HEADS DATA SURVEY
Frequently Asked Questions

Is my institution required to participate?

Completion of the HEADS Data Survey is a requirement for all degree-granting accredited institutional members (see *Handbook*, Rules of Practice and Procedure, Part II, Article III, Section 1.A.). Failure to file the HEADS Data Survey or submit a complete HEADS Data Survey may result in a failure to attend to responsibilities associated with accreditation requirements and subsequently, Commission review.

Am I required to register?

All Institutional Representatives from accredited institutional members and any representatives from non-member past participant institutions maintain registrations established with HEADS the previous year. Therefore, new registration is not necessary unless this is your first time responding. If you are a non-member institution and wish to participate for the first time, please contact Nora R. Hamme at nhamme@arts-accredit.org or (703) 437-0700, Ext. 128 for instructions.

What should I do if I haven't received my HEADS Data Survey email or if I've lost my login account information?

If you have not received a HEADS Data Survey email, please send an inquiry to Nora R. Hamme at nhamme@arts-accredit.org or (703) 437-0700, Ext. 128. If you have lost your login information, you may request that it be automatically sent to you by clicking the "Forgot Password?" link on the login screen.

Do I need to register before I can enter data for my institution?

Yes. All institutions must be registered to participate. All Institutional Representatives from accredited institutional members and any representatives from non-member past participant institutions maintain registrations established with HEADS the previous year. Therefore, new registration is not necessary.

Can I change my password?

Once logged in to the HEADS Data Survey, you may change your password at any time by clicking on the Admin tab in the navigation menu at the top of the page and following the prompts.

My login account does not work. What should I do?

You may request that your login account information be automatically sent to you by clicking the "Forgot Password?" link on the login screen. If you continue to have difficulty, please contact Nora R. Hamme at nhamme@arts-accredit.org or (703) 437-0700, Ext. 128.

Should I change incorrect information on the registration screen?

Information found on the registration screen has been pulled directly from the applicable database and reflects information previously provided by the institution. If errors exist, please correct any and all information prior to submitting your HEADS Data Survey and inform the National Office (info@arts-accredit.org) if database information requires amendment.

When can I begin entering data for the survey?

Electronic data collection begins the first business day of November each year.

When is the deadline to complete the survey?

The survey remains open for submissions through January 31, at which time, the survey is closed for processing so timely release of the data is made possible.

How can I get help regarding HEADS?

Once in the HEADS Data Survey, users will find a link to the complete HEADS instruction PDF document at the top of each section. This document may be helpful in collecting data and understanding how to respond to the survey. In addition, the "Help" menu located in the navigation bar at the top of the page contains a glossary of terms and helpful list of frequently asked questions (i.e., this document).

Can I get a deadline extension?

No. The survey remains open for submissions through January 31 of each year, at which time, the survey is closed for processing so that timely release of the data is made possible. Extensions would delay the availability of data and therefore are not provided. It is important to note that the data from institutions missing the submission deadline may not be included in the composite data collected in that year.

Can I submit data in hard copy or in a data file rather than using the online survey?

All data must be submitted using the online survey in order to facilitate all aspects of the HEADS Data Project.

What browser versions and settings are recommended to enter, verify, and lock data for the HEADS Data Survey?

The recommended browsers include the most current versions of Chrome, Edge, Firefox, and Safari. Older browsers may not allow appropriate operation of the site. Please ensure that cookies and scripting are enabled in the Web browser.

Can I view and print my data entries?

Electronic and hard copies of each section may be captured only just before a Section is "submitted". **This will be the only chance in the survey process to make a copy.** Users are reminded to secure an electronic and printed copy of each Section prior to choosing the "Submit" button for each section. Users may have a PDF of the completed section sent to their email address and/or create a full copy of their institution's HEADS Data Survey information by saving

printouts/copies prior to the submission of each individual Section, then compiling them. These copies should be commended to the institution's records and used as necessary for purposes such as inclusion in the institution's next Self-Study prepared in support of its comprehensive review.

At what point will I no longer be able to edit the data?

Once the HEADS Data Survey has been completed and submitted, you will no longer be able to edit the data. If you need to report an error in the data entered, please contact Nora R. Hamme in the National Office (nhamme@arts-accredit.org or (703) 437-0700, Ext. 128).

Can I print my HEADS Data Survey in Sections after they are "Submitted" or after the entire Survey is "Completed" and "Submitted"?

No. Once a Section of the HEADS Data Survey or the complete HEADS Data Survey has been "Submitted", the Sections and HEADS Data Survey will be locked.

How can I get access to HEADS Data?

Upon completion of the HEADS Data Survey and once data from a particular year is made available, participating accredited institutional members are granted access to the electronic collection of data available in the form of navigable dashboards. Access to and use of the HEADS Data System is a benefit of accredited institution membership. There are no fees assessed to accredited institutional members for 1) participation in the HEADS Data Survey, 2) access to navigable dashboard, and 3) archival copies of HEADS Data Summaries from 1982-1983 through 2020-2021.

Non-member institutions may participate in the HEADS Data Survey. There are no fees assessed for participation. Non-member participating institutions completing the HEADS Data Survey by the deadline may purchase access to the electronic collection of data available in the form of navigable dashboards.

Access to the data is obtained through a separate log in page, located on the HEADS website.