

## Common Data Set 2004-05

### Summary of Significant Changes:

The items listed below are shaded in yellow throughout pages that follow.

#### NEW ITEMS

AOA: Request for feedback about problematic items.

#### CHANGED ITEMS

- C8: The “Entrance Exams” section has been changed to reflect the changes in the SAT and ACT that will affect students applying in **Fall 2006**.
- I-1 The “Instructional Faculty” section’s definitions have been improved and a table now indicates who should be included in or excluded from full- and part-time counts.
- J The instructions for the “Degrees Conferred” section now instruct respondents to base percentages on majors, not headcount.

#### PERMANENTLY DELETED OR TEMPORARILY DISCONTINUED ITEMS

E4-E8: The “Library Collections” section has been removed until a new Academic Libraries Survey is in the field.

#### DEFINITIONS

H. Financial Aid Glossary: The definition of financial aid awarded has been clarified to mean “aid offered.”

# Common Data Set 2004-05

## A. GENERAL INFORMATION

### A0. Respondent Information (Not for Publication)

|  |   |
|--|---|
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| Are your responses to the CDS posted for reference on your institution's Web site? | <input checked="" type="checkbox"/>     |

## Common Data Set 2004-05

### A5. Degrees offered by your institution

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Certificate | <input type="checkbox"/> Postbachelor's certificate     |
| <input type="checkbox"/> Diploma                | <input checked="" type="checkbox"/> Master's            |
| <input checked="" type="checkbox"/> Associate   | <input type="checkbox"/> Post-master's certificate      |
| <input type="checkbox"/> Transfer               | <input type="checkbox"/> Doctoral                       |
| <input type="checkbox"/> Terminal               | <input type="checkbox"/> First professional             |
| <input checked="" type="checkbox"/> Bachelor's  | <input type="checkbox"/> First professional certificate |

### 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, 2004.

**FULL-TIME**

**PART-TIME**

## Common Data Set 2004-05

**B2. Enrollment by Racial/Ethnic Category.** Provide numbers of undergraduate students for each of the following categories as of the institution's official fall reporting date or as of October 15, 2004. Include international students only in



## Common Data Set 2004-05

within 150 percent of normal time: \_\_\_\_\_ | within 150 percent of normal time: \_\_\_\_\_

## Common Data Set 2004-05

### C. FIRST-TIME, FIRST-YEAR (FRESHMAN) ADMISSION

#### Applications

**C1. First-time, first-year (freshman) students:** Provide the number of degree-seeking, first-time, first-year students who applied, were admitted, and enrolled (full- or part-time) in fall 2004. Include early decision, early action, and students who began studies during summer in this cohort. Applicants should include only those students who fulfilled the requirements for consideration for admission (i.e., who completed actionable applications) 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 first-time, first-year (freshman) men who applied               | 85  |
| Total first-time, first-year (freshman) women who applied             | 163 |
| Total first-time, first-year (freshman) men who were admitted         | 158 |
| Total first-time, first-year (freshman) women who were admitted       | 238 |
| Total full-time, first-time, first-year (freshman) men who enrolled   | 44  |
| Total part-time, first-time, first-year (freshman) men who enrolled   | 11  |
| Total full-time, first-time, first-year (freshman) women who enrolled | 95  |
| Total part-time, first-time, first-year (freshman) women who enrolled | 29  |

**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?  Yes  No  
If yes, please answer the questions below for fall 2004 admissions:

Number of qualified applicants placed on waiting list \_\_\_\_\_  
Number accepting a place on the waiting list \_\_\_\_\_  
Number of wait-listed students admitted \_\_\_\_\_

#### Admission Requirements

**C3. High school completion requirement**

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

- 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?**

- Require  
 Recommend  
 Neither required nor recommend

**C5. Distribution of high school**



**Common Data Set 2004-05**

## Common Data Set 2004-05

F. [formerly C8C]

Latest date by which SAT or ACT scores must be received for fall-term admission \_\_\_Aug 1\_\_\_

## Common Data Set 2004-05

**C10. Percent of all degree-seeking, first-time, first-year (freshman) students who had high school class rank within each of the following ranges (repor**

## Common Data Set 2004-05

**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  No

**C20. Common Application:** Will you accept the Common Application distributed by the National Association of Secondary School Principals if submitted?  Yes  No  
If "yes," are supplemental forms required?  Yes  No  
Is your college a member of the Common Application Group?  Yes  No

### 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?  Yes  No

If "yes," please complete the following:

First or only early decision plan closing date \_\_\_\_\_

First or only early decision plan notification date \_\_\_\_\_

Other early decision plan closing date \_\_\_\_\_

Other early decision plan notification date \_\_\_\_\_

#### For the Fall 2004 entering class:

Number of early decision applications received by your institution \_\_\_\_\_

Number of applicants admitted under early decision plan \_\_\_\_\_

Please provide significant details about your early decision plan: \_\_\_\_\_

**C22. Early action:** Do you have a nonbinding 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?

Yes  No

If "yes," please complete the following:

Early action closing date Rolling.

Early action notification date Within two weeks of receipt of completed application.

## Common Data Set 2004-05

### D. TRANSFER ADMISSION

#### Fall Applicants

**D1.** Does your institution enroll transfer students?  Yes  No

(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  No

**D2.** Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2004.

|       | <b>Applicants</b> | <b>Admitted Applicants</b> | <b>Enrolled Applicants</b> |
|-------|-------------------|----------------------------|----------------------------|
| Men   | 88                | 130                        | 53                         |
| Women | 149               | 212                        | 106                        |
| Total | 237               | 342                        | 159                        |

#### Application for Admission

**D3.** Indicate terms for which transfers may enroll:

Fall  Winter  Spring  Summer

**D4.** Must a transfer applicant have a minimum number of credits completed or else must apply as an entering freshman?

Yes  No

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

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

|  | <b>Required of All</b> | <b>Recommended of All</b> | <b>Recommended of Some</b> | <b>Required of Some</b> | <b>Not required</b> |
|--|------------------------|---------------------------|----------------------------|-------------------------|---------------------|
| 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) |                        |                           |                            |                         |                     |

**D6.** If a minimum high school grade point average is required of transfer applicants, specify

(on a 4.0 scale): \_\_\_\_2.0\_\_\_\_

**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:

Financial statement, TOEFL, official transcript evaluation written in English, and immunization records required for international students

## Common Data Set 2004-05

- 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.

|        | <b>Priority Date</b> | <b>Closing Date</b> | <b>Notification Date</b> | <b>Reply Date</b> | <b>Rolling Admission</b> |
|--------|----------------------|---------------------|--------------------------|-------------------|--------------------------|
| Fall   |                      |                     |                          |                   | X                        |
| Winter |                      |                     |                          |                   |                          |

## Common Data Set 2004-05

### E. ACADEMIC OFFERINGS AND POLICIES

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

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

**E2. Has been removed from the CDS.**

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Arts/fine arts                  | <input checked="" type="checkbox"/> Humanities                        |
| <input type="checkbox"/> Computer literacy                          | <input checked="" type="checkbox"/> Mathematics                       |
| <input checked="" type="checkbox"/> English (including composition) | <input type="checkbox"/> Philosophy                                   |
| <input type="checkbox"/> Foreign languages                          | <input checked="" type="checkbox"/> Sciences (biological or physical) |
| <input type="checkbox"/> History                                    | <input checked="" type="checkbox"/> Social science                    |
| <input type="checkbox"/> Other (describe):                          |   |

**E4-E8 Library Collections:** The CDS publishers will collect library data again when a new Academic Libraries Survey is fielded.

### F. STUDENT LIFE

**F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2004 who fit the following categories:**

|  | First-time, first-year<br>(freshman) students | Undergraduates |
|--|---|----------------|
| Percent who are from out of state (exclude international/nonresident aliens) | 19.0 %  | 15.1 %         |
| Percent of men who join fraternities   | _____   | _____          |
| Percent of women who join sororities   | _____   | _____          |
| Percent who live in college-owned, -operated, or -affiliated housing         | _____   | _____          |
| Percent who live off campus or commute                                       | _____   | _____          |
| Percent of students age 25 and older   | 14.5  | 46.9           |
| Average age of full-time students  | 20.9  | 25.0           |
| Average age of all students (full- and part-time)                            | 21.7  | 28.2           |

## Common Data Set 2004-05

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

Choral groups

Marching band

Student government



## Common Data Set 2004-05

### G. ANNUAL EXPENSES

**Provide 2005-2006 academic year costs of attendance for the following categories that are applicable to your institution.**

- Check here if your institution's 2005-2006 academic year costs of attendance are not available at this time and provide an approximate date (i.e., month/day) when your institution's final 2005-2006 academic year costs of attendance will be available: \_\_\_\_\_

**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 2005-2006 academic year (30 semester hours 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 semesters, two trimesters, three quarters, or the period covered by a four-one-four plan. Room and board is defined as double occupancy and 19 meals per week or the maximum meal plan. **Required fees** include only charges that all full-time students must pay that are *not* included in tuition (e.g., registration, health, or activity fees.) Do *not* include optional fees (e.g., parking, laboratory use).

|                                   | FIRST-YEAR | UNDERGRADUATES |
|-----------------------------------|------------|----------------|
| PRIVATE INSTITUTION Tuition:      |            |                |
| PUBLIC INSTITUTION Tuition:       | \$ 2,970   | \$ 3,360       |
| In-district:                      |            |                |
| In-state (out-of-district):       | 2,970      | 3,360          |
| Out-of-state:                     | 9,900      | 10,290         |
| NONRESIDENT ALIEN: Tuition:       | 9,900      | 10,290         |
|                                   |            |                |
| REQUIRED FEES:                    | 423        | 423            |
|                                   |            |                |
| ROOM AND BOARD: (on-campus)       | 5,320      | 5,320          |
| ROOM ONLY: (on-campus)            | 3,350      | 3,350          |
| BOARD ONLY: (on-campus meal plan) | 1,970      | 1,970          |

Comprehensive tuition and room and board fee (if your college cannot provide separate tuition and room and board fees): \_\_\_\_\_

Other: \_\_\_\_\_

**G2. Number of credits per term a student can take for the stated full-time tuition**      12 minimum      30 maximum

**G3. Do tuition and fees vary by year of study (e.g., sophomore, junior, senior)?**       Yes       No

**G4. If tuition and fees vary by undergraduate instructional program, describe briefly:** Lower division courses (numbered 001 through 299) are less expensive than upper division courses (numbered 300 through 499).

## Common Data Set 2004-05

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

|                     | Residents | Commuters<br>(living at home) | Commuters<br>(not living at<br>home) |
|---------------------|-----------|-------------------------------|--------------------------------------|
| Books and supplies: | \$500     | \$500                         | \$500                                |
| Room only:          |           |                               | 5,940                                |
| Board only:         |           | 2,430                         | 2,430                                |
| Transportation:     | 170       | 749                           | 749                                  |
| Other expenses:     | 1,643     | 1,643                         | 1,643                                |

## Common Data Set 2004-05

### I. INSTRUCTIONAL FACULTY AND CLASS SIZE

**I-1. Please report the number of instructional faculty members in each category for Fall 2004. Include faculty who are on your institution's payroll on the census date your institution uses for IPEDS/AAUP.**

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. Use the chart below to determine inclusions and exclusions:

|   | Full-time | Part-time  |
|---|-----------|--|
| (a) instructional faculty in preclinical and clinical medicine, faculty who are not paid (e.g., those who donate their services or are in the military), or research-only faculty, post-doctoral fellows, or pre-doctoral fellows | Exclude   | Include only if they teach one or more non-clinical credit courses |
| (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                  | Exclude   | Include if they teach one or more non-clinical credit courses      |
| (c) other administrators/staff who teach one or more non-clinical credit courses even though they do not have faculty status  | Exclude   | Include  |
| (d) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like  | Exclude   | Exclude  |
| (e) faculty on sabbatical or leave with pay   | Include   | Exclude  |
| (f) faculty on leave without pay  | Exclude   | Exclude  |
| (g) replacement faculty for faculty on sabbatical leave or leave with pay   | Exclude   | Include  |

*Full-time instructional faculty:* faculty employed on a full-time basis for instruction (including those with released time for research)

*Part-time instructional faculty:* Adjuncts and other instructors being paid solely for part-time classroom instruction. Also includes full-time faculty teaching less than two semesters, three quarters, two trimesters, or two four-month sessions. Employees who are not considered full-time instructional faculty but who teach one or more non-clinical credit courses may be counted as part-time faculty.

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

*Doctorate:* includes such degrees as Doctor of Philosophy, Doctor of Education, Doctor of Juridical Science, and Doctor of Public Health in any field such as arts, sciences, education, engineering, business, and public administration.

## Common Data Set 2004-05

|  | <b>Full-time</b> | <b>Part-time</b> | <b>Total</b> |
|--|------------------|------------------|--------------|
| a.) Total number of instructional faculty  | 96               | 132              | 228          |
| b.) Total number who are members of minority groups  | 7                | 15               | 22           |
| c.) Total number who are women   | 40               | 80               | 120          |
| d.) Total number who are men   | 56               | 52               | 108          |
| e.) Total number who are nonresident aliens (international)  | 1                | 0                | 1            |
| f.) Total number with doctorate, first professional, or other terminal degree  | 47               | 1                | 48           |
| g.) Total number whose highest degree is a master's but not a terminal master's  | 32               | 7                | 39           |
| h.) Total number whose highest degree is a bachelor's  | 6                | 9                | 15           |
| i.) Total number whose highest degree is unknown or other (Note: Items <b>f</b> , <b>g</b> , <b>h</b> , and <b>i</b> must sum up to item <b>a</b> .) | 11               | 115              | 126          |
| j.) Total number in stand-alone graduate/professional programs in which faculty teach virtually only graduate-level students                         |                  |                  |              |

### I-2. Student to Faculty Ratio



## Common Data Set 2004-05

### J. DEGREES CONFERRED

#### Degrees conferred between July 1, 2003 and June 30, 2004

For each of the following discipline areas, provide the percentage of diplomas/certificates, associate, and bachelor's degrees awarded. To determine the percentage, use majors, not headcount (e.g., students with one degree but a double major will be represented twice). Calculate the percentage from your institution's IPEDS Completions by using the sum of 1<sup>st</sup> and 2<sup>nd</sup> majors for each CIP code as the numerator and the sum of the Grand Total by 1st Majors and the Grand Total by 2<sup>nd</sup> major

## Common Data Set 2004-05

### 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





## Common Data Set 2004-05

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 the 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:

## Common Data Set 2004-05

**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, 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 GPA's 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 [einationioe10\(eet th\)-4\(e stase-4\(cy \)TJ0.0018 Tc p001816g\)-4\(ed\)-4\( b\)-4\(y\)2\( in\)- IF Tw 6.964 0 T](#)

## Common Data Set 2004-05

**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 students' children (usually age 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 fewer than 12 credits per semester or quarter, or fewer than 24 contact hours a week each term.

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

**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 the title of master.

**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.

**Postsecondary award, certificate, or diploma:** Includes the following three IPEDS definitions for postsecondary awards, certificates, and diplomas of varying durations and credit/contact hour requirements—

*Less Than 1 Academic Year:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

*At Least 1 But Less Than 2 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 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.

*At Least 2 But Less Than 4 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

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

**Private for-profit institution:** A private institution in which the individual(s) or agency in control receives compensation, other than wages, rent, or other expenses for the assumption of risk.

**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 for-profit institution**.

**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.

## Common Data Set 2004-05

**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 unknown:** 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 categories.

**Religious affiliation/commitment (as admission factor):** Special consideration given in the admission process for 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 students who want to explore 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 or optional fees such as lab fees or parking fees.

**Resident alien or other eligible non-citizen:** 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

## Common Data Set 2004-05

**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 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. 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 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 not correctable and is sufficiently severe as to adversely affect 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.

## Common Data Set 2004-05

### Financial Aid Definitions

**Awarded aid:** The dollar amounts offered to financial aid applicants.

**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.