



Annual Survey of Educational Programs (ASEP)

Overview

The Pennsylvania Department of Education (PDE) is required under 22 Pa. Code §31.23 to maintain a database of programs offered at degree-granting institutions in Pennsylvania. **By March 1 of each year**, institutions must review and update their program offerings via the Annual Survey of Educational Programs (ASEP), accessed through MyPDESuite. Updated ASEP information becomes publicly available via the [Institution Program Search \(IPS\)](#).

Access Requirements

[MyPDESuite](#) is PDE's secure portal for data collection applications.

To access the ASEP, users must register a Keystone login username/password and use those credentials to login via MyPDESuite. Instructions for gaining access are available on the [MyPDESuite home page](#).

1. If you are a new user or security administrator, please carefully review the MyPDESuite Help Guides on the MyPDESuite page. *Please note that the Division of Higher Education, Access, and Equity staff are not able to provide access or assistance with Keystone login instructions. For login issues, please contact the Keystone Login Help Desk at 877-328-0995.*
2. New institutional users will need to request access from your institution's local security administrator (LSA). If you do not know who your LSA is, you can request assistance by emailing ra-highereducation@pa.gov. If your institution does not have an active LSA registered in MyPDESuite, your institution will need to follow the [MyPDESuite process for assigning a new LSA](#).

Completing ASEP for Single-Campus Institutions

After logging into [MyPDESuite](#) and selecting ASEP:

1. Click on the Contact tab and update information if needed and click "save".
2. Click on the Programs tab and update all program listings.
 - a. Use [NCES 2020 CIP Codes](#).
 - b. Save entries as you go.
 - c. Note: if adding a new program and the degree level is not available to select in the dropdown menu, please contact ra-highereducation@pa.gov

3. After updates are complete, select “Submit to PDE” in the Survey Summary tab.
4. Upon submission, the individual identified on the contact tab will receive an automated confirmation email within a few minutes that the ASEP has been submitted. If you do not receive a confirmation, please email ra-highereducation@pa.gov for assistance.
5. Note: if no changes are necessary, click on “Submit to PDE” in the Survey Summary tab and the report will automatically roll over to “Reviewed.”

Completing ASEP for Multi-Campus Institutions

Institutions with multiple instructional campuses have two available options to complete the ASEP.

Option 1: Follow the steps for Completing ASEP for Single-Campus Institutions

- a. This is not a change from past submissions.

Option 2: Use the Multiple Campus Program Editor

- a. Log in to [MyPDESuite](#) and open the ASEP application.
- b. Ensure you have access to all campus reports.
 - i. If you do not have access, please reference the **Access Requirements** identified above.
- c. Select/Click on the “Enter Multiple Campus Program Editor.” The image below shows an image of the button.



- i. Load time may vary depending on the number of campuses.
- d. Choose your preferred sorting method.

Option 1 - Sort by Campus then CIP (default).

- I. The image below shows the ‘Sort by Campus, then CIP’ option with campuses listed alphabetically.

Edit Survey						
School Year: 2026-2027		AUN: *****		Name: Central Penn College		
Programs						
Sort By: Campus, CIP, Instruction Type		Go to the beginning page of: -- Select a Campus --		Go to the beginning page of: -- Select a CIP Code --		
Campus, CIP, Instruction Type						
CIP Co	CIP, Campus, Instruction Type	ing Title	CIP Local Title	Degrees / Certificates	Enrl Close	Instruction Type

- II. The image below shows a secondary sort option to jump to the start of a specific campus. Note: There are 100 lines per page, you may need to scroll down to locate the start of the specific campus you are searching for.

Edit Survey
School Year: 2026-2027 AUN: [REDACTED] Name: [REDACTED] Fork

Programs

Sort By: Campus, CIP, Instruction Type Go to the beginning page of: -- Select a Campus -- Go to the beginning page of: -- Select a CIP Code --

CIP Code	CIP Long Title	CIP	Enrl Close Year	Instruction Type	Campus List	Del
01.0000	Agriculture, General	Agriculture		Residential		Del
01.0102	Agribusiness/Agricultural Business Operations	Agribusiness		Residential		Del
01.0199	Agricultural Business and Management, Other	Agriculture		Residential		Del
01.0201	Agricultural Mechanization, General	Ag System		Residential		Del
01.0605	Landscaping and Groundskeeping	Landscape		Residential		Del
01.0607	Turf and Turfgrass Management	Turf and T		Residential		Del
01.0801	Agricultural and Extension Education Services	Agricult &		Residential		Del
01.0901	Animal Sciences, General	Animal Sci		Residential		Del

Option 2 - Sort by CIP then Campus.

- I. The image below shows the 'Sort by CIP, then Campus' option with CIP codes in numeric order.

Edit Survey
School Year: 2026-2027 AUN: [REDACTED] Name: [REDACTED] Fork

Programs

Sort By: CIP, Campus, Instruction Type Go to the beginning page of: -- Select a Campus -- Go to the beginning page of: -- Select a CIP Code --

CIP Code	CIP Long Title	CIP Local Title	Degrees / Certificates	Enrl Close Year	Instruction Type	Campus List	Del
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- II. The image below shows a secondary sort option to jump to a specific CIP. Note: There are 100 lines per page, you may need to scroll down to locate the start of the specific CIP code. Additionally, if there isn't a particular CIP code currently used by the institution at any campus, a message will pop-up indicating as such. Click "okay" if this occurs.

Edit Survey
School Year: 2026-2027 AUN: [REDACTED] Name: [REDACTED] Fork

Programs

Sort By: Campus, CIP, Instruction Type Go to the beginning page of: -- Select a Campus -- Go to the beginning page of: -- Select a CIP Code --

CIP Code	CIP Long Title	CIP Local Title	Degrees / Certificates	Enrl Close Year	Instruction Type	Campus List	Del
01.0000	Agriculture, General	Agricultural Science	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.0102	Agribusiness/Agricultural Business Operations	Agribusiness Mgmt	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.0199	Agricultural Business and Management, Other	Agricultural Bus	EXAS - Associate of Science		Residential		
01.0201	Agricultural Mechanization, General	Ag Systems Mngmt	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.0605	Landscaping and Groundskeeping	Landscape Contractng	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.0607	Turf and Turfgrass Management	Turf and Turfgrass Manage	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.0801	Agricultural and Extension Education Services	Agricult & Exten Ed	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.0901	Animal Sciences, General	Animal Science	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.1001	Food Science	Food Science	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.1101	Plant Sciences, General	Plant Sciences	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.1102	Agronomy and Crop Science	Agroecology	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.1103	Horticultural Science	Horticultural	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.1302	Pre-Veterinary Studies	Pre-Veterinary Studies	EXBS - BS Ex Prog W/ Main Campus		Residential		
01.8107	Veterinary Microbiology and Immunobiology	Veterinary Microbiology an	EXBS - BS Ex Prog W/ Main Campus		Residential		
03.0101	Natural Resources/Conservation, General	Envrn Resource Mgmt	EXBS - BS Ex Prog W/ Main Campus		Residential		
03.0103	Environmental Studies	Environmental Studies	EXBA - BA Ex Prog W/ Main Campus		Residential		
03.0103	Environmental Studies	Environmental Studies	EXBS - BS Ex Prog W/ Main Campus		Residential		

- e. Make all edits needed using available functions: add, delete, edit, or copy programs between campuses.
 - i. Save after each change.
 - ii. Note: If adding a new program and the degree level is not available to choose in the dropdown menu, please contact ra-highereducation@pa.gov
- f. After finishing updates, access each campus's individual report by following the steps under Completing ASEP for Single-Campus Locations and:
 - i. Verify contact information and save any changes made.
 - ii. Review programming and summary to ensure changes appear correctly.
 - iii. Submit each report to PDE via the Submit to PDE button in the Survey Summary tab.
 - iv. Upon submission, the individual identified on the contact tab will receive an automated confirmation email within a few minutes that the ASEP has been submitted. If you do not receive a confirmation, please email ra-highereducation@pa.gov for assistance.
 - v. Note: If no changes are necessary, click on "Submit to PDE" in the Survey Summary tab and the report will automatically roll over to "Reviewed."

Assistance and Support

- For login/password issues: Keystone Login Help Desk: 877-328-0995
- For MyPDESuite issues: MyPDESuite Help Desk: 717-857-3737
- For ASEP application issues or reporting requirements: ra-highereducation@pa.gov