

B. ENROLLMENT AND PERSISTENCE

B1 Institutional Enrollment - Men and Women Provide numbers of students for each of the following categories as of the institution's official fall reporting date or as of October 15, 2003.

B1	FULL-TIME		PART-TIME	
B1	Total	Men	Women	Total
B1 Undergraduates	4,311	2,510	1,801	3,291
B1 Degree-seeking, first-time freshmen	748	1,008	23	22
B1 Other first-year, degree-seeking	2,079	3,151	660	991
B1 All other degree-seeking	2,827	4,159	683	1,013
B1 -	-	-	-	-
B1 All other undergraduates enrolled in credit courses	14	24	40	41
B1	2,841	4,183	723	1,054
B1 First-Professional				
B1 First-time, first-professional students				
B1 All other first-professionals	0	0	0	0
B1 -	-	-	-	-
B1 Graduate				
B1 Degree-seeking, first-time				
B1 All other degree-seeking				
B1 All other graduates enrolled in credit courses	95	369	235	1,047
B1 Total all undergraduates				8,801
B1 Total all graduate and professional students				1,746
B1 GRAND TOTAL ALL STUDENTS				10,547

Graduation Rates

The items in this section correspond to data elements collected by the IPEDS Web-based Data Collection System's Graduation Rate Survey (GRS). For complete instructions and definitions of data elements, see the IPEDS GRS instructions and glossary on the 2003 Web-based survey.

For Bachelor's or Equivalent Programs

Please provide data for the fall 1997 cohort if available. If fall 1997 cohort data are not available, provide data for the fall 1996 cohort.

Fall 1997 Cohort

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1997. Include in the cohort those who entered your institution during the summer term preceding fall 1997.

Initial 1997 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:	1,589
Of the initial 1997 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:	
Final 1997 cohort, after adjusting for allowable exclusions: (subtract question B5 from question B4)	1,589
Of the initial 1997 cohort, how many completed the program in four years or less (by August 31, 2001):	180
Of the initial 1997 cohort, how many completed the program in more than four years but in five years or less (after August 31, 2001 and by August 31, 2002):	245
Of the initial 1997 cohort, how many completed the program in more than five years but in six years or less (after August 31, 2002 and by August 31, 2003):	104
Total graduating within six years (sum of questions B7, B8, and B9):	529
Six-year graduation rate for 1997 cohort (question B10 divided by question B6):	33%

Retention Rates

Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 2002 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 2002 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 2003?	73%
--	-----

Applications

C1

C1 2251
C1 3149

C1 1548
C1 2146

C1 726
C1 18

C1 972
C1 17

C2

	Yes	No
C2 Do you have a policy of		X
C2		
C2		
C2		
C2		

Admission Requirements

C3 High school completion requirement
C3

C3 X

C3

C4

C4 X

C4

C4

C5

C5	Units Required	Units Recommended
C5 Total academic units	16	
C5 English	4	
C5 Mathematics	4	
C5 Science	3	
C5 Of these, units that must be lab	2	
C5 Foreign language	2	
C5 Social studies	3	
C5 History		
C5 Academic electives		
C5 Other (specify)		

Basis for Selection

C6

C6

C6

C6

C6

C6

C7

C7

C7

C7

C7

C7

C7

C7

C7

C7

C7

[Redacted]

Very Important

Important

Considered

Not Considered

Academic

Secondary school record

X

Class rank

X

Recommendation(s)

X

Standardized test scores

X

Essay

X

Nonacademic

Interview

X

[Redacted]

[Redacted]

[Redacted]

C8B

C8B [Redacted]

Require Recommend Require for Some

- C8B SAT I
- C8B SAT II
- C8B ACT
- C8B SAT I or ACT

C8C

Mid-July

C8C

C8D

C8D

Freshman Profile

C9

C9	Percent submitting SAT scores	85%		1481
C9	Percent submitting ACT scores	12%		212

C9	[Redacted]	25th Percentile	75th Percentile
C9	SAT I Verbal	470	550
C9	SAT I Math	460	560
C9	ACT Composite	20	23
C9	ACT English	19	24
C9	ACT Math	19	23

C9	[Redacted]	SAT I Verbal	SAT I Math
C9	700-800	1.00%	1.00%
C9	600-699	9.00%	10.00%
C9	500-599	44.00%	41.00%
C9	400-499	46.00%	48.00%
C9	300-399	0.00%	0.00%
C9	200-299	0.00%	0.00%
	Totals should = 100%	100.00%	100.00%

C9	[Redacted]	ACT Composite	ACT English	ACT Math
C9	30-36	1.00%	1.00%	0.00%
C9	24-29	15.00%	22.00%	17.00%
C9	18-23	75.00%	64.00%	60.00%
C9	12-17	9.00%	13.00%	23.00%
C9	6-11	0.00%	0.00%	0.00%
C9	Below 6	0.00%	0.00%	0.00%
	Totals should = 100%	100.00%	100.00%	100.00%

C10

C10
C10
C10
C10
C10
C10

Top half +
bottom half = 100%

C11

C11 55.00%
C11 45.00%
C11 0.00%
C11 0.00%
100.00%

C12

3.05

C12

100.00%

Admission Policies

C13 Application Fee

C13 

Yes

No

C13 Does your institution have an application fee?

X

C13 Amount of application fee:

\$25.00







D. TRANSFER ADMISSION

Fall Applicants

D1		Yes	No
D1	Does your institution enroll transfer students? (If no, please skip to Section E)	X	
D1	If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities?	X	

D2 Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2003.

D2		Applicants	Admitted Applicants	Enrolled Applicants
D2	Men	548	362	272
D2	Women	841	619	409
D2	Total	1,389	981	681

Application for Admission

D3 Indicate terms for which transfers may enroll:

D3	Fall	X
D3	Winter	
D3	Spring	X
D3	Summer	X

D4		Yes	No
D4	Must a transfer applicant have a minimum number of credits completed or else must apply as an entering freshman?	X	
D4	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:

D5		Required of All	Recommended of All	Recommended of Some	Required of Some	Not Required
D5	High school transcript				X	
D5	College transcript(s)	X				
D5	Essay or personal statement					X
D5	Interview					X
D5	Standardized test scores				X	
D5	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): 2.00

D7 If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale): 2.00

D8 List any other application requirements specific to transfer applicants:

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.

D9		Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
D9	Fall					X
D9	Winter					
D9	Spring					X
D9	Summer					X

D10			Yes	No
D10	Does an open admission policy, if reported, apply to transfer students?			X

D11 Describe additional requirements for transfer admission, if applicable: If a student does not have 30 transferable hours of credit, they must meet freshman standards and submit high school transcripts and SAT/ACT scores

Transfer Credit Policies

D12	Report the lowest grade earned for any course that may be transferred for credit:		D
D13		Number	Unit Type
D13	Maximum number of credits or courses that may be transferred from a two-year institution:	60	Semester
D14		Number	Unit Type
D14	Maximum number of credits or courses that may be transferred from a four-year institution:	90	Semester
D15	Minimum number of credits that transfers must complete at your institution to earn an associate degree:		23
D16	Minimum number of credits that transfers must complete at your institution to earn a bachelor's degree:		30
D17	Describe other transfer credit policies:		

E1

E1	Accelerated program	
E1	Cooperative (work-study) program	X
E1	Cross-registration	
E1	Distance learning	
E1	Double major	X
E1	Dual enrollment	X
E1	English as a Second Language (ESL)	X
E1	Exchange student program (domestic)	
E1	External degree program	X
E1	Honors Program	X
E1	Independent study	X
E1	Internships	X
E1	Liberal arts/career combination	X
E1	Student-designed major	
E1	Study abroad	X
E1	Teacher certification program	X
E1	Weekend college	
E1	Other (specify):	

E2 This question has been removed from the Common Data Set.

E3 Areas in which all or most students are required to complete some course work prior to graduation:

E3	Arts/fine arts	
E3	Computer literacy	X
E3	English (including composition)	X
E3	Foreign languages	X
E3	History	X
E3	Humanities	X
E3	Mathematics	X
E3	Philosophy	
E3	Sciences (biological or physical)	X
E3	Social science	X
E3	Other (describe): Perspectives	X

Library Collections

E4	Books, serial backfiles, and other paper materials (including government documents) [line 22]:	453,757
E5	Current serial subscriptions [line 26]:	2,833
E6	Microforms [line 24]:	1,069,189
E7	Audiovisual materials [line 25]:	

F. STUDENT LIFE

F1 Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2003 who fit the following categories:

F1		First-time, first-year (freshman) students	Undergraduates
F1	Percent who are from out of state (exclude international/nonresident aliens)	2%	6%
F1	Percent of men who join fraternities	unavailable	4%
F1	Percent of women who join sororities	unavailable	5%
F1	Percent who live in college-owned, -operated, or -affiliated housing	75%	15%
F1	Percent who live off campus or commute	25%	85%
F1	Percent of students age 25 and older	2%	23%
F1	Average age of full-time students	18	22
F1	Average age of all students (full- and part-time)	18	23

F2 Activities offered Identify those programs available at your institution.

F2	Choral groups	X
F2	Concert band	X
F2	Dance	X
F2	Drama/theater	X
F2	Jazz band	X
F2	Literary magazine	X
F2	Marching band	X
F2	Music ensembles	X
F2	Musical theater	X
F2	Opera	
F2	Pep band	X
F2	Radio station	X
F2	Student government	X
F2	Student newspaper	X
F2	Student-run film society	
F2	Symphony orchestra	X
F2	Television station	X
F2	Yearbook	

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

F3		On Campus	At Cooperating Institution	Name of Cooperating Institution
F3	Army ROTC is offered:			
F3	Naval ROTC is offered:			
F3	Air Force ROTC is offered:	X		

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

F4	Coed dorms	X
F4	Men's dorms	X
F4	Women's dorms	X
F4	Apartments for married students	X
F4	Apartments for single students	X
F4	Special housing for disabled students	X
F4	Special housing for international students	
F4	Fraternity/sorority housing	X
F4	Cooperative housing	
F4	Other housing options (specify):	

G. ANNUAL EXPENSES

Provide 2004-2005 academic year costs of attendance for the following categories that are applicable to your institution.

G1 Undergraduate full-time tuition, required fees, room and board List the typical tuition, required fees, and room and board for a full-time undergraduate student for the FULL 2004-2005 academic year (30 semester or 45 quarter hours for institutions that derive annual tuition by multiplying credit hour cost by number of credits). A full academic year refers to the period of time generally extending from September to June; usually equated to two

G1	First-Year	Undergraduates	
G1 PRIVATE INSTITUTIONS Tuition:			
G1 PUBLIC INSTITUTIONS Tuition:			
In-district	\$2,212	\$2,212	
G1 PUBLIC INSTITUTIONS In-state (out-of-district):	\$2,212	\$2,212	
G1 PUBLIC INSTITUTIONS Out-of-state:	\$8,848	\$8,848	
G1 NONRESIDENT ALIENS Tuition:			
G1 REQUIRED FEES:	\$648	\$648	
G1 ROOM AND BOARD: (on-campus)	\$5,002	\$5,002	
G1 ROOM ONLY: (on-campus)	\$2,556	\$2,556	
G1 BOARD ONLY: (on-campus meal plan)	\$2,446	\$2,446	
G1			
G1			
G2		Minimum	Maximum
G2		12	
G3		Yes	No
G3			X
G4			

G5 Provide the estimated expenses for a typical full-time undergraduate student:

G5		Residents	Commuters (living at home)	Commuters (not living at home)
G5	Books and supplies	\$750	\$750	\$750
G5	Room only			\$3,564
G5	Board only		\$1,228	\$3,564
G5	Transportation	\$1,700	\$1,700	\$1,700
G5	Other expenses	\$1,600	\$1,600	\$1,600

G6 Undergraduate per-credit-hour charges

G6	PRIVATE INSTITUTIONS:	
G6	PUBLIC INSTITUTIONS In-district:	\$93.00
G6	PUBLIC INSTITUTIONS In-state (out-of-district):	\$93.00
G6	PUBLIC INSTITUTIONS Out-of-state:	\$369.00
G6	NONRESIDENT ALIENS:	\$369.00



H1



2003-2004
estimated

2002-2003
final

H1

X

H3

H3

H3

H3

X

H1



H2 Number of Enrolled Students Awarded Aid: List the number of degree-seeking full-time and less-than-full-time undergraduates who applied for and were awarded financial aid from any source. **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 awarded 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.

H2		First-time Full-time Freshmen	Full-time Undergraduate (Incl. Fresh.)	Less Than Full-time Undergraduate
H2	a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2003 cohort)	1746	7047	1834
H2	b) Number of students in line a who applied for need-based financial aid	1645	6146	1245
H2	c) Number of students in line b who were determined to have financial need	856	3583	754
H2	d) Number of students in line c who were awarded any financial aid	856	3520	738
H2	e) Number of students in line d who were awarded any need-based scholarship or grant aid	480	2084	410
H2	f) Number of students in line d who were awarded any need-based self-help aid	717	3093	677
H2	g) Number of students in line d who were awarded any non-need-based scholarship or grant aid	737	1930	249
H2	h) Number of students in line d whose need was fully met (exclude PLUS loans, unsubsidized loans, and private alternative loans)	370	1130	98
H2	i) On average, the percentage of need that was met of students who were awarded any need-based aid. Exclude any aid that was awarded in excess of need as well as any resources that were awarded to replace EFC (PLUS loans, unsubsidized loans, and private alternative loans)	75.0%	70.0%	54.0%
H2	j) The average financial aid package of those in line d. Exclude any resources that were awarded to replace EFC (PLUS loans, unsubsidized loans, and private alternative loans)	\$ 6,424	\$ 6,484	\$ 6,072
H2	k) Average need-based scholarship and grant award of those in line e	\$ 3,145	\$ 3,026	\$ 2,933
H2	l) Average need-based self-help award (excluding PLUS loans, unsubsidized loans, and private alternative loans) of those in line f	\$ 2,354	\$ 3,279	\$ 3,900
H2	m) Average need-based loan (excluding PLUS loans, unsubsidized loans, and private alternative loans) of those in line f who were awarded a need-based loan	\$ 2,329	\$ 3,174	\$ 3,846

H2A Number of Enrolled Students Awarded Non-need-based Scholarships and Grants: List the number of degree-seeking full-time and less-than-full-time undergraduates who had no financial need and who were awarded institutional--not external--non-need-based scholarship or grant aid. Numbers should reflect the cohort awarded 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.

H2A		First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh.)	Less Than Full-time Undergrad
H2A	n) Number of students in line a who had no financial need and who were awarded institutional non-need-based scholarship or grant aid (exclude those who were awarded athletic awards and tuition benefits)	428	945	155
H2A	o) Average dollar amount of institutional non-need-based scholarship and grant aid awarded to students in line n	\$ 5,416	\$ 6,182	\$ 3,085
H2A	p) Number of students in line a who were awarded an institutional non-need-based athletic scholarship or grant	25	194	5
H2A	q) Average dollar amount of institutional non-need-based athletic scholarships and grants awarded to students in line p	\$ 2,685	\$ 3,330	\$ 1,945

H4

60%

H5

\$22,361

H6

H6

H6

H6

X

H6

H6

H6

Process for First-Year/Freshman Students

H7

H7

H7

H7

H7

H7

H7

H7

X

H8

H8

H8

H8

H8

H8

H9

H9

H9

H9

1-May

1-July

H10

H10

H10

H10

H10

a)

b) Students notified on a rolling basis:

If yes, starting date:

Yes

X

15-May

No

H11

H11

H11

Types of Aid Available

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

H12 Loans

H12 FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)

H12	Direct Subsidized Stafford Loans	X
H12	Direct Unsubsidized Stafford Loans	X
H12	Direct PLUS Loans	X

H12 FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

H12	FFEL Subsidized Stafford Loans	
H12	FFEL Unsubsidized Stafford Loans	
H12	FFEL PLUS Loans	

H12	Federal Perkins Loans	
H12	Federal Nursing Loans	
H12	State Loans	
H12	College/university loans from institutional funds	
H12	Other (specify):	

H13 Scholarships and Grants

H13 NEED-BASED:

H13	Federal Pell	X
H13	SEOG	X
H13	State scholarships/grants	X
H13	Private scholarships	X
H13	College/university scholarship or grant aid from institutional funds	X
H13	United Negro College Fund	
H13	Federal Nursing Scholarship	
H13	Other (specify): LEAP	X

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

H14		Non-Need Based	Need-Based
H14	Academics		
H14	Alumni affiliation		
H14	Art		
H14	Athletics		
H14	Job skills		
H14	ROTC		
H14	Leadership		
H14	Minority status		
H14	Music/drama		
H14	Religious affiliation		
H14	State/district residency		

I. INSTRUCTIONAL FACULTY AND CLASS SIZE

I1 Please report the number of instructional faculty members in each category for Fall 2003.

The following definition of instructional faculty is used by the American Association of University Professors (AAUP) in its annual

I1		Full-Time	Part-Time	Total
I1	a)	423	134	557
I1	b) Total number who are members of minority groups	38	13	51
I1	c) Total number who are women	194	85	279
I1	d) Total number who are men	229	49	278
I1	e) Total number who are nonresident aliens (international)	0	3	3
I1	f) Total number with doctorate, first professional, or other terminal degree	317	33	350
I1	g) Total number whose highest degree is a master's but not a terminal master's	105	91	196
I1	h) Total number whose highest degree is a bachelor's	1	10	11
I1	i) Total number whose highest degree is unknown or other (Note: Items f, g, h, and i must sum up to item a.)	0	0	0

I2 Student to Faculty Ratio

Report the Fall 2003 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.

I2 Fall 2003 Student to Faculty ratio

18 to 1.

I3 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 2003 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 any 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 readings. 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 2003. 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.

I3		Number of Class Sections with Undergraduates Enrolled							
I3		Undergraduate Class Size (provide numbers)							
I3	CLASS SECTIONS	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
I3	CLASS SECTIONS	190	196	485	219	149	47	0	1286
I3	CLASS SUB-SECTIONS	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
I3	CLASS SUB-SECTIONS	66	100	182	11	3	6	2	370

J1 Degrees conferred between July 1, 2002 and June 30, 2003 (Reference: IPEDS Completions, Part A)

J1	Category	Diploma/Certificates	Associate	Bachelor's	CIP 1990 Categories to Include
J1	Agriculture				1 and 2
J1	Architecture				4
J1	Area and ethnic studies		3.00%		5
J1	Biological/life sciences		22.00%		26
J1	Business/marketing		8.00%		8 and 52
J1	Communications/communication technologies				9 and 10

Common Data Set Definitions

All definitions related to the financial aid section appear at the end of the Definitions document.

Items preceded by an asterisk (*) represent definitions agreed to among publishers which do not appear on the CDS document but may be present on individual publishers' 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 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 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 of the U.S. Department of Education) that normally requires at least four years but more than five years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a baccalaureate and five years or more of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a baccalaureate and five years or more of full-time equivalent college-level work.

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

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

First professional certificate (postdegree): An award that requires completion of an organized program of

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 fewer than 12 credits per semester or quarter, or fewer than 24 contact hours a week each te

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, middle/junior high, and secondary schools.

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

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 for commuter students.

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. M63ui2TQB.s9.70(An)TjETq1 i 1.0sTjETq1 i ific suu2ris Tm -0.9917 TD(*Tutoring:)Tj/F2 1 Tf5.0597 0doring:

Financial Aid Definitions

Financial aid applicant: Any applicant who submits **any one of** the institutionally required financial aid applications/forms, such as the FAFSA.

Indebtedness: Aggregate dollar amount borrowed through any loan programs (federal, state, subsidized, unsubsidized, private, etc.; excluding parent loans) while the student was enrolled at an institution. Student loans co-signed by a parent are assumed to be the responsibility of the student and **should** be included.

Institutional and external funds: Endowment, alumni, or external monies for which the institution determines the recipient or the dollar amount awarded.

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 noninstitutional student aid (grants, jobs, and loans).

Need-based scholarship or grant aid: Scholarships and grants from institutional, state, federal, or other sources for which a student must have financial need to qualify.

Need-based self-help aid: Loans and jobs from institutional, state, federal, or other sources for which a student must demonstrate financial need to qualify.

Non-need-based scholarship or grant 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. When reporting questions H1 and H2, non-need-based aid that is used to meet need should be counted as need-based aid.

Note: Suggested order of precedence for counting non-need money as need-based:

Non-need institutional grants

Non-need tuition waivers

Non-need athletic awards

Non-need federal grants

Non-need state grants

Non-need outside grants

Non-need student loans

Non-need parent loans

Non-need work

Non-need-based self-help aid: Loans and jobs from institutional, state, or other sources for which a student need not demonstrate financial need to qualify.

Scholarships/grants from external sources: Monies received from outside (private) sources that the student brings with them (e.g., Kiwanis, National Merit scholarships). The institution may process paperwork to receive the dollars, but it has no role in determining the recipient or the dollar amount awarded.

Work study and employment: Federal and state work study aid, and any employment packaged by your institution in financial aid awards.