** Starting from user-supplied institutional data, these scripts transform, aggregate, and reshape the information to produce key-value pair data files that are able to be uploaded to IPEDS (Integrated Postsecondary Education Data System) through their submission portal [<https://surveys.nces.ed.gov/ipeds/>](https://surveys.nces.ed.gov/ipeds/). Starting data specifications can be found in the vignettes. Final files are saved locally to a location of the user's choice. User-friendly readable files can also be produced for purposes of data review and validation.

**Note** Because IPEDS requirements may change from year to year, having the most recent version of this package is highly recommended. Old versions can be found as GitHub branches. The package can also be used to convert any correctly-prepared data into a key-value pair format for any survey (IPEDS or non-IPEDS).

**URL** <https://github.com/AlisonLanski/IPEDSuploadables>,  
<https://alisonlanski.github.io/IPEDSuploadables/>

**BugReports** <https://github.com/AlisonLanski/IPEDSuploadables/issues>

**License** MIT + file LICENSE

**Encoding** UTF-8

**LazyData** true

**RoxygenNote** 7.3.2

**Imports** dplyr (>= 1.0.0), lifecycle, lubridate, magrittr, purrr,  
rlang, stringr, svDialogs, tidyr (>= 1.0.0), utils

**Suggests** knitr, rmarkdown, kableExtra, testthat (>= 3.0.0)

**VignetteBuilder** knitr

**Depends** R (>= 3.6.0)

**Config/testthat/edition** 2

**NeedsCompilation** no

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**Config/pak/sysreqs** libicu-dev

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---

`apply_upload_format`     *Shortcut function to turn a dataframe into key-value pairs*

---

**Description**

Shortcut function to turn a dataframe into key-value pairs

**Usage**

```
apply_upload_format(df)
```

**Arguments**

`df`                      dataframe with upload-compatible column names in upload-compatible order

**Value**

a dataframe with one column and upload-compatible rows

---

`com_cips`                      *Dummy cip data for Completions functions*

---

**Description**

Contains sample values for extra cip codes

**Usage**

```
com_cips
```

**Format**

A data frame with 3 rows and 10 columns

**Details**

See complete information by running `?create_dummy_data_com.R`

---

`com_students`*Dummy student data for Completions functions*

---

**Description**

Contains sample values for students

**Usage**

```
com_students
```

**Format**

A data frame with 105 rows and 13 columns

**Details**

See complete information by running `?create_dummy_data_com.R`

---

`create_dummy_data_com`*Create dummy data for testing the completions functions*

---

**Description**

Creates a prepared dataframe to test scripts related to IPEDS Completions reporting. Produces either a student/degree dataframe or a dataframe of cips previously reported but not in the current student data, depending on the argument you select

**Usage**

```
create_dummy_data_com(df_type = "student")
```

**Arguments**

`df_type` a string: "student" to get the main df needed, "cip" to get extracips

**Value**

a dataframe ready for the rest of the comp scripts

**Note**

The final dataset has 60 students with 105 majors. Students 100-130, 140, 150 have 1 major for 1 degree (journalism) Students 131-139 have 2 majors for 1 degree (journalism + parks) Students 141-149 have 3 majors for 1 degree (journalism, parks, linguistics) Students 151-159 have 3 majors for 2 degrees (1 degree with journalism/parks, 1 MBA degree) Note: 1 student has a faulty birthdate; this will show the warning "1 failed to parse"

Two rows (level 18 linguistics) are flagged as distance education

To fully process completions, we will need to include an example of a CIP code that is a possible major but has no completers and a CIP code in an award level that is possible but has no completers This is the second piece of dummy df produced

**Examples**

```
set.seed(1892)

# one date fails to parse:
# this is to provide an example of missing
# data which is acceptable to IPEDS
students <- create_dummy_data_com()

additional_cips <- create_dummy_data_com(df_type = "cip")
```

---

create\_dummy\_data\_e1d *Create dummy data for testing the completions functions*

---

**Description**

Creates a prepared dataframe to test scripts related to IPEDS 12 Month Enrollment reporting. Produces either a student dataframe or a dataframe of instructional activity, depending on the argument you select

**Usage**

```
create_dummy_data_e1d(df_type = "student")
```

**Arguments**

df\_type            a string: "student" to get the main df needed, "instr" to get instructionalactivity

**Value**

a dataframe ready for the rest of the e1d scripts

**Note**

The final dataset has 100 students 60 UG students (40 FT, 20 PT; 26 seeking degrees, 34 not) UG include: 20 first time, 20 transfer, 20 continuing/returning; 40 Grad Students (10 FT, 30 PT; 24 seeking degrees, 16 not)

For simplicity, only 1 race-ethnicity category is used 5 UG and 5 Grad are set to be fully distance ed 10 UG are set to be partially distance ed

**Examples**

```
set.seed(1892)

student_df <- create_dummy_data_e1d()

instr_df <- create_dummy_data_e1d(df_type = "instr")
```

---

create\_dummy\_data\_ef1 *Create dummy data for testing the fall enrollment functions*

---

**Description**

Creates students and retention dataframes for use in parts A, B, C, D, E, G, H. Student-faculty ratio (part G) will ask for a number when the function is run and does not need to exist here. To create both dataframes, run the function twice with different arguments, and save results into separate objects.

**Usage**

```
create_dummy_data_ef1(df_type = "students", n = 100)
```

**Arguments**

df_type	A string with the dummy data requested ("students" for parts A-D & G-H or "retention" for part E)
n	A number

**Value**

A dataframe ready for the rest of the ef1 scripts

**Examples**

```
set.seed(1234)

#default creates 100 students
students <- create_dummy_data_ef1()

#change the dataframe
retention <- create_dummy_data_ef1(df_type = "retention")
```

```
#change the population size
more_students <- create_dummy_data_ef1(df_type = "students", n = 250)
```

---

```
create_dummy_data_gr Create dummy data for testing the Grad Rates functions
```

---

### Description

Creates dummy data for testing the Grad Rates functions

### Usage

```
create_dummy_data_gr(n = 100)
```

### Arguments

n                      Number of rows of data to synthesize

### Value

a dataframe ready for the rest of the Grad Rates functions

### Examples

```
#use this seed to reproduce the dummy data saved to the package
set.seed(4567)

#default makes 100 students
graduated <- create_dummy_data_gr()

more_graduated <- create_dummy_data_gr(n = 500)
```

---

```
create_dummy_data_gr200
Create dummy data for testing the Grad Rates 200 function
```

---

### Description

Dummy data for Grad Rates 200 testing

### Usage

```
create_dummy_data_gr200(n = 1000)
```



### Arguments

`n` A number that will be used as the length of the data frame

### Value

a dataframe ready for the rest of the Grad Rates 200 functions

### Examples

```
set.seed(4567)

#default creates 1000 students
graduates <- create_dummy_data_gr200()
more_graduates <- create_dummy_data_gr200(n = 100)
```

---

`create_dummy_data_hr` *Create dummy data for testing the hr functions*

---

### Description

to do: save this out into the package and make it accessible as package data

### Usage

```
create_dummy_data_hr()
```

### Value

a dataframe ready for the rest of the hr scripts

### Examples

```
set.seed(4567)
hr_pop <- create_dummy_data_hr()
```

---

create\_dummy\_data\_om *Create dummy data for testing the outcome measures functions*

---

**Description**

Creates a prepared dataframe to test scripts related to IPEDS Outcome Measures reporting. Produces either a student/status dataframe

**Usage**

```
create_dummy_data_om()
```

**Details**

remember: want to save this data out into the package so it's available

**Value**

a dataframe ready for the rest of the om scripts

**Note**

The final dataset has 20 students covering most statuses

**Examples**

```
#creates a very specific population
#function does not allow for anything to be updated at time of run
#in other words: will always create a fixed-value dataframe
dat <- create_dummy_data_om()
```

---

e1d\_instr *Dummy aggregated data for 12 Month Enrollment part B*

---

**Description**

Contains sample values for credit hours generated and doctors-professional FTE

**Usage**

```
e1d_instr
```

**Format**

A data frame with 1 row and 5 columns

**Details**

See complete information by running `?create_dummy_data_e1d.R`

---

e1d_students	<i>Dummy student-level data for 12 Month Enrollment parts A, C, D, E, and F</i>
--------------	---

---

**Description**

Contains 100 fictional student records with all required data

**Usage**

e1d\_students

**Format**

A data frame with 100 rows (students) and 14 columns

**Details**

See complete information by running `?create_dummy_data_e1d.R`

---

ef1_retention	<i>Dummy student retention data for Fall Enrollment scripts part E</i>
---------------	--

---

**Description**

This data provides aggregated counts in a dataframe suitable for use in the retention component of the Fall Enrollment survey.

**Usage**

ef1\_retention

**Format**

A data frame with 2 rows and 6 columns

---

ef1_students	<i>Dummy student data for Fall Enrollment scripts</i>
--------------	---

---

**Description**

Using the default number of students, this data provides a population that touches most available categories of student reporting. Some columns use only a selection of possible values to reduce complexity.

**Usage**

```
ef1_students
```

**Format**

A data frame with 100 rows and 25 columns

**Note**

To recreate the saved dataframe exactly, use seed 1234 with 100 students.

---

get_ipeds_unitid	<i>Grab institution's UNITID from supplied data to populate missing-data rows</i>
------------------	---

---

**Description**

Grab institution's UNITID from supplied data to populate missing-data rows

**Usage**

```
get_ipeds_unitid(df)
```

**Arguments**

df                    a dataframe with ipeds data and one unitid

**Value**

a character unitid

---

`gr200_students`*Dummy student data for Graduation Rates 200 functions*

---

**Description**

Contains sample values for students

**Usage**

```
gr200_students
```

**Format**

A data frame with 1000 rows and 5 columns

**Details**

See complete information by running `?create_dummy_data_gr200.R`

---

`gr_students`*Dummy student data for the Graduation Rates scripts*

---

**Description**

Dummy student data for the Graduation Rates scripts

**Usage**

```
gr_students
```

**Format**

A data frame with 101 rows and 13 columns

**Details**

Includes only 3 Race/Ethnicity categories [6, 7, 8] for simpler code; one student (a program-switcher) has a 4th category [1] for easy tracking

---

hr_staff	<i>Dummy staff data for Human Resources functions</i>
----------	---

---

**Description**

Contains sample values for staff

**Usage**

```
hr_staff
```

**Format**

A data frame with 3600 rows and 13 columns

**Details**

See complete information by running `?create_dummy_data_hr.R`

---

IPEDSuploadables	<i>IPEDSuploadables package</i>
------------------	---------------------------------

---

**Description**

Tools to assist data formatting for upload to IPEDS surveys

**Details**

See the README on [GitHub](#) or view documentation at [the pkgdown site](#)

---

make_com_part_A	<i>Make Completions Part A</i>
-----------------	--------------------------------

---

**Description**

Make Completions Part A

**Usage**

```
make_com_part_A(df, extracips = NULL)
```

**Arguments**

df	A dataframe of student/degree information
extracips	A dataframe of cips offered by the institution but not in 'df'

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_com_part_B	<i>Make Completions Part B</i>
-----------------	--------------------------------

---

**Description**

Make Completions Part B

**Usage**

```
make_com_part_B(df, extracips = NULL)
```

**Arguments**

df	A dataframe of student/degree information
extracips	A dataframe of cips offered by the institution but not in 'df'

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_com_part_C	<i>Make Completions Part C</i>
-----------------	--------------------------------

---

**Description**

Make Completions Part C

**Usage**

```
make_com_part_C(df)
```

**Arguments**

df	A dataframe of student/degree information
----	---

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_com\_part\_D      *Make Completions Part D*

---

**Description**

Make Completions Part D

**Usage**

```
make_com_part_D(df, extracips = NULL)
```

**Arguments**

df                    A dataframe of student/degree information  
 extracips            A dataframe of cips offered by the institution but not in 'df'

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_com\_part\_E      *Make Completions Part E (gender details)*

---

**Description**

Make Completions Part E (gender details)

**Usage**

```
make_com_part_E(df, ugender, ggender)
```

**Arguments**

df                    A dataframe of student/degree information  
 ugender              A boolean: TRUE means you are collecting and able to report "another gender" for undergraduate completers, even if you have no (or few) such students. Set as FALSE if necessary  
 ggender              A boolean: TRUE means you are collecting and able to report "another gender" for graduate completers, even if you have no (or few) such students. Set as FALSE if necessary

**Value**

A dataframe with the required IPEDS structure for this survey part



---

*make\_e1d\_part\_A*      *Make 12 Month Enrollment Part A*

---

**Description**

Make 12 Month Enrollment Part A

**Usage**

`make_e1d_part_A(df)`

**Arguments**

`df`              A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

*make\_e1d\_part\_B*      *Make 12 Month Enrollment Part B*

---

**Description**

Make 12 Month Enrollment Part B

**Usage**

`make_e1d_part_B(df)`

**Arguments**

`df`              A dataframe with summarized credit hours and student information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_e1d_part_C	<i>Make 12 Month Enrollment Part C</i>
-----------------	--

---

**Description**

Make 12 Month Enrollment Part C

**Usage**

```
make_e1d_part_C(df)
```

**Arguments**

df	A dataframe of student/degree information
----	---

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_e1d_part_D	<i>Make 12 Month Enrollment Part D (gender details)</i>
-----------------	---

---

**Description**

Make 12 Month Enrollment Part D (gender details)

**Usage**

```
make_e1d_part_D(df, ugender, gggender)
```

**Arguments**

df	A dataframe of student/degree information
ugender	A boolean: TRUE means you are collecting and able to report "another gender" for undergraduate students, even if you have no (or few) such students. Set as FALSE if necessary
gggender	A boolean: TRUE means you are collecting and able to report "another gender" for graduate students, even if you have no (or few) such students. Set as FALSE if necessary

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_e1d\_part\_E      *Make 12 Month Enrollment Part E*

---

**Description**

R/E and Gender counts for dual enrollment (high school students)

**Usage**

make\_e1d\_part\_E(df)

**Arguments**

df                      A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_e1d\_part\_F      *Make 12 Month Enrollment Part F*

---

**Description**

Flag questions about high school students enrolled for credit

**Usage**

make\_e1d\_part\_F(df)

**Arguments**

df                      A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_ef1_part_A	<i>Make Fall Enrollment Part A</i>
-----------------	------------------------------------

---

**Description**

Breakdown of students level and demographics; also by designated CIPs in required years

**Usage**

```
make_ef1_part_A(df, cips = TRUE)
```

**Arguments**

df	A dataframe of student information
cips	A logical indicating if part A needs to provide breakdowns by particular CIPs

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_ef1_part_B	<i>Make Fall Enrollment Part B</i>
-----------------	------------------------------------

---

**Description**

Student Counts by Age/gender

**Usage**

```
make_ef1_part_B(df)
```

**Arguments**

df	A dataframe of student information
----	------------------------------------

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_ef1\_part\_C      *Make Fall Enrollment Part C*

---

**Description**

State of origin for first time students

**Usage**

make\_ef1\_part\_C(df)

**Arguments**

df                      A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_ef1\_part\_D      *Make Fall Enrollment Part D*

---

**Description**

Count of new non-degree students

**Usage**

make\_ef1\_part\_D(df)

**Arguments**

df                      A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_ef1_part_E	<i>Make Fall Enrollment Part E</i>
-----------------	------------------------------------

---

**Description**

Retention counts

**Usage**

make\_ef1\_part\_E(df)

**Arguments**

df                    A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_ef1_part_F	<i>Make Fall Enrollment Part F</i>
-----------------	------------------------------------

---

**Description**

Student Faculty Ratio

**Usage**

make\_ef1\_part\_F(df)

**Arguments**

df                    A dataframe (either "students" or "retention") as a unitid source

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_ef1_part_G	<i>Make Fall Enrollment Part G</i>
-----------------	------------------------------------

---

**Description**

Distance Ed counts

**Usage**

make\_ef1\_part\_G(df)

**Arguments**

df                    A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_ef1_part_H	<i>Make Fall Enrollment Part H (gender details)</i>
-----------------	---

---

**Description**

Make Fall Enrollment Part H (gender details)

**Usage**

make\_ef1\_part\_H(df, ugender, gggender)

**Arguments**

df                    A dataframe of student enrollment information

ugender              A boolean: TRUE means you are collecting and able to report "another gender" for undergraduate completers, even if you have no (or few) such students. Set as FALSE if necessary

gggender             A boolean: TRUE means you are collecting and able to report "another gender" for graduate completers, even if you have no (or few) such students. Set as FALSE if necessary

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_gr200`*Make Graduation Rates 200*

---

**Description**

Make Graduation Rates 200

**Usage**

```
make_gr200(df)
```

**Arguments**

`df` A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_gr_part_B`*Make Graduation Rates Part B*

---

**Description**

Make Graduation Rates Part B

**Usage**

```
make_gr_part_B(df)
```

**Arguments**

`df` A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part



---

make\_gr\_part\_C            *Make Graduation Rates Part C*

---

**Description**

Make Graduation Rates Part C

**Usage**

make\_gr\_part\_C(df)

**Arguments**

df                    A dataframe of student/degree information

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_hr\_part\_A1            *Make Human Resources Part A1*

---

**Description**

Part A1 — COUNT of FT INSTRUCTIONAL staff by tenure status, academic rank, and race/ethnicity/gender

**Usage**

make\_hr\_part\_A1(df)

**Arguments**

df                    a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_A2`*Make Human Resources Part A2*

---

**Description**

Part A2 — COUNT of FT instructional staff by tenure status, medical school, and function

**Usage**

```
make_hr_part_A2(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_B1`*Make Human Resources Part B1*

---

**Description**

HR Part B1 — COUNT of FT Non-instructional staff by occupational category

**Usage**

```
make_hr_part_B1(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_hr_part_B2	<i>Make Human Resources Part B2</i>
-----------------	-------------------------------------

---

**Description**

Part B2 — Full-time non-instructional staff by tenure, medical school, and occupational category

**Usage**

```
make_hr_part_B2(df)
```

**Arguments**

df                    a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_hr_part_B3	<i>Make Human Resources Part B3</i>
-----------------	-------------------------------------

---

**Description**

Part B3 — Full-time non-instructional staff by medical school, and occupational category

**Usage**

```
make_hr_part_B3(df)
```

**Arguments**

df                    a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_D1`*Make Human Resources Part D1*

---

**Description**

Part D1 — Part-time staff by occupational category

**Usage**

```
make_hr_part_D1(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_D2`*Make Human Resources Part D2*

---

**Description**

Part D2 — Graduate assistants by occupational category and race/ethnicity/gender

**Usage**

```
make_hr_part_D2(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_D3`*Make Human Resources Part D3*

---

**Description**

Part D3 — Part-time staff by tenure, medical school, and occupational category

**Usage**

```
make_hr_part_D3(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_D4`*Make Human Resources Part D4*

---

**Description**

Part D4 — Part-time Non-instructional staff by medical school, and occupational category

**Usage**

```
make_hr_part_D4(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_G1`*Make Human Resources Part G1*

---

**Description**

Part G1 — Salaries of INSTRUCTIONAL staff

**Usage**

```
make_hr_part_G1(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`make_hr_part_G2`*Make Human Resources Part G2*

---

**Description**

Part G2 — Salaries of non-instructional staff

**Usage**

```
make_hr_part_G2(df)
```

**Arguments**

`df` a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_hr\_part\_H1            *Make Human Resources Part H1*

---

**Description**

Part H1 — Full-time new hire instructional staff by tenure status and race/ethnicity/gender

**Usage**

make\_hr\_part\_H1(df)

**Arguments**

df                    a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_hr\_part\_H2            *Make Human Resources Part H2*

---

**Description**

Part H2 — New hires by occupational category, Race/Ethnicity/Gender

**Usage**

make\_hr\_part\_H2(df)

**Arguments**

df                    a dataframe

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_om_part_A	<i>Make Outcome Measures Part A</i>
----------------	-------------------------------------

---

**Description**

Establishing the Outcome Measures cohorts

**Usage**

```
make_om_part_A(df)
```

**Arguments**

df                    A dataframe of student statuses

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make_om_part_B	<i>Make Outcome Measures Part B</i>
----------------	-------------------------------------

---

**Description**

Award Status at Four Years after Entry

**Usage**

```
make_om_part_B(df)
```

**Arguments**

df                    A dataframe of student statuses

**Value**

A dataframe with the required IPEDS structure for this survey part



---

make\_om\_part\_C                      *Make Outcome Measures Part C*

---

**Description**

Award Status at Six Years after Entry

**Usage**

make\_om\_part\_C(df)

**Arguments**

df                      A dataframe of student statuses

**Value**

A dataframe with the required IPEDS structure for this survey part

---

make\_om\_part\_D                      *Make Outcome Measures Part D*

---

**Description**

Award Status and Enrollment at Eight Years after Entry

**Usage**

make\_om\_part\_D(df)

**Arguments**

df                      A dataframe of student statuses

**Value**

A dataframe with the required IPEDS structure for this survey part

---

`om_students`*Dummy data for Outcome Measures functions*

---

**Description**

Contains sample values for students

**Usage**

```
om_students
```

**Format**

A data frame with 20 rows and 9 columns

**Details**

See complete information by running `?create_dummy_data_om.R`

---

`prep_com_data_frame`*Some initial recoding for Completions*

---

**Description**

Some initial recoding for Completions

**Usage**

```
prep_com_data_frame(df)
```

**Arguments**

`df` a dataframe of student level data or cip information

**Value**

A dataframe ready for the `make_com` scripts

---

prep\_ef1\_data\_frame     *Some initial recoding for Fall Enrollment*

---

**Description**

Some initial recoding for Fall Enrollment

**Usage**

prep\_ef1\_data\_frame(df)

**Arguments**

df                    a dataframe of student level data

**Value**

A dataframe ready for the make\_ef1 scripts

---

prep\_hr\_data\_frame     *Some initial recoding for Human Resources*

---

**Description**

Some initial recoding for Human Resources

**Usage**

prep\_hr\_data\_frame(df)

**Arguments**

df                    a dataframe

**Value**

A dataframe ready for the make\_hr scripts

---

prep_om_awards	<i>Set up extra_awards df for Outcome Measures part B, C, D</i>
----------------	---

---

**Description**

Select correct year, ensure all award levels end up with a column

**Usage**

```
prep_om_awards(df, award)
```

**Arguments**

df	A dataframe of student statuses
award	A string with the df column to use for processing depending on the OM part

**Value**

A dataframe pivoted and prepared for use within the make\_om\_part functions B-D

---

prep_om_data_frame	<i>Some initial recoding for OutcomeMeasures</i>
--------------------	--

---

**Description**

Some initial recoding for OutcomeMeasures

**Usage**

```
prep_om_data_frame(df)
```

**Arguments**

df	a dataframe of student level data
----	-----------------------------------

**Value**

A dataframe ready for the make\_om scripts

---

produce\_com\_report      *Shortcut function with all steps to provide a Completions report*

---

### Description

Shortcut function with all steps to provide a Completions report

### Usage

```
produce_com_report(  
  df,  
  extracips = NULL,  
  part = "ALL",  
  format = "uploadable",  
  ugender = TRUE,  
  ggender = TRUE  
)
```

### Arguments

df	A dataframe set up according to the readme
extracips	A dataframe set up according to the readme (optional)
part	A string with what part of the report you want to produce: 'all', 'A', etc.
format	A string ("uploadable" will produce a properly formatted upload file. "readable" will produce a csv of the upload file (only works for one part at a time). "both" will provide both options, but only works with one part at a time.
ugender	A boolean: TRUE means you are collecting and able to report "another gender" for undergraduate completers, even if you have no (or few) such students. Set as FALSE if necessary
ggender	A boolean: TRUE means you are collecting and able to report "another gender" for graduate completers, even if you have no (or few) such students. Set as FALSE if necessary

### Value

A txt or csv file at the path of your choice

### Examples

```
#entire report  
produce_com_report(com_students, com_cips)  
  
#one part as csv instead of key-value  
produce_com_report(com_students, com_cips, part = "A", format = "readable")
```

---

produce_e1d_report	<i>Shortcut function with all steps to provide a 12 Month Enrollment report</i>
--------------------	---

---

### Description

Shortcut function with all steps to provide a 12 Month Enrollment report

### Usage

```
produce_e1d_report(
  df,
  hrs,
  part = "ALL",
  format = "uploadable",
  ugender = TRUE,
  ggender = TRUE
)
```

### Arguments

df	A dataframe set up according to the readme for students
hrs	A dataframe set up according to the readme for instructional activity
part	A string with what part of the report you want to produce: 'all', 'A', etc.
format	A string ("uploadable" will produce a properly formatted upload file. "readable" will produce a csv of the upload file (only works for one part at a time). "both" will provide both options, but only works with one part at a time.
ugender	A boolean: TRUE means you are collecting and able to report "another gender" for undergraduate students, even if you have no (or few) such students. Set as FALSE if necessary
ggender	A boolean: TRUE means you are collecting and able to report "another gender" for graduate students, even if you have no (or few) such students. Set as FALSE if necessary

### Value

A txt or csv file at the path of your choice

### Examples

```
#entire report
produce_e1d_report(e1d_students, e1d_instr)

#one part, as csv instead of key-value file
produce_e1d_report(e1d_students, part = "A", format = "readable")
```

---

produce\_ef1\_report      *Shortcut function with all steps to provide a Fall Enrollment report*

---

## Description

Shortcut function with all steps to provide a Fall Enrollment report

## Usage

```
produce_ef1_report(  
  students,  
  retention,  
  part = "ALL",  
  include_optional = FALSE,  
  format = "uploadable",  
  ugender = TRUE,  
  ggender = TRUE  
)
```

## Arguments

students	A dataframe set up according to the readme with student data
retention	A dataframe set up according to the readme with retention data
part	A string with what part of the report you want to produce: 'all', 'A', etc.
include_optional	A boolean flag for whether optional parts should be included
format	A string ("uploadable" will produce a properly formatted upload file. "readable" will produce a csv of the upload file (only works for one part at a time). "both" will provide both options, but only works with one part at a time.
ugender	A boolean: TRUE means you are collecting and able to report "another gender" for undergraduate completers, even if you have no (or few) such students. Set as FALSE if necessary
ggender	A boolean: TRUE means you are collecting and able to report "another gender" for graduate completers, even if you have no (or few) such students. Set as FALSE if necessary

## Value

A txt or csv file at the path of your choice

## Examples

```
#entire report  
produce_ef1_report(ef1_students, ef1_retention)
```

```
#entire report with optional sections
produce_ef1_report(ef1_students, ef1_retention, include_optional = TRUE)

#one part as csv instead of key-value
produce_ef1_report(ef1_students, part = 'D', format = 'readable')
```

---

produce\_gr200\_report    *Shortcut function with all steps to provide a Grad Rates 200 report*

---

## Description

Shortcut function with all steps to provide a Grad Rates 200 report

## Usage

```
produce_gr200_report(df, format = "uploadable")
```

## Arguments

df	a dataframe set up according to the readme
format	A string ("uploadable" will produce a properly formatted upload file. "readable" will produce a csv of the upload file (only works for one part at a time). "both" will provide both options, but only works with one part at a time.

## Value

A txt or csv file at the path of your choice

## Examples

```
#entire report
produce_gr200_report(gr200_students)
```



---

produce\_gr\_report      *Shortcut function with all steps to provide a Graduation Rates report*

---

## Description

Shortcut function with all steps to provide a Graduation Rates report

## Usage

```
produce_gr_report(  
  df,  
  part = "ALL",  
  format = "uploadable",  
  ugender = lifecycle::deprecated()  
)
```

## Arguments

df	a dataframe set up according to the readme
part	a string with what part of the report you want to produce "all", "A1", etc.
format	A string ("uploadable" will produce a properly formatted upload file. "readable" will produce a csv of the upload file (only works for one part at a time). "both" will provide both options, but only works with one part at a time.
ugender	<code>'r lifecycle::badge("deprecated")</code> A boolean: TRUE means you are collecting and able to report "another gender" for undergraduate students, even if you have no (or few) such students. Set as FALSE if necessary. <b>**Starting in 2024-2025, this argument will be ignored by later code.**</b>

## Value

A txt or csv file at the path of your choice

## Examples

```
#entire report  
produce_gr_report(gr_students)  
  
#one part in csv format instead of key-value  
produce_gr_report(gr_students, part = "B", format = "readable")
```

---

produce\_hr\_report      *Shortcut function with all steps to provide a Human Resources report*

---

### Description

Shortcut function with all steps to provide a Human Resources report

### Usage

```
produce_hr_report(df, part = "all", format = "uploadable")
```

### Arguments

df	a dataframe set up according to the readme
part	a string with what part of the report you want to produce "all", "A1", etc.
format	A string ("uploadable" will produce a properly formatted upload file. "readable" will produce a csv of the upload file (only works for one part at a time). "both" will provide both options, but only works with one part at a time.

### Value

A txt or csv file at the path of your choice

### Examples

```
#entire report
produce_hr_report(hr_staff)

#subsection with csv output instead of key-value txt
produce_hr_report(hr_staff, part = "A1", format = "readable")
```

---

produce\_om\_report      *Shortcut function with all steps to provide an Outcome Measures report*

---

### Description

Shortcut function with all steps to provide an Outcome Measures report

### Usage

```
produce_om_report(df, part = "ALL", format = "uploadable")
```

**Arguments**

df	A dataframe set up according to the readme
part	A string with what part of the report you want to produce: 'all', 'A', etc.
format	A string ("uploadable" will produce a properly formatted upload file. "readable" will produce a csv of the upload file (only works for one part at a time). "both" will provide both options, but only works with one part at a time.

**Value**

A txt or csv file at the path of your choice

**Examples**

```
#entire report
produce_om_report(om_students)

#one part with csv output instead of key-value
produce_om_report(om_students, part = 'A', format = 'readable')
```

---

produce\_other\_report *Produce an upload-compatible txt file from pre-aggregated files*

---

**Description**

Use this function to create a key-value pair uploadable file from your own prepared dataframes, instead of using a different (provided) produce function. Your dataframes must be prepped to match final submission requirements as laid out by IPEDS (or whatever survey you will use this for. Use this function for one survey at a time, and add a separate dataframe for each part to the ... argument. See vignette for more details.

**Usage**

```
produce_other_report(..., survey = "MySurvey", part = "AllParts")
```

**Arguments**

...	dataframes (one for each survey part, in order)
survey	string with the survey name you'd like in your filename
part	string with the part name (subname) you'd like your file name

**Value**

txt file on your computer with the title *[survey]\_[part]\_[today's date].txt*

**Note**

You must name the arguments for survey and part if using non-default value. If the arguments are unnamed, the function will assume their values are additional dataframes.

**Examples**

```
#With built-in R data
produce_other_report(mtcars[1:5,], iris[1:5,], ToothGrowth[1:5,], survey = 'FakeSurvey')
```

```
#Will not execute properly (argument unnamed)
#produce_other_report(mtcars[1:5,], iris[1:5,], ToothGrowth[1:5,], 'FakeSurvey')
```

---

set_report_path	<i>Set the path for where the reports will be saved to.</i>
-----------------	---

---

**Description**

Set the path for where the reports will be saved to.

**Usage**

```
set_report_path()
```

**Value**

path

---

specs_COM	<i>Table of data requirements for Completions starting dataframe</i>
-----------	--

---

**Description**

Table of data requirements for Completions starting dataframe

**Usage**

```
specs_COM
```

**Format**

A data frame with 21 rows and 4 columns

---

specs_E1D	<i>Table of data requirements for 12 Month Enrollment starting dataframes</i>
-----------	---

---

**Description**

Table of data requirements for 12 Month Enrollment starting dataframes

**Usage**

specs\_E1D

**Format**

A data frame with 19 rows and 4 columns

---

specs_EF1	<i>Table of data requirements for Fall Enrollment starting dataframes</i>
-----------	---

---

**Description**

Table of data requirements for Fall Enrollment starting dataframes

**Usage**

specs\_EF1

**Format**

A data frame with 23 rows and 4 columns

---

specs_GR	<i>Table of data requirements for Graduation Rates starting dataframe</i>
----------	---

---

**Description**

Table of data requirements for Graduation Rates starting dataframe

**Usage**

specs\_GR

**Format**

A data frame with 13 rows and 3 columns

---

specs_GR200	<i>Table of data requirements for Grad Rates 200 starting dataframe</i>
-------------	---

---

**Description**

Table of data requirements for Grad Rates 200 starting dataframe

**Usage**

specs\_GR200

**Format**

A data frame with 5 rows and 3 columns

---

specs_HR	<i>Table of data requirements for HR starting dataframe</i>
----------	---

---

**Description**

Table of data requirements for HR starting dataframe

**Usage**

specs\_HR

**Format**

A data frame with 13 rows and 3 columns

---

specs_OM	<i>Table of data requirements for OM starting dataframe</i>
----------	---

---

**Description**

Table of data requirements for OM starting dataframe

**Usage**

specs\_OM

**Format**

A data frame with 9 rows and 3 columns

---

write_report	<i>Write the prepared data to a txt file in key-value format</i>
--------------	--

---

**Description**

Write the prepared data to a txt file in key-value format

**Usage**

```
write_report(..., survey, part, output_path)
```

**Arguments**

...	dataframes (one for each survey part, in order)
survey	a string (which [IPEDS] survey)
part	a string (which upload part of the survey)
output_path	a file path (where the file should be saved)

**Value**

a txt file (at the path location)

**Note**

All arguments for this function are required and must be named. Dataframes must have the key as the column name (with appropriate capitalization) and the value in the cells

---

write_report_csv	<i>Write the prepared data to a csv file</i>
------------------	--

---

**Description**

Write the prepared data to a csv file

**Usage**

```
write_report_csv(df, survey, part, output_path)
```

**Arguments**

df	a dataframe (prepared via the 'make' scripts)
survey	a string (which IPEDS survey)
part	a string (which upload part of the survey)
output_path	a path (which folder the report should go in)

**Value**

a csv file (at the path location)

**Note**

All arguments for this function are required. The dataframe must have the key as the column name (with appropriate capitalization) and the value in the cells



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