

Institutional Characteristics

**Institutional Characteristics for 4-year reporters**

Part A - Educational Offerings

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.*

- Occupational, may lead to a certificate, degree, or other formal award
- Academic, leading to a certificate, degree, or diploma
- Continuing professional (postbaccalaureate only)
- Recreational or avocational (leisure) programs
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

Part A - Mission Statement

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**2. Provide the institution's mission statement or a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.**

Mission

Statement URL:

Please begin URL with "http://" or "https://"

Mission Statement

Part B - Organization - Control and Level

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1. What is your institutional control or affiliation?

- Public - Specify  
Primary control                      Secondary control (if applicable)  
Select One                      Select One
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Specify  
Select One

2. What award levels are offered by your institution? [Check all that apply]

Award Level

**BELOW THE BACCALAUREATE:**

- 1  Postsecondary award, certificate, or diploma of less than one academic year
  - less than 900 contact or clock hours, or
  - less than 30 semester or trimester credit hours, or
  - less than 45 quarter credit hours
- 2  Postsecondary award, certificate, or diploma of at least one but less than two academic years
  - at least 900 but less than 1800 contact or clock hours, or
  - at least 30 but less than 60 semester or trimester credit hours, or
  - at least 45 but less than 90 quarter credit hours
- 3  Associate's degree
- 4  Postsecondary award, certificate, or diploma of at least two but less than four academic years
  - 1800 or more contact or clock hours, or
  - 60 or more semester or trimester credit hours, or
  - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

- 5  Bachelor's degree or equivalent
- 6  Postbaccalaureate certificate
- 7  Master's degree
- 8  Post-master's certificate
- 17  Doctor's degree - research/scholarship
- 18  Doctor's degree - professional practice
- 19  Doctor's degree - Other
- 12  Other (specify in box below)

You may use the space below to provide context for the data you've reported above.

## Part B - Organization - Calendar System

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

*Your response to the next question determines how your institution reports Graduation Rates data in the Spring and how you report student charges in Part D of this survey.*

*If the calendar system differs from prior year or requires a change, please contact the Help Desk at 1-877-225-2568.*

**3. What is the predominant calendar system at the institution? [Choose one]**

### Standard academic terms

*Checking **Semester, Quarter, Trimester, or 4-1-4** determines that your institution will provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.*

*Checking **Other academic calendar** determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.*

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan
- Other academic calendar

### Other calendar system

*Checking one of the following determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.*

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

Part B - Organization - Student Enrollment

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report pricing data (on the IC survey) and Student Financial Aid data (in the spring collection) for this cohort.

	Full-time		Part-time	
<b><u>Undergraduate (academic or occupational programs)</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time, degree/certificate-seeking undergraduate</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>Graduate</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**Estimated 2009 Fall Enrollment**

Provide an early estimate of the institution's fall enrollment for all levels offered (levels should match those indicated 'Yes' above). Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection. Prior year (PY) Fall Enrollment counts are provided for reference. These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.

	Full-time	FT PY Enrollment	Part-time	PT PY Enrollment	Total
<b><u>Undergraduate (academic or occupational programs)</u></b>	<input type="text"/>		<input type="text"/>		
<b><u>Of undergraduates, those who are first-time, degree/certificate-seeking students</u></b>	<input type="text"/>		<input type="text"/>		
<b><u>Graduate</u></b>	<input type="text"/>		<input type="text"/>		

**5. For Fall 2003, did your institution have any full-time first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2003-04 cohort in the spring collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested.

If you reported any full-time, first-time degree/certificate-seeking undergraduates on the 2003-04 Enrollment survey, the data will be preloaded below.

- No
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2003-04.
- Yes

Full-time, first-time degree/certificate-seeking students from 2003-04 Enrollment survey (GRS **Cohort**)

Part B - Organization - System Name

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**6. System, Governing Board or Corporate Structure (please see instructions for reporting System or Corporate data).**

**Note: Do NOT indicate a religious affiliation here. That information is collected separately and differs from system name.**

*If you need assistance or need to make changes, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.*

- This institution is NOT a part of a system or corporate entity.
- This institution is a part of a system or corporate entity.  
Specify name of the system or corporate entity.

Part C - Admission Requirements and Services - Open Admission

1. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?

*If you answer **No** to this question you will be expected to answer additional questions (C2, C3, and C4) regarding your admissions procedures.*

**Note: If the only requirement for admission is a high school diploma, your institution is still considered open admission.**

- Yes
- No

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Admission Requirements and Services - Admission Considerations

2. Please select the option that best describes how your institution uses any of the following data in its undergraduate selection process.

Admission Considerations	Required	Recommended	Neither Required nor Recommended	Don't Know
Secondary school GPA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school rank	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school record	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completion of college-preparatory program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Admission test scores</u>				
<u>SAT / ACT</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Test (Wonderlic, WISC-III, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>TOEFL</u> (Test of English as a Foreign Language)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part C - Admission Requirements and Services - Selection Process

3. Provide the number of first-time, degree/certificate-seeking undergraduate students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for the most recent Fall period available. Include early decision, early action, and students who began studies during the summer prior to the selected fall reporting period.

Select reporting period:  Fall 2008  Fall 2009

	Men	Women	Total
Number of <u>applicants</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of <u>admissions</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>full-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>part-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. If test scores are required for admission for first-time, degree/certificate-seeking undergraduate students, provide the number and percentage of *enrolled* students submitting SAT and/or ACT scores, as well as the 25th and 75th percentile scores for each test. Provide writing test scores *only* if used for admission. DO NOT convert test scores (e.g., do not convert an SAT score to an ACT scale, etc.). If you have numbers for both SAT and ACT scores, provide the percentiles for both tests. Provide data for the most recent group of *enrolled* students for whom data are available. Include new students admitted the summer prior to the selected fall reporting period.

Select reporting period  Fall 2008  Fall 2009  Test scores NOT required

Number submitting <u>SAT</u> scores	<input type="text"/>
Percent submitting SAT scores	<input type="text"/>
Number submitting <u>ACT</u> scores	<input type="text"/>
Percent submitting ACT scores	<input type="text"/>

	<u>25th Percentile</u>	<u>75th Percentile</u>
SAT Critical Reading	<input type="text"/>	<input type="text"/>
SAT Math	<input type="text"/>	<input type="text"/>
SAT Writing	<input type="text"/>	<input type="text"/>
ACT Composite	<input type="text"/>	<input type="text"/>
ACT English	<input type="text"/>	<input type="text"/>
ACT Math	<input type="text"/>	<input type="text"/>
ACT Writing	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Admission Requirements and Services - Special Learning Opportunities

**5. Does your institution accept any of the following? [Check all that apply]**

- Dual credit (college credit earned while in high school)
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

**6. What types of special learning opportunities are offered by your institution? [Check all that apply]**

- Distance learning opportunities (e-learning)
- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (below the postsecondary level)
  - Students can complete their preparation in certain areas of specialization
  - Students must complete their preparation at another institution for certain areas of specialization
  - This institution is approved by the state for the initial certification or licensure of teachers
- None of the above

Part C - Admission Requirements and Services - Student Services

7. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years

Select One

8. Which of the following selected student services are offered by your institution? [Check all that apply]

- Remedial services
- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus day care for children of students
- None of the above

9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- Have our own library
- Do not have our own library but contribute financial support to a shared library
- Neither of the above

10. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Please indicate the percentage of all undergraduates enrolled during fall 2008 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office):

3 percent or less

More than 3 percent:

%

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Part D - Student Charges Questions

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**3. Are all full-time, first-time degree/certificate-seeking students required to live on campus or in institutionally-controlled housing?**

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D13).*

- No
- Yes

**4. Does your institution charge different tuition for in-district, in-state, or out-of-state students?**

*If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.*

- No
- Yes

**5. Does your institution offer institutionally-controlled housing (either on or off campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D12 and D13).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D12 and D13).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available

- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
<u>Undergraduate application fee</u>	<input type="text"/>	

7. Charges to full-time undergraduate students for the full academic year 2009-10

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
All full-time <u>undergraduates</u>						
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required <u>fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

8. Per credit hour charge for part-time undergraduate students

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Graduate Student Charges

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
<u>Graduate application fee</u>	<input type="text"/>	

*Please, do not include tuition for Doctor's Degree - Professional Practice programs.*

9. Charges to full-time graduate students for the full academic year 2009-10

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
<u>Required fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

10. Per credit hour charge for part-time graduate students

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Room and Board

**12. What are the typical room and board charges for a student for the full academic year 2009-10?**

*If your institution offers room or board at no charge to students, enter zero.*

Room and board charges

Room charge (Double occupancy)

Board charge (Maximum plan)

Combined room and board charge

(Answer only if you CANNOT separate room and board charges.)

**Amount**      **Prior year**

Part D - Student Charges - Price of Attendance

**13. Price of attendance for full-time, first-time undergraduate students:**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**NEW:** If the 2009-10 tuition and/or fees for entering students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, if the guarantee is not for a 0% increase, please indicate the maximum % increase guarantee.

Charges for full academic year	2006-07	2007-08	2008-09	2009-10	<u>Tuition Guarantee</u> <i>(check only if applicable to entering students in 2009-10)</i>	Guaranteed increase %
<b>Published <u>tuition and required fees:</u></b>						
<u>In-district</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>In-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Out-of-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Books and supplies</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>On campus:</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (not with family):</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (with family):</b>						
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

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Part D - Student Charges Questions

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**3. Are all full-time, first-time degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing?**

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D13).*

- No
- Yes

**5. Does your institution offer institutionally-controlled housing (either on or off campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D12 and D13).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D12 and D13).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available
- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Number of programs

7. How many programs are offered at your institution?

Specify number of programs

Part D - Student Charges - Price of Attendance

**9. Price of attendance for entering students**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**Note:** The largest program is the program with the most students, **not** the program with the longest length.

**Largest program:**

**CIP Code**

**Title**

Which method you want to use to report the total length of the program?  **contact hours**  **credit hours**

**Total length of program**

**Average number of months it takes a full-time student to complete this program**

If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.

[Enter new largest program](#)

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
<b><u>Undergraduate application fee</u></b>	<input type="text"/>	<input type="text"/>

Published Student Charges	2006-07	2007-08	2008-09	2009-10
<u>Tuition and fees</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Books and supplies</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>On campus:</b>				
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (not with family):</b>				
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (with family):</b>				
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges - Program Data

10. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, *not* the programs with the longest lengths.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement	# of months to complete
1st					<input checked="" type="radio"/> Contact hours <input checked="" type="radio"/> Credit hours	
	Title					
2nd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
3rd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
4th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
5th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
6th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					

You may use the space below to provide context for the data you've reported above.

Part D - Student Charges - Room and Board

**12. What are the typical room and board charges for a student for the full academic year 2009-10?**

*If your institution offers room or board at no charge to students, enter zero.*

Room and board charges

Room charge (Double occupancy)

Board charge (Maximum plan)

Combined room and board charge

(Answer only if you CANNOT separate room and board charges.)

**Amount**      **Prior year**

Part E - Additional Information - Athletic Association

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1. Is this institution a member of a national athletic association?

- No
- Yes - Check all that apply
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One

Part E - Additional Information - New Institutions

This screen applies to new schools only.

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**4. What percentage of your students are enrolled primarily in postsecondary programs?**

Select One

Institutional Characteristics

**Institutional Characteristics for degree-granting 2-year reporters**

Part A - Educational Offerings

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.*

- Occupational, may lead to a certificate, degree, or other formal award
- Academic, leading to a certificate, degree, or diploma
- Recreational or avocational (leisure) programs
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

Part A - Mission Statement

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**2. Provide the institution's mission statement or a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.**

Mission

Statement URL:

Please begin URL with "http://" or "https://"

Mission Statement

Part B - Organization - Control and Level

Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.

1. What is your institutional control or affiliation?

- Public - Specify  
Primary control                      Secondary control (if applicable)  
Select One                      Select One
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Specify  
Select One

2. What award levels are offered by your institution? [Check all that apply]

Award Level

**BELOW THE BACCALAUREATE:**

- 1  Postsecondary award, certificate, or diploma of less than one academic year
  - less than 900 contact or clock hours, or
  - less than 30 semester or trimester credit hours, or
  - less than 45 quarter credit hours
- 2  Postsecondary award, certificate, or diploma of at least one but less than two academic years
  - at least 900 but less than 1800 contact or clock hours, or
  - at least 30 but less than 60 semester or trimester credit hours, or
  - at least 45 but less than 90 quarter credit hours
- 3  Associate's degree
- 4  Postsecondary award, certificate, or diploma of at least two but less than four academic years
  - 1800 or more contact or clock hours, or
  - 60 or more semester or trimester credit hours, or
  - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

- 5  Bachelor's degree or equivalent
- 6  Postbaccalaureate certificate
- 7  Master's degree
- 8  Post-master's certificate
- 17  Doctor's degree - research/scholarship
- 18  Doctor's degree - professional practice
- 19  Doctor's degree - Other
- 12  Other (specify in box below)

You may use the space below to provide context for the data you've reported above.

## Part B - Organization - Calendar System

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

*Your response to the next question determines how your institution reports Graduation Rates data in the Spring and how you report student charges in Part D of this survey.*

*If the calendar system differs from prior year or requires a change, please contact the Help Desk at 1-877-225-2568.*

**3. What is the predominant calendar system at the institution? [Choose one]**

### Standard academic terms

*Checking **Semester, Quarter, Trimester, or 4-1-4** determines that your institution will provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.*

*Checking **Other academic calendar** determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.*

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan
- Other academic calendar

### Other calendar system

*Checking one of the following determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.*

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

Part B - Organization - Student Enrollment

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report pricing data (on the IC survey) and Student Financial Aid data (in the spring collection) for this cohort.

	Full-time		Part-time	
<b><u>Students in academic or occupational programs</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time students</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**Estimated 2009 Fall Enrollment**

Provide an early estimate of the institution's fall enrollment for all levels offered (levels should match those indicated 'Yes' above). Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection. Prior year (PY) Fall Enrollment counts are provided for reference. These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.

	Full-time	FT PY Enroll- ment	Part-time	PT PY Enroll- ment	Total
<b><u>Students in academic or occupational programs</u></b>	<input type="text"/>		<input type="text"/>		
<b><u>Number of students reported above who are first-time students</u></b>	<input type="text"/>		<input type="text"/>		

**5. For academic year 2006-07, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2006-07 cohort in the spring collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2006-07 Enrollment survey, the data will be preloaded below.

- No
  - This institution did not enroll full-time, first-time degree/certificate-seeking students.
  - This institution was not in operation in 2006-07.
- Yes

**Full-time, first-time degree/certificate-seeking students from 2006-07 Enrollment survey (GRS Cohort)**

Part B - Organization - System Name

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**6. System, Governing Board or Corporate Structure (please see instructions for reporting System or Corporate data).**

**Note: Do NOT indicate a religious affiliation here. That information is collected separately and differs from system name.**

*If you need assistance or need to make changes, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.*

- This institution is NOT a part of a system or corporate entity.
- This institution is a part of a system or corporate entity.  
Specify name of the system or corporate entity.

Part C - Admission Requirements and Services - Open Admission

1. Does your institution have an open admission policy for all or most entering first-time students?

*If you answer **No** to this question you will be expected to answer additional questions (C2, C3, and C4) regarding your admissions procedures.*

**Note: If the only requirement for admission is a high school diploma, your institution is still considered open admission.**

- Yes
- No

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Admission Requirements and Services - Admission Considerations

2. Please select the option that best describes how your institution uses any of the following data in its selection process.

Admission Considerations	Required	Recommended	Neither Required nor Recommended	Don't Know
Secondary school GPA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school rank	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school record	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completion of college-preparatory program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Admission test scores</u>				
<u>SAT / ACT</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Test (Wonderlic, WISC-III, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>TOEFL</u> (Test of English as a Foreign Language)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part C - Admission Requirements and Services - Selection Process

3. Provide the number of first-time, degree/certificate-seeking students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for the most recent Fall period available. Include early decision, early action, and students who began studies during the summer prior to the selected fall reporting period.

Select reporting period:  Fall 2008  Fall 2009

	Men	Women	Total
Number of <u>applicants</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of <u>admissions</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>full-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>part-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. If test scores are required for admission for first-time, degree/certificate-seeking students, provide the number and percentage of *enrolled* students submitting SAT and/or ACT scores, as well as the 25th and 75th percentile scores for each test. Provide writing test scores *only* if used for admission. DO NOT convert test scores (e.g., do not convert an SAT score to an ACT scale, etc.). If you have numbers for both SAT and ACT scores, provide the percentiles for both tests. Provide data for the most recent group of *enrolled* students for whom data are available. Include new students admitted the summer prior to the selected fall reporting period.

Select reporting period  Fall 2008  Fall 2009  Test scores NOT required

Number submitting <u>SAT</u> scores	<input type="text"/>
Percent submitting SAT scores	<input type="text"/>
Number submitting <u>ACT</u> scores	<input type="text"/>
Percent submitting ACT scores	<input type="text"/>

	<u>25th Percentile</u>	<u>75th Percentile</u>
SAT Critical Reading	<input type="text"/>	<input type="text"/>
SAT Math	<input type="text"/>	<input type="text"/>
SAT Writing	<input type="text"/>	<input type="text"/>
ACT Composite	<input type="text"/>	<input type="text"/>
ACT English	<input type="text"/>	<input type="text"/>
ACT Math	<input type="text"/>	<input type="text"/>
ACT Writing	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Admission Requirements and Services - Special Learning Opportunities

**5. Does your institution accept any of the following? [Check all that apply]**

- Dual credit (college credit earned while in high school)
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

**6. What types of special learning opportunities are offered by your institution? [Check all that apply]**

- Distance learning opportunities (e-learning)
- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (below the postsecondary level)
  - Students can complete their preparation in certain areas of specialization
  - Students must complete their preparation at another institution for certain areas of specialization
  - This institution is approved by the state for the initial certification or licensure of teachers
- None of the above

Part C - Admission Requirements and Services - Student Services

8. Which of the following selected student services are offered by your institution? [Check all that apply]

- Remedial services
- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus day care for children of students
- None of the above

9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- Have our own library
- Do not have our own library but contribute financial support to a shared library
- Neither of the above

10. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- No
- Yes
  - Tuition guarantee
  - Prepaid tuition plan
  - Tuition payment plan
  - Other (specify in box below)

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Please indicate the percentage of all undergraduates enrolled during fall 2008 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office):

- 3 percent or less
- More than 3 percent:  %

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges Questions

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**3. Are all full-time, first-time degree/certificate-seeking students required to live on campus or in institutionally-controlled housing?**

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D13).*

- No
- Yes

**4. Does your institution charge different tuition for in-district, in-state, or out-of-state students?**

*If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.*

- No
- Yes

**5. Does your institution offer institutionally-controlled housing (either on or off campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D12 and D13).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D12 and D13).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available

- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	<b>Amount</b>	<b>Prior year</b>
<b><u>Application fee</u></b>	<input type="text"/>	

7. Charges to full-time students for the full academic year 2009-10

	<b><u>In-district</u></b>	<b>Prior year</b>	<b><u>In-state</u></b>	<b>Prior year</b>	<b><u>Out-of-state</u></b>	<b>Prior year</b>
All full-time <u>students</u>						
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required <u>fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

8. Per credit hour charge for part-time students

	<b><u>In-district</u></b>	<b>Prior year</b>	<b><u>In-state</u></b>	<b>Prior year</b>	<b><u>Out-of-state</u></b>	<b>Prior year</b>
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Room and Board

**12. What are the typical room and board charges for a student for the full academic year 2009-10?**

*If your institution offers room or board at no charge to students, enter zero.*

Room and board charges

Room charge (Double occupancy)

Board charge (Maximum plan)

Combined room and board charge

(Answer only if you CANNOT separate room and board charges.)

**Amount**      **Prior year**

Part D - Student Charges - Price of Attendance

**13. Price of attendance for full-time, first-time students:**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**NEW:** If the 2009-10 tuition and/or fees for entering students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, if the guarantee is not for a 0% increase, please indicate the maximum % increase guarantee.

**Charges for full academic year**      2006-07      2007-08      2008-09      2009-10

<b>Published <u>tuition and required fees:</u></b>					<u>Tuition Guarantee</u> <i>(check only if applicable to entering students in 2009-10)</i>	<b>Guaranteed increase %</b>
<u>In-district</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>In-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Out-of-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Books and supplies</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>On campus:</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (not with family):</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (with family):</b>						
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



Part D - Student Charges Questions

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**3. Are all full-time, first-time degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing?**

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D13).*

- No
- Yes

**5. Does your institution offer institutionally-controlled housing (either on or off campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D12 and D13).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D12 and D13).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available
- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Number of programs

7. How many programs are offered at your institution?

Specify number of programs

Part D - Student Charges - Price of Attendance

**9. Price of attendance for entering students**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**Note:** The largest program is the program with the most students, **not** the program with the longest length.

**Largest program:**

**CIP Code**

**Title**

Which method you want to use to report the total length of the program?  **contact hours**  **credit hours**

**Total length of program**

**Average number of months it takes a full-time student to complete this program**

If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.

[Enter new largest program](#)

If the institution charges an application fee, indicate the amount.

	<b>Amount</b>	<b>Prior year</b>
<b><u>Application fee</u></b>	<input type="text"/>	<input type="text"/>

<b>Published Student Charges</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b><u>Tuition and fees</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>Books and supplies</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>On campus:</b>				
<b><u>Room and board</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>Other expenses</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (not with family):</b>				
<b><u>Room and board</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>Other expenses</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (with family):</b>				
<b><u>Other expenses</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges - Program Data

10. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, *not* the programs with the longest lengths.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
1st					<input checked="" type="radio"/> Contact hours	<input checked="" type="radio"/> Credit hours	
	Title						
2nd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
3rd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
4th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
5th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
6th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						

You may use the space below to provide context for the data you've reported above.

Part D - Student Charges - Room and Board

**12. What are the typical room and board charges for a student for the full academic year 2009-10?**

*If your institution offers room or board at no charge to students, enter zero.*

Room and board charges

Room charge (Double occupancy)

Board charge (Maximum plan)

Combined room and board charge

(Answer only if you CANNOT separate room and board charges.)

**Amount**      **Prior year**

Part E - Additional Information - Athletic Association

Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.

1. Is this institution a member of a national athletic association?

- No
- Yes - Check all that apply
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One

Part E - Additional Information - New Institutions

This screen applies to new schools only.

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. What percentage of your students are enrolled primarily in postsecondary programs?**

Select One

Institutional Characteristics

**Institutional Characteristics for non-degree-granting 2-year reporters**

Part A - Educational Offerings

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.*

- Occupational, may lead to a certificate, degree, or other formal award
- Academic, leading to a certificate, degree, or diploma
- Recreational or avocational (leisure) programs
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

Part A - Mission Statement

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**2. Provide the institution's mission statement or a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.**

Mission

Statement URL:

Please begin URL with "http://" or "https://"

Mission Statement

Part B - Organization - Control and Level

Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.

1. What is your institutional control or affiliation?

- Public - Specify  
Primary control  Secondary control (if applicable)
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Specify

2. What award levels are offered by your institution? [Check all that apply]

Award Level

**BELOW THE BACCALAUREATE:**

- 1  Postsecondary award, certificate, or diploma of less than one academic year
  - less than 900 contact or clock hours, or
  - less than 30 semester or trimester credit hours, or
  - less than 45 quarter credit hours
- 2  Postsecondary award, certificate, or diploma of at least one but less than two academic years
  - at least 900 but less than 1800 contact or clock hours, or
  - at least 30 but less than 60 semester or trimester credit hours, or
  - at least 45 but less than 90 quarter credit hours
- 3  Associate's degree
- 4  Postsecondary award, certificate, or diploma of at least two but less than four academic years
  - 1800 or more contact or clock hours, or
  - 60 or more semester or trimester credit hours, or
  - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

- 5  Bachelor's degree or equivalent
- 6  Postbaccalaureate certificate
- 7  Master's degree
- 8  Post-master's certificate
- 17  Doctor's degree - research/scholarship
- 18  Doctor's degree - professional practice
- 19  Doctor's degree - Other
- 12  Other (specify in box below)

You may use the space below to provide context for the data you've reported above.

## Part B - Organization - Calendar System

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

*Your response to the next question determines how your institution reports Graduation Rates data in the Spring and how you report student charges in Part D of this survey.*

*If the calendar system differs from prior year or requires a change, please contact the Help Desk at 1-877-225-2568.*

**3. What is the predominant calendar system at the institution? [Choose one]**

### Standard academic terms

*Checking **Semester, Quarter, Trimester, or 4-1-4** determines that your institution will provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.*

*Checking **Other academic calendar** determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.*

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan
- Other academic calendar

### Other calendar system

*Checking one of the following determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.*

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

Part B - Organization - Student Enrollment

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report pricing data (on the IC survey) and Student Financial Aid data (in the spring collection) for this cohort.

	Full-time		Part-time	
<b><u>Students in academic or occupational programs</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time students</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**Estimated 2009 Fall Enrollment**

Provide an early estimate of the institution's fall enrollment for all levels offered (levels should match those indicated 'Yes' above). Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection. Prior year (PY) Fall Enrollment counts are provided for reference. These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.

	Full-time	FT PY Enroll- ment	Part-time	PT PY Enroll- ment	Total
<b><u>Students in academic or occupational programs</u></b>	<input type="text"/>		<input type="text"/>		
<b><u>Number of students reported above who are first-time students</u></b>	<input type="text"/>		<input type="text"/>		

**5. For academic year 2006-07, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2006-07 cohort in the spring collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2006-07 Enrollment survey, the data will be preloaded below.

- No
  - This institution did not enroll full-time, first-time degree/certificate-seeking students.
  - This institution was not in operation in 2006-07.
- Yes

**Full-time, first-time degree/certificate-seeking students from 2006-07 Enrollment survey (GRS Cohort)**

Part B - Organization - System Name

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**6. System, Governing Board or Corporate Structure (please see instructions for reporting System or Corporate data).**

**Note: Do NOT indicate a religious affiliation here. That information is collected separately and differs from system name.**

*If you need assistance or need to make changes, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.*

- This institution is NOT a part of a system or corporate entity.
- This institution is a part of a system or corporate entity.  
Specify name of the system or corporate entity.

Part C - Admission Requirements and Services - Open Admission

**1. Does your institution have an open admission policy for all or most entering first-time students?**

*If you answer **No** to this question you will be expected to answer additional questions (C2, C3, and C4) regarding your admissions procedures.*

**Note: If the only requirement for admission is a high school diploma, your institution is still considered open admission.**

- Yes
- No

**You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.**

Part C - Admission Requirements and Services - Admission Considerations

2. Please select the option that best describes how your institution uses any of the following data in its selection process.

Admission Considerations	Required	Recommended	Neither Required nor Recommended	Don't Know
Secondary school GPA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school rank	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school record	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completion of college-preparatory program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Admission test scores</u>				
<u>SAT / ACT</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Test (Wonderlic, WISC-III, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>TOEFL</u> (Test of English as a Foreign Language)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part C - Admission Requirements and Services - Selection Process

3. Provide the number of first-time, degree/certificate-seeking students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for the most recent Fall period available. Include early decision, early action, and students who began studies during the summer prior to the selected fall reporting period.

Select reporting period:  Fall 2008  Fall 2009

	Men	Women	Total
Number of <u>applicants</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of <u>admissions</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>full-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>part-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. If test scores are required for admission for first-time, degree/certificate-seeking students, provide the number and percentage of *enrolled* students submitting SAT and/or ACT scores, as well as the 25th and 75th percentile scores for each test. Provide writing test scores *only* if used for admission. DO NOT convert test scores (e.g., do not convert an SAT score to an ACT scale, etc.). If you have numbers for both SAT and ACT scores, provide the percentiles for both tests. Provide data for the most recent group of *enrolled* students for whom data are available. Include new students admitted the summer prior to the selected fall reporting period.

Select reporting period  Fall 2008  Fall 2009  Test scores NOT required

Number submitting <u>SAT</u> scores	<input type="text"/>
Percent submitting SAT scores	<input type="text"/>
Number submitting <u>ACT</u> scores	<input type="text"/>
Percent submitting ACT scores	<input type="text"/>

	<u>25th Percentile</u>	<u>75th Percentile</u>
SAT Critical Reading	<input type="text"/>	<input type="text"/>
SAT Math	<input type="text"/>	<input type="text"/>
SAT Writing	<input type="text"/>	<input type="text"/>
ACT Composite	<input type="text"/>	<input type="text"/>
ACT English	<input type="text"/>	<input type="text"/>
ACT Math	<input type="text"/>	<input type="text"/>
ACT Writing	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Admission Requirements and Services - Special Learning Opportunities

**5. Does your institution accept any of the following? [Check all that apply]**

- Dual credit (college credit earned while in high school)
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

**6. What types of special learning opportunities are offered by your institution? [Check all that apply]**

- Distance learning opportunities (e-learning)
- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (below the postsecondary level)
  - Students can complete their preparation in certain areas of specialization
  - Students must complete their preparation at another institution for certain areas of specialization
  - This institution is approved by the state for the initial certification or licensure of teachers
- None of the above

Part C - Admission Requirements and Services - Student Services

8. Which of the following selected student services are offered by your institution? [Check all that apply]

- Remedial services
- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus day care for children of students
- None of the above

9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- Have our own library
- Do not have our own library but contribute financial support to a shared library
- Neither of the above

10. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- No
- Yes
  - Tuition guarantee
  - Prepaid tuition plan
  - Tuition payment plan
  - Other (specify in box below)

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Please indicate the percentage of all undergraduates enrolled during fall 2008 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office):

- 3 percent or less
- More than 3 percent:  %

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges Questions

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. Does your institution charge different tuition for in-district, in-state, or out-of-state students?**

*If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.*

- No
- Yes

**5. Does your institution offer institutionally-controlled housing (either on or off campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D12 and D13).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D12 and D13).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available

- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	<b>Amount</b>	<b>Prior year</b>
<b><u>Application fee</u></b>	<input type="text"/>	

7. Charges to full-time students for the full academic year 2009-10

	<b><u>In-district</u></b>	<b>Prior year</b>	<b><u>In-state</u></b>	<b>Prior year</b>	<b><u>Out-of-state</u></b>	<b>Prior year</b>
All full-time <u>students</u>						
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required <u>fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

8. Per credit hour charge for part-time students

	<b><u>In-district</u></b>	<b>Prior year</b>	<b><u>In-state</u></b>	<b>Prior year</b>	<b><u>Out-of-state</u></b>	<b>Prior year</b>
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Price of Attendance

**13. Price of attendance for full-time, first-time students:**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**NEW:** If the 2009-10 tuition and/or fees for entering students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, if the guarantee is not for a 0% increase, please indicate the maximum % increase guarantee.

**Charges for full academic year**      2006-07      2007-08      2008-09      2009-10

<b>Published <u>tuition and required fees:</u></b>					<u>Tuition Guarantee</u> <i>(check only if applicable to entering students in 2009-10)</i>	<b>Guaranteed increase %</b>
<u>In-district</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>In-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Out-of-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Books and supplies</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>On campus:</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (not with family):</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (with family):</b>						
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



Part D - Student Charges Questions

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**5. Does your institution offer institutionally-controlled housing (either on or off-campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D9 and D12).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D9 and D12).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available

- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Number of programs

7. How many programs are offered at your institution?

Specify number of programs

Part D - Student Charges - Price of Attendance

**9. Price of attendance for entering students**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**Note:** The largest program is the program with the most students, **not** the program with the longest length.

**Largest program:**

**CIP Code**

**Title**

Which method you want to use to report the total length of the program?  **contact hours**  **credit hours**

**Total length of program**

**Average number of months it takes a full-time student to complete this program**

If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.

[Enter new largest program](#)

If the institution charges an application fee, indicate the amount.

	<b>Amount</b>	<b>Prior year</b>
<b><u>Application fee</u></b>	<input type="text"/>	<input type="text"/>

<b>Published Student Charges</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<u>Tuition and fees</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Books and supplies</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>On campus:</b>				
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (not with family):</b>				
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (with family):</b>				
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges - Program Data

10. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, *not* the programs with the longest lengths.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
1st					<input checked="" type="radio"/> Contact hours	<input checked="" type="radio"/> Credit hours	
	Title						
2nd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
3rd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
4th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
5th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
6th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						

You may use the space below to provide context for the data you've reported above.

Part E - Additional Information - New Institutions

This screen applies to new schools only.

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. What percentage of your students are enrolled primarily in postsecondary programs?**

Select One

Institutional Characteristics

**Institutional Characteristics for less than 2-year reporters**

Part A - Educational Offerings

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.*

- Occupational, may lead to a certificate, degree, or other formal award
- Academic, leading to a certificate, degree, or diploma
- Recreational or avocational (leisure) programs
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

Part A - Mission Statement

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**2. Provide the institution's mission statement or a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.**

Mission

Statement URL:

Please begin URL with "http://" or "https://"

Mission Statement

Part B - Organization - Control and Level

Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.

1. What is your institutional control or affiliation?

- Public - Specify  
Primary control  Secondary control (if applicable)
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Specify

2. What award levels are offered by your institution? [Check all that apply]

Award Level

- 1 Postsecondary award, certificate, or diploma of less than one academic year
  - less than 900 contact or clock hours, or
  - less than 30 semester or trimester credit hours, or
  - less than 45 quarter credit hours
- 2 Postsecondary award, certificate, or diploma of at least one but less than two academic years
  - at least 900 but less than 1800 contact or clock hours, or
  - at least 30 but less than 60 semester or trimester credit hours, or
  - at least 45 but less than 90 quarter credit hours
- 3 Associate's degree
- 4 Postsecondary award, certificate, or diploma of at least two but less than four academic years
  - 1800 or more contact or clock hours, or
  - 60 or more semester or trimester credit hours, or
  - 90 or more quarter credit hours
- 12 Other (specify in box below)

You may use the space below to provide context for the data you've reported above.

Part B - Organization - Calendar System

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

*Your response to the next question determines how your institution reports Graduation Rates data in the spring and how you report student charges in Part D of this survey.*

*If the calendar system differs from prior year or requires a change, please contact the Help Desk at 1-877-225-2568.*

**3. What is the predominant calendar system at the institution? [Choose one]**

**If your institution measures courses primarily by contact hours, or offers primarily occupational programs measured in credit hours, select one of the following calendar systems.**

*Checking one of the following determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.*

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**If your institution offers primarily academic programs measured in credit hours, select one of the following Standard academic terms below.**

*Checking Semester, Quarter, Trimester, or 4-1-4 determines that your institution will provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.*

*Checking Other academic calendar determines that your institution will provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.*

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan
- Other academic calendar

Part B - Organization - Student Enrollment

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report pricing data (on the IC survey) and Student Financial Aid data (in the spring collection) for this cohort.

	Full-time		Part-time	
<b><u>Students in academic or occupational programs</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time students</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**Estimated 2009 Fall Enrollment**

Provide an early estimate of the institution's fall enrollment for all levels offered (levels should match those indicated 'Yes' above). Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection. Prior year (PY) Fall Enrollment counts are provided for reference. These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.

	Full-time	FT PY Enroll- ment	Part-time	PT PY Enroll- ment	Total
<b><u>Students in academic or occupational programs</u></b>	<input type="text"/>		<input type="text"/>		
<b><u>Number of students reported above who are first-time students</u></b>	<input type="text"/>		<input type="text"/>		

**5. For academic year 2006-07, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2006-07 cohort in the spring collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2006-07 Enrollment survey, the data will be preloaded below.

- No
  - This institution did not enroll full-time, first-time degree/certificate-seeking students.
  - This institution was not in operation in 2006-07.
- Yes

**Full-time, first-time degree/certificate-seeking students from 2006-07 Enrollment survey (GRS Cohort)**

Part B - Organization - System Name

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**6. System, Governing Board or Corporate Structure (please see instructions for reporting System or Corporate data).**

**Note: Do NOT indicate a religious affiliation here. That information is collected separately and differs from system name.**

*If you need assistance or need to make changes, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.*

- This institution is NOT a part of a system or corporate entity.
- This institution is a part of a system or corporate entity.  
Specify name of the system or corporate entity.

Part C - Admission Requirements and Services - Open Admission

1. Does your institution have an open admission policy for all or most entering first-time students?

*If you answer **No** to this question you will be expected to answer additional questions (C2, C3, and C4) regarding your admissions procedures.*

**Note: If the only requirement for admission is a high school diploma, your institution is still considered open admission.**

- Yes
- No

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Admission Requirements and Services - Admission Considerations

2. Please select the option that best describes how your institution uses any of the following data in its selection process.

Admission Considerations	Required	Recommended	Neither Required nor Recommended	Don't Know
Secondary school GPA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school rank	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary school record	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completion of college-preparatory program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Admission test scores</u>				
<u>SAT / ACT</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Test (Wonderlic, WISC-III, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>TOEFL</u> (Test of English as a Foreign Language)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part C - Admission Requirements and Services - Selection Process

3. Provide the number of first-time, degree/certificate-seeking students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for the most recent Fall period available. Include early decision, early action, and students who began studies during the summer prior to the selected fall reporting period.

Select reporting period:  Fall 2008  Fall 2009

	Men	Women	Total
Number of <u>applicants</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of <u>admissions</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>full-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number (of admitted) that enrolled <u>part-time</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. If test scores are required for admission for first-time, degree/certificate-seeking students, provide the number and percentage of *enrolled* students submitting SAT and/or ACT scores, as well as the 25th and 75th percentile scores for each test. Provide writing test scores *only* if used for admission. DO NOT convert test scores (e.g., do not convert an SAT score to an ACT scale, etc.). If you have numbers for both SAT and ACT scores, provide the percentiles for both tests. Provide data for the most recent group of *enrolled* students for whom data are available. Include new students admitted the summer prior to the selected fall reporting period.

Select reporting period  Fall 2008  Fall 2009  Test scores NOT required

Number submitting <u>SAT</u> scores	<input type="text"/>
Percent submitting SAT scores	<input type="text"/>
Number submitting <u>ACT</u> scores	<input type="text"/>
Percent submitting ACT scores	<input type="text"/>

	<u>25th Percentile</u>	<u>75th Percentile</u>
SAT Critical Reading	<input type="text"/>	<input type="text"/>
SAT Math	<input type="text"/>	<input type="text"/>
SAT Writing	<input type="text"/>	<input type="text"/>
ACT Composite	<input type="text"/>	<input type="text"/>
ACT English	<input type="text"/>	<input type="text"/>
ACT Math	<input type="text"/>	<input type="text"/>
ACT Writing	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Admission Requirements and Services - Special Learning Opportunities

**5. Does your institution accept any of the following? [Check all that apply]**

- Dual credit (college credit earned while in high school)
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

**6. What types of special learning opportunities are offered by your institution? [Check all that apply]**

- Distance learning opportunities (e-learning)
- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (below the postsecondary level)
  - Students can complete their preparation in certain areas of specialization
  - Students must complete their preparation at another institution for certain areas of specialization
  - This institution is approved by the state for the initial certification or licensure of teachers
- None of the above

Part C - Admission Requirements and Services - Student Services

8. Which of the following selected student services are offered by your institution? [Check all that apply]

- Remedial services
- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus day care for children of students
- None of the above

9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- Have our own library
- Do not have our own library but contribute financial support to a shared library
- Neither of the above

10. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- No
- Yes
  - Tuition guarantee
  - Prepaid tuition plan
  - Tuition payment plan
  - Other (specify in box below)

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Please indicate the percentage of all undergraduates enrolled during fall 2008 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office):

- 3 percent or less
- More than 3 percent:  %

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges Questions

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. Does your institution charge different tuition for in-district, in-state, or out-of-state students?**

*If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.*

- No
- Yes

**5. Does your institution offer institutionally-controlled housing (either on or off campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D12 and D13).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D12 and D13).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available

- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	<b>Amount</b>	<b>Prior year</b>
<b><u>Application fee</u></b>	<input type="text"/>	

7. Charges to full-time students for the full academic year 2009-10

	<b><u>In-district</u></b>	<b>Prior year</b>	<b><u>In-state</u></b>	<b>Prior year</b>	<b><u>Out-of-state</u></b>	<b>Prior year</b>
All full-time <u>students</u>						
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required <u>fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

8. Per credit hour charge for part-time students

	<b><u>In-district</u></b>	<b>Prior year</b>	<b><u>In-state</u></b>	<b>Prior year</b>	<b><u>Out-of-state</u></b>	<b>Prior year</b>
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Price of Attendance

**13. Price of attendance for full-time, first-time students:**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**NEW:** If the 2009-10 tuition and/or fees for entering students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, if the guarantee is not for a 0% increase, please indicate the maximum % increase guarantee.

**Charges for full academic year**      2006-07      2007-08      2008-09      2009-10

<b>Published <u>tuition and required fees:</u></b>					<u>Tuition Guarantee</u> <i>(check only if applicable to entering students in 2009-10)</i>	<b>Guaranteed increase %</b>
<u>In-district</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>In-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Out-of-state</u>						
Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
PY tuition + fees total						
<u>Books and supplies</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>On campus:</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (not with family):</b>						
<u>Room and board</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Room and board and other expenses						
<b>Off campus (with family):</b>						
<u>Other expenses</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



Part D - Student Charges Questions

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**5. Does your institution offer institutionally-controlled housing (either on or off-campus)?**

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D9 and D12).*

- No
- Yes

Specify housing capacity for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D9 and D12).*

- No
- Yes - Enter the number of meals per week in the maximum meal plan available

- Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Number of programs

7. How many programs are offered at your institution?

Specify number of programs

Part D - Student Charges - Price of Attendance

**9. Price of attendance for entering students**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**Note:** The largest program is the program with the most students, **not** the program with the longest length.

**Largest program:**

**CIP Code**

**Title**

Which method you want to use to report the total length of the program?  **contact hours**  **credit hours**

**Total length of program**

**Average number of months it takes a full-time student to complete this program**

If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.

[Enter new largest program](#)

If the institution charges an application fee, indicate the amount.

	<b>Amount</b>	<b>Prior year</b>
<b><u>Application fee</u></b>	<input type="text"/>	<input type="text"/>

<b>Published Student Charges</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b><u>Tuition and fees</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>Books and supplies</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>On campus:</b>				
<b><u>Room and board</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>Other expenses</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (not with family):</b>				
<b><u>Room and board</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>Other expenses</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Room and board and other expenses				
<b>Off campus (with family):</b>				
<b><u>Other expenses</u></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part D - Student Charges - Program Data

10. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, *not* the programs with the longest lengths.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement	# of months to complete
1st					<input checked="" type="radio"/> Contact hours <input checked="" type="radio"/> Credit hours	
	Title					
2nd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
3rd	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
4th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
5th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					
6th	<u>select</u> <u>clear</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours <input type="radio"/> Credit hours	<input type="text"/>
	Title					

You may use the space below to provide context for the data you've reported above.

Part E - Additional Information - New Institutions

This screen applies to new schools only.

**Data changed on this page cannot be saved and therefore will not be changed in the Prior Year system.**

**4. What percentage of your students are enrolled primarily in postsecondary programs?**

Select One

Institutional Characteristics

**Purpose of Institutional Characteristics Survey**  
**Changes in Reporting**  
**General Instructions**

**Reporting Period for Institutional Characteristics**  
**Context Boxes**

**Coverage**  
**Where to Get Help**  
**Where the Data Will Appear**  
**Reporting Directions**

**Part A - Educational Offerings and Mission**  
**Part B - Organization**  
**Part C - Admission Requirements and Services**  
**Part D - Student Charges**  
**Part E - Additional Information**  
**Part F - Branch Campus**

**Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional contact information, control or affiliation, type of calendar system, levels of awards offered, tuition for different levels or programs, types of programs, and admissions requirements. The IC component

also collects institutional pricing data from institutions for first-time, full-time, degree- or certificate-seeking undergraduate students. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus).

## **Changes in reporting**

The following changes were implemented for the 2009-10 data collection period.

- Tuition and required fees will be now be reported separately and used in the multi-year tuition calculator required by the HEOA.
- For price of attendance, four years of data rather than three will be reported in order to align the price of attendance data with the SFA data, which lags one year. For example, in Fall 2009, IC will collect price of attendance data for the following academic years: 2009-10, 2008-09, 2007-08, and 2006-07. This is necessary for the net price calculator.
- For the most recent year of tuition data and required fees data only, institutions will report if the amounts reported are guaranteed under a tuition guarantee plan. If the guarantee is not a 0% increase, the guaranteed increase percent should be provided. This will be used in the multi-year tuition calculator.
- The first-professional option is no longer available for any IC reporting.
- The question regarding students registered with the office of disabilities that was previously collected in SS09 is now part of IC.
- For non-degree granting institutions, remove the room and board questions and fields.
- For non-degree granting institutions, remove Part E – Athletic Association.

## **General instructions**

### **Reporting period covered**

Institutional Characteristics (IC) covers data for the current year with a few exceptions.

- Cohort data in B5 refer to a past cohort and are used to set the Graduation Rates Survey (GRS).
- Admissions data from the prior year may be entered in C3 and C4 if current year data are not available at the time of reporting.
- Four years of data are collected in price of attendance.

### **Context Boxes**

Context boxes (previously known as caveat boxes) are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

### **Coverage**

Carefully read each question in the Institutional Characteristics survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC survey (e.g., undergraduate and graduate). In general, for each group, ensure that the guidelines below are met.

#### **A. Who to include**

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award.
- Students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers.
- High school students taking regular college courses for credit under their classification as recorded by the institution.

- Full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.
- Students from overseas enrolled in U.S. courses (e.g., online students).
- Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree.

#### **B. Who NOT to include**

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program.
- Students taking Continuing Education Units (CEUs) unless they are also enrolled in courses creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Residents or interns in Doctor's - professional practice fields, since they have already received their Doctor's degree.
- Any student studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is nominal.
- Students in any branch campus located in a foreign country.

### **Where to Get Help**

#### **IPEDS Data Collection Help Desk**

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

#### **AIR Website**

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

#### **IPEDS Resources Page**

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Reporting Directions

**Part A – Educational offerings and mission**

### **Educational offerings**

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

### **Mission Statement**

Provide your institution's mission statement or a web address (URL) where the statement can be found. Typed statements are limited to 3,000 characters. The mission statement will be available to the public on College Navigator.

## **Part B – Organization**

### **Institutional control or affiliation**

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 1-877-225-2568.

## Award levels

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use these designations, not institutionally defined designations, to describe these levels.
- References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
- One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 17, 18 and 19 are part of the new doctoral degree classifications.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box.

## Calendar system

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 1-877-225-2568.

**Note:** Calendar system selection determines reporting of tuition information and the cohort for reporting Graduation Rates data. The Student Right-to-Know regulations state that institutions that offer a majority of programs based on **standard academic terms** (semesters, quarters, trimesters, 4-1-4) must use a **fall cohort** and report tuition and fees information based on a

**full academic year.** Institutions that select the **Other academic calendar** must use a **full year cohort** for Graduation Rates data and report tuition and fees information based on a full academic year. Institutions that operate on a **program-by-program or continuous enrollment basis** must use a **full-year cohort** and report tuition and fees information by program for the **entire length of the program**.

**Example:** Your institution offers primarily occupational programs of various lengths, students enroll in a program and pay tuition for the entire program, and students are allowed to enter at three different times during the year. In this case, the appropriate calendar selection would be "Differs by program," even though it seems that your institution operates on a trimester basis. If your institution reports by program, prospective students can see what they should expect to pay to obtain a certificate in a particular program and how long the program takes to complete.

### **Student enrollment**

**Enrollment of full- and part-time students.** Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Additionally, indicate whether or not your institution enrolls first-time, degree/certificate-seeking undergraduate students on either a full- or part-time basis. Responses to those categories will determine the screens generated for reporting academic year tuition charges and enrollment data during the Winter through Spring collection. Finally, checking Yes for full-time, first-time degree/certificate-seeking students determines that your institution will report price information on subsequent Institutional Characteristics screens in Part D and Student Financial Aid information during the Spring collection.

**Estimated 2009 fall enrollment.** Provide an early estimate of fall enrollment for all levels offered at the institution as indicated above for full- and part-time students. Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted in the Winter through Spring collection. These data will NOT appear in College Navigator but will be made available via IPEDS data dissemination.

**Full-time, first-time students.**

- **4-year institutions.**

Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in academic year 2003-04. If you indicate **Yes**, you must report Graduation Rates data in the Spring.

- **Less-than-4-year institutions.**

Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in academic year 2006-07. If you check **Yes**, you must report Graduation Rates data in the Spring.

### **System name**

**System, governing board, or corporate structure.** A system is an organization of two or more postsecondary institutions with a common governing body. If your institution is not part of a system or larger corporate entity, check the first box. If your institution is part of a system or corporate entity, check the second box and provide the name of the system or corporate entity.

### **Part C - Admission requirements and services**

**Open admission policy.** Check **Yes** if your institution has an open admission policy.

**Admission considerations.** Indicate which considerations are used as part of the selection process for entering first-time, degree/certificate-seeking students. For each consideration, indicate

whether it is required, recommended, neither required nor recommended, or you do not know.

### Selection process

**Applicants/admitted/enrolled students.** First, select the period for which you will report. Report data for either fall 2008 or fall 2009, depending on available data. Indicate the number of first-time, degree/certificate-seeking students who applied, the number offered admission, and the number who enrolled (both full and part time) for the selected reporting period. Since the total may include students who did not provide gender data, the detail need not sum to the total. Include early decision, early action, and students who began studies during the summer prior to the fall reporting period. Applicants should include only those students who fulfilled all requirements for consideration for admission and who have been notified of one of the following actions: admission, non-admission, placement on a wait list, or application withdrawn (by applicant or institution). Admitted applicants (admissions) should include wait-listed students who were subsequently offered admission.

**Test scores.** First, select the period for which you will report. Report data for either fall 2008 or fall 2009, depending on available data. If test scores are required for admission for students in your entering cohort (first-time, degree/certificate-seeking undergraduate-level students), provide the number and percentage of students submitting SAT/ACT scores and the 25th and 75th percentile scores for each test. **Include information for ALL enrolled, degree/certificate-seeking, first-time (freshman) students who submitted test scores.** Include new students admitted the summer prior to the fall for which you are reporting. Do not include partial test scores (e.g., mathematics scores but not verbal scores for a category of students) or combine other standardized test results (such as TOEFL) in this item. If students submitted TOEFL scores in addition to SAT/ACT scores, those scores should be included. **Do not convert test scores; scores must be reported separately.**

### Special learning opportunities

**Special credit.** Indicate if your institution accepts credit earned prior to admission through any of the sources listed.

**Special learning opportunities.** Indicate if the listed special learning opportunities are offered by your institution. Teacher certification refers to pre-K through 12; if the institution only provides certification for some levels (e.g., elementary only and not secondary), be sure to indicate that only certain levels are offered.

### Student services

**Years of study required for entry.** If the institution limits entrance to students who have completed certain academic requirements, select the years of study required for entry. For example, upper division only schools may require 2 years (60 credits) of study prior to admittance, and schools that offer only graduate programs may require bachelor's degrees or 4 years of study for entrance.

**Student services.** Indicate which of the listed services are offered by the institution.

**Library.** Indicate whether your institution has its own library, contributes financially to a shared library, or neither.

**Alternative tuition plans.** Indicate if your institution offers any alternative tuition plans.

**Disabilities.** Please indicate the percentage of all undergraduates enrolled in fall 2008 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). This may include students with physical or learning disabilities, as well as other types of disabilities. If greater than 3%

of students are registered as having a disability, you will need to indicate a percentage.

## **Part D - Student Charges**

### **Screening questions**

If you responded to questions regarding full-time, first-time degree/certificate-seeking undergraduate students in Part B, your institution will be required to answer all the questions.

**On-campus or institutionally controlled off-campus housing requirement.** Indicate if ALL full-time, first-time degree/certificate-seeking students are required to live on campus or in institutionally controlled off-campus housing.

**Tuition based on residence.** Indicate if the institution charges a different price for students from in district, in state, or out of state.

**Institutionally controlled housing.** Indicate if the institution provides institutionally controlled housing (either on or off campus) and if so, specify the housing capacity.

**Meal plans.** Indicate if the institution offers board or meal plans to students. If the institution offers fixed meal plans, provide the number of meals per week in the maximum plan available. Institutions will be asked to report the board charges or combined room and board charges on later screens.

## Tuition and fees for undergraduate students (academic year reporters)

### Undergraduate students include:

- Students who have not obtained a bachelor's degree;
- Students in bachelor's degree programs that require *at least 4 years but fewer than 6 years* of college work; or
- Students in occupational or general study programs requiring 1, 2, or 3 years of college work that are designed to prepare students for immediate employment or to provide general education rather than to serve as the first 1, 2, or 3 years of a bachelor's degree program.

**Undergraduate application fee.** If the institution charges an application fee, indicate the amount.

**Tuition and required fees for undergraduate students.** Since tuition and required fees and room and board charges may be different for varying groups of **full-time undergraduate students** at an institution, adhere to the following rules regarding reporting:

- Report the average tuition and required fees for the full academic year charged to in-district, in-state, and out-of-state students. If indicated on the screen, provide amounts in all columns (in-district, in-state, and out-of-state), even if they are the same. If the institution charges tuition on a per-credit-hour basis, estimate average tuition based on the average full-time credit-hour load for an entire academic year.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.
- If the institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee.

**Per-credit-hour charges for part-time undergraduate students.** Enter the average dollar amount your institution charges to part-time undergraduate students per credit hour of instruction. If indicated on the screen, provide data for in-district, in-state, and out-of-state students.

### **Tuition and fees for graduate students**

**Graduate students include** any student who holds a bachelor's degree or equivalent, and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduate programs.

**Tuition and required fees for graduate students.** Since tuition and required fees may be different for varying groups of full-time graduate students at an institution, adhere to the following rules regarding reporting:

- **Do not include** doctor's-professional practice tuition.
- Report the average tuition and required fees for the full academic year most frequently charged to full-time graduate students. If indicated on the screen, provide amounts in all columns (in-district, in-state, and out-of-state), even if they are the same. If the institution charges tuition on a per-credit-hour basis, estimate average tuition based on the average full-time credit-hour load for an academic year.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

**Graduate application fee.** If the institution charges an application fee, indicate the amount.

**Per-credit-hour charges for part-time graduate students.** Enter the dollar amount the institution most frequently charges to **part-time graduate students** per credit hour of instruction. If indicated on the screen, provide data for in-district, in-state, and out-of-state students.

**Number of programs (program reporters only)**

**Number of programs.** Provide the total number of occupational programs offered by your institution.

**Room and Board**

Institutions that require all full-time, first-time degree/certificate-seeking students to live in institutionally controlled housing (either on or off campus) will be required to answer the questions in this section.

**Room and board charges.** Report the typical room charge for the **full academic year 2009-10** for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for 2009-10 to a full-time student. Report a combined room and board charge **only** if room and board charges cannot be separated.

**Academic year reporters price of attendance for full-time, first-time undergraduate students**

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or other academic plans) should provide price information for in-district, in-state, and out-of-state students for the FULL ACADEMIC YEAR in the columns indicated. The numbers reported for tuition, fees, books and supplies, room and board, and other expenses must match the amounts used by your financial aid office for determining eligibility for student financial assistance. If your institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee. You will not be able to lock your submission without these data.

**Important change:** Due to the multi-year tuition calculator required by the Higher Education Opportunities Act, you will need to provide **both** tuition and fees for 2006-07, 2007-08, 2008-09, and 2009-10. The total tuition and fees as reported in 2008-09 is loaded on the screen for your reference. Prices entered on this screen will be compared to similar prices entered for the prior year(s), and major changes will result in edits.

For the **CURRENT YEAR (2009-10) TUITION ONLY**, indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

**Program reporters price of attendance**

**Note:** Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data.

**Reporting the largest program.** This section asks questions about the largest program your institution has offered for entering students. Institutions that provided data for the largest program in the prior year will see pre-loaded data. These data can be modified and new data for the 2009-10 year can be entered. If the largest program has changed, check the box provided and indicate a different program. *Note: You will be required to enter data for all 4 years as indicated on the screen.*

**To enter or change the largest program:**

- Select the CIP category code from the first drop-down box and title from the second drop-down box. If you need to restore the pre-loaded information, click the reset button at bottom of the screen.
- Provide the total length of program in contact or credit hours.
- Provide the average number of months it takes a full-time student to complete the program.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses. These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

If your institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee.

**Note:** Programs of English as a second language and GED courses are not to be included in IPEDS.

**Reporting the next 5 largest programs.** This section asks questions about the next 5 largest programs your institution offers for entering students (or, if you have no full-time, first-time students, the 6 largest programs).

- *Only* if reporting 6 largest programs because you do not have full-time, first-time students, enter an application fee (if applicable).
- Refer to the 2000 Classification of Instructional Programs (CIP) guide and match the program title as closely as possible with a program listed in this guide. To enter the CIP code and title in the survey, click "select" and then click on the program from the list provided.

- Enter the tuition and required fees charged for the entire length of the program.
- Enter the cost of books and supplies for the program.
- Report the full length of the program and indicate whether the length of the entire program is measured in contact or credit hours.
- Report the number of months it takes a full-time student to complete the program.

**Note:** Programs of English as a second language and GED courses are not to be included in IPEDS.

#### **Part E - Additional information**

**Athletic association.** Indicate if the institution is a member of a national athletic association.

**NCAA or NAIA.** For institutions belonging to NCAA or NAIA, select the conference (by sport) from the drop list provided.

**Enrollment in postsecondary programs (applicable to new institutions only).** Indicate the typical percentage of students enrolled in postsecondary programs at your institution.

**Part F - Branch campus**

For branch campuses, refer to the instructions on the appropriate screen.