A. General Information

A0 Respondent Information (Not for Publication)

A0	Name:	Jill Ericson
A0	Title:	Director
A0	Office:	Institutional Research
A0	Mailing Address:	1536 Hewitt Avenue South MS C-1911
A0	City/State/Zip/Country:	Saint Paul MN 55104-1284
A0	Phone:	651.523.2800
A0	Fax:	652.523.2027
A0	E-mail Address:	jericson@gw.hamline.edu

		Yes	No
A0	Are your responses to the CDS posted for reference on your institution's Web site?	X	
A0	If yes, please provide the URL of the corresponding Web page: http://www.hamline.edu/administration/ir/index.html		

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 This information will not be published but will help the publishers further refine CDS items.

J. Degrees Conferred-- we count degrees awarded from fall census day of one year to fall census day of the next, rather than July 1 to June 30.

A1 Address Information

A1	Name of College/University:	Hamline University
A1	Mailing Address:	1536 Hewitt Avenue
A1	City/State/Zip/Country:	Saint Paul MN 55104-1284
A1	Street Address (if different):	
A1	City/State/Zip/Country:	
A1	Main Phone Number:	651.523.2800
A1	WWW Home Page Address:	www.hamline.edu
A1	Admissions Phone Number:	651.523.2207
A1	Admissions Toll-Free Phone Number:	1.800.753.9753
A1	Admissions Office Mailing Address:	Office of Undergraduate Admission MS-C1930
A1	City/State/Zip/Country:	1536 Hewitt Avenue St. Paul MN 55104-1284
A1	Admissions Fax Number:	651.523.2458
A1	Admissions E-mail Address:	cla-admis@hamline.edu
A1	Is there a separate URL application site on the Internet? If so, please specify:	http://www.hamline.edu/cla/admission/first_year/applyonline.html

A2 Source of institutional control (Check only one)**:**

A2	Public	
A2	Private (nonprofit)	X
A2	Proprietary	

A3 Classify your undergraduate institution:

A3	Coeducational college	X
A3	Men's college	
A3	Women's college	

A4 Academic year calendar:

A4	Semester	
A4	Quarter	
A4	Trimester	
A4	4-1-4	X
A4	Continuous	
A4	Differs by program (describe):	
A4	Other (describe):	

A5 Degrees offered by your institution:

A5	Certificate	
A5	Diploma	
A5	Associate	
A5	Transfer Associate	
A5	Terminal Associate	
A5	Bachelor's	X
A5	Postbachelor's certificate	X
A5	Master's	X
A5	Post-master's certificate	X
A5	Doctoral	X
A5	First professional	X
A5	First professional certificate	X

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	165	281	0	1
Other first-year, degree-se	43	57	0	0
All other degree-seeking	497	813	8	25
Total degree-seeking	**705**	**1,151**	**8**	**26**
All other undergraduates enrolled in credit courses	16	35	20	32
Total undergraduates	**721**	**1,186**	**28**	**58**
First-Professional				
First-time, first-professional students	80	79	47	51
All other first-professionals	137	219	46	55
Total first-professional	**217**	**298**	**93**	**106**
Graduate				
Degree-seeking, first-time	57	90	41	130
All other degree-seeking	113	198	152	478
All other graduates enrolled in credit courses	4	11	66	443
Total graduate	**174**	**299**	**259**	**1051**
Total all undergraduates				1993
Total all graduate and professional students				2497
GRAND TOTAL ALL STUDENTS				**4490**

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	5	55	
Black, non-Hispanic	23	82	
American Indian or Alaska Native	3	12	
Asian or Pacific Islander	34	119	
Hispanic	6	37	
White, non-Hispanic	360	1,523	
Race/ethnicity unknown	16	62	
TOTAL	**447**	**1,890**	**0**

Persistence

B3 Number of degrees awarded from July 1, 2003 to June 30, 2004

B3	Certificate/diploma	
B3	Associate degrees	
B3	Bachelor's degrees	409
B3	Postbachelor's certificates	9
B3	Master's degrees	325
B3	Post-Master's certificates	
B3	Doctoral degrees	4
B3	First professional degrees	164
B3	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

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:	382
B5	Of the initial 1998 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:	0
B6	Final 1998 cohort, after adjusting for allowable exclusions: (subtract question B5 from question B4)	382
B7	Of the initial 1998 cohort, how many completed the program in four years or less (by August 31, 2002):	249
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):	7
B10	Total graduating within six years (sum of questions B7, B8, and B9):	273
B11	Six-year graduation rate for 1998 cohort (question B10 divided by question B6):	71%

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:	310

B5	Of the initial 1997 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:	0
B6	Final 1997 cohort, after adjusting for allowable exclusions: (subtract question B5 from question B4)	310
B7	Of the initial 1997 cohort, how many completed the program in four years or less (by August 31, 2001):	184
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):	20
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):	5
B10	Total graduating within six years (sum of questions B7, B8, and B9):	209
B11	Six-year graduation rate for 1997 cohort (question B10 divided by question B6):	67%

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.

2001 Cohort

B12	Initial 2001 cohort, total of first-time, full-time degree/certificate-seeking	
B13	Of the initial 2001 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 2001 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	
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:	

2000 Cohort

B12	Initial 2000 cohort, total of first-time, full-time degree/certificate-seeking	
B13	Of the initial 2000 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 2000 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	
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 2003 (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 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	80%

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 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.

C1	Total first-time, first-year (freshman) men who applied	686
C1	Total first-time, first-year (freshman) women who applied	1090

C1	Total first-time, first-year (freshman) men who were admitted	506
C1	Total first-time, first-year (freshman) women who were admitted	884

C1	Total full-time, first-time, first-year (freshman) men who enrolled	165
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	281
C1	Total part-time, first-time, first-year (freshman) women who enrolled	1

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

		Yes	No
C2	Do you have a policy of placing students on a waiting list?	X	

C2 If yes, please answer the questions below for fall 2004 admissions:

C2	Number of qualified applicants placed on waiting list	30
C2	Number accepting a place on the waiting list	30
C2	Number of wait-listed students admitted	5

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.

C5		Units Required	Units Recommended
C5	Total academic units		20
C5	English		4
C5	Mathematics		3
C5	Science		3

C5	Of these, units that must be lab		3
C5	Foreign language		2
C5	Social studies		4
C5	History		0
C5	Academic electives		4
C5	Other (specify)		

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:

C6	Open admission policy as described above for all students	
C6	Open admission policy as described above for most students, but--	
C6	selective admission for out-of-state students	
C6	selective admission to some programs	
C6	other (explain)	

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

C7		Very Important	Important	Considered	Not Considered
C7	**Academic**				
C7	Secondary school record	X			
C7	Class rank	X			
C7	Recommendation(s)		X		
C7	Standardized test scores		X		
C7	Essay		X		
C7	**Nonacademic**				
C7	Interview		X		
C7	Extracurricular activities		X		
C7	Talent/ability		X		
C7	Character/personal qualities			X	
C7	Alumni/ae relation			X	
C7	Geographical residence				X
C7	State residency				X
C7	Religious affiliation/commitment				X
C7	Minority status			X	
C7	Volunteer work			X	
C7	Work experience			X	

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**

		Yes	No
C8A	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?	X	

C8A If yes, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission for **Fall 2006**.

C8A		**ADMISSION**

C8A		Require	Recommend	Require for Some	Consider if Submitted	Not Used
C8A	SAT Reasoning Test only					
C8A	ACT only					
C8A	SAT Reasoning or ACT				X	
C8A	SAT Reasoning and SAT Subject Tests					
C8A	SAT Reasoning and SAT Subject Tests or ACT					
C8A	SAT Subject Tests only					

C8B 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:

C8B	ACT with Writing Component required	
C8B	ACT without Writing component accepted	
C8B	ACT with or without Writing component accepted	X

C8C 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:

C8C	New SAT Reasoning Test required	
C8C	New SAT Reasoning Test or the "old" SAT I (administered prior to March 2005 and without a writing component) accepted	X

C8D **In addition**, does your institution use applicants' test scores for placement or counseling?

C8D		Yes	No
C8D	Placement		X
C8D	Counseling		X

C8E 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:

C8E		PLACEMENT		
C8E		Require	Recommend	Require for Some
C8E	SAT Reasoning			
C8E	SAT Subject Tests			
C8E	ACT			
C8E	SAT Reasoning or ACT			

C8F	Latest date by which SAT or ACT scores must be received for fall-term admission	
C8F	Latest date by which SAT Subject Test scores must be received for fall-term admission	

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):
C8D	

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.

C9	Percent submitting SAT scores	18%	Number submitting SAT scores	82
C9	Percent submitting ACT scores	94%	Number submitting ACT scores	421

		25th Percentile	75th Percentile
C9	SAT Verbal	540	635
C9	SAT Math	500	630
C9	ACT Composite	21	27
C9	ACT English	20	28
C9	ACT Math	19	27

C9 Percent of first-time, first-year (freshman) students with scores in each range:

		SAT Verbal	SAT Math
C9	700-800	12%	7%
C9	600-699	27%	33%
C9	500-599	48%	35%
C9	400-499	11%	22%
C9	300-399	2%	2%
C9	200-299	0%	0%
	Totals should = 100%	100%	100%

		ACT Composite	ACT English	ACT Math
C9	30-36	13%	16%	8%
C9	24-29	43%	36%	46%
C9	18-23	38%	38%	34%
C9	12-17	5%	10%	13%
C9	6-11	0%	0%	0%
C9	Below 6	0%	0%	0%
	Totals should = 100%	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).

C10	Percent in top tenth of high school graduating class	26%	
C10	Percent in top quarter of high school graduating class	54%	
C10	Percent in top half of high school graduating class	86%	Top half +
C10	Percent in bottom half of high school graduating class	14%	bottom half = 100%
C10	Percent in bottom quarter of high school graduating class	1%	
C10	Percent of total first-time, first-year (freshmen) students who submitted high school class rank:		91%

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 3.0 and higher	88%
C11	Percent who had GPA between 2.0 and 2.99	12%
C11	Percent who had GPA between 1.0 and 1.99	0%
C11	Percent who had GPA below 1.0	0%
	Totals should = 100%	100%

C12	Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA:	3.5
C12	Percent of total first-time, first-year (freshman) students who submitted high school GPA:	99%

Admission Policies

C13 Application Fee

		Yes	No
C13	Does your institution have an application fee?		X
C13	Amount of application fee:		

		Yes	No
C13	Can it be waived for applicants with financial need?		

C14 Application closing date

		Yes	No
C14	Does your institution have an application closing date?		X
C14	Application closing date (fall):		
C14	Priority date:		

		Yes	No
C15	**Are first-time freshmen accepted for terms other than the fall?**	X	

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

C16	On a rolling basis beginning (date):	1-Jan
C16	By (date):	
C16	Other:	

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 _____ weeks if notified thereafter	2
C17	Other:	

C18 Deferred admission

		Yes	No
C18	Does your institution allow students to postpone enrollment after admission?	X	
C18	If yes, maximum period of postponement: 2 years		

C19 Early admission of high school students

		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

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

Early Decision and Early Action Plans

C21 Early Decision

		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 2004 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**

		Yes	No
C22	Do you have a nonbinding early action plan whereby students are notified of an admission decision well in advance of the regular notification date B27but do not have to commit to attending your college?	X	

C22 If "yes," please complete the following:

C22	Early action closing date	12/1
C22	Early action notification date	12/15

D. TRANSFER ADMISSION

Fall Applicants

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

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

		Applicants	Admitted Applicants	Enrolled Applicants
D2	Men	145	72	47
D2	Women	236	138	74
D2	**Total**	**381**	**210**	**121**

Application for Admission

D3 Indicate terms for which transfers may enroll:

D3	Fall	☒
D3	Winter	
D3	Spring	☒
D3	Summer	

		Yes	No
D4	Must a transfer applicant have a minimum number of credits completed or else must apply as an entering freshman?		X
D4	If yes, what is the minimum number of credits and the unit of measure?		

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
D5	High school transcript				X	
D5	College transcript(s)	X				
D5	Essay or personal statement	X				
D5	Interview		X			
D5	Standardized test scores				X	
D5	Statement of good standing from prior institution(s)		X			

D6	If a minimum high school grade point average is required of transfer applicants, specify (on a 4.0 scale):	

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:

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

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

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:	C-

D13		Number	Unit Type
D13	Maximum number of credits or courses that may be transferred from a two-year institution:	64	semester HOURS

D14		Number	Unit Type
D14	Maximum number of credits or courses that may be transferred from a four-year institution:	72	semester hours

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:	56

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 (work-study) program	
E1	Cross-registration	X
E1	Distance learning	
E1	Double major	X
E1	Dual enrollment	
E1	English as a Second Language (ESL)	X
E1	Exchange student program (domestic)	X
E1	External degree program	
E1	Honors Program	X
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	X
E3	English (including composition)	X
E3	Foreign languages	
E3	History	
E3	Humanities	X
E3	Mathematics	
E3	Philosophy	
E3	Sciences (biological or physical)	X
E3	Social science	X
E3	Other (describe): Cultural Breadth (awareness of different cultures)	X

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

~~Report the number of holdings at the end of the 2002-03 fiscal year for each of the categories below. Refer to the Academic Libraries Survey, Section D "Library Collections," lines 22-26, column 2 for corresponding equivalents.~~

~~**E4**~~	~~Books, serial backfiles, and other paper materials (including government documents) [line 22]:~~	
~~**E5**~~	~~Current serial subscriptions [line 26]:~~	
~~**E6**~~	~~Microforms [line 24]:~~	
~~**E7**~~	~~Audiovisual materials [line 25]:~~	
~~**E8**~~	~~E-books [line 23]:~~	

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:

F1		First-time, first-year (freshman) students	Undergraduates
F1	Percent who are from out of state (exclude international/nonresident aliens)	16.5%	16.3%
F1	Percent of men who join fraternities	2.4%	2.2%
F1	Percent of women who join sororities	3.9%	2.8%
F1	Percent who live in college-owned, -operated, or -affiliated housing	89.0%	41.4%
F1	Percent who live off campus or commute	11.0%	58.6%
F1	Percent of students age 25 and older	0.0%	5.6%
F1	Average age of full-time students	18.2	20.4
F1	Average age of all students (full- and part-time)	18.2	20.5

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

F2	Choral groups	X
F2	Concert band	X
F2	Dance	X
F2	Drama/theater	X
F2	Jazz band	X
F2	Literary magazine	X
F2	Marching band	
F2	Music ensembles	X
F2	Musical theater	
F2	Opera	
F2	Pep band	X
F2	Radio station	X
F2	Student government	X
F2	Student newspaper	X
F2	Student-run film society	
F2	Symphony orchestra	X
F2	Television station	X
F2	Yearbook	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:			
F3	Naval ROTC is offered:			
F3	Air Force ROTC is offered:		X	University of St. Thomas

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	
F4	Women's dorms	

F4	Apartments for married students	X
F4	Apartments for single students	X
F4	Special housing for disabled students	
F4	Special housing for international students	X
F4	Fraternity/sorority housing	X
F4	Cooperative housing	
F4	Other housing options (specify):	X
	PRIDE (African-American), foreign lang	

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 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
G1	PRIVATE INSTITUTIONS Tuition:	$23,130	$22,393
G1	PUBLIC INSTITUTIONS Tuition: In-district		
G1	PUBLIC INSTITUTIONS In-state (out-of-district):		
G1	PUBLIC INSTITUTIONS Out-of-state:		
G1	NONRESIDENT ALIENS Tuition:		
G1	REQUIRED FEES:	$255	$255
G1	ROOM AND BOARD: (on-campus)	$6,910	$6,910
G1	ROOM ONLY: (on-campus)	$3,484	$3,484
G1	BOARD ONLY: (on-campus meal plan)	$3,426	$3,426

G1	Comprehensive tuition and room and board fee (if your college cannot provide separate tuition and room and board fees):	

G1	Other:

		Minimum	Maximum
G2			

G2	Number of credits per term a student can take for the stated full-time tuition	12	20

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

G4	If tuition and fees vary by undergraduate instructional program, describe briefly:

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

G5		Residents	Commuters (living at home)	Commuters (not living at home)
G5	Books and supplies	$1,325	$1,325	$1,325
G5	Room only			
G5	Board only			
G5	Transportation			
G5	Other expenses			

G6 Undergraduate per-credit-hour charges

G6	PRIVATE INSTITUTIONS:	$700.00
G6	PUBLIC INSTITUTIONS In-district:	
G6	PUBLIC INSTITUTIONS In-state (out-of-district):	
G6	PUBLIC INSTITUTIONS Out-of-state:	
G6	NONRESIDENT ALIENS:	

H. FINANCIAL AID

Aid Awarded to Enrolled Undergraduates

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 columns. (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.)**

		2004-2005 estimated	2003-2004 final
H1	Indicate the academic year for which data are reported for items H1, H2, H2A, and H6 below:	X	

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

H3	Federal methodology (FM)	X
H3	Institutional methodology (IM)	
H3	Both FM and IM	

		Need-based $ (Include non-need-based aid used to meet need.)	**Non-need-based $** (Exclude non-need-based aid used to meet need.)
H1	**Scholarships/Grants**		
H1	Federal	$1,709,777	
H1	State (i.e., all states, not only the state in which your institution is located)	$2,432,572	
H1	Institutional (endowment, alumni, or other institutional awards) and external funds awarded by the college excluding athletic aid and tuition waivers (which are reported below)	$5,718,047	$8,367,394
H1	Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	$199,274	$665,097
H1	***Total Scholarships/Grants***	**$10,059,670**	**$9,032,491**
H1	**Self-Help**		
H1	Student loans from all sources (excluding parent loans)	$3,136,486	$4,359,426
H1	Federal Work-Study	$2,010,965	
H1	State and other (e.g., institutional) work-study/employment (Note: Excludes Federal Work-Study captured above.)	$330,204	$1,229,526
H1	***Total Self-Help***	**$5,477,655**	**$5,588,952**
H1	**Other**		
H1	Parent Loans		$1,133,075
H1	Tuition Waivers Reporting is optional. Report tuition waivers in this row if you choose to report them. Do not report tuition waivers elsewhere.		$303,854
H1	Athletic Awards		

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 Undergraduate (Incl. Fresh.)	Less Than Full-time Undergraduate
H2	a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2004 cohort)	445	1861	34
H2	b) Number of students in line **a** who applied for need-based financial aid	430	1773	22
H2	c) Number of students in line **b** who were determined to have financial need	356	1408	18
H2	d) Number of students in line **c** who were awarded any financial aid	356	1408	18
H2	e) Number of students in line **d** who were awarded any need-based scholarship or grant aid	302	1251	13
H2	f) Number of students in line **d** who were awarded any need-based self-help aid	303	1220	16
H2	g) Number of students in line **d** who were awarded any non-need-based scholarship or grant aid	282	996	4
H2	h) Number of students in line **d** whose need was fully met (exclude PLUS loans, unsubsidized loans, and private alternative loans)	91	376	3
H2	i) On average, the percentage of need that was met of students who were awarded any need-based aid. Exclude any aid that was awarded in excess of need as well as any resources that were awarded to replace EFC (PLUS loans, unsubsidized loans, and private alternative loans)	78.0%	77.0%	70.0%
H2	j) The average financial aid package of those in line **d**. Exclude any resources that were awarded to replace EFC (PLUS loans, unsubsidized loans, and private alternative loans)	$ 23,210	$ 23,157	$ 16,104
H2	k) Average need-based scholarship and grant award of those in line **e**	$ 7,498	$ 6,931	$ 4,208
H2	l) Average need-based self-help award (excluding PLUS loans, unsubsidized loans, and private alternative loans) of those in line **f**	$ 2,492	$ 3,212	$ 3,483
H2	m) Average need-based loan (excluding PLUS loans, unsubsidized loans, and private alternative loans) of those in line **f** who were awarded a need-based loan	$ 1,665	$ 2,193	$ 2,673

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
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)	68	346	2
H2A	o) Average dollar amount of institutional non-need-based scholarship and grant aid awarded to students in line **n**	$ 11,230	$ 11,730	$ 8,853
H2A	p) Number of students in line **a** who were awarded an institutional non-need-based athletic scholarship or grant			
H2A	q) Average dollar amount of institutional non-need-based athletic scholarships and grants awarded to students in line **p**			

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.	**77%**
H5	Report the average per-borrower cumulative undergraduate indebtedness of those in line H4. Do not include money borrowed at other institutions:	**$21,325**

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:	53
H6	Average dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:	$17,056
H6	Total dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:	$903,968

Process for First-Year/Freshman Students

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

H7	FAFSA	X
H7	Institution's own financial aid form	X

H7	CSS/Financial Aid PROFILE	
H7	State aid form	X
H7	Noncustodial (Divorced/Separated) Parent's Statement	X
H7	Business/Farm Supplement	
H7	Other (specify):	

H8 Check off all financial aid forms nonresident alien first-year financial aid applicants must submit:

H8	Institution's own financial aid form	X
H8	CSS/Financial Aid PROFILE	
H8	Foreign Student's Financial Aid Application	X
H8	Foreign Student's Certification of Finances	X
H8	Other (specify):	

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

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

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

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

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	
H12	Direct Unsubsidized Stafford Loans	
H12	Direct PLUS Loans	

H12 FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

H12	FFEL Subsidized Stafford Loans	X
H12	FFEL Unsubsidized Stafford Loans	X
H12	FFEL 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.

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

I. INSTRUCTIONAL FACULTY AND CLASS SIZE

I1 **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 Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.

First-professional: includes the fields of dentistry (DDS or DMD), medicine (MD), optometry (OD), osteopathic medicine (DO), pharmacy (DPharm or BPharm), podiatric medicine (DPM), veterinary medicine (DVM), chiropractic (DC or DCM), law (JD) and theological professions (MDiv, MHL).

Terminal degree: the highest degree in a field: example, M. Arch (architecture) and MFA (master of fine arts).

			Full-Time	Part-Time	Total
I1	a)	Total number of instructional faculty	180	253	433
I1	b)	Total number who are members of minority groups	16	21	37
I1	c)	Total number who are women	95	144	239
I1	d)	Total number who are men	85	109	194
I1	e)	Total number who are nonresident aliens (international)	0	3	3
I1	f)	Total number with doctorate, first professional, or other terminal degree	153	n/a	153

I1	g)	Total number whose highest degree is a master's but not a terminal master's	10	n/a	10
I1	h)	Total number whose highest degree is a bachelor's	1	n/a	1
I1	i)	Total number whose highest degree is unknown or other (Note: Items **f**, **g**, **h**, and **i** must sum up to item **a**.)	18	253	271
I1	j)	Total number in stand-alone graduate/ professional programs in which faculty teach virtually only graduate-level students	76	151	227

I2 **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.

I2	Fall 2004 Student to Faculty ratio	14.0	to 1	(based on	1936	students
				and	138	faculty).

I3 **Undergraduate Class Size**

In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 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.

I3 **Number of Class Sections with Undergraduates Enrolled**

I3 **Undergraduate Class Size (provide numbers)**

I3	**CLASS SECTIONS**	**2-9**	**10-19**	**20-29**	**30-39**	**40-49**	**50-99**	**100+**	**Total**
I3		48	122	102	39	14	18		343

I3	**CLASS SUB-SECTIONS**	**2-9**	**10-19**	**20-29**	**30-39**	**40-49**	**50-99**	**100+**	**Total**
I3		4	27	12					43

J. DEGREES CONFERRED

J1 Degrees conferred between July 1, 2003 and June 30, 2004

J1 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.

J1	Category	Diploma/Certificates	Associate	Bachelor's	CIP 1990 Categories to Include	CIP 2000 Categories to Include
J1	Agriculture				1 and 2	1
J1	Architecture				4	4
J1	Area and ethnic studies			1.59%	5	5
J1	Biological/life sciences			5.75%	26	26
J1	Business/marketing			11.11%	8 and 52	52
J1	Communications/communication technologies			3.77%	9 and 10	9 and 10
J1	Computer and information sciences				11	11
J1	Education				13	13
J1	Engineering/engineering technologies				14 and 15	14 and 15
J1	English			7.14%	23	23
J1	Foreign languages and literature			3.77%	16	16
J1	Health professions and related sciences				51	51
J1	Home economics and vocational home economics				19 and 20	19
J1	Interdisciplinary studies			2.18%	30	30
J1	Law/legal studies			4.56%	22	22
J1	Liberal arts/general studies				24	24
J1	Library science				25	25
J1	Mathematics			2.18%	27	27
J1	Military science and technologies				28 and 29	29
J1	Natural resources/environmental science			2.78%	3	3
J1	Parks and recreation			1.79%	31	31
J1	Personal and miscellaneous services				12	12
J1	Philosophy, religion, theology			3.77%	38 and 39	38 and 39
J1	Physical sciences			2.18%	40 and 41	40 and 41
J1	Protective services/public administration			6.35%	43 and 44	43 and 44
J1	Psychology			11.11%	42	42
J1	Social sciences and history			25.60%	45	45 and 54
J1	Trade and industry				46, 47, 48, and 49	46, 47, 48, and 49
J1	Visual and performing arts			4.37%	50	50
J1	Other					
J1	**TOTAL (should = 100%)**	**0.00%**	**0.00%**	**100.00%**		

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.**
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.
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).
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.
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 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.
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.
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.