

FORM **IPEDS-IC-ADD**
(7-1-1999)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM**

**INSTITUTIONAL
CHARACTERISTICS SURVEY**

1999-2000

NOTE - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

RETURN TO

Please read the accompanying instructions before completing this survey form. Respond to each item on this report in the space provided.

Certain terms are defined in the Glossary which begins on page 4 of the instructions.

Please submit by October 1, 1999

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

Mailing address — If IPEDS forms should be mailed to an address that is not the school location, complete the following information.

Name of institution		
Street or PO Box		
City	State	ZIP Code

INSTITUTIONAL IDENTIFICATION 1999-2000

Please correct errors in the name, address, ZIP Code, and other information listed below.

1. Name of institution covered by this report				2. UNITID	
<input type="checkbox"/> Mark (X) this box if mailing address is the same as the institution's physical location.				4. Employer ID Number (EIN) (9 digits)	
3. Physical location of institution (Number and street name)					
City	State	ZIP Code	5. Name of county		6. OPEID
7. Name of chief administrator			Title		8. DUNS number
9. Name of respondent				10. E-Mail address	
11. Telephone numbers	Respondent's		FAX		General information
	Financial aid office		Admissions office		
12. Web site address					

PURPOSE OF THE SURVEY AND WHO SHOULD RESPOND

The primary purpose of the Institutional Characteristics (IC) component of IPEDS is to collect the basic data that identify and describe the universe of postsecondary education institutions in the United States and its outlying areas. Each institution or branch campus should file a separate report so that they can be listed in the Directory of Postsecondary Institutions.

USES OF THE DATA

Survey results will be used in a variety of ways. For example, they will be used as the source file for sample design for other postsecondary data collection activities. Other uses include generating basic counts of institutions in each state by type, control, and other key institutional characteristics; compiling directories of postsecondary education institutions that will be made available to the general public; and incorporating results into Career Information Delivery Systems throughout the nation. The data are extremely valuable for survey research design, statistical analysis, and general information purposes.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 1.0 to 2.5 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section.* By entering any explanation here, you may eliminate the need for telephone contact at a later date.

Part A — TYPES OF EDUCATIONAL OFFERINGS

IC-ADD

Which of the following types of instruction/programs does your institution offer?
 Mark (X) all that apply.

- | | |
|---|--|
| 1 <input type="checkbox"/> Occupational, may lead to a certificate, degree, or other formal award
2 <input type="checkbox"/> Academic, leading to a certificate, degree, or diploma
3 <input type="checkbox"/> Continuing professional (postbaccalaureate only) | 4 <input type="checkbox"/> Recreational or avocational (leisure) programs
5 <input type="checkbox"/> Adult basic or remedial instruction or high school equivalency
6 <input type="checkbox"/> Secondary (high school) |
|---|--|

If you marked ONLY items 4, 5, or 6 above, please stop and return the form to the address printed on the front of the form.

Part B — ORGANIZATION AND ACCREDITATION

1. Will your institution complete IPEDS forms for OTHER institutions or branch campuses?

- 1 Yes — *List the information requested below for those institutions.*
- 2 No — *SKIP to item 2*

UNITID	Institution name	Address	City	State	ZIP Code

A SEPARATE Institutional Characteristics survey form should be completed for each institution or branch listed above.

2. What is your institutional control or affiliation? (Do not indicate both public and private.)

PUBLIC

Mark (X) only one.

- 1 Federal
- 2 State
- 3 Territorial
- 4 School district
- 5 County
- 6 Township
- 7 City
- 8 Special district
- 9 Other — Specify ↘

PRIVATE

Mark (X) all that apply but do not indicate both profit-making and nonprofit.

- 1 Profit-making — SKIP to question 3
- 2 Nonprofit ↘
 - a Independent (no religious affiliation) — SKIP to question 3
 - b Religious affiliation ↘
 - 1 Catholic
 - 2 Jewish
 - 3 Protestant — Specify ↘

- 4 Other — Specify ↘

CENSUS USE ONLY

3. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)

Mark (X) all that apply.

BELOW THE BACCALAUREATE

- 1 Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock 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)
- 3 Associate's Degree
- 4 Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 but less than 3600 contact or clock hours)

BACCALAUREATE AND ABOVE

- 5 Bachelor's Degree
- 6 Postbaccalaureate Certificate
- 7 Master's Degree
- 8 Post-Master's Certificate
- 9 Doctor's Degree
- 10 First-Professional Degree
- 11 First-Professional Certificate (Post-Degree)

- 12 Other — Specify →

An administrative unit is the office in a **multi-campus** environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. Mark (X) the box below if the entity covered by **this** form and named in item 1 on the front cover is an administrative unit only.

- 1 — **If this is an administrative unit only, STOP HERE, make sure you have completed pages 1—4, and return this form to the address shown on page 1. Complete a separate survey form for each campus for which you are responsible.**

NOTE — The administrative office for a one-campus school is NOT considered an administrative unit for IPEDS reporting purposes.

4. Has this institution been providing postsecondary instruction for at least 2 consecutive years (except for normal vacation periods)? A change in name or ownership of this institution during this 2-year period is **not** relevant for the purpose of answering this question.

- 1 Yes
 2 No
 3 Don't know

5. Is this institution licensed by a state or local licensing or regulatory agency?

- 1 Yes — **What is the agency's name and address?** →
 2 No

6. This institution is accredited by the following accrediting agency(ies).
Mark (X) all that apply.

- 1 National institutional or specialized accrediting agency 3 State accrediting or approval agency
 2 Regional accrediting agency — *Please complete question 7.* 4 Not applicable

7. If you marked (X) box 2 in question 6 above — Indicate below the regional association that accredits your institution. (Mark (X) only one.)

- | | |
|--|--|
| 1 <input type="checkbox"/> Middle States Association of Colleges and Schools, Commission on Higher Education | 7 <input type="checkbox"/> Northwest Association of Schools and Colleges, Commission on Colleges |
| 2 <input type="checkbox"/> Middle States Association of Colleges and Schools, Commission on Secondary Schools | 8 <input type="checkbox"/> Southern Association of Colleges and Schools, Commission on Colleges |
| 3 <input type="checkbox"/> New England Association of Schools and Colleges Commission on Institutions of Higher Education | 9 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges |
| 4 <input type="checkbox"/> New England Association of Schools and Colleges Commission on Technical and Career Institutions | 10 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Schools |
| 5 <input type="checkbox"/> North Central Association of Colleges and Schools, Commission on Institutions of Higher Education | 11 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities |
| 6 <input type="checkbox"/> North Central Association of Colleges and Schools, Commission on Schools | |

8. Is this institution or any of its programs, departments, or schools currently accredited by any of the accrediting agencies recognized by the Secretary, U.S. Department of Education, which are listed on pages 6—8?

- 1 Yes — *Continue with Part B on page 6 and mark (X) all that apply.*
 2 No — *SKIP to Part C on page 9.*

**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES IC-ADD
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION**

*Review the following list of National Institutional and Specialized Accrediting Bodies and mark (X) **all** that apply for your institution. Be sure to review the entire list.*

ACCREDITATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE

104 **Acupuncture (ACUP)** — First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC.

001 **Engineering (ENG)** — Basic (baccalaureate) and advanced (master's) level programs in engineering

102 **Engineering-related (ENGR)** — Engineering-related programs at the baccalaureate and advanced degree level

002 **Engineering Technology (ENGT)** — Associate and baccalaureate degree programs in engineering technology

ACCREDITING ASSOCIATION OF BIBLE COLLEGES

011 **Bible College Education (BI)** — Bible colleges and institutes offering undergraduate programs

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

121 **Allied Health (AH)** — Programs leading to the Associate of Applied Science and the Associate of Occupational Science degree

005 **Allied Health Education (AHE)** — Private, postsecondary institutions

003 **Medical Assistant (MAAB)** — Private schools and programs

004 **Medical Laboratory Technician (MLTAB)** — Schools and programs for the medical laboratory technician

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES OF TECHNOLOGY

086 **Occupational Education (DGCS)** — Private postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

087 **Occupational Education (NDCS)** — Private nondegree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

006 **Health Services Administration (HSA)** — Graduate programs in health services administration

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

099 **Continuing Education (CNCE)** — Institutions offering noncollegiate continuing education programs

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

122 **Business (GRB)** — Independent institutions offering only graduate business and business-related programs at the master's level

068 **Business (JRCB)** — Junior colleges of business

069 **Business (SRCB)** — Senior colleges of business including those with master's degree programs

070 **Business (PPB)** — Private postsecondary schools offering business and business-related programs

ACCREDITING COUNCIL ON EDUCATION IN JOURNALISM AND MASS COMMUNICATIONS

007 **Journalism and Mass Communications (JOUR)** — Units within institutions offering professional undergraduate and graduate (master's) degree programs

AMERICAN ACADEMY FOR LIBERAL EDUCATION

116 **Liberal Education (LBRL)** — Institutions of higher education and programs within institutions of higher education that offer liberal arts degree(s) at the baccalaureate level or a documented equivalency

AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY

013 **Marriage and Family Therapy (MFT)** — Clinical training programs at the master's, doctoral, and postgraduate levels

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

014 **Nurse Anesthesia (ANEST)** — Institutions and programs at the certificate, master's, or doctoral degree levels

AMERICAN BAR ASSOCIATION

015 **Law (LAW)** — Professional schools

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

016 **Funeral Service Education (FUSER)** — Institutions and programs awarding diplomas, associate degrees, and bachelor's degrees

AMERICAN COLLEGE OF NURSE-MIDWIVES

017 **Nurse-Midwifery (MIDWF)** — Basic certificate and graduate nurse-midwifery education programs for registered nurses

124 **Nurse-Midwifery (PREMW)** — Pre-certification nurse-midwifery education programs

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

018 **Pharmacy (PHAR)** — Professional degree programs

AMERICAN DENTAL ASSOCIATION

019 **Dental Assisting (DA)**

020 **Dental Hygiene (DH)**

021 **Dental Laboratory Technology (DT)**

022 **Dentistry (DENT)** — Programs leading to the D.D.S. or D.M.D. degree, advanced dental education programs (general practice residency, advanced general dentistry and specialty programs)

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**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES IC-ADD
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued**

Mark (X) all that apply for your institution.

AMERICAN DIETETIC ASSOCIATION, THE

- 023 **Dietetics (DIET)** — Coordinated undergraduate and graduate programs
- 024 **Dietetics (DIETI)** — Postbaccalaureate dietetic internship programs
- 123 **Dietetics (DIETT)** — Dietetic technician programs at the associate's degree level

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION

- 041 **Occupational Therapy (OT)** — Professional programs

AMERICAN OPTOMETRIC ASSOCIATION

- 051 **Optometry (OPTT)** — Technician programs
- 049 **Optometry (OPT)** — Professional degree programs
- 050 **Optometry (OPTR)** — Residency programs

AMERICAN OSTEOPATHIC ASSOCIATION

- 052 **Osteopathic Medicine (OSTEO)** — Programs leading to the D.O. degree

AMERICAN PHYSICAL THERAPY ASSOCIATION

- 054 **Physical Therapy (PTAA)** — Programs for the physical therapist assistant
- 053 **Physical Therapy (PTA)** — Programs for the physical therapist

AMERICAN PODIATRIC MEDICAL ASSOCIATION

- 055 **Podiatry (POD)** — Colleges of podiatric medicine, including first-professional and graduate degree programs

AMERICAN PSYCHOLOGICAL ASSOCIATION

- 056 **Clinical Psychology (CLPSY)** — Doctoral programs
- 057 **Counseling Psychology (COPSY)** — Doctoral programs
- 058 **Professional Psychology (IPSY)** — Predoctoral internship programs
- 125 **Professional Psychology (RPSY)** — Postdoctoral residency programs
- 059 **Professional/Scientific Psychology (PSPSY)** — Doctoral programs
- 060 **School Psychology (SCPSY)** — Doctoral programs

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

- 062 **Audiology (AUD)** — Graduate degree programs
- 063 **Speech-Language Pathology (SP)** — Graduate degree programs

AMERICAN VETERINARY MEDICAL ASSOCIATION

- 065 **Veterinary Medicine (VET)** — Programs leading to a D.V.M. or D.M.V. degree

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

- 066 **Pastoral Education (PAST)** — Clinical pastoral education (CPE) centers and CPE and supervisory CPE programs

ASSOCIATION OF ADVANCED RABBINICAL AND TALMUDIC SCHOOLS

- 067 **Rabbinical and Talmudic Education (RABN)** — Advanced Rabbinical and Talmudic schools

ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE UNITED STATES AND CANADA

- 071 **Theology (THEOL)** — Freestanding schools, as well as programs affiliated with larger institutions, offering graduate professional education for ministry and graduate study of theology

COMMISSION ON OPTICIANRY ACCREDITATION

- 096 **Opticianry (OPLT)** — 1-year programs for the ophthalmic laboratory technician
- 095 **Opticianry (OPD)** — 2-year programs for the ophthalmic dispenser

COUNCIL ON CHIROPRACTIC EDUCATION, THE

- 072 **Chiropractic (CHIRO)** — Programs leading to the D.C. degree

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

- 073 **Community Health Education (CHE)** — Graduate programs offered outside schools of public health
- 074 **Community Health/Preventive Medicine (CHPM)** — Graduate programs offered outside schools of public health
- 075 **Public Health (PH)** — Graduate schools of public health

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

- 100 **Naturopathy (NATUR)** — Programs leading to the N.D. or N.M.D. degree

COUNCIL ON OCCUPATIONAL EDUCATION

- 118 **Occupational Education (OCCED)** — Non-degree granting postsecondary occupational/vocational institutions

DISTANCE EDUCATION AND TRAINING COUNCIL

- 089 **Distance Education and Training (DIST)** — Distance education institutions offering non-degree and associate, baccalaureate, and master's degree programs primarily through the distance learning method

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**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES IC-ADD
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued**

Mark (X) all that apply for your institution.

**JOINT REVIEW COMMITTEE ON EDUCATION IN
RADIOLOGIC TECHNOLOGY**

043 **Radiologic Technology (RAD)** — Programs for radiographers

046 **Radiologic Technology (RADTT)** — Programs for radiation therapists

**JOINT REVIEW COMMITTEE ON EDUCATIONAL
PROGRAMS IN NUCLEAR MEDICINE TECHNOLOGY**

039 **Nuclear Medicine Technology (NMT)** — Programs for the nuclear medicine technologist

**LIAISON COMMITTEE ON MEDICAL EDUCATION
AMERICAN MEDICAL ASSOCIATION COUNCIL ON
MEDICAL EDUCATION AND ASSOCIATION OF
AMERICAN MEDICAL COLLEGES**

078 **Medicine (MED)** — Programs leading to the M.D. degree

**MONTESSORI ACCREDITATION COUNCIL FOR TEACHER
EDUCATION**

117 **Montessori Education (MONTE)** — Montessori teacher education programs and institutions

**NATIONAL ACCREDITING AGENCY FOR CLINICAL
LABORATORY SCIENCES**

038 **Clinical Laboratory Science/Medical Technology (MT)** — Professional programs

034 **Clinical Laboratory Technician/Medical Laboratory Technician (MLTAD)** — Associate's degree

035 **Clinical Laboratory Technician/Medical Laboratory Technician (MLTC)** — Certificate programs

032 **Histologic Technician/Histotechnologist (HT)** — Professional programs

120 **Pathologists' Assistant (PATH)** — Professional programs

**NATIONAL ACCREDITING COMMISSION OF
COSMETOLOGY ARTS AND SCIENCES**

080 **Cosmetology (COSME)** — Postsecondary schools and departments of cosmetology arts and sciences

**NATIONAL ASSOCIATION OF NURSE PRACTITIONERS IN
REPRODUCTIVE HEALTH**

119 **Nurse Practitioners (NURPR)** — Women's health nurse practitioners' programs

**NATIONAL ASSOCIATION OF SCHOOLS OF ART AND
DESIGN**

082 **Art and Design (ART)** — Degree-granting schools and departments and nondegree-granting programs

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

083 **Dance (DANCE)** — Institutions and units within institutions offering degree-granting and nondegree-granting programs

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

084 **Music (MUS)** — Baccalaureate and graduate degree programs

105 **Music (MUSA)** — Community and junior college programs

106 **Music (MUSN)** — Nondegree programs

NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE

085 **Theater (THEA)** — Institutions and units within institutions offering degree-granting and/or nondegree-granting programs

**NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER
EDUCATION**

088 **Teacher Education (TED)** — Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

**NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND
PROTECTION ACCREDITATION COUNCIL**

115 **Environmental Health Science and Protection (EHSP)** — Baccalaureate programs

**NATIONAL LEAGUE FOR NURSING ACCREDITING
COMMISSION**

093 **Nursing (PNUR)** — Practical nursing programs

090 **Nursing (ADNUR)** — Associate degree programs

091 **Nursing (DNUR)** — Diploma programs

092 **Nursing (NUR)** — Baccalaureate and higher degree programs

**TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES
AND SCHOOLS**

114 **Christian Education (CE)** — Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees

OTHER

**NEW YORK STATE BOARD OF REGENTS (A nationally
recognized State agency)**

110 Accreditation of collegiate degree-granting programs or curricula offered by institutions of higher education and of credit-bearing certificate and diploma programs offered by degree-granting institutions of higher education located in the state of New York

1. What is the predominant calendar system at this institution? — *Mark (X) only one. Please read the instructions carefully before completing this question.*

- 1 Semester
- 2 Quarter
- 3 Trimester
- 4 Four-One-Four Plan (4-1-4)
- 5 Differs by program
- 6 Continuous basis (every 2 weeks, monthly, or other period) — *Specify period* ↗

- 7 Other — *Specify* ↗

2. Mark (X) below all locations where credit/noncredit courses are offered.

- 1 In-state
- 2 Out-of-state
- 3 Abroad

3. Which of the following data does your institution use as part of the selection process for entering freshmen?

Mark (X) all that apply

- 1 No entering freshmen — *Continue with question 4.*
- 2 High school diploma or its equivalent
- 3 High school class standing
- 4 Admissions test scores — *Specify* ↗
 - a SAT
 - b ACT
 - c Other
- 5 Residence
- 6 Evidence of ability to benefit from instruction
- 7 Age
- 8 Score on the Test of English as a Foreign Language (TOEFL) for foreign applicants or an equivalent test
- 9 Open admission
- 10 Other — *Specify* ↗

4. 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

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1999–2000

IC-ADD

1. Is an application fee for admission required by your institution?

Application fee

- 1 Yes — *Indicate amount of fee* —————> Undergraduate \$
- 2 No Graduate \$
- First Professional . . . \$

2. Does your institution enroll any full-time students?

- 1 Yes — *Continue with question 3.*
- 2 No — *SKIP to question 4 on page 11.*

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PROCEEDING.

When reporting student charges information in the following section, please choose the appropriate METHOD(S) OF REPORTING, according to how you answer question 3.

Report charges by **PROGRAM**, if your institution is organized such that students enter into a particular program, and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 hour cosmetology program may cost \$2,500 for the **entire** program.

Report by **ACADEMIC YEAR**, if charges are assessed by credit hour, quarter, semester, trimester, or term. **NOTE** — These charges **must** be converted to ACADEMIC YEAR charges.

If your institution uses **both methods**, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report **BOTH** ways.

- If you report by **PROGRAM** — *Be sure to complete questions 4 through 6.*
- If you report by **ACADEMIC YEAR** — *Complete questions 7 through 9.*
- If you report **BOTH WAYS** — *Complete questions 4 through 9.*

3. Do you charge full-time students by –

- 1 Credit hour }
 2 Term } *Provide **academic year** charges in questions 7–9 as appropriate.*
 3 Year }

4 Program (normally measured in contact hours) — *Provide **program** and tuition information in question 4–6.*

5 Other — *Specify* ↴

— *Provide charges as specified above using the most appropriate method.*

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1999–2000 – Continued IC-ADD
Questions 4–6 pertain to programs measured in terms of contact hours.
If you have no programs of this type, skip to question 7.

4. How many programs (measured in terms of contact/clock hours) are offered at your institution?

Number of programs

Specify number →

--

5. Does your institution offer any program of at least 300 contact or clock hours, or 6 semester or trimester hours, or 12 quarter hours?

- 1 Yes
 2 No

6. If your institution charges by program — Please list the six programs with the LARGEST enrollment at your institution and provide the following information for each program. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Follow the instructions carefully and refer to the enclosed pamphlet for CIP codes.

TITLE OF PROGRAM	CIP CODE	TUITION AND REQUIRED FEES (For entire program)	COST OF BOOKS AND SUPPLIES	TOTAL LENGTH OF PROGRAM (In contact hours)

If you report ONLY by program — SKIP to question 10, page 14.
 If you report both ways — Continue with question 7.

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1999–2000 — Continued IC-ADD

For Questions 7 and 8, please list the typical tuition, required fees, and per credit hour charges for the FULL ACADEMIC YEAR, 1999–2000. Read the instructions carefully before completing these questions. Refer to the *Glossary* for definitions.

TUITION — Report the typical tuition paid by a full-time student for a FULL ACADEMIC YEAR.

REQUIRED FEES — Report the fixed sum charges for a FULL ACADEMIC YEAR for items not covered by tuition such as registration fees, activity fees and the like. Do not include optional fees such as laboratory fees and parking.

PER CREDIT HOUR CHARGE — Report the typical amount charged a full-time student for one credit hour of instruction.

7. CHARGES TO UNDERGRADUATE STUDENTS FOR THE FULL ACADEMIC YEAR 1999–2000:

a. No full-time undergraduate students — *SKIP to question 8*

b. UNDERGRADUATE STUDENTS	Tuition Amount (1)	Required Fees (2)	Per Credit Hour Charge (3)
(1) In-district	\$	\$	\$
(2) In-state	\$	\$	\$
(3) Out-of-state	\$	\$	\$
c. What is the typical number of credit hours taken by a full-time undergraduate student in a full academic year ? Provide a single figure, not a range of hours. →			Number of credit hours
d. What is the range (minimum and maximum) of credit hours that a full-time student may take in a full academic year for the amount of tuition shown in column (1) above? →			Min. hours Max. hours

8. CHARGES TO GRADUATE STUDENTS FOR THE FULL ACADEMIC YEAR 1999–2000:

a. No full-time graduate students — *SKIP to question 9*

b. GRADUATE STUDENTS	Tuition Amount (1)	Required Fees (2)	Per Credit Hour Charge (3)
(1) In-district	\$	\$	\$
(2) In-state	\$	\$	\$
(3) Out-of-state	\$	\$	\$
c. What is the typical number of credit hours taken by a full-time graduate student in a full academic year ? Provide a single figure, not a range of hours. →			Number of credit hours
d. What is the range (minimum and maximum) of credit hours that a full-time student may take in a full academic year for the amount of tuition shown in column (1) above? →			Min. hours Max. hours

9. List the typical tuition and required fees for a full-time first-professional student for the FULL 1999–2000 ACADEMIC YEAR. — Do NOT include room and board charges.

a. No full-time first-professional students — *SKIP to question 10*

b. FIRST-PROFESSIONAL STUDENT	Tuition Amount	Required Fees
(1) Chiropractic (D.C. or D.C.M.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(2) Dentistry (D.D.S. or D.M.D.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$

PLEASE CONTINUE WITH QUESTION 9 ON NEXT PAGE.

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1999–2000 — Continued IC-ADD

9. Continued

b. FIRST-PROFESSIONAL STUDENT — Continued	Tuition Amount	Required Fees
(3) Medicine (M.D.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(4) Optometry (O.D.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(5) Osteopathic Medicine (D.O.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(6) Pharmacy (Pharm. D.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(7) Podiatry (Pod.D., D.P., or D.P.M.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(8) Veterinary Medicine (D.V.M.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(9) Law (LL.B. or J.D.)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(10) Theology (M.Div., M.H.L., B.D. or Ordination)		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$
(11) Other — Specify <input type="checkbox"/>		
<div style="border: 1px solid black; height: 40px; width: 200px; margin: 5px 0;"></div>		
(a) In-state	\$	\$
(b) Out-of-state	\$	\$

c. What is the typical number of credit hours taken by a full-time first-professional student in a full academic year? Provide a single figure, NOT a range of hours. →

Number of credit hours

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1999–2000 — Continued IC-ADD

10. Dormitory facilities, board, and meal plans

a. Do you provide dormitory facilities for your students?

- 1 Yes — **What is the total dormitory capacity for your institution for the full 1999–2000 academic year?** _____ →
- 2 No

Dormitory capacity

b. Do you provide board or meal plans to your students?

- 1 Yes — **How many meals per week are included in the maximum meal plan offered by your institution?**

*Answer only **one** of the following.* ↴

1 Number of meals per week in maximum plan

- 2 *Mark (X) this box if the number of meals per week can vary (for example, student receives a meal card and charges meals against the card).*

- 2 No

11. What are the typical room and board charges for a student for the full 1999–2000 academic year?

If your institution provides room or board free of charge — *Enter zero.*

If your institution does not provide room or board — *Leave the line(s) blank.*

ROOM AND BOARD CHARGES	AMOUNT
a. Room charge (double occupancy)	\$ _____
b. Board charge (maximum plan as described above)	\$ _____
c. Combined room and board charge — <i>(Answer only if you CANNOT SEPARATE room and board charges.)</i>	\$ _____

REMARKS SECTION

NOTE



Part E requests data for academic year 1998-1999. Please read the definition of credit course in the Glossary before completing this section of the survey form.

1. How many students were enrolled (total headcount) at your institution on October 15, 1998 (or your institution's official fall reporting date)? This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs. _____

Total headcount of students enrolled on October 15, 1998

Part F — ADDITIONAL INFORMATION

1. Is this institution now eligible to participate in Title IV Financial Aid programs?

Yes — If known, please provide your institution's OPE (Office of Postsecondary Education) number in the space below. It can be found on the letter from OPE confirming your institution's eligibility for Title IV financial aid.

--	--	--	--	--	--	--	--	--	--

Also, mark (X) appropriate box to indicate type of ID number.

- Pell
- Stafford
- Other

No

2. In which of the following Federal student financial aid programs is this institution eligible to participate? Mark (X) all that apply for the current academic year.

- | | |
|--|--|
| <input type="checkbox"/> 1 Veterans Administration Educational Benefits (VA) | <input type="checkbox"/> 6 Perkins Loan (formerly National Direct Student Loan (NDSL)) |
| <input type="checkbox"/> 2 Pell Grants | <input type="checkbox"/> 7 Health Education Assistance Loan (HEAL) |
| <input type="checkbox"/> 3 Supplementary Education Opportunity Grants (SEOG) | <input type="checkbox"/> 8 Other Federal student financial aid programs |
| <input type="checkbox"/> 4 Stafford Loans (formerly GSL) | <input type="checkbox"/> 9 Not eligible for any of the above |
| <input type="checkbox"/> 5 College Work Study Program (CWS) | |

REMARKS SECTION

3. How many full-time staff are employed at this institution?

- 1 Fewer than 15
- 2 15 or more

4. At this institution —

a. Are ALL instructional faculty employed on a part-time basis?

- 1 Yes
- 2 No

b. Are ALL instructional faculty military personnel?

- 1 Yes
- 2 No

c. Do ALL instructional faculty contribute their services (e.g., are members of a religious order)?

- 1 Yes
- 2 No

d. Do ALL instructional faculty teach preclinical or clinical medicine?

- 1 Yes
- 2 No

5. Typically, what percent of your students are enrolled primarily in postsecondary programs?

- 1 0–24%
- 2 25–39%
- 3 40–49%
- 4 50% or more

6. Does the institutional component that completes the IPEDS surveys for your institution have the capability to respond to IPEDS using an Internet web browser?

Survey	Yes	No	No, but working on it	Don't know	Do not complete this survey
Institutional Characteristics	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Fall Enrollment	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Completions	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Finance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Salaries	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Fall Staff	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Graduation Rate	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

GENERAL INSTRUCTIONS — IC-ADD

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

NOTE — The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094 (a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

INSTITUTIONAL IDENTIFICATION

Mailing address — In this block, please provide the address to which IPEDS forms should be mailed. This address can be the physical location of the school or it may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Institution name and address — This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing.

County or city location of institution — Provide the name of the county or independent city in which your entity is located.

Employer ID number — Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

OPEID — Enter or verify your Office of Postsecondary Education Identification number (OPEID) which is the 8-digit number that is used by the Department of Education for federal student financial aid eligibility purposes. This number can be found on your Program Participation Agreement (PPA). If your institution is not eligible to participate in Title IV programs please enter a "9" in this field. If a number has been pre-printed in this field, please verify that the OPEID is correct. If your institution does not have an OPEID (and it is not eligible for Title IV funding), a "9" may be pre-printed in the field.

D-U-N-S number — Enter or verify your Data Universal Numbering System code. This 9-digit number will be used as part of the Title IV Single Identifier Initiative and is assigned by the Dun & Bradstreet Information Corporation to any entity providing products, goods, or services.

Name and title of chief administrator of institution — Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Respondent — Enter the name and E-mail address of the person responsible for completing this report.

Telephone numbers — These are the telephone numbers for the respondent, general information inquiries, the Financial Aid Office, and the Admissions Office.

Web site address — Enter the institutions's general (or main) web site address if your institution maintains a home page on the Internet. Be sure to indicate where the address is case sensitive.

PART A — TYPES OF EDUCATIONAL OFFERINGS

This question is asked to verify the inclusion of the institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is 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 academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PART B — ORGANIZATION AND ACCREDITATION

The purpose of question 1 in this section is to identify the institution or entity that will be responsible for completing this and other IPEDS survey forms. For individual institutions this will simply be the institution itself. However, for groups of institutions organized into systems or corporations, an administrative unit (such as the central, system, or corporate office), or the main

campus, or one of the branch campuses may complete separate survey forms for itself and for all of the campuses of the institution. If you believe that your response to this section does not adequately describe the reporting process in your organization, call your State Coordinator or the Census Bureau representative.

1. If this entity (institution or administrative unit) will complete any IPEDS survey forms for other institutions or branches, provide the information requested in this item. If this entity is an institution of postsecondary education, or branch of such an institution, also complete the rest of the survey. If this entity is an administrative unit only, stop after completing page 4. All entities should return the completed survey to the address shown on page 1.
2. **Institutional control or affiliation** — Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. Mark the appropriate religious affiliation. If the religious affiliation is Protestant or Other, specify the denomination. If more than one response is appropriate, mark all that apply, but do not indicate both public and private.
3. **Award levels** — Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

Boxes (1), (2), and (4) — Note that these categories are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean 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 periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – IC-ADD — Continued

Boxes (3), (5), (7), (9), and (10) indicate those degree levels for which the institution is authorized to make formal awards.

Boxes (6), (8), and (11) indicate programs for which the institution offers formal recognition at these levels. Examples might be additional credit hours needed to complete licensure requirements; refresher courses in any technical or professional area; certificate of competency (for example in performing arts); or advanced work that does NOT meet the requirements of the next higher degree but constitutes an organized program of study and is recognized by the institution.

Administrative unit — An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. The administrative office for a one-campus school is not considered an administrative unit for IPEDS reporting purposes. If this entity, as named on page 1, box 1, is an administrative unit only, stop after completing all of page 4, and return the completed survey to the address shown on page 1.

- 4. Two-year provision** — Indicate whether this institution has been offering postsecondary instruction on a continuous basis for at least 2 years (except for normal vacation periods). A change in name or ownership of the institution during this 2-year period is not relevant in answering this question.
- 5. Licensing or regulatory agency** — Indicate whether this institution is licensed by a state or local licensing or regulatory agency.
- 6. Institutional accreditation** — Indicate the types of agencies which accredit this institution.
- 7. Regional accreditation** — Please indicate which regional association accredits your institution.
- 8. National institutional or specialized accreditation** — If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies recognized by the Secretary, U.S. Department of Education which are listed on pages 6—8, mark the appropriate box(es) for all that apply.

PART C — CALENDAR, ADMISSION REQUIREMENTS, AND SERVICES

- 1. Calendar system** — Indicate the predominant calendar on 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 this institution, mark (X) box 5, 6, or 7, as appropriate. **Note: The way you answer this question should determine how you choose a cohort for reporting information on your IPEDS Graduation Rate Survey (GRS).** The GRS instructions state that if your institution offers a predominant number of programs based on standard academic terms (semesters, trimesters, or quarters), you are to report on the GRS using a **fall cohort**. If most of your programs are not based on standard academic terms (that is, you operate on a program by program or continuous enrollment basis), then you will report GRS information using a **full-year cohort**.

- 2. Location of course instruction** — Indicate all locations where courses are offered. The intent of this item is to identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.

- 3. Admission requirements** — This item refers to undergraduate credit programs only. Mark the types of information that are used as part of the selection process for students entering your institution. Mark "no entering freshmen" if yours is an upper level or first-professional only institution.

- 4. Further admission requirements** — This item refers to institutions that limit entrance to students who have completed certain academic requirements. Indicate the level of completion required.

PART D — STUDENT CHARGES

It is recognized that tuition and required fees and room and board charges may not be the same for all students at an institution. Therefore, please be guided by the following —

- Report tuition and required fees charged to in-district, in-state and out-of-state students as requested.
- When reporting required fees, be sure to include all fixed sum charges which are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges which are clearly optional.
- If the institution has a single lump-sum charge for tuition, required fees, room and board, apportion the lump-sum charges among the appropriate categories so that tuition, fees, room, and board can be analyzed separately.

Data items to be completed.

- 1. Application fee** — If your institution charges an application fee for admission, indicate the amount.
- 2. Enrollment of full-time students** — Indicate if your institution enrolls any students on a full-time basis.
- 3. Basis for charging full-time students** — Indicate all methods by which full-time students are charged.

When reporting student charges information in these questions, please choose the appropriate METHOD(S) OF REPORTING, according to how you answered question 3.

Report charges BY PROGRAM, if your institution is organized such that students enter into a particular program and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 clock hour cosmetology program may cost \$2,500 for the **entire** program. Report by ACADEMIC YEAR, if charges are assessed by credit hour, quarter, semester, trimester, or term. **NOTE** — These charges **must** be converted to ACADEMIC YEAR charges.

If your institution uses **both methods**, that is, for some vocational/occupational programs, charges are assessed by program, while for academic programs, tuition and fees are charged by semester or term, then report **BOTH** ways.

GENERAL INSTRUCTIONS – IC-ADD — Continued

- 4. Number of programs** — Provide the total number of occupational/vocational programs offered by your institution.
- 5. Length of programs** — Indicate whether your institution offers occupational/vocational programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.

- 6. Largest programs** — Provide the title, Classification of Instructional Program (CIP) code, in-state tuition and required fees for the total program, the cost of books and supplies for the total program, and the length of the program in contact hours.

- Enter the title of the program as designated by your institution.
- Please note that English as a second language and GED courses are **not** to be included in IPEDS.
- Refer to the enclosed NCES publication, the 1990 version of the Classification of Instructional Programs (CIP). Match your program title as closely as possible with a program listed in this publication. Enter the corresponding 6-digit code in the appropriate space.
- Enter the total in-state tuition and required fees charged for the entire length of the program.
- Enter the cost of books and supplies for the total program.
- Report the full length of the program measured in contact or clock hours.

7. and 8. Typical tuition, required fees, and per credit hour charges for undergraduate and graduate students —

- a. If your institution does not enroll full-time students at the level indicated, mark (X) box a, and skip to the next question.
- b. Enter in columns (1) and (2), the dollar amount of tuition and required fees for a full academic year that are most frequently charged to each of the types of full-time students indicated. In column (3), provide the per credit hour charge for these same students.
- c. Indicate the typical number of credit hours taken by a full-time student in a **full academic year**. Please provide a single figure, not a range of hours.
- d. Indicate the spaces provided, the range of credit hours (minimum and maximum number) taken by full-time students in a full academic year for the tuition amount provided in column (1). For example, if students are charged the full-time tuition if they take 9 credit hours per semester (but are charged on a per credit hours basis if they take fewer than 9), then indicate 9 x 2 semesters, or 18 as the minimum. Similarly, if students may take as many as 18 or 20 credits per semester for the same full-time tuition charge, then calculate the maximum number of credit hours in the same manner.

NOTE – When completing column (1) tuition amount, if tuition is charged on a per credit hour basis, multiply the charge per credit hour by the number of hours that would normally be required **per academic year** to complete a degree or program at the level indicated.

Undergraduate students include: **(1)** those who have not obtained a bachelor's degree; **(2)** all students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and **(3)** all students in occupational or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare students for immediate employment, or to provide general education rather than as the first 1, 2, or 3 years of a bachelor's degree program.

Graduate students are those who have attained at least one standard bachelor's degree or first-professional degree and are or could be candidates for Master's or Doctor's degrees. DO NOT include candidates for the degrees of D.P.M., D.D.S., D.M.D., M.D., O.D., D.V.M., L.L.B., J.D., B.D., or other first-professional degrees; these are to be reported in question 9.

- 9. Tuition and required fees for first-professional programs** — Enter in the spaces provided the dollar amount of in-state and out-of-state tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution, or mark box **9a** if you have no full-time first-professional students.

In **9c**, enter the typical number of credit hours taken by a full-time first-professional student in a full academic year. Provide a single figure, not a range of hours.

- 10. and 11. Typical room and board charges** — Check the appropriate boxes in questions **10a** and **10b** to indicate if this institution provides room and board to students. Report the total dormitory capacity (number of students) for an academic year in **10a**, if applicable. Report the number of meals per week covered by the maximum meal plan in **10b**, if applicable. If there is not a fixed number of meals per week covered by the board charge, check the box provided for this purpose in **10b** instead.

Report the typical room charge (for an academic year) to a full-time student sharing a room with one other student in **11a**, if applicable. Report the board charge based on the maximum meal plan available (for an academic year) to a full-time student in **11b**, if applicable. DO NOT report the total of **11a** and **11b** in **11c**.

If this institution assesses a combined charge for room and board, report these charges separately in **11a** and **11b** if possible. If the room and board charge CANNOT BE SEPARATED, report the combined charge in **11c**.

PART E — ENROLLMENT

NOTE — Part E requests data for academic year 1998–1999. Please read the definition of credit course in the Glossary before completing question 1.

Enrollment — Report the total number of students enrolled for credit at your institution as of October 15, 1998, or on your institution's official fall reporting date. This number will include students taking courses for credit as well as those enrolled in occupational and vocational programs.

GENERAL INSTRUCTIONS – IC-ADD — Continued

PART F — ADDITIONAL INFORMATION

- 1. Eligibility for Title IV Programs** — Indicate whether or not students attending your institution are eligible for funding through Title IV programs (e.g., Pell, Stafford, etc.). If you know your institution's OPE (Office of Postsecondary Education) identification number, please enter it in the space provided.
- 2. Eligibility for Federal programs** — Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.
- 3. Full-time staff** — Indicate how many persons are employed full time at your institution according to the categories shown.
- 4. Instructional faculty** — This item refers to ALL instructional faculty.
- 5. Enrollment in postsecondary programs** — Indicate the typical percentage (%) of students enrolled in postsecondary programs.
- 6. Internet Response Capability** — Institutions will be given the opportunity to respond to IPEDS using web-based survey forms beginning in the year 2000 with the Institutional Characteristics survey. Please indicate if your institution has the capability of responding by using an Internet web browser. If your institution's survey form(s) are completed by another institution, corporation, or system office, or by a state office, mark (X) that your institution does not complete the survey.

GLOSSARY

INSTITUTIONAL CHARACTERISTICS – IC-ADD

ABROAD — Any geographic location not in the aggregate United States, which includes the 50 States, the District of Columbia, and the outlying areas.

ACADEMIC PROGRAM — Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR — The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

ACCREDITING AGENCIES — Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

ADMINISTRATIVE UNIT — The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses.

ADMISSIONS TEST SCORES — Scores on standardized admissions tests or special admissions tests.

ADULT BASIC EDUCATION — Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program.

APPLICATION FEE — The amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is **not** creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

AVOCATIONAL PROGRAMS — Instructional programs in personal interest and leisure categories whose expressed intent is NOT to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also, includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BOARD CHARGES — The charge for an academic year for meals for a specified number of days (or meals) per week. For this survey, please provide the board charge for the maximum meal plan offered by the institution.

BOOKS AND SUPPLIES — The average cost of books and supplies for a typical student for an entire academic year (or program). Do not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at your institution.

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CHIEF ADMINISTRATOR — The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

CLOCK HOUR — *See definition for contact hour.*

COLLEGE WORK STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CONTINUING PROFESSIONAL EDUCATION — Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry or social work) to obtain additional training in their particular field of study.

CONTINUOUS BASIS (CALENDAR SYSTEM) — A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

COOPERATIVE (WORK-STUDY PLAN) PROGRAM — A program that provides for alternate class attendance and employment in business, industry, or government.

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

GLOSSARY — Continued INSTITUTIONAL CHARACTERISTICS — IC-ADD

DIFFERS BY PROGRAM (CALENDAR SYSTEM) — A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

DORMITORY CAPACITY — The maximum number of students that the institution can provide residential facilities for, whether on or off campus.

DUNS NUMBER — The Data Universal Numbering System code. This is a 9-digit number assigned by the Dun & Bradstreet Information Corporation to any entity providing products, goods, or services.

EMPLOYER IDENTIFICATION NUMBER (EIN) — This is the 9-digit number that the Internal Revenue Service (IRS) assigns to each entity for tax purposes.

FALL TERM — That part of the academic year that begins between late August and November 1.

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE) — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: **(1)** completion of the academic requirements to begin practice in the profession; **(2)** at least 2 years of college work prior to entering to the program; and **(3)** a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following ten fields —

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm. D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Theology (M. Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

FIRST-PROFESSIONAL STUDENT — A student enrolled in any of the following degree programs:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm. D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Theology (M. Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

FOUR-ONE-FOUR PLAN — The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on sabbatical leave, and persons who are on leave but remain on the payroll.

FULL-TIME STUDENT —

- **Undergraduate** — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- **Graduate** — A student enrolled for 9 or more semester credits, or 9 or more quarter credits or students involved in thesis or dissertation preparation that are considered full time by the institution.
- **First-Professional** — As defined by the institution.

GRADUATE STUDENT — A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs (not to include students in first-professional programs).

HEALTH EDUCATION ASSISTANCE LOAN (HEAL) — Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT — A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

IN-DISTRICT STUDENT — A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.

IN-STATE STUDENT — A student who is a legal resident of the state in which he/she attends school.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-ADD

INSTITUTIONAL SYSTEM — Two or more institutions of higher education under the control or supervision of a single administrative body.

INSTRUCTIONAL FACULTY — Instruction/Research staff employed by the institution and whose major regular assignment is instruction, including those with released time for research. Employment status (full-time or part-time) is as defined by the institution.

LESS-THAN-2-YEAR INSTITUTION — Institution or branch that only has programs lasting less than 2 years that result in a terminal occupation award or are creditable toward a formal award at the 2-year-or-higher level.

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

NATIONAL INSTITUTIONAL ACCREDITATION — Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

OCCUPATIONAL PROGRAM — A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OPE ID — Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix which is used to identify branches, additional locations, and other entities that are part of the eligible institution.

OPEN ADMISSION — Admission policy whereby the school will accept any student who applies.

OUT-OF-STATE STUDENT — A student who is not a legal resident of the state in which he/she attends school.

PART-TIME STUDENT

- **Undergraduate** — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week each term.
- **Graduate** — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less, unless involved in thesis preparations (see definition of full-time).

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS) — (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

POST-MASTER'S CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational, (leisure) and adult basic education programs.

PREDOMINANT CALENDAR SYSTEM — The method by which an institution structures most of its courses for the academic year.

PRIVATE FOR-PROFIT (PROFIT-MAKING) INSTITUTION — A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.

PRIVATE INSTITUTION — An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-ADD

PRIVATE NONPROFIT INSTITUTION — A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PUBLIC INSTITUTION — An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

QUARTER CALENDAR SYSTEM — A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

REQUIRED FEES — Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is an exception.

RESIDENCE — A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

ROOM CHARGES — The charges for an academic year for rooming accommodations of a typical student sharing a room with one other student.

SEMESTER CALENDAR SYSTEM — A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

SPECIALIZED ACCREDITATION — Specialized accreditation normally applies to evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within noneducational settings, such as hospitals.

SPECIAL ADMISSIONS TESTS — Tests prepared by or for a particular institution or state (for state institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS) — (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate, and first-professional students at eligible postsecondary institutions.

STANDARDIZED ADMISSIONS TESTS — Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG) — (Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) — Standardized test designed to determine an applicant's ability to benefit from instruction in English.

TRIMESTER CALENDAR SYSTEM — An academic year consisting of 3 terms of about 15 weeks each.

TUITION — Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

12-MONTH PERIOD — The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year.

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA) — Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouse and children, discharged veterans, and active military personnel in special programs.