



A0

Common Data Set 2010-11

B1

B1		Men	Women	Men	Women
B1	Undergraduates				
B1	Degree-seeking, first-time freshmen	319	457	3	2
B1	Other first-year, degree-seeking	0	0	0	0
B1	All other degree-seeking	890	1,425	27	16
B1	<i>Total degree-seeking</i>	1,209	1,882	30	18
B1	All other undergraduates enrolled in credit courses	4	8	24	27
B1	<i>Total undergraduates</i>	1,213	1,890	54	45
B1	Graduate				
B1	Degree-seeking, first-time				
B1	All other degree-seeking				
B1	All other graduates enrolled in credit courses				
B1	<i>Total graduate</i>	0	0	0	0
B1					3,202
B1					0
B1					3,202

B2

B2		Degree-Seeking First-Time First Year	Degree-Seeking Undergraduates (include first-time first-year)	Total Undergraduates (both degree- and non-degree-seeking)
B2		11	39	49
B2		36	121	122
B2		23	85	85
B2		667	2,736	2,737
B2		0	5	5
B2	Asian, non-Hispanic/Latino	19	73	73
B2	Native Hawaiian or other Pacific Islander, non-Hispanic/Latino	0	0	0
B2	Two or more races, non-Hispanic/Latino	10	32	32
B2	Race and/or ethnicity	0	0	0
B2		766	3,091	3,103

Persistence

B3	Number of degrees awarded from July 1, 2009 to June 30, 2010	
B3	Certificate/diploma	
B3	Associate degrees	
B3	Bachelor's degrees	692
B3	Postbachelor's certificates	
B3	Master's degrees	
B3	Post-Master's certificates	
B3	Doctoral degrees – research/scholarship	
B3	Doctoral degrees – professional practice	
B3	Doctoral degrees – other	

Graduation Rates

For Bachelor's or Equivalent Programs

Please provide data for the Fall 2004 cohort if available. If Fall 2004 cohort data are not available, provide data for the Fall 2003 cohort.

Fall 2004 Cohort

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in Fall 2004. Include in the cohort those who entered your institution duranate

B4		
B5		780
B6		0
B7		780
B8		531
B9		68
		10

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B10

609

B11

78%

Fall 2003 Cohort

B4

810

B5

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- B14** Final 2007 cohort, after adjusting for allowable exclusions (Subtract question B13 from question B12): 0
- B15** Completers of programs of less than two years duration (total):
- B16**
- B17**
- B18**
- B19**
- B20**
- B21**

2006 Cohort

- B12** Initial 2006 cohort, total of first-time, full-time degree/certificate-seeking students:
- B13** Of the initial 2006 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:
- B14** Final 2006 cohort, after adjusting for allowable exclusions (Subtract question B13 from question B12): 0
- 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 2009 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

- B22** For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in Fall 2009 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in Fall 2010? 87%

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

Applications

- C1 First-time, first-year, (freshmen) students:** Provide the number of degree-seeking, first-time, first-year students who applied, were admitted, and enrolled (full- or part-time) in Fall 2010. 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.

C1	Total first-time, first-year (freshman) men who applied	1269
C1	Total first-time, first-year (freshman) women who applied	1983

C1	Total first-time, first-year (freshman) men who were admitted	972
C1	Total first-time, first-year (freshman) women who were admitted	1629

C1	Total full-time, first-time, first-year (freshman) men who enrolled	311
C1	Total part-time, first-time, first-year (freshman) men who enrolled	0

C1	Total full-time, first-time, first-year (freshman) women who enrolled	455
C1	Total part-time, first-time, first-year (freshman) women who enrolled	0

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

	Yes	No
C2	X	
C2	Do you have a policy of placing students on a waiting list?	
C2	If yes, please answer the questions below for Fall 2010 admissions:	
C2	0	
C2	Number of qualified applicants offered a placed on waiting list	
C2	0	
C2	Number accepting a place on the waiting list	
C2	0	
C2	Number of wait-listed students admitted	
C2		X
C2	Is your waiting list ranked?	
C2		X
C2	If yes, do you release that information to students?	
C2		X
C2	Do you release that information to school counselors?	

Admission Requirements

- C3 High school completion requirement**

C3	High school diploma is required and GED is accepted	X
C3	High school diploma is required and GED is not accepted	
C3	High school diploma or equivalent is not required	

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

C4	Require	
C4	Recommend	X
C4	Neither require nor recommend	

- 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
C5	18	
C5	Total academic units	
C5	4	
C5	English	

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C8A

C8A

C8A [Redacted]

Require **Recommend** **Require for Some** **Consider if Submitted** **Not Used**

C8A SAT or ACT X

C8A ACT only

C8A SAT only

C8A SAT and SAT Subject Tests or ACT

C8A SAT Subject Tests only

C8B

C8B

C8B

C8B

X

C8C

C8C

SAT essay

ACT essay

C8C For admission

C8C For placement

C8C For advising

C8C In place of an application essay

C8C As a validity check on the application essay

C8C No college policy as of now

C8C Not using essay component

X

X

C8D

C8D


[Redacted]

Yes
X

No

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C9

C9	Percent submitting SAT scores	18%		128
C9	Percent submitting ACT scores	92%		661
C9		25th Percentile	75th Percentile	
C9	SAT Critical Reading	520	650	
C9	SAT Math	540	650	
	SAT Writing			
	SAT Essay			
C9	ACT Composite			



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

C11	Percent who had GPA of 3.75 and higher	60.31%
C11	Percent who had GPA between 3.50 and 3.74	18.93%
C11	Percent who had GPA between 3.25 and 3.49	9.19%
C11	Percent who had GPA between 3.00 and 3.24	9.19%
C11	Percent who had GPA between 2.50 and 2.99	2.38%
C11	Percent who had GPA between 2.0 and 2.49	0.00%
C11	Percent who had GPA between 1.0 and 1.99	0.00%
C11	Percent who had GPA below 1.0	0.00%
	Totals should = 100%	100.00%

C12	Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA:	3.78
C12	Percent of total first-time, first-year (freshman) students who submitted high school GPA:	99.44%

Admission Policies

C13 Application Fee

C13 Yes No

C13 Does your institution have an application fee?

C13 Amount of application fee: \$50.00

C13 Yes No

C13 Can it be waived for applicants with financial need?

C13 If you have an application fee and an on-line application option,

C13 Same fee: no

C13 Free:

C13 Reduced:

C13 Yes No

C13 Can on-line application fee be waived for applicants with financial need?

C14 Application closing date

C14 Yes No

C14 Does your institution have an application closing date?

C14 Application closing date (fall):

C14 Priority date: 3/1

C15 Yes No

C15 Are first-time, first-year students accepted for terms other than

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

C16 On a rolling basis beginning (date):

C16 By (date):

C16 Other: first notification is Nov. 24, after that is rolling

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

C17	Must reply by (date):	
C17	No set date:	
C17	Must reply by May 1 or within 2 weeks if notified thereafter	X
C17	Other:	
C17	Deadline for housing deposit (MM/DD):	5/1
C17	Amount of housing deposit:	
C17	Refundable if student does not enroll?	
C17	Yes, in full	
C17	Yes, in part	
C17	No	X

C18 Deferred admission

C18		Yes	No
C18	Does your institution allow students to postpone enrollment after admission?	X	
C18	If yes, maximum period of postponement:	one year	

C19 Early admission of high school students

C19		Yes	No
C19	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?	X	

C20 Common Application

Question removed from CDS.

(Initiated during 2006-2007 cycle)

Early Decision and Early Action Plans

C21 Early Decision

C21		Yes	No
C21	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?		X

C21 If "yes," please complete the following:

C21	First or only early decision plan closing date	
C21	First or only early decision plan notification date	
C21	Other early decision plan closing date	
C21	Other early decision plan notification date	

C21 For the Fall 2010 entering class:

C21	Number of early decision applications received by your institution	
C21	Number of applicants admitted under early decision plan	
C21	Please provide significant details about your early decision plan:	

C22 Early action

C22		Yes	No
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C22

X

C22

C22

C22

C22

Yes

No

C22

C22

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Fall Applicants

D1					Yes	No
D1					X	
D1					X	
D2						
D2		Applicants	Admitted Applicants	Enrolled Applicants		
D2	Men	68	47	22		
D2	Women	95	79	26		
D2	Total	163	126	48		
D3						
D3	Fall	X				
D3	Winter					
D3	Spring	X				
D3	Summer					
D4					Yes	No
D4					X	
D4					16	
D5						
D5		Required of All	Recommended of All	Recommended of Some	Required of Some	Not Required
D5	High school transcript	X				
D5	College transcript(s)	X				
D5	Essay or perso.88					

D7 If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale): 2.50

D8 List any other application requirements specific to transfer applicants:

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

D9		Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
D9	Fall	4/1			5/1 or 2 weeks	X
D9	Winter					
D9	Spring	11/1	12/1	12/20	2 weeks	
D9	Summer					

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

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: 2.00

D13		Number	Unit Type
D13	Maximum number of credits or courses that may be transferred from a two-year institution:	65	SCH

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

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

D16 Minimum number of credits that transfers must complete at your institution to earn a bachelor's degree: 30.00

D17 Describe other transfer credit policies:

E. ACADEMIC OFFERINGS AND POLICIES

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

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

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

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

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

Library Collections: The CDS Publishers will collect library data again when a new Academic Libraries Survey is in place.

F. STUDENT LIFE

F1 Percentages of first-time, first-year (freshman) degree-seeking students and degree-seeking undergraduates enrolled in Fall 2010 who fit the following categories:

F1		First-time, first-year (freshman) students	Undergraduates
F1	Percent who are from out of state (exclude international/nonresident aliens from the numerator and denominator)	33%	30%
F1	Percent of men who join fraternities	0%	16%
F1	Percent of women who join sororities	0%	13%
F1	Percent who live in college-owned, -operated, or -affiliated housing	99%	78%
F1	Percent who live off campus or commute	1%	22%
F1	Percent of students age 25 and older	0%	
F1	Average age of full-time students	18	20
F1	Average age of all students (full- and part-time)	18	20

F2 Activities offered Identify those programs available at your institution.

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

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

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

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

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

G0 Please provide the URL of your institution's net price calculator:

X

G1

G1		First-Year	Undergraduates
G1	PRIVATE INSTITUTIONS		
	Tuition:	\$26,860	\$26,860
G1	PUBLIC INSTITUTIONS		
	Tuition:		
	In-district		
G1	PUBLIC INSTITUTIONS		
	In-state (out-of-district):		
G1	PUBLIC INSTITUTIONS		

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H2A

H2A		First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh.)	Less Than Full-time Undergrad
H2A	n) Number of students in line a who had no financial need and who were awarded institutional non-need-based scholarship or grant aid (exclude those who were awarded athletic awards and tuition benefits)	206	760	4
H2A	o) Average dollar amount of institutional non-need-based scholarship and grant aid awarded to students in line n	\$ 7,009	\$ 7,664	\$ 8,066
H2A	p) Number of students in line a who were awarded an institutional non-need-based athletic scholarship or grant	na	na	na
H2A	q) Average dollar amount of institutional non-need-based athletic scholarships and grants awarded to students in line p	na	na	na
H3	Incorporated into H1 above.			

Include: * 2010 undergraduate class who graduated between July 1, 2008 and June 30,

H5	Report the average per-undergraduate-borrower cumulative principal borrowed of those in line H4.	\$28,500
H5a	Report the average per-undergraduate-borrower cumulative principal borrowed, of those in H4a, through federal loan programs--Federal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loans and Federal Family Education Loans. These are listed in line H4a. NOTE: exclude all institutional, state, private alternative loans and exclude parent loans.	\$19,128

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:	
H6	Institutional need-based scholarship or grant aid is available	X
H6	Institutional non-need-based scholarship or grant aid is available	X
H6	Institutional scholarship or grant aid is not available	
H6	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:	33
H6	Average dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:	\$17,040
H6	Total dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:	\$562,316

H7 Check off all financial aid forms nonresident alien first-year financial aid applicants must submit:

H7	Institution's own financial aid form	X
H7	CSS/Financial Aid PROFILE	
H7	International Student's Financial Aid Application	
H7	International Student's Certification of Finances	X
H7	Other (specify):	

Process for First-Year/Freshman Students

H8 Check off all financial aid forms domestic first-year (freshman) financial aid applicants must submit:

H8	FAFSA	X
H8	Institution's own financial aid form	X
H8	CSS/Financial Aid PROFILE	
H8	State aid form	
H8	Noncustodial PROFILE	
H8	Business/Farm Supplement	
H8	Other (specify):	

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

H9	Priority date for filing required financial aid forms:	3/1
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H9	Deadline for filing required financial aid forms:	
H9	No deadline for filing required forms (applications processed on a rolling basis):	

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

H10	a) Students notified on or about (date):		3/25
H10		Yes	No
H10	b) Students notified on a rolling basis:	X	
H10	If yes, starting date:		3/25

H11 Indicate reply dates:

H11	Students must reply by (date):	
H11	or within _____ weeks of notification.	

Types of Aid Available

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

H12 **Loans**

H12 FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)

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

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

H13 Scholarships and Grants

H13 NEED-BASED:

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

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

H14		Non-Need Based	Need-Based
H14	Academics	X	X
H14	Alumni affiliation		
H14	Art	X	
H14	Athletics		
H14	Job skills		
H14	ROTC		
H14	Leadership		
H14	Minority status	X	X
H14	Music/drama	X	

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H14	Religious affiliation	X
H14	State/district residency	
H15		

I. INSTRUCTIONAL FACULTY AND CLASS SIZE

Please report the number of instructional faculty members in each category for Fall 2010. Include faculty who are on your institution's payroll on the census date your institution uses for

I1 IPEDS/AAUP.

The following definition of full-time instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey (the part time definitions are not used by AAUP). 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
	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, Native Hawaii

I1		Full-Time	Part-Time	Total
I1	a) Total number of instructional faculty	240	102	342
I1	b) Total number who are members of minority groups	29	8	37
I1	c) Total number who are women	105	66	171
I1	d) Total number who are men	135	36	171
I1	e) Total number who are nonresident aliens (international)	7	2	9
I1	f) Total number with doctorate, or other terminal degree	7	2	9
I1		210	12	222

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I1	g)									27	59	86
I1	h)									3	26	29
I1	i)									0	5	5
I1	j)									0	0	0
I2												

I2					12 to 1		(based on					3136 students
I3							and					262 faculty).

I3

I3

I3	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
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J1 Degrees conferred between July 1, 2009 and June 30, 2010

J1

J1	Category	Diploma/Certificates	Associate	Bachelor's	CIP 2000 Categories to Include
J1	Agriculture				1
J1	Natural resources/environmental science				3
J1	Architecture				4
J1	Area and ethnic studies			1.60%	5
J1	Communication/journalism			6.70%	9
J1	Communication technologies				10
J1	Computer and information sciences			0.70%	11
J1	Personal and culinary services				12
J1	Education			19.50%	13
J1	Engineering			2.00%	14
J1	Engineering technologies				15
J1	Foreign languages and literature			4.30%	16
J1					



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 and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

***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.**

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 education program: A program that provides for alternate class attendance and employment in business, industry, or government.

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

***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.

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 generally one or two full-time equivalent academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.

Minority affiliation (as admission factor):



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***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):



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External scholarships and grants: Scholarships and grants received from outside (private) sources that students bring 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.

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 program (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 scholarships and grants: Endowed scholarships, annual gifts and tuition funded grants for which the institution determines the recipient.

Financial need