

A. GENERAL INFORMATION

A0. Respondent Information (Not for Publication)

Name Mary Stover
Title Registrar
Office Registrar's Office
Mailing Address: 9 O'Brien Avenue, Machias, ME 04654
Phone 207.255.1330
Fax 207.255.4864
E-mail Address mstover@maine.edu
Are your responses to the CDS posted for reference on your institution's Web site? Yes No
If yes, please provide the URL of the corresponding Web page:
<http://www.umm.maine.edu/registrar/InstitData.shtml>

A0A. We invite you to indicate if there are items on the CDS for which you cannot use the requested analytic convention, cannot provide data for the cohort requested, whose methodology is unclear, or about which you have questions or comments in general. This information will not be published but will help the publishers further refine CDS items.

A1. Address Information

Name of College or University University of Maine at Machias
Mailing Address: 9 O'Brien Avenue
Machias, ME 04654
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 9 O'Brien Avenue, Machias, ME 04654
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: <http://apply.maine.edu>

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):

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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

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	
	Men	Women	Men	Women
Undergraduates				
Degree-seeking, first-time freshmen	28	54	1	4
Other first-year, degree-seeking	37	59	8	30
All other degree-seeking	111	209	23	61
<i>Total degree-seeking</i>	176	322	32	95
All other undergraduates enrolled in credit courses	2	8	116	440
<i>Total undergraduates</i>	178	330	148	535
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: 1,191

Total all graduate and professional students: 0

GRAND TOTAL ALL STUDENTS: 1,191

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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 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	4	47	55
Black, non-Hispanic	0	7	9
American Indian or Alaska Native	3	27	45
Asian or Pacific Islander	0	1	3
Hispanic	3	11	14
White, non-Hispanic	77	532	1,065
Race/ethnicity unknown			
Total	87	625	1,191

Persistence

B3. Number of degrees awarded by your institution from July 1, 2003, to June 30, 2004.

Certificate/diploma	_____
Associate degrees	_____ <u>13</u>
Bachelor's degrees	_____ <u>88</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 2004 Web-based survey.

For Bachelor's or Equivalent Programs

Please provide data for the fall 1998 cohort if available. If fall 1998 cohort data are not available, provide data for the fall 1997 cohort.

Fall 1997 Cohort

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

B4. Initial 1997 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students: 63

Fall 1998 Cohort

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1998. Include in the cohort those who entered your institution during the summer term preceding fall 1998.

B4. Initial 1998 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students: 58

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B5. Of the initial **1997** cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions: 0

B6. Final **1997** cohort, after adjusting for allowable exclusions: 63
(Subtract question B5 from question B4)

B7. Of the initial **1997** cohort, how many completed the program in four years or less (by August 31, 2001): 9

B8. Of the initial **1997** cohort, how many completed the program in more than four years but in five years or less (after August 31, 2001 and by August 31, 2002): 13

B9. Of the initial **1997** cohort, how many completed the program in more than five years but in six years or less (after August 31, 2002 and by August 31, 2003): 6

B10. Total graduating within six years (sum of questions B7, B8, and B9): 28

B11. Six-year graduation rate for **1997** cohort (question B10 divided by question B6): 44.4 %

B5. Of the initial **1998** cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions: 0

B6. Final **1998** cohort, after adjusting for allowable exclusions: 58
(Subtract question B5 from question B4)

B7. Of the initial **1998** cohort, how many completed the program in four years or less (by August 31, 2002): 8

B8. Of the initial **1998** cohort, how many completed the program in more than four years but in five years or less (after August 31, 2002 and by August 31, 2003): 17

B9. Of the initial **1998** cohort, how many completed the program in more than five years but in six years or less (after August 31, 2003 and by August 31, 2004): 1

B10. Total graduating within six years (sum of questions B7, B8, and B9): 26

B11. Six-year graduation rate for **1998** cohort (question B10 divided by question B6): 44.8 %

For Two-Year Institutions

Please provide data for the 2001 cohort if available. If 2001 cohort data are not available, provide data for the 2000 cohort.

2000 Cohort

B12. Initial **2000** cohort, total of first-time, full-time degree/certificate-seeking students: _____

B13. Of the initial **2000** cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:

B14. Final **2000** 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:

2001 Cohort

B12. Initial **2001** cohort, total of first-time, full-time degree/certificate-seeking students: _____

B13. Of the initial **2001** cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:

B14. Final **2001** 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:

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

B20. Total transfers to two-year institutions:

B21. Total transfers to four-year institutions:

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 2003 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

B22. For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 2003 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 2004? 64.9 %

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

Applications

C1. First-time, first-year (freshman) students: Provide the number of degree-seeking, 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.

Table with 2 columns: Description and Value. Rows include: Total first-time, first-year (freshman) men who applied (116), Total first-time, first-year (freshman) women who applied (239), Total first-time, first-year (freshman) men who were admitted (100), Total first-time, first-year (freshman) women who were admitted (200), Total full-time, first-time, first-year (freshman) men who enrolled (28), Total part-time, first-time, first-year (freshman) men who enrolled (1), Total full-time, first-time, first-year (freshman) women who enrolled (57), Total part-time, first-time, first-year (freshman) women who enrolled (4).

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 require nor recommend

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

	Units Required	Units Recommended
Total academic units	11	5
English	4	
Mathematics	3	
Science	2	
Of these, units that must be lab	2	
Foreign language		2
Social studies or History	2	
History (see above)		
Academic electives		3
Other (<i>specify</i>)		Computer Applications

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 admission 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

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SAT and ACT Policies

Note: The SAT I is now called SAT Reasoning or the SAT; SAT II Tests are now called SAT Subject Tests. As of March 2005 the SAT Reasoning Test will include a mandatory writing component; the SAT Subject Test in Writing will not be administered after January 2005. The ACT will have an optional writing component as of February 2005.

C8. Entrance exams

A. Does your institution make use of SAT Reasoning Test, ACT, or SAT Subject Test 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 for **Fall 2006**.

	Require	Recommend	ADMISSION Require for Some	Consider If Submitted	Not Used
SAT Reasoning Test only					
ACT only					
SAT Reasoning or ACT					
SAT Reasoning and SAT Subject Tests					
SAT Reasoning and SAT Subject Tests or ACT					
SAT Subject Tests only					

B. If your institution will make use of the ACT in **admission** decisions for first-time, first-year, degree-seeking applicants for **Fall 2006**, please indicate which ONE of the following applies:

- ACT with Writing component required
 ACT without Writing component accepted.
 ACT with or without Writing component accepted

C. If your institution will make use of the new SAT Reasoning Test scores in **admission** decisions for first-time, first-year, degree-seeking applicants for **Fall 2006**, please indicate which ONE of the following applies:

- New SAT Reasoning Test required
 New SAT Reasoning Test or the "old" SAT I (administered prior to March 2005 and without a writing component) accepted

D. **In addition**, does your institution use applicants' test scores for placement or counseling? [formerly part of C8A]

Placement	Yes	No
Counseling	Yes	No

E. Does your institution use the SAT Reasoning or SAT Subject Tests or the ACT for **placement only**? If so, please mark the appropriate boxes below: [formerly part of C8B]

	Require	RECOMMEND	Require for some
SAT Reasoning			
SAT Subject Tests			
ACT			
SAT Reasoning or ACT			

F. [formerly C8C]

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Latest date by which SAT or ACT scores must be received for fall-term admission: Aug 1st recommended

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

G. [formerly C8D]

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): _____

Freshman Profile

Provide percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2004, 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 2004 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 84.4%_ Number submitting SAT scores 76
 Percent submitting ACT scores 11.0%_ Number submitting ACT scores 10

	25th Percentile	75th Percentile
SAT Verbal	410	540
SAT Math	400	540
ACT Composite	19	21
ACT English	17	23
ACT Math	17	25

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

	SAT Verbal	SAT Math
700-800		
600-699	9.2%	10.5%
500-599	27.6%	30.3%
400-499	42.1%	35.5%
300-399	19.7%	19.7%
200-299	1.3%	3.9%
	100%	100%

	ACT Composite	ACT English	ACT Math
30-36			
24-29	20%		40%
18-23	60%	70%	10%
12-17	20%	20%	50%
6-11		10%	
Below 6			
	100%	100%	100%

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 14.7
Percent in top quarter of high school graduating class 30.9
Percent in top half of high school graduating class 69.1
Percent in bottom half of high school graduating class 30.9
Percent in bottom quarter of high school graduating class 5.9
Percent of total first-time, first-year (freshman) students who submitted high school class rank: 76.4%

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 62.0
Percent who had GPA between 2.0 and 2.99 35.2
Percent who had GPA between 1.0 and 1.99 2.8
Percent who had GPA below 1.0 0.0
100%

C12. Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA:
2.8

Percent of total first-time, first-year (freshman) students who submitted high school GPA: 79.8%

Admission Policies

C13. Application fee

Does your institution have an application fee? Yes No
Amount of application fee: \$40.00
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): Aug 15
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-

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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 Dec 15
Early action notification date _____

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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.

	Applicants	Admitted Applicants	Enrolled Applicants
Men	35	27	20
Women	47	31	16
Total	82	58	36

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:
Students who have done post-secondary work at foreign institutions must submit copies of foreign credentials to a foreign credentialing agency (i.e. WES) for review.

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

	Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
Fall					X
Winter					
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:

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: n/a

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:

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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	

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:

Undergraduates	First-time, first-year (freshman) students	
Percent who are from out of state (exclude international/nonresident aliens)	<u>28.6</u>	<u>23.5</u>
Percent of men who join fraternities	<u>0.0</u>	<u>8.7</u>
Percent of women who join sororities	<u>0.0</u>	<u>3.6</u>
Percent who live in college-owned, -operated, or -affiliated housing	<u>71.4</u>	<u>42.7</u>
Percent who live off campus or commute	<u>28.6</u>	<u>57.3</u>
Percent of students age 25 and older	<u>5.1</u>	<u>27.4</u>
Average age of full-time students	<u>19.3</u>	<u>23.3</u>
Average age of all students (full- and part-time)	<u>20.3</u>	<u>25.1</u>

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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

Men's dorms

Women's dorms

Apartments for married students

Apartments for single students

Other housing options (specify): _____

Special housing for disabled students

Special housing for international students

Fraternity/sorority housing

Cooperative housing

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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:		
In-district:	3,960	3,960
In-state (out-of-district):		
New England Regional rate in qualifying programs (& for all Canadian students)	5,940	5,940
Out-of-state:	10,320	10,320
NONRESIDENT ALIEN: Tuition:		
REQUIRED FEES:	555	555
ROOM AND BOARD: (on-campus)	5,408	5,408
ROOM ONLY: (on-campus)	2,722	2,722
BOARD ONLY: (on-campus meal plan)	2,686	2,686

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 ___ minimum 15 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: _____

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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:			2,722
Board only:		2,686	2,686
Transportation:	900	900	900
Other expenses:	1,600	1,600	1,600

G6. Undergraduate per-credit-hour charges:

PRIVATE INSTITUTIONS:	
PUBLIC INSTITUTIONS	
In-district:	
In-state (out-of-district):	\$132 per credit hour
New England Regional rate in qualifying programs (& for all Canadian students)	\$198 per credit hour
Out-of-state:	\$344 per credit hour
NONRESIDENT ALIENS:	

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H. FINANCIAL AID

Please refer to the following financial aid definitions when completing Section H.

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.

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Aid Awarded to Enrolled Undergraduates

H1. Enter total dollar amounts **awarded** to enrolled 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 2003-2004 academic year (see the next item below), use the 2003-2004 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 scholarship or grant 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:
 2004-2005 estimated or 2003-2004 final

Which needs-analysis methodology does your institution use in awarding institutional aid? (Formerly H3)

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

	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	1,250,480	
State (i.e., all states, not only the state in which your institution is located)	244,259	
Institutional (endowment, alumni, or other institutional awards) and external funds awarded by the college excluding athletic aid and tuition waivers (which are reported below)	422,693	439,476
Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	122,134	31,870
Total Scholarships/Grants	2,039,566	471,346
Self-Help		
Student loans from all sources (excluding parent loans)	1,268,543	537,552
Federal Work-Study	233,557	
State and other (e.g., institutional) work-study/employment (Note: Excludes Federal Work-Study captured above.)	109,853	142,845
Total Self-Help	1,611,953	680,397
Parent Loans		279,456
Tuition Waivers Note: Reporting is optional. Report tuition waivers in this row if you choose to report them. Do not report tuition waivers elsewhere.	99,344	11,061
Athletic Awards	0	0

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H2. Number of Enrolled Students Awarded Aid: List the number of degree-seeking full-time and less-than-full-time undergraduates who applied for and were awarded financial aid from any source. **Aid that is non-need-based but that was used to meet need should be counted as need-based aid.** Numbers should reflect the cohort awarded the dollars reported in H1. Note: In the chart below, students may be counted in more than one row, and full-time freshmen should also be counted as full-time undergraduates.

	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 2004 cohort)	82	498	127
b) Number of students in line a who applied for need-based financial aid	76	463	346
c) Number of students in line b who were determined to have financial need	67	403	75
d) Number of students in line c who were awarded any financial aid	67	393	68
e) Number of students in line d who were awarded any need-based scholarship or grant aid	65	351	67
f) Number of students in line d who were awarded any need-based self-help aid	54	318	47
g) Number of students in line d who were awarded any non-need-based scholarship or grant aid	6	22	0
h) Number of students in line d whose need was fully met (<u>exclude PLUS loans, unsubsidized loans, and private alternative loans</u>)	13	103	1
i) On average, the percentage of need that was met of students who were awarded any need-based aid. Exclude any aid that was awarded in excess of need as well as any resources that were awarded to replace EFC (<u>PLUS loans, unsubsidized loans, and private alternative loans</u>)	79%	82%	59%
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>)	\$8,793	\$9,382	\$5,853
k) Average need-based scholarship or grant award of those in line e	\$5,030	\$5,122	\$3,497
l) Average need-based self-help award (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f	\$3,365	\$4,465	\$4,089
m) Average need-based loan (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f who were awarded a need-based loan	\$2,990	\$3,822	\$3,564

H2A. Number of Enrolled Students Awarded Non-need-based Scholarships and Grants: List the number of degree-seeking full-time and less-than-full-time undergraduates who had no financial need and who were awarded institutional—not external—non-need-based scholarship or grant aid. Numbers should reflect the cohort awarded the dollars reported in H1. Note: In the chart below, students may be counted in more than one row, and full-time freshmen should also be counted as full-time undergraduates.

	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 were awarded institutional non-need-based scholarship or grant aid (exclude those who were awarded athletic awards and tuition benefits)	4	24	6
o) Average dollar amount of institutional non-need-based scholarship and grant aid awarded to students in line n	\$9,805	\$7,861	\$2,079
p) Number of students in line a who were awarded an institutional non-need-based athletic scholarship or grant	0	0	0
q) Average dollar amount of institutional non-need-based athletic scholarships and grants awarded to students in line p	\$0	\$0	\$0

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H3: Incorporated into H1 above.

H4. Provide the percentage of the 2004 undergraduate class who graduated between July 1, 2003 and June 30, 2004 and borrowed at any time 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. Report the average per-borrower cumulative undergraduate indebtedness of those in line H4. Do not include money borrowed at other institutions: \$ 16,127

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 institutional scholarship and grant aid for undergraduate degree-seeking nonresident aliens:

- Institutional need-based scholarship or grant aid is available
- Institutional non-need-based scholarship or grant aid is available
- Institutional scholarship and grant aid is not available

If institutional financial aid is available for undergraduate degree-seeking nonresident aliens, provide the number of undergraduate degree-seeking nonresident aliens who were awarded need-based or non-need-based aid: 27

Average dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens: \$ 4,201

Total dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens: \$ 231,039

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: 03/01

Deadline for filing required financial aid forms: _____

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

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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 If yes, starting date: 03/01

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)

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

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

H13. Scholarships and Grants

NEED-BASED:

- Federal Pell
- SEOG
- State scholarships/grants
- Private scholarships
- College/university scholarship or grant 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		Art	X		Music/drama
		Athletics			Religious affiliation
		Job skills	X		State/district residency
		ROTC		-----	

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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.

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 master's degree: a master's degree that is considered the highest degree in a field: example, M. Arch (in architecture) and MFA (master of fine arts in art or theater).

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	Full-time	Part-time	Total
a.) Total number of instructional faculty	30	62	92
b.) Total number who are members of minority groups	1	1	2
c.) Total number who are women	10	30	40
d.) Total number who are men	20	32	52
e.) Total number who are nonresident aliens (international)	0	0	0
f.) Total number with doctorate, first professional, or other terminal degree	22	18	40
g.) Total number whose highest degree is a master's but not a terminal master's	8	33	41
h.) Total number whose highest degree is a bachelor's	0	10	10
i.) Total number whose highest degree is unknown or other (Note: Items f , g , h , and i must sum up to item a .)	0	1	1
j.) Total number in stand-alone graduate/professional programs in which faculty teach virtually only graduate-level students	0	0	0

I-2. Student to Faculty Ratio

Report the Fall 2004 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 2004 Student to Faculty ratio: 14.5 to 1 (based on 735.6 FTE students and 50.6 FTE faculty).

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I-3. Undergraduate Class Size

In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 2004 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 2004. 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	32	64	39	2	-	-	-	137

	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
CLASS SUB-SECTIONS	8	11	7	-	-	-	-	26

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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 1st and 2nd majors for each CIP code as the numerator and the sum of the Grand Total by 1st Majors and the Grand Total by 2nd major as the denominator. If you prefer, you can compute the percentages using 1st majors only.

Category	Diploma/ Certificates	Associate	Bachelor's	CIP 1990 Categories to Include	CIP 2000 Categories to Include
Agriculture				1 and 2	1
Architecture				4	4
Area and ethnic studies				5	5
Biological/life sciences			4.5%	26	26
Business/marketing		69.2%	17.0%	8 and 52	52
Communications/communication technologies				9 and 10	9 and 10
Computer and information sciences				11	11
Education			9.1%	13	13
Engineering/engineering technologies				14 and 15	14 and 15
English			2.3%	23	23
Foreign languages and literature				16	16
Health professions and related sciences				51	51
Home economics and vocational home economics				19 and 20	19
Interdisciplinary studies (Beh Sci)			20.5%	30	30
Law/legal studies				22	22
Liberal arts/general studies		23.1%	12.5%	24	24
Library science				25	25
Mathematics				27	27
Military science and technologies				28 and 29	29
Natural resources/environmental science			10.2%	3	3
Parks and recreation		7.7%	15.9%	31	31
Personal and miscellaneous services				12	12
Philosophy, religion, theology				38 and 39	38 and 39
Physical sciences				40 and 41	40 and 41
Protective services/public administration				43 and 44	43 and 44
Psychology				42	42
Social sciences and history			5.7%	45	45 and 54
Trade and industry				46, 47, 48, and 49	46, 47, 48, and 49
Visual and performing arts			2.3%	50	50
Other					
TOTAL	100.0%	100.0%	100.0%		

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Common Data Set Definitions

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

◆ Items preceded by an asterisk (*) represent definitions agreed to among publishers which do not appear on the CDS document but may be present on individual publishers' surveys.

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

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

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

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

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

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

Application fee: That amount of money that an institution charges for processing a student's application for acceptance. This amount is *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.**

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

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

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

***Community service program:** Referral center for students wishing to perform volunteer work in the community or 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.

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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).

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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.

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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

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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.

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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.

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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.