

**State University of West Georgia**  
**Common Data Set for**  
**1999-2000**

**A. GENERAL INFORMATION**

**A1. Address Information**

Name of College or University: State University of West Georgia  
Mailing Address: 1600 Maple Street, Carrollton, GA, 30117  
Main Phone: (770) 836-6500  
WWW Home Page Address: www.westga.edu  
Admissions Phone Number: (770) 836-6416  
Admissions Toll-Free Phone Number: N/A  
Admissions Office Mailing Address: Same as above  
Admissions FAX Number: (770) 836-4659  
Is there a separate URL application site on the Internet? If so, please specify: www.westga.edu/~admiss

**A2. Source of institutional control (check one only)**

X	Public
	Private (nonprofit)
	Proprietary

**A3. Classify your undergraduate institution**

X	Coeducational college
	Men's college
	Women's college

**A4. Academic year calendar**

X	Semester		4-1-4
	Quarter		Continuous
	Trimester		Differs by program (describe):
	Other (describe):		

**A5. Degrees offered by your institution**

	Certificate		Post-bachelor's certificate
	Diploma	X	Master's
X	Associate	X	Post-master's certificate
	Transfer		Doctoral
	Terminal		First professional
X	Bachelor's		First professional certificate

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**B. ENROLLMENT AND PERSISTENCE**

**B1. Institutional Enrollment—Men and Women** Provide numbers of students reported on IPEDS Fall Enrollment Survey 1999 as of the institution's official fall reporting date or as of October 15, 1999. Refer to IPEDS EF-1 Part A or IPEDS EF-2 Part A (undergraduates only) survey.

	FULL-TIME			PART-TIME		
	Men (IPEDS col. 15)	Women (IPEDS col. 16)	IPEDS line	Men (IPEDS col. 15)	Women (IPEDS col. 16)	IPEDS line
<b>Undergraduates</b>						
Degree-seeking, first-time freshmen	592	978	line 1	25	43	Line 15
Other first-year, degree-seeking	458	747	line 2	82	150	line 16
All other degree-seeking	1,013	1,617	lines	373	566	lines
<i>Total degree-seeking</i>	2,063	3,342		480	759	
All other undergraduates enrolled in credit courses	31	44	line 7	23	30	line 21
<i>Total undergraduates</i>	2,094	3,386	line 8	503	789	line 22
<b>First-professional</b>						
First-time, first-professional students	0	0	line 9	0	0	line 23
All other first-professionals	0	0	line 10	0	0	line 24
<i>Total first-professional</i>	0	0		0	0	
<b>Graduate</b>						
Degree-seeking, first-time graduates	20	72	line 11	57	292	line 25
All other degree-seeking graduates	64	148	line 12	206	790	line 26
All other graduates enrolled in credit courses	14	30	line 13	45	155	line 27
<i>Total graduate</i>	98	250		308	1,237	

**Total all undergraduates** (IPEDS sum of lines 8 and 22, cols. 15 and 16):

6,772

**Total all graduate and professional students** (IPEDS sum of lines 14 and 28, cols. 15 and 16):

1,893

**GRAND TOTAL ALL STUDENTS** (IPEDS line 29, sum of cols. 15 and 16):

8,665

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**B2. Enrollment by Racial/Ethnic Category.** Provide numbers of degree-seeking undergraduate students reported on IPEDS Fall Enrollment Survey 1999 as of the institution's official fall reporting date or as of October 15, 1999. Refer to IPEDS EF-1 Part A or IPEDS EF-2 Part A surveys based on column and line numbers in grid for totals.

	<b>ALL FIRST-YEAR</b>	<b>ALL UNDERGRADUATES</b>
	<b>IPEDS sum of lines 1, 2, 15, and 16,</b>	<b>IPEDS sum of lines 8 and 22</b>
Non-resident aliens IPEDS cols. 1-2	15	67
Black, non-Hispanic IPEDS cols. 3-4	809	1,508
American Indian or Alaskan Native IPEDS cols. 5-6	7	11
Asian or Pacific Islander IPEDS cols. 7-8	25	53
Hispanic IPEDS cols. 9-10	35	68
White, non-Hispanic IPEDS cols. 11-12	2,184	5,065
Race/ethnicity unknown IPEDS cols. 13-14	0	0
Total IPEDS cols. 15-16	3,075	6,772

**Persistence**

**B3. Number of degrees awarded by your institution from July 1, 1998, to June 30, 1999.**

Associate degrees	38
Bachelor's degrees	859
Master's degrees	547
Post-master's certificates	197
Total	1,641

Corrections made B3 to match the Board of Regents Degrees and Awards Conferred Report (correction made 11/8/2006)

**Graduation Rates**

The information in this section comes from the IPEDS Graduation Rate Survey (GRS). For complete instructions and definitions of data elements, see the IPEDS GRS instructions and glossary

**For Bachelor's or Equivalent Programs**

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1993. Include in the cohort those who entered your institution during the summer term preceding fall 1993.

**B4. Initial 1993 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:**  
(IPEDS GRS, Section II, Part A, line 10, sum of columns 15 and 16)

1,202
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**B5. Of the initial 1993 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:**  
(IPEDS GRS, Section II, Part C, line 45, sum of columns 15 and 16)

0
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<b>B6.</b>	<b>Final 1993 cohort, after adjusting for allowable exclusions:</b> (Subtract question B5 from question B4)	1,202
<b>B7.</b>	<b>Of the initial 1993 initial cohort, how many completed the program in four years or less (by August 31, 1997):</b> (IPEDS GRS, Section II, Part A, line 19, sum of columns 15 and 16)	104
<b>B8.</b>	<b>Of the initial 1993 cohort, how may completed the program in more than four years but in five years or less (after August 31, 1997 and by August 31, 1998)</b> (IPEDS GRS, Section II, Part A, line 20, sum of columns 15 and 16)	179
<b>B9.</b>	<b>Of the initial 1993 cohort, how many completed the program in more than five years but in six years or less (after August 31, 1998 and by August 31, 1999):</b> (IPEDS GRS, Section II, Part A, line 21, sum of columns 15 and 16)	55
<b>B10.</b>	<b>Total graduating within six years (sum of questions B7, B8, and B9):</b> (IPEDS GRS, Section II, Part A, line 18, sum of columns 15 and 16)	338
<b>B11.</b>	<b>Six-year graduation rate for 1993 cohort (question B10 divided by question B6):</b>	28%
<b>B12.</b>	<b>Total transfers to four-year institutions:</b> (IPEDS GRS-2, Section III, line 33, sum of columns 15 and 16)	N/A

**Retention Rates**

Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1998 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: deceased, permanently disabled, armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

<b>B22.</b>	<b>For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 1998 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 1999?</b>	64.79
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**C. FIRST-TIME, FIRST-YEAR (FRESHMAN) ADMISSION**

**Applications**

- C1. First-time, first-year (freshman) students:** Provide the number of degree-seeking students who applied, were admitted, and enrolled (full- or part-time) in fall 1999. Include early decision, early action, and students who began studies during summer in this cohort. Applicants include all students who fulfilled the requirements for consideration for admission (including payment or waiving of the application fee, if any) and who have been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution). Admitted applicants should include wait-listed students who were subsequently offered admission.

Total men applied	1,663
Total women applied	2,677
Total men admitted	1,100
Total women admitted	1,871
Total full-time, first-time, first-year (freshman) men enrolled	592
Total part-time, first-time, first-year (freshman) men enrolled	25
Total full-time, first-time, first-year (freshman) women enrolled	978
Total part-time, first-time, first-year (freshman) women enrolled	43

- C2. Freshman wait-listed students (students who met admission requirements but whose final admission was contingent on space availability)**

Do you have a policy of placing students on a waiting list? **NO**

If yes, please answer the questions below for fall 1999 admissions:

Number of qualified applicants placed on waiting list N/A

Number accepting a place on the waiting list N/A

Number of wait-listed students admitted N/A

**Admission Requirements**

- C3. High school completion requirement**

Check the appropriate box to identify your high school completion requirement for degree-seeking entering students

X	High school diploma is required and GED is accepted
	High school diploma is required and GED is not accepted
	High school diploma or equivalent is not required

- C4. Does your institution require or recommend a general college preparatory program for degree-seeking students?**

X	Required
	Recommended
	Neither required nor recommended

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**C5. Distribution of high school units required and/or recommended.** Specify the distribution of academic high school course units required and/or recommended of all or most degree-seeking students using Carnegie units (one unit equals one year of study or its equivalent). If you use a different system for calculating units, please convert

	Units required	Units recommended
Total academic units	15	18
English	4	4
Mathematics	3	4
Science	3	3
Of these, units that must be lab	2	2
Foreign language	2	2
Social studies	3	3
History		
Academic electives		2
Other ( <i>specify</i> )	None	None

**Basis for Selection**

**C6. Do you have an open admission policy, under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications?**

No
----

If so, check which applies:

Open admission policy as described above for all students

N/A
-----

Open admission policy as described above for most students, but selective admission for out-of-state students

N/A
-----

selective admission to some programs

N/A
-----

other (explain)

N/A
-----

**C7. Relative importance of each of the following academic and nonacademic factors in your first-time, first-year, degree-seeking (freshman) admission decisions.**

<i>Academic</i>	Very Important	Important	Considered	Not Considered
Secondary school record	X			
Class rank				X
Recommendation(s)				X
Standardized test scores	X			
Essay				X

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Very Important      Important      Considered      Not Considered

*Nonacademic*

Interview	X
Extracurricular activities	X
Talent/ability	X
Character/personal qualities	X
Alumni/ae relation	X
Geographical residence	X
State residency	X
Religious affiliation/commitment	X
Minority status	X
Volunteer work	X
Work experience	X

**SAT and ACT Policies**

**C8. Entrance exams**

a. Does your institution make use of SAT I, SAT II, or ACT scores in admission decisions for first-time, first-year, degree-seeking applicants?      YES

If yes, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission.

**ADMISSION**

	Require	Recommend	Require for some	Considered if submitted	Not used
SAT I					
ACT					
SAT I or ACT (no preference)	X				
SAT I or ACT--SAT I preferred					
SAT I or ACT--ACT preferred					
SAT I and SAT II					
SAT I and SAT II or ACT					
SAT II			X		

b. Does your institution use applicants' test scores for placement or counseling?

Placement	YES
Counseling	NO

If used for placement, place check marks in the appropriate boxes below to reflect your institution's policies for use in placement:

**PLACEMENT**

	Require	Recommend	Require for some
SAT I			
SAT II			
ACT			
SAT I or ACT	X		
Other (specify):			

Latest date by which SAT I or ACT scores must be received for fall-term admission

8/01

Latest date by which SAT II scores must be received for fall-term admission      8/01

If necessary, use this space to clarify your test policies (e.g., if tests recommended for some students, or if tests not required of some students ) For Fall 2000: Applicants required to take collegiate placement exam .

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**Freshman Profile**

Provide percentages for **ALL enrolled degree-seeking full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 1998, including students who began studies during summer, international students/non-resident aliens, and students admitted under special arrangements.

- C9. Percent and number of first-time, first-year (freshman) students enrolled in fall 1999 who submitted national standardized (SAT/ACT) test scores.** Include information for **ALL enrolled, first-time, first-year (freshman) degree-seeking students** who submitted test scores. Do not include partial test scores (e.g., mathematics scores but not verbal for a category of students) or combine other standardized test results (such as TOEFL) in this item. SAT scores should be recentered scores. The 25th percentile is the score that 25 percent scored at or below; the 75th percentile score is the one that 25 percent scored at or above.

Percent submitting SAT scores	96.7	Number submitting SAT scores	1500
Percent submitting ACT scores	24.2	Number submitting ACT scores	376

	25th percentile	75th percentile
SAT I Verbal	410	510
SAT I Math	400	500
ACT Composite	17	21
ACT English	15	21
ACT Math	16	20

Percent of first-time, first-year (freshman) students with scores in each range

	SAT I Verbal	SAT I Math
700-800	0.6%	0.2%
600-699	4.0%	3.3%
500-599	26.7%	23.0%
400-499	51.2%	50.7%
300-399	16.7%	21.1%
200-299	0.8%	1.7%

	ACT Composite	ACT English	ACT Math
30-36	0.3%	1.1%	-
24-29	9.6%	9.3%	8.0%
18-23	51.9%	44.7%	47.3%
12-17	38%	41.8%	44.7%
6-11	0.3%	3.2%	-
below 6	-	-	-

- C10. Percent of all degree-seeking, first-time, first-year (freshman) students who had high school class rank within each of the following ranges (report information for those students from whom you collected high school rank information).**

Percent in top 10th of high school graduating class	N/A
Percent in top quarter of high school graduating class	N/A
Percent in top half of high school graduating class	N/A
Percent in bottom half of high school graduating class	N/A
Percent in bottom quarter of high school graduating class	N/A
Percent of total first-time, first-year (freshman) students who submitted high school class rank	N/A

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- C11. Percentage of all enrolled, degree-seeking first-time, first-year (freshman) students who had high school grade-point averages within each of the following ranges (using 4.0 scale); report information only for those students from whom you collected high school GPA**

Percent who had GPA of 3.0 and higher	45.2
Percent who had GPA between 2.0 and 2.9	48.8
Percent who had GPA between 1.0 and 1.99	6.0
Percent who had GPA below 1.0	-

- C12. Average high school GPA of all degree-seeking first-time, first-year (freshman) students who submitted GPA:**

2.84
98.6

Percent of total first-time, first-year (freshman) students who submitted high school GPA

**Admission Policies**

- C13. Application fee**

Does your institution have an application fee? **YES**

Amount of application fee \$20.00

Can it be waived for applicants with financial need? **NO**

- C14. Application closing date**

Does your institution have an application closing date? **YES**

Application closing date (fall) August 1

Priority date May 1

- C15. Are first-time, first-year students accepted for terms other than the fall?** **YES**

- C16. Notification to applicants of admission decision sent** (*fill in one only*)

On a rolling basis beginning (date) \_\_\_\_\_

On-going

By (date) \_\_\_\_\_

Other \_\_\_\_\_

- C17. Reply policy for admitted applicants** (*fill in one only*)

Must reply by (date) \_\_\_\_\_

No set date **NO**

Must reply by May 1 or within \_\_\_\_\_ weeks if notified thereafter \_\_\_\_\_

Other \_\_\_\_\_

- C18. Deferred admission:** Does your institution allow students to postpone enrollment after admission? **NO**

If yes, maximum period of postponement: \_\_\_\_\_

- C19. Early admission of high school students:** Does your institution allow high school students to enroll as full-time, first-time, first-year (freshman) students one year or more before high school graduation? **YES**

- C20. Common application:** Will you accept the Common Application distributed by the National Association of Secondary School Principals if submitted? **NO**

If "yes," are supplemental forms required?

Is your college a member of the Common Application Group?

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**Early Decision and Early Action Plans**

**C21. Early decision:** Does your institution offer an early decision plan (an admission plan that permits students to apply and be notified of an admission decision well in advance of the regular notification date and that asks students to commit to attending if accepted) for first-time, first-year (freshman) applicants for fall enrollment? **NO**

If “yes,” please complete the following :

First or only early decision plan closing date

N/A
-----

First or only early decision plan notification date

N/A
-----

Other early decision plan closing date

N/A
-----

Other early decision plan notification date

N/A
-----

Number of early decision applications received by your institution

N/A
-----

Number of applicants admitted under early decision plan

N/A
-----

Please provide significant details about your early decision plan

N/A
-----

**C22. Early action:** Do you have a non-binding early action plan whereby students are notified of an admission decision well in advance of the regular notification date but do not have to commit to attending your college? **NO**

If “yes,” please complete the following :

Early action closing date:

N/A
-----

Early action notification date:

N/A
-----

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**D. TRANSFER ADMISSION**

**Fall Applicants**

- D1. Does your institution enroll transfer students?** YES  
(If no, please skip to Section E)  
If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities? YES
- D2. Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 1999.**

	Applicants	Admitted applicants	Enrolled applicants
Men	409	227	170
Women	578	381	266
Total	987	608	436

**Application for Admission**

- D3. Indicate terms for which transfers may enroll:**  
X Fall    X Winter    X Spring    X Summer
- D4. Must a transfer applicant have a minimum number of credits completed or else must apply as a an entering freshman?** YES

If yes, what is the minimum number of credits and the unit of measure?

30 semester Hours
-------------------

- D5. Indicate all items required of transfer students to apply for admission:**

	Required of all	Recommended for all	Recommended for some	Required for some	Not required
High school transcript				X	
College transcript(s)	X				
Essay or personal statement					X
Interview					X
Standardized test scores				X	
Statement of good standing from prior institution(s)				X	

- D6. If a minimum high school grade point average is required of transfer applicants, specify** (on a 4.0 scale):

N/A
-----

- D7. If a minimum college grade point average is required of transfer applicants, specify** (on a 4.0 scale):

2.0
-----

- D8. List any other application requirements specific to transfer applicants:**  
Certificate of Immunization

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**D9. List application priority, closing, notification, and candidate reply dates for transfer students. If applications are reviewed on a continuous or rolling basis, place a check mark in the “Rolling admission” column.**

	Priority date	Closing date	Notification date	Reply date	Rolling admission
Fall					X
Winter					X
Spring					X
Summer					X

**D10. Does an open admission policy, if reported, apply to transfer students? NO**

**D11. Describe additional requirements for transfer admission, if applicable:**  
Completion of required remedial college coursework within a University System institution Completion of any College Preparatory Curriculum deficiency if these deficiencies have been identified by a University System Institution. Student must be eligible to return to the last college attended.

**D12. Report the lowest grade earned for any course that may be transferred for credit:** “D”/ “C”

**D13. Maximum number of credits or courses that may be transferred from a two-year institution :** 90 semester hours

**D14. Maximum number of credits or courses that may be transferred from a four-year institution:** 90 semester Hours

**D15. Minimum number of credits that transfers must complete at your institution to earn an associate’s degree:** N/A

**D16. Minimum number of credits that transfers must complete at your institution to earn a bachelor’s degree:** 30-33 semester hours

**D17. Describe other transfer credit policies:**  
 Transfer credit is normally awarded for all college work earned through any college or university approved by its regional accrediting association, provided the courses presented reasonably parallels the curriculum of West Georgia.  
  
 No more than a combined total of 30 semester hours of extension and correspondence work will be accepted. Students who have completed the Core Curriculum at another unit of the University System of Georgia will receive transfer credit for all Core courses provided they don’t change their major. Students who have only partially completed Core requirements will receive credit for the Courses in which they earned passing grades.

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**E. ACADEMIC OFFERINGS AND POLICIES**

**E1. Special study options:** Identify those programs available at your institution. Refer to definitions.

X	Accelerated program	X	Honors program
X	Cooperative (work-study) program	X	Independent study
	Cross-registration	X	Internships
X	Distance learning		Liberal arts/career combination
X	Double major		Student-designed major
X	Dual enrollment	X	Study abroad
	English as a Second Language	X	Teacher certification program
	Exchange student program (domestic)		Weekend college
	External degree program		
	Other (specify):		

**E2. Areas in which all or most students are required to complete some course work prior to graduation.**

	Arts/fine arts	X	Humanities
	Computer literacy	X	Mathematics
X	English (including		Philosophy
	Foreign languages	X	Sciences (biological or physical)
X	History	X	Social science
	Other (describe):		

**Library Collections**

Report the number of holdings at the end of fiscal year 1999. Refer to IPEDS Library Survey, Part, D for corresponding equivalents.

<b>E3. Books, serial backfiles, and government documents (titles) that are accessible through the library's catalog – include bound periodicals and newspapers and exclude microforms: (line 25, column 2)</b>	355,522
<b>E4. Current serials (titles) - include periodicals, newspapers, and government documents: (line 29, column 2)</b>	1,342
<b>E5. Microforms (titles): (line 31, column 2)</b>	1,040,266
<b>E6. Video and audio (titles): (sum of lines 36 and 38, column 2)</b>	1,289

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**F. STUDENT LIFE**

**F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 1999 who fit the following categories**

	First-time, first-year (freshman) students	Undergraduates
Percent who are from out of state (exclude internat'l/nonresident aliens)	3%	4%
Percent of men who join fraternities	18%	13%
Percent of women who join sororities	17%	10%
Percent who live in college-owned, -operated, or -affiliated housing	72%	33%
Percent who live off campus or commute	28%	67%
Percent of students age 25 and older	1%	14%
Average age of full-time students	18.1	20.6
Average age of all students (full- and part-time)	18.1	21.7

**F2. Activities offered** Identify those programs available at your institution.

<input checked="" type="checkbox"/>	Choral groups	<input checked="" type="checkbox"/>	Marching band	<input checked="" type="checkbox"/>	Student government
<input checked="" type="checkbox"/>	Concert band	<input checked="" type="checkbox"/>	Music ensembles	<input checked="" type="checkbox"/>	Student newspaper
<input checked="" type="checkbox"/>	Dance	<input checked="" type="checkbox"/>	Musical theater		Student-run film society
<input checked="" type="checkbox"/>	Drama/theater	<input checked="" type="checkbox"/>	Opera		Symphony orchestra
<input checked="" type="checkbox"/>	Jazz band	<input checked="" type="checkbox"/>	Pep band	<input checked="" type="checkbox"/>	Television station
<input checked="" type="checkbox"/>	Literary magazine	<input checked="" type="checkbox"/>	Radio station		Yearbook

**F3. ROTC (program offered in cooperation with Reserve Officers' Training Corps)**

Army ROTC is offered:

<input checked="" type="checkbox"/>	On campus
	At cooperating institution (name):

Naval ROTC is offered:

	On campus
	At cooperating institution (name):

Air Force ROTC is offered:

	On campus
	At cooperating institution (name):

**F4. Housing: Check all types of college-owned, -operated, or -affiliated housing available for undergraduates at your institution.**

<input checked="" type="checkbox"/>	Coed dorms		Special housing for disabled students
<input checked="" type="checkbox"/>	Men's dorms		Special housing for international students
<input checked="" type="checkbox"/>	Women's dorms	<input checked="" type="checkbox"/>	Fraternity/Sorority housing
	Apartments for married students		Cooperative housing
	Apartments for single students		
	Other housing options (specify):		



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**G6. Undergraduate per-credit-hour charges:**

PRIVATE INSTITUTIONS:	
PUBLIC INSTITUTIONS	
In-district:	\$75.33
In-state (out-of-district):	\$75.33
Out-of-state:	\$301.33
NON-RESIDENT ALIENS:	\$301.33

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**H. FINANCIAL AID**

**Aid Awarded to Enrolled Undergraduates**

- H1. Enter total dollar amount awarded to full-time and part-time degree-seeking undergraduates (using the same cohort reported in CDS Question B1, "total degree-seeking" undergraduates) in the following categories. Include aid awarded to international students (i.e., those not qualifying for federal aid). Aid that is non-need-based but that was used to meet need should be reported in the need-based aid columns. (For a suggested order of precedence in assigning categories of aid to cover need, see the definition section.)**

Indicate academic year for which data are reported: 99-00 actual , 99-00estimated , 98-99actual .

	Need-based aid			Non-need-based aid		
	In Dollars	Under-Graduates	First-year students	In Dollars	Under-graduates	First-year students
<b>Scholarships/Grants</b>						
Federal	\$6,431,943			\$		
State	\$2,856,064					
Institutional				\$4,819,747		
Other external scholarships/grants administered by college				\$1,151,619		
<b>Total Scholarships/Grants</b>	\$9,288,007			\$5,971,366		
<b>Self-Help</b>						
Student loans	\$13,311,168			\$5,603,528		
Federal Work Study	\$1,227,902					
State and other work study/employment						
<b>Total Self-Help</b>	14,539,070			\$5,603,528		
<b>Parent Loans</b>				\$488,262		
<b>Tuition Waiver</b>						
<b>Athletic Awards</b>				\$2,418,547		

**Note:** Some publishers may do a simple calculation with the above dollar amounts and number of recipients in order to calculate average grant award, average loan, etc., made to undergraduates.

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**Number of Enrolled Students Receiving Aid, Fall 1999**

**H2. List the number of degree-seeking full-time and less-than-full-time undergraduates who applied for and received financial aid. Aid that is non-need—based but that was used to meet need should be counted as need-based aid. Numbers should reflect the cohort receiving the dollars reported in H1.**

Note: In the chart below, students may be counted in more than one row, and full-time freshmen should also be counted as full-time undergraduates.

Need-based Awards	First-time Full-time Freshmen	Full-time Undergrad (inc. Fresh)	Less than Full-time
a) Number of degree-seeking students (CDS Item B1).	1,570	5,480	1,292
b) Number of students in line <b>a</b> who were financial aid applicants.		6,620	
c) Number of students in line <b>b</b> who were determined to have financial need.		2,168	
d) Number of students in line <b>c</b> who received any financial aid		3,102	
e) Number of students in line <b>d</b> who received any need-based gift aid.		1,948	
f) Number of students in line <b>d</b> who received any need-based self-help aid.		3,029	
g) Number of students in line <b>d</b> who received any non-need-based gift aid.		2,125	
h) Number of students in line <b>d</b> whose need was fully met <b>(exclude PLUS loans and private alternative loans).</b>	56	910	
i) On average, the percentage of need that was met of students who received any need-based aid. Exclude any resources that were awarded to replace EFC <b>(PLUS loans and private alternative loans).</b>	75.0	75.0	10.0
j) The average financial aid package of those in line <b>c</b> . Exclude any resources that were awarded to replace EFC <b>(PLUS loans and private alternative loans).</b>	3,750	5,406	400
k) Average need-based gift award of those in line <b>d</b> .	2,275	2,275	400
l) Average need-based self-help award <b>(excluding PLUS loans and private alternative loans)</b> of those in line <b>d</b> .		3,682	
m) Average need-based loan <b>(excluding PLUS loans and private alternative loans)</b> of those in line <b>d</b> .		3,582	
Non-need-based Awards			
n) Number of students in line <b>a</b> who had no financial need who received no-need-based aid <b>(exclude those receiving athletic awards and tuition benefits).</b>		841	
o) Average award to students in line <b>n</b> .	2,625	4,281	
p) Number of students in line <b>a</b> who received a non-need-based athletic award.		142	
q) Average non-need-based athletic award to those in line <b>p</b> .		1,869	

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H3. Which needs-analysis methodology does your institution use in awarding institutional aid?

- Federal Methodology (FM)  
 Institutional Methodology (IM)  
 Both FM and IM

H4. Percent of 1999 graduating undergraduate class who have borrowed through all loan programs (federal, state, subsidized, unsubsidized, etc.). Include only students who borrowed while enrolled at your institution.:

76%

H5. Average per-student cumulative undergraduate indebtedness of those in line H4; do not include money borrowed at other institutions:

\$

**Aid to Undergraduate International Students**

H6. Indicate your institution's policy regarding financial aid for undergraduate international (nonresident alien) students:

	College-administered need-based financial aid is available for international students
	College-administered non-need-based financial aid is available for international students
	College-administered financial aid is not available for international students

If college-administered financial aid is available for undergraduate international students, provide the number of international students who received need- or non-need-based aid in the last academic year:

N/A

Average dollar amount awarded to international students in the last academic year:

N/A

Total dollar amount awarded to international students in the last academic year:

N/A

**Process for First-Year/freshman Students**

H7. Check off all financial aid forms domestic first-year (freshman) financial aid applicants must submit:

X	FAFSA
	Institution's own financial aid form
	CSS/Financial Aid PROFILE
	State aid form
	Non-custodial (Divorced/Separated) Parent's Statement
	Business/Farm Supplement
	Other: _____

H8. Check off all financial aid forms international (non-resident alien) first-year financial aid applicants must submit:

	Institution's own financial aid form
	CSS/Financial Aid PROFILE
	Foreign Student's Financial Aid Application
	Foreign Student's Certification of Finances
	Other: Must apply directly to the department.

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**H9. Indicate filing dates for first-year (freshman) students:**

Priority date for filing required financial aid forms:

April 1
---------

Deadline for filing required financial aid forms:

None
------

No deadline for filing required forms (applications processed on a rolling basis):

Yes
-----

**H10. Indicate notification dates for first-year (freshman) students (answer a or b):**

a. Students notified on or about (date):

June 1
--------

b. Students notified on a rolling basis: **YES**

If yes, starting date:

June 1
--------

**H11. Indicate reply dates: N/A**

Students must reply by (date): \_\_\_\_\_ or within 4 weeks of notification.

**Types of Aid Available**

Please check off all types of aid available at your institution:

**H12. Loans**

**FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)**

X	Direct Subsidized Stafford Loans
X	Direct Unsubsidized Stafford Loans
X	Direct PLUS Loans

**FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)**

	FFEL Subsidized Stafford Loans
	FFEL Unsubsidized Stafford Loans
	FFEL PLUS Loans

X	Federal Perkins Loans
	Federal Nursing Loans
	State Loans
X	College/university loans from institutional funds
	Other (specify): Graduate Health Professions Loan (Title 7)

**H13. Scholarships and Grants**

Need-based:

X	Federal Pell
X	SEOG
X	State scholarships/grants
X	Private scholarships
X	College/university gift aid from institutional funds
	United Negro College Fund
	Federal Nursing Scholarship
	Other (specify):

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**H14. Check off criteria used in awarding institutional aid. Check all that apply.**

Non-Need	Need -Based		Non-Need	Need -Based	
X		Academics	X		Leadership
X		Alumni Affiliation	X		Minority Status
X		Art	X		Music/Drama
X		Athletics	X		Religious Affiliation
X		Job Skills	X		State/District Residency
X		ROTC			

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**I. INSTRUCTIONAL FACULTY AND CLASS SIZE**

**I.1 Please report number of instructional faculty members in each category for Fall 1999.**

The following definition of instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey. Instructional Faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction including those with released time for research. Institutions are asked to EXCLUDE:

- (a) instructional faculty in preclinical and clinical medicine.
- (b) Administrative officers with titles such as dean of students, librarian, registrar, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status,
- (c) Undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like
- (d) Faculty on leave without pay, and
- (e) Replacement faculty and sabbatical leave.

*Full-time:* faculty employed on a full-time basis

*Part-time:* faculty teaching less than two semesters, three quarters, two trimesters, or two four-month sessions. Also includes adjuncts and part-time instructors.

*Minority faculty:* includes faculty who designate themselves as black, non-Hispanic; American Indian or Alaskan native; Asian or Pacific Islander; or Hispanic.

*Doctorate:* includes Ph.D., Ed.D in education, DMA in musical arts, DBA in business administration, D. Eng or DES in engineering.

*First-professional:* includes the fields of dentistry (DDS or DMD), medicine (MD), optometry (OD), osteopathic medicine (DO), pharmacy (Dpharm or Bpharm), podiatric medicine (DPM), veterinary medicine (DVM), chiropractic (DC or DCM), law (JD) and theological professions (Mdiv, MHL).

*Terminal degree:* the highest degree in a field: example, M> Arch (architecture) and MFA (master of fine arts).

	Full time	Part time	Total
Total number instructional faculty	332	53	385
Total number who are members of minority groups	33	4	37
Total number who are women	142	31	173
Total number who are men	190	22	212
Total number who are non-resident aliens (international)	9	0	9
Total number with doctorate, first professional, or other terminal degree	270	16	286
Total number whose highest degree is a master's but not a terminal master's	61	36	97
Total number whose highest degree is a bachelor's	1	1	2

**I.2 Student to Faculty Ratio**

Report the Fall 1999 ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty (full time plus 1/3 part time). In the ratio calculations, exclude both faculty and students in stand-alone graduate or professional programs such as medicine, law, veterinary, dentistry, social work, business, or public health in which faculty teach virtually only graduate level students. Do not count undergraduate or graduate student teaching assistants as faculty.

Fall 1999 Student Faculty ratio: 19 to 1.

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**I.3 Undergraduate Class Size**

In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 1999 term.

**Class Sections:** A class section is an organized course offered for credit, identified by discipline and number, meeting at a stated time or times in a classroom or similar setting, and not a subsection such as a laboratory or discussion session. Undergraduate class sections are defined as any sections in which at least one degree-seeking undergraduate student is enrolled for credit. Exclude distance learning classes and noncredit classes and individual instruction such as dissertation or thesis research, music instruction, or one-to-one readings. Exclude students in independent study, co-operative programs, internships, foreign language taped tutor sessions, practicums, and all students in one-on-one classes. Each class section should be counted only once and should not be duplicated because of course catalog cross-listings.

**Class Subsections:** A class subsection includes may subsection of a course, such as laboratory, recitation, and discussion subsections that are supplementary in nature and are scheduled to meet separately from the lecture portion of the course. Undergraduate subsections are defined as any subsections of courses in which degree-seeking undergraduate students enrolled for credit. As above, exclude noncredit classes and individual instruction such as dissertation or thesis research, music instruction, or one-to-one reading. Each class subsection should be counted only once and should not be duplicated because of cross-listings.

Using the above definitions, please report for each of the following class-size intervals the number of class sections and class subsections offered in Fall 1999. For example, a lecture class with 800 students who met at another time in 40 separate labs with 20 students should be counted once in the “100+” column in the class section column and 40 times under the “20-29” column of the class subsections table.

Number of Class Sections with Undergraduates Enrolled.

Undergraduate Class Size (provide numbers)

	Less than 10	10-19	20-29	30-39	40-49	50-99	100+	Total
<b>CLASS SECTIONS</b>	216	262	335	174	61	87	14	1,149
<b>CLASS SUB-SECTIONS</b>	53	43	45	26	4	2	1	174

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**J. DEGREES CONFERRED**

**Reference: IPEDS Completions, Part A**

For each of the following discipline areas, provide the percentage of diplomas/certificates, associate, and bachelor's degrees awarded.

Category	Diploma/ Certificates	Associate	Bachelor's	CIP Categories to include here
Agriculture				1 and 2
Architecture				4
Area and ethnic studies				5
Biological/life sciences			2	26
Business/marketing			23	8 and 52
Communications/communication technologies			3	9 and 10
Computer and information sciences		3	.5	11
Education			28	13
Engineering /engineering technologies				14 and 15
English			3	23
Foreign languages and literature			1	16
Health professions and related sciences		97	8	51
Home economics and vocational home economics				19 and 20
Interdisciplinary studies				30
Law/legal studies			3	22
Liberal arts/general studies				24
Library science				25
Mathematics			1	27
Military science and technologies				28 and 29
Natural resources/environmental science				3
Parks and recreation			2	31
Personal and miscellaneous services				12
Philosophy, religion, theology			.5	38 and 39
Physical sciences			3	40- and 41
Protective services/public administration				43 and 44
Psychology			9	42
Social Sciences and history			8	45
Trade and industry				46,47,48, and 49
Visual and performing arts			5	50
<b>Other</b>				
<b>TOTAL</b>	100%	100%	100%	

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<b>Common Data Set</b> <b>Definitions</b>
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**Note:** Items preceded by an asterisk (\*) represent definitions agree to among publishers which do not appear on the CDS document but may be present on individual publisher's surveys.

**\*Academic advisement:** plan under which each student is assigned to a faculty member or a trained adviser, who, through regular meetings, helps the student plan and implement immediate and long-term academic and vocational goals.

**Accelerated program:** Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during the regular academic term.

**Admitted student:** Applicant who is offered admission to a degree-granting program at your institution.

**\*Adult student services:** admission assistance, support, orientation, and other services expressly for adults who have started college for the first time, or who are re-entering after a lapse of a few years.

**American Indian or Alaska native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Applicant (first-time, first year):** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution).

**Application fee:** That amount of money that an institution charges for processing a student's application for acceptance. This amount is *not* creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the institution.

**Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

**Associate's degree:** An award that normally requires at least two but less than four years of full-time equivalent college work.

**Bachelor's degree:** An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least four years but *not* more than five years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a five-year cooperative (work-study plan) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also, it includes bachelor's degrees in which the normal four years of work are completed in three years.

**Black, non-Hispanic:** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

**Board (charges):** Assume average cost for 19 meals per week or the maximum meal plan.

**Books and supplies (costs):** Average cost of books and supplies. Do not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at your institution.

**Calendar system:** The method by which an institution structures most of its courses for the academic year.

**\*Career and placement services:** A range of services, including (often) the following: coordination of visits of employers to campus; aptitude and vocational testing; interest inventories, personal counseling; help in resume writing, interviewing, launching the job search; listings for those desiring students employment and those seeking permanent positions; establishment of a permanent reference folder; career resource materials

**Carnegie units:** One year of study or the equivalent in a secondary school subject.

**Certificate:** See **Postsecondary award, certificate, or diploma.**

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**Class rank:** The relative numerical position of a student in his or her graduating class, calculated by the high school on the basis of grade-point average, whether weighted or unweighted.

**College preparatory program:** Courses in academic subjects (English, history and social studies, foreign languages, mathematics, science, and the arts) that stress preparation for college or university study.

**Common Application:** The standard application form distributed by the National Association of Secondary School Principals for a large number of private colleges who are members of the Common Application Group.

**\*Community service program:** Referral center for students wishing to perform volunteer work in the community or volunteer activities coordinated by academic departments.

**Commuter:** A student who lives off campus in housing that is not owned by, operated by, or affiliated with the college. This category includes students who commute from home and students who have moved to the area to attend college.

**Contact hour:** A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

**Continuous basis (for program enrollment):** A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

**Cooperative (work-study plan) program:** A program that provides for alternate class attendance and employment in business, industry, or government.

**Cooperative housing:** College-owned, -operated, or -affiliated housing in which students share room and board expenses and participate in household chores to reduce living expenses.

**Core curriculum:** A specified number of courses or credits in the humanities, social sciences, life sciences, and/or physical sciences required of all students, regardless of major, to ensure a basic set of learning experiences.

**\*Counseling service:** Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

**Credit:** Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

**Credit course:** A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

**Credit hour:** A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

**Cross-registration:** A system whereby students enrolled at one institution may take courses at another institution without having to apply to the second institution.

**Deferred admission:** The practice of permitting admitted students to postpone enrollment, usually for a period of one academic term or one year.

**Degree:** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

**Degree-seeking students:** Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

**Differs by program (calendar system):** A calendar system classification that is used by institutions that have occupational/vocational programs of varying length. These schools may enroll students at specific times depending on the

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program desired. For example, a school might offer a two-month program in January, March, May, September, and November; and a three-month program in January, April, and October.

**Diploma:** See **Postsecondary award, certificate, or diploma.**

**Distance learning:** An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.

**Doctoral degree:** The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related field of medicine or in sanitary engineering.

**Double major:** Program in which students may complete two undergraduate programs of study simultaneously.

**Dual enrollment:** A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to your college in order to participate.

**Early action plan:** An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll; the student may reply to the offer under the college's regular reply policy.

**Early admission:** A policy under which students who have not completed high school are admitted and enroll full time in college, usually after completion of their junior year.

**Early decision plan:** A plan that permits students to apply and be notified of an admission decision (and financial aid offer if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions for early decision applicants: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.

**English as a Second Language (ESL):** A course of study designed specifically for students whose native language is not English.

**Exchange student program-domestic:** Any arrangement between a student and a college that permits study for a semester or more at another college **in the United States without** extending the amount of time required for a degree. **See also Study abroad.**

**External degree program:** A program of study in which students earn credits toward a degree through independent study, college courses, proficiency examinations, and personal experience. External degree programs require minimal or no classroom attendance.

**Extracurricular activities (as admission factor):** Special consideration in the admissions process given for participation in both school and nonschool-related activities of interest to the college, such as clubs, hobbies, student government, athletics, performing arts, etc.

**First professional certificate (postdegree):** An award that requires completion of an organized program of study designed for persons who have completed the first professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

**First professional degree:** An award in one of the following fields: Chiropractic (DC, DCM), dentistry (DDS, DMD), medicine (MD), optometry (OD), osteopathic medicine (DO), rabbinical and Talmudic studies (MHL, Rav), Pharmacy (B.Pharm, Pharm.D), podiatry (PodD, DP, DPM), veterinary medicine (DVM), law (LLB, JD), divinity/ministry (BD, MDiv).

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**First-time student:** A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

**First-time, first-year (freshman) student:** A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

**First-year student:** A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.

**Freshman:** A first-year undergraduate student.

**\*Freshman/new student orientation:** Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college. May be a few hours or a few days in length; at some colleges, there is a fee.

**Full-time student (undergraduate):** A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.

**Geographical residence (as admission factor):** Special consideration in the admission process given to students from a particular region, state, or country of residence.

**Grade-point average (academic high school GPA):** The sum of grade points a student has earned in secondary school divided by the number of courses taken. The most common system of assigning numbers to grades counts four points for an A, three points for a B, two points for a C, one point for a D, and no points for an E or F. Unweighted GPAs assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses.

**Graduate student:** A student who holds a bachelor's or first professional degree, or equivalent, and is taking courses at the post-baccalaureate level.

**\*Health services:** Free or low cost on-campus primary and preventive health care available to students.

**High school diploma or recognized equivalent:** A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Honors program:** Any special program for very able students offering the opportunity for educational enrichment, independent study, acceleration, or some combination of these.

**Independent study:** Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.

**In-state tuition:** The tuition charged by institutions to those students who meet the state's or institution's residency requirements.

**International student:** See **Nonresident alien**.

**Internship:** Any short-term, supervised work experience usually related to a student's major field, for which the student earns academic credit. The work can be full or part time, on- or off-campus, paid or unpaid.

**\*Learning center:** Center offering assistance through tutors, workshops, computer programs or audiovisual equipment in reading, writing, math, and skills such as taking notes, managing time, taking tests.

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**\*Legal services:** Free or low cost legal advice for a range of issues (personal and other).

**Liberal arts/career combination:** Program in which a student earns undergraduate degrees in two separate fields, one in a liberal arts major and the other in a professional or specialized major, whether on-campus or through cross-registration.

**Master's degree:** An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

**Minority affiliation (as admission factor):** Special consideration in the admission process for members of designated racial/ethnic minority groups.

**\*Minority student center:** Center with programs, activities, and/or services intended to enhance the college experience of students of color.

**Nonresident alien:** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

**\*On-campus day care:** Licensed day care for children of students (usually 3 and up); usually for a fee.

**Open admission:** Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.

**Other expenses (costs):** Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings.

**Out-of-state tuition:** The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.

**Part-time student (undergraduate):** A student enrolled for less than 12 credits per semester or quarter, or less than 24 contact hours a week each term.

**\*Personal counseling:** One-on-one or group counseling with trained professionals for student who want to explore personal, educational, or vocational problems.

**Post-master's certificate:** An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.

**Post-baccalaureate certificate:** An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees carrying title of master.

**Postsecondary award, certificate, or diploma (at least one but less than two academic years):** Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

**Private institution:** An educational institution controlled by a private individual(s) or by a non-governmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

**Private nonprofit institution:** A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

**Proprietary institution:** See **Private nonprofit institution**.

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**Public institution:** An educational institution whose programs and activities are operated by publicly elected or appointed school officials, and which is supported primarily by public funds.

**Quarter calendar system:** A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

**Race/ethnicity:** Category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

**Race/ethnicity unreported:** Category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic category.

**Religious affiliation/commitment (as admission factor):** Affiliation with a certain church or faith/religion, commitment to a religious vocation, or observance of certain religious tenets/lifestyle.

**\*Religious counseling:** One-on-one or group counseling with trained professionals for student who want to religious problems or issues.

**\*Remedial services:** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

**Required fees:** Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is the exception. Do not include application fees, registration fees, student activity, or health fees.

**Resident alien or other eligible noncitizen:** A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

**Room and board (charges)—on campus:** Assume double occupancy in institutional housing and 19 meals per week (or maximum meal plan).

**Secondary school record (as admission factor):** Information maintained by the secondary school that may include such things as the student's high school transcript, class rank, GPA, and teacher and counselor recommendations.

**Semester calendar system:** A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

**Student-designed major.** A program of study based on individual interests, designed with the assistance of an adviser.

**Study abroad:** Any arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.

**\*Summer session:** A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have 2 or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

**Talent/ability (as admission factor):** Special consideration given to students with demonstrated talent/abilities in areas of interest to the institution (e.g., sports, the arts, languages, etc.).

**Teacher certification program:** Program designed to prepare students to meet the requirements for certification as teachers in elementary and secondary schools.

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**Transfer applicant:** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has previously attended another college or university and earned college-level credit.

**Transfer student:** A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.

**Transportation (costs):** Assume two round trips to student's hometown per year for students in institutional housing or daily travel to and from your institution.

**Trimester calendar system:** An academic year consisting of 3 terms of about 15 weeks each.

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

**\*Tutoring:** May range from one-on-one tutoring in specific subjects to tutoring in an area such as math, reading, or writing. Most tutors are college students; at some colleges, they are specially trained and certified.

**Unit:** a standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).

**Undergraduate:** A student enrolled in a four- or five-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

**\*Veteran's counseling:** Helps veterans and their dependents obtain benefits for their selected program and provides certifications to the Veteran's Administration. May also provide personal counseling on the transition from the military to a civilian life.

**\*Visually impaired:** Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance.

**Volunteer work (as admission factor):** Special consideration given to students for activity done on a volunteer basis (e.g., tutoring, hospital care, working with the elderly or disabled) as a service to the community or the public in general.

**Wait list:** List of students who meet the admission requirements but will only be offered a place in the class if space becomes available.

**Weekend college:** A program that allows students to take a complete course of study and attend classes only on weekends.

**White, non-Hispanic:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

**\*Women's center:** Center with programs, academic activities, and/or services intended to promote an understanding of the evolving roles of women.

**Work experience (as admission factor):** Special consideration given to students who have been employed prior to application, whether for relevance to major, demonstration of employment-related skills, or as explanation of student's academic and extracurricular record.

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<b>Common Data Set Financial Aid Definitions</b>
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**Financial aid applicant:** Any applicant who submits the institutionally required financial aid application/form, such as the FAFSA.

**Indebtedness:** Aggregate dollar amount borrowed by the student.

**Financial need:** As determined by your institution using the federal methodology and/or your institution's own standards.

**Need-based aid:** College-funded or college-administered award from institutional, state, federal, or other sources for which a student must have financial need to qualify. This includes both institutional and non-institutional student aid (grants, jobs, and loans).

**Need-based gift aid:** Scholarships and grants from institutional, state, federal or other sources for which a student must have financial need to qualify. Do not include athletic scholarships, outside awards, or awards construed as personnel benefits, i.e., scholarships to children of faculty and staff.

**Non-need-based gift aid:** Scholarships and grants, gifts, or merit-based aid from institutional, state, federal, or other sources (including unrestricted funds or gifts and endowment income) awarded solely on the basis of academic achievement, merit, or any other non-need-based reason. Exclude athletic scholarships, awards construed as personnel benefits, i.e., scholarships to children of faculty and staff.

**Self-help aid:** Need-based loans and jobs up to the level of institutionally determined need.