

Common Data Set 2002-2003

Common Data Set 2002-2003

A. GENERAL INFORMATION

A1. Address Information

Name of College or University	University of Maine at Machias
Mailing Address, City/State/Zip/Country	9 O'Brien Avenue, Machias, ME 04654-1397
Street Address (if different), City/State/Zip/Country	
Main Phone Number	(207) 255-1200
WWW Home Page Address	www.umm.maine.edu
Admissions Phone Number	(207) 255-1318
Admissions Toll-free Number	1-888-468-6866
Admissions Office Mailing Address, City/State/Zip/Country	
Admissions Fax Number	(207) 255-1363
Admissions E-mail Address	ummadmissions@maine.edu
Is there a separate URL application site on the Internet? If so, please specify:	

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

Public
Private (nonprofit)
Proprietary

A3. Classify your undergraduate institution:

Coeducational college
Men's college
Women's college

A4. Academic year calendar

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

A5. Degrees offered by your institution

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

Common Data Set 2002-2003

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, 2002.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
Undergraduates				
Degree-seeking, first-time freshmen	51	81	10	12
Other first-year, degree-seeking	36	82	11	29
All other degree-seeking	109	177	26	73
<i>Total degree-seeking</i>	196	340	47	114
All other undergraduates enrolled in credit courses	2	2	60	307
<i>Total undergraduates</i>	198	342	107	421
First-professional				
First-time, first-professional students				
All other first-professionals				
<i>Total first-professional</i>				
Graduate				
Degree-seeking, first-time				
All other degree-seeking				
All other graduates enrolled in credit courses				
<i>Total graduate</i>				

Total all undergraduates: 1,068

Total all graduate and professional students: 0

GRAND TOTAL ALL STUDENTS: 1,068

Common Data Set 2002-2003

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, 2002. Include international students only in the category "Nonresident aliens." Complete the "Total Undergraduates" column only if you cannot provide data for the first two columns.

	Degree-seeking First-time First year	Degree-seeking Undergraduates (include first-time first-year)	Total Undergraduates (both degree- and non- degree-seeking)
Nonresident aliens	5	46	51
Black, non-Hispanic	0	4	5
American Indian or Alaskan Native	3	21	41
Asian or Pacific Islander	2	5	5
Hispanic	0	3	4
White, non-Hispanic	144	618	962
Race/ethnicity unknown	0	0	0
Total	154	697	1068

Persistence

B3. Number of degrees awarded by your institution from July 1, 2001, to June 30, 2002.

Certificate/diploma	_____
Associate degrees	_____ <u>12</u>
Bachelor's degrees	_____ <u>83</u>
Postbachelor's certificates	_____
Master's degrees	_____
Post-master's certificates	_____
Doctoral degrees	_____
First professional degrees	_____
First professional certificates	_____

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 2002 Web-based survey.

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 1996. Include in the cohort those who entered your institution during the summer term preceding fall 1996.

- B4.** Initial 1996 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students: _____ 79 _____
- B5.** Of the initial 1996 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: _____ 0 _____
- B6.** Final 1996 cohort, after adjusting for allowable exclusions: _____ 79 _____
(Subtract question B5 from question B4)
- B7.** Of the initial 1996 cohort, how many completed the program in four years or less (by August 31, 2000): _____ 8 _____
- B8.** Of the initial 1996 cohort, how many completed the program in more than four years but in five years or less (after

Common Data Set 2002-2003

August 31, 2000 and by August 31, 2001): 20

B9. Of the initial 1996 cohort, how many completed the program in more than five years but in six years or less (after August 31, 2001 and by August 31, 2002): 12

B10. Total graduating within six years (sum of questions B7, B8, and B9): 40

B11. Six-year graduation rate for 1996 cohort (question B10 divided by question B6): 50.6 %

For Two-Year Institutions:

B12. Initial 1999 cohort, total of first-time, full-time degree/certificate-seeking students: _____

B13. Of the initial 1999 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: _____

B14. Final 1999 cohort, after adjusting for allowable exclusions _____
(Subtract question B13 from question B12)

B15. Completers of programs of less than two years duration (total): _____

B16. Completers of programs of less than two years within 150 percent of normal time: _____

B17. Completers of programs of at least two but less than four years (total): _____

B18. Completers of programs of at least two but less than four-years within 150 percent of normal time: _____

B19. Total transfers-out (within three years) to other institutions: _____

B20. Total transfers to two-year institutions: _____

B21. Total transfers to four-year institutions: _____

Retention Rates

Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 2001 (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.

B22. For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 2001 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 2002? 79.5 %

Common Data Set 2002-2003

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		16
English		4
Mathematics		3
Science		2
Of these, units that must be lab		2
Foreign language or fine arts		2
Social studies or History		2
History (see above)		
Academic electives		3
Other (<i>specify</i>)		Computer applctns

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? If so, check which applies:

Open admission policy as described above for all students No

Open admission policy as described above for most students, but
selective admission for out-of-state students No
selective admission to some programs No
other (explain) No open admissions policy

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

Very Important Important Considered Not Considered

Academic

Secondary school record
Class rank
Recommendation(s)
Standardized test scores
Essay

Nonacademic

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

Common Data Set 2002-2003

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 No

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

	Require	Recommend	ADMISSION Require for Some	Consider If Submitted
				Not Used
SAT I				
ACT				
SAT I or ACT (no preference)				
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				

In addition, does your institution use applicants' test scores for placement or counseling?

Placement	Yes	No
Counseling	Yes	No

- B. Does your institution use the SAT I or II or the ACT for **placement only**? If so, please mark the appropriate boxes below:

	Require	Recommend	PLACEMENT Require for some
SAT I			
SAT II			
ACT			
SAT I or ACT			

- C. Latest date by which SAT I or ACT scores must be received for fall-term admission Before first day of classes

Latest date by which SAT II scores must be received for fall-term admission _____

- D. If necessary, use this space to clarify your test policies (e.g., if tests are recommended for some students, or if tests are not required of some students): SAT/ACT not required of applicants for Associate of Science degree programs

Common Data Set 2002-2003

Freshman Profile

Provide percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2002, including students who began studies during summer, international students/nonresident aliens, and students admitted under special arrangements.

C9. Percent and number of first-time, first-year (freshman) students enrolled in fall 2002 who submitted national standardized (SAT/ACT) test scores. Include information for **ALL enrolled, degree-seeking, first-time, first-year (freshman) 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	<u>81.1</u>	Number submitting SAT scores	<u>125</u>
Percent submitting ACT scores	<u>5.2</u>	Number submitting ACT scores	<u>8</u>

	25th Percentile	75th Percentile
SAT I Verbal	420	530
SAT I Math	390	520
ACT Composite	17	26
ACT English	15	18
ACT Math	16	24

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

	SAT I Verbal	SAT I Math
700-800	0.8%	0.0%
600-699	8.8%	4.8%
500-599	22.4%	25.6%
400-499	50.4%	44.8%
300-399	13.6%	22.4%
200-299	4.0%	2.4%

	ACT Composite	ACT English	ACT Math
30-36	12.5%	0.0%	12.5%
24-29	25.0%	37.5%	12.5%
18-23	37.5%	12.5%	25.0%
12-17	25.0%	50.0%	50.0%
6-11	0.0%	0.0%	0.0%
Below 6	0.0%	0.0%	0.0%

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 tenth of high school graduating class _____
 Percent in top quarter of high school graduating class _____
 Percent in top half of high school graduating class _____
 Percent in bottom half of high school graduating class _____
 Percent in bottom quarter of high school graduating class _____

Percent of total first-time, first-year (freshman) students who submitted high school class rank: _____

Common Data Set 2002-2003

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 _____
Percent who had GPA between 2.0 and 2.99 _____
Percent who had GPA between 1.0 and 1.99 _____
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:

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 No
Amount of application fee: \$25.00
Can it be waived for applicants with financial need? Yes No

C14. Application closing date

Does your institution have an application closing date? Yes No
Application closing date (fall): _____
Priority date: _____

C15. Are first-time, first-year students accepted for terms other than the fall? Yes No

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

On a rolling basis beginning (date): _____
By (date): _____
Other: Rolling-no date

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

Must reply by (date): _____
No set date: _____
Must reply by May 1 or within 2 weeks if notified thereafter
Other: _____

C18. Deferred admission: Does your institution allow students to postpone enrollment after admission?

Yes No

If yes, maximum period of postponement: 1 year

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

Common Data Set 2002-2003

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 2002.

	Applicants	Admitted Applicants	Enrolled Applicants
Men	37	28	20
Women	70	51	35
Total	107	79	55

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:

	Required of All	Recommended of All	Recommended of Some	Required of 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): _____
- 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:

Common Data Set 2002-2003

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					
Spring					X
Summer					X

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

D11. Describe additional requirements for transfer admission, if applicable:

Students who have done post-secondary work at foreign institutions must submit copies of foreign credentials to foreign credentialing agency.

Transfer Credit Policies

D12. Report the lowest grade earned for any course that may be transferred for credit: C- (1.67)

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

Number no limit Unit type _____

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

Number no limit Unit type _____

D15. Minimum number of credits that transfers must complete at your institution to earn an associate degree: 15 sem hrs

D16. Minimum number of credits that transfers must complete at your institution to earn a bachelor’s degree: 30 sem hrs

D17. Describe other transfer credit policies:

Common Data Set 2002-2003

E. ACADEMIC OFFERINGS AND POLICIES

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

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

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

Library Collections

Report the number of holdings. Refer to the IPEDS 2000 Academic Libraries Survey, Section D "Library Collections, FY 2000", lines 26-30, column 2 for corresponding equivalents.

E4. Books, serial backfiles, and other materials including government documents (paper titles--line 27) that are accessible through the library's catalog: 82,664

E5. Current serial subscriptions in paper and microform--not electronic--including government documents (line 29):
316

E6. Microforms (units--line 28): 4,750

E7. Audiovisual materials (units--line 30): 3,647

F. STUDENT LIFE

F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2002 who fit the following categories:

Undergraduates	First-time, first-year	
(Degree-seeking)	<u>(freshman) students</u>	<u>(Degree-seeking)</u>
Percent who are from out of state (exclude international/nonresident aliens)	28.7%	22.8%
Percent of men who join fraternities	0.0%	15.2%
Percent of women who join sororities	0.0%	3.1%
Percent who live in college-owned, -operated, or -affiliated housing	65.6%	42.3%
Percent who live off campus or commute	34.4%	57.7%
Percent of students age 25 and older	7.6%	26.4%
Average age of full-time students	19.6	23.0
Average age of all students (full- and part-time)	20.3	24.9

Common Data Set 2002-2003

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

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

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

Army ROTC is offered:

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.

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

Common Data Set 2002-2003

G. ANNUAL EXPENSES

Provide 2003-2004 academic year costs for the following categories that are applicable to your institution.

Check here if your institution's 2003-2004 academic year costs are not available at this time and provide an approximate date (i.e., month/day) when your institution's final 2003-2004 academic year costs 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 2003-2004 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 INSTITUTIONS:		
PUBLIC INSTITUTIONS	\$3,905	\$3,905
In-district:		
In-state (out-of-district):	\$3,905	\$3,905
Out-of-state:*	\$9,215	\$9,215
NONRESIDENT ALIENS:	\$9,215	\$9,215
REQUIRED FEES:	\$ 485	\$ 485
ROOM AND BOARD:	\$4,880	\$4,880
(on-campus)		
ROOM ONLY:**	\$2,444	\$2,444
(on-campus)		
BOARD ONLY:	\$2,436	\$2,436
(on-campus meal plan)		

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

Other: *New England Regional tuition for students from New England in approved programs and for all Canadian students: \$5,130

**Students charged room will also be charged board.

G2. Number of credits per term a student can take for the stated full-time tuition _____ minimum _____
maximum 15

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: _____

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

	Residents	Commuters (living at home)	Commuters (not living at home)
Books and supplies:	\$ 650	\$ 650	\$ 650
Room only:			
Board only:		n/a	\$5,090
Transportation:	\$ 900	\$ 900	\$ 900
Other expenses:	\$1,600	\$1,600	\$1,600

Common Data Set 2002-2003

G6. Undergraduate per-credit-hour charges:

PRIVATE INSTITUTIONS:	
PUBLIC INSTITUTIONS In-district:	\$114
In-state (out-of-district):	\$114
Out-of-state:*	\$291
NONRESIDENT ALIENS:*	\$291

*New England Regional rate for approved programs and all Canadian students: \$171/credit hour

Common Data Set 2002-2003

H. FINANCIAL AID

Aid Awarded to Enrolled Undergraduates

H1. Enter total dollar amounts **awarded** to full-time and less than full-time degree-seeking undergraduates (**using the same cohort reported in CDS Question B1, “total degree-seeking” undergraduates**) in the following categories. (Note: If the data being reported are final figures for the 2001-2002 academic year (see the next item below), use the 2001-2002 academic year's CDS Question B1 cohort.) 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 column.** (For a suggested order of precedence in assigning categories of aid to cover need, see the entry for “non-need-based gift aid” on the last page of the definitions section.)

Indicate the academic year for which data are reported for items **H1, H2, H2A, and H6** below:
 x 2002-2003 estimated or 2001-2002 final

	Need-based (Include non-need-based aid use to meet need.)	Non-need-based (Exclude non-need-based aid use to meet need.)
	\$	\$
Scholarships/Grants		
Federal	1,353,797	0
State	241,486	0
Institutional (endowment, alumni, or other institutional awards) and external funds awarded by the college excluding athletic aid and tuition waivers (which are reported below)	326,470	54,338
Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	147,032	424,938
Total Scholarships/Grants	2,068,785	479,276
Self-Help		
Student loans from all sources (excluding parent loans)	1,167,664	498,570
Federal Work-Study	226,924	
State and other work-study/employment	137,804	176,850
Total Self-Help	1,532,392	675,420
Parent Loans		144,740
Tuition Waivers	47,477	8,174
Athletic Awards	0	0

Common Data Set 2002-2003

H2. Number of Enrolled Students Receiving Aid: 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.

	First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh)	Less Than Full-time Undergrad
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2002 cohort)	154	536	161
b) Number of students in line a who were financial aid applicants (include applicants for all types of aid)	131	512	153
c) Number of students in line b who were determined to have financial need	112	419	150
d) Number of students in line c who received any financial aid	110	412	134
e) Number of students in line d who received any need-based gift aid	94	354	122
f) Number of students in line d who received any need-based self-help aid	80	324	78
g) Number of students in line d who received any non-need-based gift aid	7	22	3
h) Number of students in line d whose need was fully met (<u>exclude PLUS loans, unsubsidized loans, and private alternative loans</u>)	18	108	8
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 (<u>PLUS loans, unsubsidized loans, and private alternative loans</u>)	74%	83%	57%
j) The average financial aid package of those in line d . Exclude any resources that were awarded to replace EFC (<u>PLUS loans, unsubsidized loans, and private alternative loans</u>)	\$7,088	\$8,182	\$4,265
k) Average need-based gift award of those in line e	\$5,099	\$4,847	\$2,873
l) Average need-based self-help award (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f	\$2,924	\$3,977	\$3,124
m) Average need-based loan (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f who received a need-based loan	\$2,700	\$3,356	\$2,750

H2A. Number of Enrolled Students Receiving Non-need-based Grants and Scholarships: List the number of degree-seeking full-time and less-than-full-time undergraduates who had no financial need and who received non-need-based gift 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.

	First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh)	Less Than Full-time Undergrad
n) Number of students in line a who had no financial need and who received non-need-based <u>gift aid</u> (exclude those receiving athletic awards and tuition benefits)	15	44	8
o) Average <u>dollar amount of non-need-based gift aid awarded</u> to students in line n	\$3,654	\$5,051	\$2,657
p) Number of students in line a who received a non-need-based athletic <u>grant or scholarship</u>	0	0	0
q) Average <u>dollar amount</u> of non-need-based <u>athletic grants and scholarships awarded</u> to students in line p	0	0	0

Common Data Set 2002-2003

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 the 2002 undergraduate class who graduated between July 1, 2001 and June 30, 2002 and borrowed through any loan programs (federal, state, subsidized, unsubsidized, private, etc.; exclude parent loans). Include only students who borrowed while enrolled at your institution. _____69 %

H5. Average per-borrower cumulative undergraduate indebtedness of those in line H4. Do not include money borrowed at other institutions: \$ 14,873

Aid to Undergraduate Degree-seeking Nonresident Aliens (Note: Report numbers and dollar amounts for the same academic year checked in item H1.)

H6. Indicate your institution's policy regarding financial aid for undergraduate degree-seeking nonresident aliens:

- College-administered need-based financial aid is available
 College-administered non-need-based financial aid is available
College-administered financial aid is not available

If college-administered financial aid is available for undergraduate degree-seeking nonresident aliens, provide the number of undergraduate degree-seeking nonresident aliens who received need-based or non-need-based aid: 30

Average dollar amount awarded to undergraduate degree-seeking nonresident aliens: \$ 6,459

Total dollar amount of financial aid from all sources awarded to all undergraduate degree-seeking nonresident aliens: \$ 193,773

Process for First-Year/Freshman Students

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

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

H8. Check off all financial aid forms nonresident 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: _____

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

Priority date for filing required financial aid forms: March 1

Deadline for filing required financial aid forms: _____

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

Common Data Set 2002-2003

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

- a.) Students notified on or about (date): _____
- b.) Students notified on a rolling basis: yes/no If yes, starting date: 2/15__

H11. Indicate reply dates:

Students must reply by (date): _____ or within _____ weeks of notification.

Types of Aid Available

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

H12. Loans

FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)

- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS Loans

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

- X FFEL Subsidized Stafford Loans
- X FFEL Unsubsidized Stafford Loans
- X FFEL PLUS Loans

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

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): _____

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

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

Common Data Set 2002-2003

I. INSTRUCTIONAL FACULTY AND CLASS SIZE

I-1. Please report number of instructional faculty members in each category for Fall 2002.

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 for faculty on 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 such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.

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
a.) Total number of instructional faculty	35	40	75
b.) Total number who are members of minority groups	1	0	1
c.) Total number who are women	13	21	34
d.) Total number who are men	22	19	41
e.) Total number who are nonresident aliens (international)	0	2	2
f.) Total number with doctorate, first professional, or other terminal degree	26	14	40
g.) Total number whose highest degree is a master's but not a terminal master's	9	16	25
h.) Total number whose highest degree is a bachelor's	0	6	6
i.) Total number whose highest degree is unknown or other (Note: Items f, g, h, and i must sum up to item a.)	0	4	4

I-2. Student to Faculty Ratio

Report the Fall 2002 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 2002 Student to Faculty ratio: 14.8 to 1.

Common Data Set 2002-2003

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 2002 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 2002. 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)

	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
CLASS SECTIONS	26	92	57	4	-	-	-	179

	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
CLASS SUB-SECTIONS	7	16	6	-	-	-	-	29

Common Data Set 2002-2003

J. DEGREES CONFERRED

Degrees conferred between July 1, 2001 and June 30, 2002

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 1990 Categories to Include
Agriculture				1 and 2
Architecture				4
Area and ethnic studies				5
Biological/life sciences			14.5	26
Business/marketing		67.6	16.9	8 and 52
Communications/communication technologies				9 and 10
Computer and information sciences				11
Education			8.4	13
Engineering/engineering technologies				14 and 15
English			6.0	23
Foreign languages and literature				16
Health professions and related sciences			12.0	51
Home economics and vocational home economics				19 and 20
Interdisciplinary studies				30
Law/legal studies				22
Liberal arts/general studies		16.7	1.2	24
Library science				25
Mathematics				27
Military science and technologies				28 and 29
Natural resources/environmental science			10.8	3
Parks and recreation		16.7	14.5	31
Personal and miscellaneous services				12
Philosophy, religion, theology				38 and 39
Physical sciences				40 and 41
Protective services/public administration				43 and 44
Psychology				42
Social sciences and history			10.8	45
Trade and industry				46, 47, 48, and 49
Visual and performing arts			4.8	50
Other				
TOTAL	100%	100%	100%	

Common Data Set 2002-2003

Common Data Set Definitions 2002

◆ **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 *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 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 *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 students desiring 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.**

Common Data Set 2002-2003

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 participate in 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 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 government.

***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 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.

Common Data Set 2002-2003

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: 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 (BPharm, PharmD), podiatry (PodD, DP, DPM), veterinary medicine (DVM), law (LLB, JD), divinity/ministry (BD, MDiv).

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).

Common Data Set 2002-2003

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 **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.

***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.

Common Data Set 2002-2003

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.

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

Common Data Set 2002-2003

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 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 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.

Common Data Set 2002-2003

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 2002-2003

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 gift 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 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. 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.