Institutional Characteristics

Part A - Educational Offerings

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 - Educational Offerings

2. **Please enter your institution's mission statement or a web address (URL) where your mission statement can be found. Mission statements provided manually must be limited to 2,000 characters or less. If your mission statement is lengthy but available electronically, please provide the web address in the space provided. The mission statement will be available to the public on the College Opportunities On-Line (IPEDS COOL) website.**

Mission Statement URL: http://

Mission Statement

Part B - Organization and Accreditation - Control and Level

1. **What is your institutional control or affiliation?**

- ○ Public - Specify

  Primary control: Select list

  Secondary control (if applicable): Select list

- ○ Private for-profit
- ○ Private not-for-profit independent (no religious affiliation)
- ○ Private not-for-profit religious affiliation - Specify

  Select list

2. **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.) [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 24 semester or trimester credit hours or 36 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 24 but less than 48 semester or timester credit hours, or at least 36 but less than 72 quarter credit hours)
3	☐ Associate's degree
4	☐ Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours, or at least 48 semester or trimester credit hours or 72 quarter credit hours)
12	☐ Other; please specify in the Caveats box

CAVEATS

Part B - Organization and Accreditation - Calendar 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.

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

If your institution measures courses primarily by contact 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 will be requested by PROGRAM.

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

If your institution measures courses primarily by credit hours, select one of the following Standard academic terms below.
Checking one of these systems determines that your institution will provide graduation rates data based on a FALL COHORT and student charges based on a FULL ACADEMIC YEAR

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

Part B - Organization and Accreditation - Student Enrollment

4. **Does your institution enroll any of the following types of students.**
Include all levels that your institution offers, even if there are no students currently enrolled at that level.
*The answers to these questions determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the Winter and Spring collections. Additionally, checking **Yes** for full-time, first-time students determines that your institution will report pricing information for these students (on the IC survey) and student financial aid information in the Spring collection.*

	Full-time		FT PY Enrollment	Part-time		PT PY Enrollment
Students in academic or occupational programs	○ No	○ Yes		○ No	○ Yes	
First-time students	○ No	○ Yes		○ No	○ Yes	

5. **For academic year 2001-02, 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 2001-02 in the Spring collection. If you answer **No** to this question, please 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 2001-02 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 2001-02.
- ○ Yes

Cohort from 2001-02 Enrollment of full-time, first-time degree/certificate-seeking students (GRS Cohort)

Part B - Organization and Accreditation - Accreditation

6. **This institution is accredited by the following accrediting agency(ies) . [Check all that apply]**

- ☐ National institutional or specialized accrediting agency
- ☐ Regional accrediting agency - Specify
  - Select list
- ☐ State accrediting or approval agency
- ☐ Not applicable

7. **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 on the list of National Institutional and Specialized Accrediting Bodies?**

- ○ Yes List of Accrediting Bodies
- ○ No

Part B - Organization and Accreditation

Accreditation Commission for Acupuncture and Oriental Medicine

- ☐ Acupuncture (ACUP) - Professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

Accrediting Association of Bible Colleges

- ☐ Bible College Education (BI) - Bible colleges and institutes offering undergraduate programs

Accrediting Bureau of Health Education Schools

- ☐ Allied Health (AH) - Programs leading to the Associate of Applied Science and the Associate of Occupational Science Degree
- ☐ Allied Health Education (AHE) - Private, postsecondary institutions
- ☐ Medical Assistant Education (MAAB) - Private schools and programs
- ☐ Medical Laboratory Technician Education (MLTAB) - Schools and programs for the medical laboratory technician

Accrediting Commission of Career Schools and Colleges of Technology

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

- ☐ Health Services Administration (HSA) - Graduate programs in health services administration

Accrediting Council for Continuing Education and Training

- ☐ Continuing Education (CNCE) - Institutions offering noncollegiate continuing education programs

Accrediting Council for Independent Colleges and Schools

- ☐ Business (GRB) - Independent institutions offering only graduate business and business related programs at the master's level
- ☐ Business (JRCB) - Junior colleges of business
- ☐ Business (PPB) - Private postsecondary schools offering business and business-related programs
- ☐ Business (SRCB) - Senior colleges of business including those with master's degree programs

American Academy for Liberal Education

- ☐ Liberal Education (LBRL) - Institutions of higher education and programs within institutions of higher education that offer liberal arts degree(s) at the baccalaureate level of documented equivalency

American Association for Marriage and Family Therapy

- ☐ Marriage and Family Therapy (MFT) - Clinical training programs at the master's, doctoral, and postgraduate levels

American Bar Association

- ☐ Law (LAW) - Professional schools

American Board of Funeral Service Education

- ☐ Funeral Service Education (FUSER) - Institutions and programs awarding diplomas, associate degrees and bachelor's degrees

American College of Nurse-Midwives

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

- [ ] Nurse-Midwifery (PREMW) Pre-certification nurse-midwifery education programs

American Council on Pharmaceutical Education

- [ ] Pharmacy (PHAR) - Professional degree programs

American Dental Association

- [ ] Dental Assisting (DA)
- [ ] Dental Hygiene (DH)
- [ ] Dental Laboratory Technology (DT)
- [ ] 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)

American Dietetic Association, The

- [ ] Dietetics (DIET) - Coordinated undergraduate and graduate programs
- [ ] Dietetics (DIETI) - Postbaccalaureate dietetic internship programs
- [ ] Dietetics (DIETT) - Dietetic technician programs at the associate's degree level

American Occupational Therapy Association

- [ ] Occupational Therapy (OT) - Professional Programs
- [ ] Occupational Therapy Assistant (OTA) - Programs leading to an associate degree or certificate

American Optometric Association

- [ ] Optometry (OPT) - Professional degree programs
- [ ] Optometry (OPTR) - Residency programs
- [ ] Optometry (OPTT) - Technician programs

American Osteopathic Association

- [ ] Osteopathic Medicine (OSTEO) - Programs leading to the D.O. degree

American Physical Therapy Association

- [ ] Physical Therapy (PTA) - Professional programs for the physical therapist
- [ ] Physical Therapy (PTAA) - Programs for the physical therapist assistant

American Podiatric Medical Association

- [ ] Podiatry (POD) - Colleges of podiatric medicine, including first-professional and graduate degree programs

American Psychological Association

- [ ] Clinical Psychology (CLPSY) - Doctoral programs
- [ ] Counseling Psychology (COPSY) - Doctoral programs
- [ ] Professional Psychology (IPSY) - Predoctoral internship programs
- [ ] Professional Psychology (RPSY) - Postdoctoral residency programs
- [ ] Professional/Scientific Psychology (PSPSY) - Doctoral programs
- [ ] School Psychology (SCPSY) - Doctoral programs

American Speech-Language-Hearing Association

- [ ] Audiology (AUD) - Graduate degree programs
- [ ] Speech-Language Pathology (SP) - Graduate degree programs

American Veterinary Medical Association

- [ ] Veterinary Medicine (VET) - Programs leading to a D.V.M. or D.M.V. degree

Association for Clinical Pastoral Education, Inc.

- [ ] Pastoral Education (PAST) - Clinical pastoral education (CPE) centers and CPE and supervisory CPE programs

Association of Advanced Rabbinical and Talmudic Schools

- [ ] Rabbinical and Talmudic Education (RABN) - Advanced Rabbinical and Talmudic schools

Association of Theological Schools in the United States and Canada

- [ ] 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 Collegiate Nursing Education

- [ ] Nursing (CNURED) - Nursing education programs at the baccalaureate and graduate degree levels

Commission on Massage Therapy Accreditation

- [ ] Massage Therapy (CMTA) – postsecondary certificates or diplomas in the practice of massage therapy and bodywork

Commission on Opticianry Accreditation

- [ ] Opticianry (OPD) - 2-year programs for the ophthalmic dispenser
- [ ] Opticianry (OPLT) - 1-year programs for the ophthalmic laboratory technician

Council on Accreditation of Nurse Anesthesia Educational Programs

- [ ] Nurse Anesthesia (ANEST) - Institutions and programs at the certificate, master's, or doctoral degree level

Council on Chiropractic Education, The

- [ ] Chiropractic (CHIRO) - Programs leading to the D.C. degree

Council on Education for Public Health

- [ ] Community Health Education (CHE) - Graduate programs offered outside schools of public health
- [ ] Community Health/Preventive Medicine (CHPM) - Graduate programs offered outside schools of public health
- [ ] Public Health (PH) - Graduate schools of public health

Council on Occupational Education

- [ ] Occupational Education (OCCDGR) - Postsecondary degree granting institutions that grant the applied associate degree in specific occupational/vocational fields.
- [ ] Occupational Education (OCCED) - Non-degree granting postsecondary occupational/vocational institutions

Distance Education and Training Council

- [ ] 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

Joint Review Committee On Education In Radiologic Technology

- [ ] Radiologic Technology (RAD) - Programs for radiographers
- [ ] Radiologic Technology (RADTT) - Programs for radiation therapists

Joint Review Committee on Educational Programs In Nuclear Medicine Technology

- [ ] Nuclear Medicine Technologist (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

- [ ] Medicine (MED) - Programs leading to the M.D. degree

Midwifery Education Accreditation Council

- [ ] Midwifery Education (MWEAC) - Direct-entry midwifery educational institutions and programs conferring degrees and certificates

Montessori Accreditation Council for Teacher Education

- [ ] Montessori Education (MONTE) - Montessori teacher education programs and institutions

National Accrediting Commission of Cosmetology Arts and Sciences

- [ ] Cosmetology (COSME) - Postsecondary schools and departments of cosmetology arts and sciences

National Association of Nurse Practitioners in Reproductive Health

- [ ] Nurse Practitioners (NURPR) - Women's health nurse practitioners' programs

National Association of Schools of Art and Design

- [ ] Art and Design (ART) - Degree-granting schools and departments and nondegree-granting programs

National Association of Schools of Dance

- [ ] Dance (DANCE) - Institutions and units within institutions offering degree-granting and nondegree-granting programs

National Association of Schools of Music

- [ ] Music (MUS) - Baccalaureate and graduate degree programs
- [ ] Music (MUSA) - Community and junior college programs
- [ ] Music (MUSN) - Nondegree programs

National Association of Schools of Theatre

- [ ] Theatre (THEA) - Institutions and units within institutions offering degree-granting and/or nondegree-granting programs

National Council for Accreditation of Teacher Education

- [ ] Teacher Education (TED) - Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

National League for Nursing Accrediting Commission

- [ ] Nursing (ADNUR) - Associate degree programs
- [ ] Nursing (DNUR) - Diploma programs
- [ ] Nursing (NUR) - Baccalaureate and higher degree programs
- [ ] Nursing (PNUR) - Practical nursing programs

New York State Board of Regents (a nationally recognized State agency)

- [ ] 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 Y

Transnational Association of Christian Colleges and Schools

- [ ] Christian Education (CE) - Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees

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) on your admissions procedures.*

- ○ Yes
- ○ No

CAVEATS

Part C - Admission Requirements and Services - Admission Requirements

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	○	○	○	○
Secondary school rank	○	○	○	○
Secondary school record	○	○	○	○
Completion of college-preparatory program	○	○	○	○
Recommendations	○	○	○	○
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	○	○	○	○
Admission test scores (SAT, ACT, etc.)	○	○	○	○
TOEFL (Test of English as a Foreign Language)	○	○	○	○

Part C - Admission Requirements and Services - Selection Process

3. **Please provide the number of first-time, degree/certificate-seeking students who applied, were admitted, and enrolled (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 that fall. See instructions for further information.**

Select reporting period: ○ **Fall 2003** ○ **Fall 2004**

	Men	**Women**
Number of applicants		
Number of admissions		
Number enrolled full time		
Number enrolled part time		

4. **If test scores are required for admission of your enrolled first-time, degree/certificate-seeking students, please provide the following information: the number and percentage of students submitting SAT/ACT scores and the 25th and 75th percentile scores for each test. Provide data for the most recent group of students for which data are available; include new students admitted the summer prior to that fall.**

Select reporting period ○ **Fall 2003** ○ **Fall 2004** ○ **Test scores NOT required**

Number submitting SAT scores	
Percent submitting SAT scores	
Number submitting ACT scores	
Percent submitting ACT scores	

	25th Percentile	**75th Percentile**
SAT I Verbal		
SAT I Math		
ACT Composite		
ACT English		
ACT Math		

CAVEATS

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]**

- ☐ Accelerated programs
- ☐ Cooperative (work-study) programs
- ☐ Distance learning opportunities
- ☐ Dual enrollment
- ☐ ROTC
  - ☐ Army ☐ Navy ☐ Air Force
- ☐ Study abroad
- ☐ Weekend 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 students 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

Part D - Student Charges - Application Fees

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

	Amount	Prior year
○ No		
○ Yes - Indicate amount of application fee		

Part D - Student Charges Questions

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 be expected to report housing capacity, room and board or comprehensive fees.*

- ○ 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 2004-05.

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 - Number of meals per week in the maximum meal plan offered
- ○ Yes - Number of meals per week can vary (for example, student receives a meal card and charges meals against the card)

Part D - Student Charges - Number of programs

7. **How many programs (measured in contact or clock hours) are offered at your institution?**

Specify number of programs

What version of the Classification of Instructional Programs (CIP) will you use to submit your program data?

- 1990 CIP
- CIP2000

NOTE:

Data for the largest program reported last year will be preloaded on the next screen only if you select CIP2000. There will be no preloaded data if you select 1990 CIP.

If you switch versions after submitting data on the next 2 screens, you will lose all the data you have entered on the next 2 screens.

All institutions will be required to report using the CIP2000 when they report their 2005-06 program data in the fall of 2005. Until that time, institutions may use either version.

Please note: All 1990 CIPs reported will be converted to CIP2000 when the data are migrated to the IPEDS Peer Analysis System. See instructions for details.

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 the IPEDS COOL (College Opportunities On-Line) Web site. Data for prior years may be updated. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you **must** complete all information for the current year. Estimates of expenses for books and supplies, room and board, and other expenses are those used by your financial aid office for determining financial need. Report a comprehensive fee only if tuition/room/board charges cannot be separated.*

Largest program:

CIP Code
Title
Total length of program in contact hours

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

Published Student Charges	**2002-03**	**2003-04**	**2004-05**
Tuition and fees			
Tuition and fees amount			
On campus Room and board			
Comprehensive fee			
Books and supplies			
On campus:			
Other expenses			
Off campus (not with family):			
Room and board			
Other expenses			
Off campus (with family):			
Other expenses			

CAVEATS

Part D - Student Charges - Program Data

10. **Please list your five next 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 hours.**

		CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program
2nd	select clear Title				
3rd	select clear Title				
4th	select clear Title				
5th	select clear Title				
6th	select clear Title				

CAVEATS

Part D - Student Charges - Room and Board

12. **What are the typical room and board charges for a student for the full academic year 2004-05?**
If your institution does not offer room or board, enter NA. If your institution offers room or board free of charge, enter zero.

Room and board charges	Amount	Prior year
Room charge (Double occupancy)		
Board charge (Maximum plan)		
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)		

Part E - Additional Information - New Institutions

This screen applies to new schools only.

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

Select list

Part E - Additional Information - Staff

5. **Does your institution have 15 or more full-time employees?**

*If you answer **Yes** to this question, you will be required to provide Fall Staff data during the Winter collection.*

- ○ No
- ○ Yes

Instructions for Institutional Characteristics

Institutional Identification

Required fields - Double asterisks (**) beside a field on a screen indicate that the field is a required entry.

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. DO NOT provide a Post Office Box Number in this field. If your institution's name has officially changed, enter the new name in the box provided.

Mailing address - In this block, please provide the address to which correspondence should be mailed, if the mailing address is different from the physical address. You may provide a P.O. Box here. This address may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Web Address - Enter or update the institution's general (or main) web site address if your institution maintains a home page on the Internet. Do not preface the address with http://; the Internet protocol will be determined by the IPEDS COOL web site. Be sure to indicate where the address is case sensitive.

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

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

OPEID - Verify your Office of Postsecondary Education Identification number (OPEID), 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 pre-printed number is not correct, please contact the HELP desk at 1-877-225-2568. 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.

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

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.

Mission Statement - Please provide your institutions' mission statement or a link (URL) to the web address where your statement can be found. If your mission statement is

lengthy but available electronically, provide the link in the space provided. If you type your statement then it must be limited to 2,000 characters or less. The institution's mission statements will be made available on the IPEDS College Opportunities Online (IPEDS COOL).

Organization and Accreditation - Control and Level

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. If the institution has a religious affiliation, select the denomination from the list provided in the drop box. Public institutions must designate a primary control; identifying a secondary control is optional.

Award levels - Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Note that award levels 1, 2, and 4 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, or 36 quarter credit hours of instruction. Award levels 3, 5, 7, 9, and 10 indicate those degree levels for which the institution is authorized to make formal awards. If you check award level 12 - other, please specify or describe this award in the caveats box after you make sure that it cannot be classified in one of levels 1-11.

Organization and Accreditation - Accreditation

Calendar System- Indicate the **predominant** calendar 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, indicate the option that best characterizes your institution.
Note: The way you answer this question determines how you will report tuition information and how you choose your cohort for reporting Graduation Rate data. The Student Right-to-Know regulations state that if your institution offers a predominant number of programs based on standard academic terms (semesters, trimesters, or quarters), you are to use a fall cohort. Institutions choosing one of the standard academic term options will be asked to report tuition and fees information based on a **full academic year**. 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 are to use a full-year cohort. You will be asked to report tuition and fees information by program and must report for the entire length of the program.

Example: Your institution offers primarily occupational/vocational programs of various lengths. A student enrolls in a program and pays tuition for the entire program. In addition, students are allowed to enter at three different times during the year. How should you report? In this case, you should indicate "program by program" even though it seems that your institution operates on a trimester basis. By reporting 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.

Enrollment of full- and part-time students - Indicate if your institution enrolls any students in academic or occupational programs on a full- or part-time basis. Also, indicate if your institution enroll first-time, degree/certificate-seeking undergraduate students either full- or part-time. This will determine which screens will be generated for reporting academic year tuition charges, and reporting Fall Enrollment during the Winter and Spring Collections. Additionally, checking Yes for full-time, first-time, degree/certificate-seeking students determines that your institution will report price information later in IC Part D and

Student Financial Aid information in the Spring.

4-year institutions - Indicate if your institution had any full-time, first-time degree/certificate-seeking undergraduate students enrolled in programs at the baccalaureate level or below in academic year 1998-1999. 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 2001-2002. If you indicate 'yes' you must report graduation rates data in the Spring.

Regional accreditation - If your institution is accredited by a regional agency, select the regional association that accredits your institution from the list provided in the drop box.

List of Accrediting Bodies

Accreditation Commission for Acupuncture and Oriental Medicine
Acupuncture (ACUP) - First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

Accrediting Association of Bible Colleges
Bible College Education (BI) - Bible colleges and institutes offering undergraduate programs

Accrediting Bureau of Health Education Schools
Allied Health Education (AHE) - Private, postsecondary institutions
Medical Assistant Education (MAAB) - Private schools and programs
Medical Laboratory Technician Education (MLTAB) - Schools and programs for the medical laboratory technician
Allied Health (AH) - Programs leading to certificates, diplomas, and the Associate of Applied Science and the Associate of Occupational Science degrees

Accrediting Commission of Career Schools and Colleges of Technology
Occupational Education (DGCS) - Private, postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers
Occupational Education (NDCS) - Private, postsecondary non-degree granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

Accrediting Commission on Education for Health Services Administration
Health Services Administration (HSA) - Graduate programs in health services administration

Accrediting Council for Continuing Education and Training
Continuing Education (CNCE) - Institutions offering noncollegiate continuing education programs

Accrediting Council for Independent Colleges and Schools
Business (GRB) - Independent institutions offering only graduate business and business related programs at the master's level
Business (JRCB) - Junior colleges of business
Business (SRCB) - Senior colleges of business including those with master's degree programs
Business (PPB) - Private postsecondary schools offering business and business-related programs

American Academy for Liberal Education
Liberal Education (LBRL) - Institutions of higher education and programs within institutions of higher education that offer liberal arts degrees at the baccalaureate level or

a documented equivalency

American Association for Marriage and Family Therapy
Marriage and Family Therapy (MFT) - Clinical training programs at the master's, doctoral, and postgraduate levels

American Bar Association
Law (LAW)- Professional schools

American Board of Funeral Service Education
Funeral Service Education (FUSER)- Institutions and programs awarding diplomas, associate degrees and bachelor's degrees in funeral service or mortuary science

American College of Nurse-Midwives
Nurse Midwifery (MIDWF) - Basic certificate and graduate nurse-midwifery education programs for registered nurses
Nurse-Midwifery (PREMW) - Pre-certification nurse-midwifery education programs

American Council on Pharmaceutical Education
Pharmacy (PHAR) - Professional degree programs

American Dental Association
Dental Assisting (DA)
Dental Hygiene (DH)
Dental Laboratory Technology (DT)
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)

American Dietetic Association, The
Dietetics (DIET) - Coordinated undergraduate and graduate programs
Dietetics (DIETI) - Postbaccalaureate dietetic internship programs
Dietetics (DIETT) - Dietetic technician programs at the associate's degree level

American Occupational Therapy Association
Occupational Therapy (OT) - Professional programs awarding baccalaureate degrees, post-baccalaureate certificates, master's degrees and combined baccalaureate/master's degrees
Occupational Therapy Assistant (OTA) - Programs leading to an associate degree or certificate

American Optometric Association
Optometry (OPTT) - Technician (associate degree) programs
Optometry (OPT) - Professional degree programs
Optometry (OPTR) - Residency programs

American Osteopathic Association
Osteopathic Medicine (OSTEO) - Programs leading to the D.O. degree

American Physical Therapy Association
Physical Therapy (PTAA) - Programs for the physical therapist assistant
Physical Therapy (PTA) - Programs for the physical therapist

American Podiatric Medical Association
Podiatry (POD) - Colleges of podiatric medicine, including first-professional and graduate degree programs

American Psychological Association
Clinical Psychology (CLPSY) - Doctoral programs
Counseling Psychology (COPSY) - Doctoral programs

Professional Psychology (IPSY) - Predoctoral internship programs
Professional Psychology (RPSY) - Postdoctoral residency programs
Professional/Scientific Psychology (PSPSY) - Doctoral programs
School Psychology (SCPSY) - Doctoral programs

American Speech-Language-Hearing Association
Audiology (AUD) - Graduate degree programs
Speech-Language Pathology (SP) - Graduate degree programs

American Veterinary Medical Association
Veterinary Medicine (VET) - Programs leading to a D.V.M. or D.M.V. degree

Association for Clinical Pastoral Education, Inc.
Pastoral Education (PAST) - Clinical pastoral education (CPE) centers and CPE and supervisory CPE programs

Association of Advanced Rabbinical and Talmudic Schools
Rabbinical and Talmudic Education (RABN) - Advanced Rabbinical and Talmudic schools

Association of Theological Schools in the United States and Canada
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 Collegiate Nursing Education
Nursing (CNURED) - Nursing education programs at the baccalaureate and graduate degree levels

Commission on Massage Therapy Accreditation
Massage therapy (CMTA) - postsecondary certificates or diplomas in the practice of massage therapy and bodywork

Commission on Opticianry Accreditation
Opticianry (OPLT) - 1-year programs for the ophthalmic laboratory technician
Opticianry (OPD) - 2-year programs for the ophthalmic dispenser

Council on Accreditation of Nurse Anesthesia Educational Programs
Nurse Anesthesia (ANEST) - Institutions and programs at the certificate, master's, or doctoral degree level

Council on Chiropractic Education, The
Chiropractic (CHIRO) - Programs leading to the D.C. degree

Council on Education for Public Health
Community Health Education (CHE) - Graduate programs offered outside schools of public health
Community Health/Preventive Medicine (CHPM) - Graduate programs offered outside schools of public health
Public Health (PH) - Graduate schools of public health

Council on Occupational Education
Occupational Education (OCCDGR) - Postsecondary degree granting institutions that grant the applied associate degree in specific occupational/vocational fields
Occupational Education (OCCED) - Non-degree granting postsecondary occupational/vocational institutions

Distance Education and Training Council
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

Joint Review Committee on Education in Radiologic Technology
Radiologic Technology (RADTT) - Programs for radiation therapists
Radiologic Technology (RAD) - Programs for radiographers

Joint Review Committee on Educational Programs in Nuclear Medicine Technology
Nuclear Medicine Technologist (NMT) - Programs for the nuclear medicine technologist

Liaison Committee on Medical Education (AMA and AAMC)
Medicine (MED) - Programs leading to the M.D. degree

Midwifery Education Accreditation Council
Midwifery Education (MWEAC) - Direct-entry midwifery educational institutions and programs conferring degrees and certificates

Montessori Accreditation Council for Teacher Education
Montessori Education (MONTE) - Montessori teacher education programs and institutions

National Accrediting Commission of Cosmetology Arts and Sciences
Cosmetology (COSME) - postsecondary schools and departments of cosmetology arts and sciences

National Association of Nurse Practitioners in Women's Health
Nurse Practitioners (NURPR) - Women's health nurse practitioners' programs

National Association of Schools of Art and Design
Art and Design (ART) - Institutions and units within institutions offering degree-granting and non-degree granting programs in art, design and related disciplines

National Association of Schools of Dance
Dance (DANCE) - Institutions and units within institutions offering degree-granting and non-degree granting programs in dance and dance-related disciplines

National Association of Schools of Music
Music (MUS) - Baccalaureate and graduate degree programs
Music (MUSA) - Community and junior college programs
Music (MUSN) - Nondegree programs

National Association of Schools of Theatre
Theatre (THEA) - Institutions and units within institutions offering degree-granting and non-degree granting programs

National Council for Accreditation of Teacher Education
Teacher Education (TED) - Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

National League for Nursing Accrediting Commission
Nursing (PNUR) - Practical nursing programs
Nursing (ADNUR) - Associate degree programs
Nursing (DNUR) - Diploma programs
Nursing (NUR) - Baccalaureate and higher degree programs

New York State Board of Regents (a nationally recognized State agency)
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

Transnational Association of Christian Colleges and Schools

Christian Education (CE) - Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees, including institutions that offer distance education

Organization and Accreditation - Specialized Accreditation

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 currently recognized by the Secretary, U.S. Department of Education, please verify or update the list of accredited programs for this institution in the box provided on this screen.

Adding programs from accrediting bodies - To add a program, first find the accrediting agency on the list of National Institutional and Specialized Accrediting Bodies and select by checking the box for that program. Delete programs by clicking the box that is already checked and this will remove the check mark/program. When you have finished, review the list for completeness and accuracy and click Verify & Save/Proceed.

Admission Requirements and Services - Admission Requirements

Admission policy - This question determines whether or not your institution has an open admissions policy.

Admission Requirements and Services - Admission Requirements

Admissions considerations - This question refers to the admission policy for entering first-time undergraduate students. Indicate the types of considerations that are used as part of the selection process for entering first-time degree/certificate-seeking students. For each, indicate if required, recommended, neither required nor recommended, or if you don't know.

Applicants/Enrolled Students - First select the period for which you will report. 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) by gender at your institution for the indicated reporting period. 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 - Select a reporting period. If test scores are required for admission for students in your entering cohort (first-time, degree/certificate-seeking undergraduate level students), please 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.** Do not include partial test scores (e.g., mathematics scores but not verbal for a category of students) or combine other standardized test results (such as TOEFL) in this item. If students submitted TOEFL scores in addition to SAT/ACT scores include those students. Please **do not** convert test scores; scores must be reported separately (SAT/ACT). Provide data for the most recent entering class for which data are available; include new students admitted the summer prior to the fall for which you are reporting.

Admission Requirements and Services - Services

Special credit upon entry - Please indicate if your institution accepts credit earned prior to admission through any of the sources listed.

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

Admission Requirements and Services - Student Services

Years of study required for entry - This item will identify institutions that limit entrance to students who have completed certain academic requirements. 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 your institution.

Library - Indicate whether this institution has its own library, contributes financially to a shared library, or has no facility.

Student Charges - Clarifying Questions

The following data items are to be completed prior to entering charges:

Application fee - If your institution charges an application fee for admission, indicate the amount at the student levels provided.

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

Housing - Indicate if your institution provides institutionally-controlled housing either on- or off-campus and, if so, the housing capacity.

Meal plans - Indicate the option that best describes the meal plan at your institution. If you answer Yes to this question, provide the number of meals per week in the maximum meal plan offered. You must also report the board charges or combined room and board charges in question 13 and 14.

For Program Reporters Only

Student Charges - Number of Programs

Number of programs - Provide the total number of occupational/vocational programs offered by your institution.

Student Charges - Price of Attendance - Largest Program

Largest CIP - If you provided information on your largest program last year, these data have been pre-printed, only if you select to report CIP2000 data for the current year. You can modify previously reported data or just provide information for the 2004-2005 year. If your largest program has changed, you may check the box provided and indicate a different program; however, you will be required to enter data for all three years as indicated on the page.

To change the largest program, select the program category from the first drop list and the corresponding program code and title from the second drop list. If for any reason you wish to restore the pre-preprinted information, just click the reset button at bottom of the page.

Be sure to provide amounts for room and board and other expenses as requested. These are the amounts used by your financial aid office for determining eligibility for student financial assistance. Note: you must provide data in these fields, otherwise you cannot lock your submission.

Student Charges Tuition and Fees - Next 5 Programs

Largest programs - Provide the Classification of Instructional Program (CIP) code, 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.

- Refer to the 1990 or 2000 Classification of Instructional Programs (CIP) guide, and match your program title as closely as possible with a program listed in this publication. Select the program category from the first drop list and the corresponding program code and title from the second drop list.
- Enter the total 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.
- Please note that English as a second language and GED courses are not to be included in IPEDS.
- If your institution charges a different amount for in-state and out-of-state students, provide the amount charged to in-state students here.

For Academic Year Reporters Only

Student Charges - Full-time Undergraduate Tuition and Fees

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 the amount of tuition and required fees for **the full academic year** most frequently charged to in-district, in-state and out-of-state students. Be sure to provide amounts in all columns (in-district, in-state and out-of-state) even if they are the same. If your institution charges tuition on a per-credit-hour basis, please estimate average tuition based on the average full-time credit hour load for an entire academic year.
- When reporting required fees, be sure to include all fixed sum charges that 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 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.

Undergraduate students include:

- Those who have not obtained a bachelor's degree;
- All students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and
- 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.

Student Charges - Part-time Undergraduate Per Credit Hour Charges

Per credit hour charges - If your institution does not enroll full-time students at the undergraduate level, enter the dollar amount your institution most frequently charges per credit hour of instruction. Be sure to provide data for in-district, in-state, and out-of-state students.

Student Charges - Full-time Graduate Tuition and Fees

Graduate students - Those students 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 on the first-professional page.

- Report the amount of tuition and required fees for the full academic year most frequently charged to in-district, in-state and out-of-state students. Be sure to provide amounts in all columns (in-district, in-state and out-of-state) even if they are the same. If your institution charges tuition on a per-credit-hour basis, please estimate average tuition based on the average full-time credit hour load for an academic year.
- When reporting required fees, be sure to include all fixed sum charges that 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 that are clearly optional.

Student Charges - Part-time Graduate Per Credit Hour Charges

Per credit hour charges - If your institution does not enroll full-time students at the graduate level, enter the dollar amount your institution most frequently charges per credit hour of instruction. Be sure to provide data for in-district, in-state, and out-of-state students.

Student Charges - First-professional Tuition and Fees

Tuition and required fees for first-professional programs - Enter in the spaces provided the dollar amount of tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution. The prior year data is provided for the programs that were reported for this institution in a prior year; if your institution no longer offers the program, do not report a current year tuition or fees for that program.
Note - The prior year data for discontinued programs will continue to be displayed. Notice that the checkbox to delete the program is no longer available.
To add a first-professional program, enter the tuition and fees for the new program, and click Save.

Student Charges - Room and Board Charges

Report the typical room charge for the FULL ACADEMIC YEAR 2004-2005 to a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for 2004-2005 to a full-time student. Report a combined room and board charge only if room and board charges **CANNOT BE SEPARATED**.

Student Charges - Price of Attendance

Institutions with standard academic terms (semesters, trimesters, quarters, or 4-1-4 plans) should provide price information for in-district, in-state, and out-of-state students for the FULL ACADEMIC YEAR in the columns indicated. At this time, you may update or correct any 2002-2003 or 2003-2004 data that were previously provided. If your institution did not report student price information, be sure to provide **three years** of data.

Prices entered on this screen will be compared to similar prices entered for the prior year. If you change a previously reported amount and the new amount exceeds what was previously reported by 25%, an explanation will be required to lock the data. Amounts that reflect an increase of more than 10% for consecutive school years will also require an explanation in order to lock the data.

Tuition and fees, books and supplies, room and board, and other expenses are those amounts used by your financial aid office for determining eligibility for student financial

assistance. You **must** supply this information in the boxes provided. Report comprehensive fee if tuition/room/board charges cannot be separated. **You will not be able to lock without these data.**

Additional Information

Athletic Affiliation - Indicate if your 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 (if applicable).

Additional Information

Athletically related aid -Indicate if your institution offer athletically-related aid to students in academic year 2003-2004. If you answer **Yes** to this question, you will be expected to report data in Section V of the Graduation Rate Survey in the Spring collection. These numbers should account for all full-time, degree/certificate-seeking undergraduate students receiving athletically-related student aid, regardless of their cohort year.

Full-time employees - Indicate if your institution employs 15 or more full-time employees. Institutions with 15 or more full-time employees must complete the Fall Staff component in odd-numbered years.

Instructional faculty - Indicate if ALL of the instructional faculty at your institution fall into any of the following categories:

- All are part-time
- All are military personnel
- All contribute their services (e.g., members of a religious order)
- All teach pre-clinical or clinical medicine.

If any one of these applies, you will not be asked to complete the Salaries component in the winter.).

Additional Information - New Institutions

Enrollment in postsecondary programs - Indicate the typical percentage (%) of students enrolled in postsecondary programs at your institution.

Branch Campuses

This list contains the name of institutions that have been reported as being a branch campus of this institution. Please select the campus to began entering Institutional Characteristics data. If this list is incorrect please contact the IPEDS Help Desk.

Award levels - Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Note that award levels 1, 2, and 4 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, or 36 quarter credit hours of instruction. Award levels 3, 5, 7, 9, and 10 indicate those degree levels for which the institution is authorized to make formal awards. If you check award level 12 - other, please specify or describe this award in the caveats box after you make sure that it cannot

be classified in one of levels 1-11.

Indicate if the branch campus enrolls first-time, degree/certificate-seeking undergraduate students either full- or part-time. This will determine which screens will be generated for reporting academic year tuition charges, and reporting Fall Enrollment during the Winter and Spring Collections. Additionally, checking Yes for full-time, first-time, degree/certificate-seeking students determines that your institution will report price information on the next page and Student Financial Aid information in the Spring.

Institutions with standard academic terms (semesters, trimesters, quarters, or 4-1-4 plans) should provide price information for in-district, in-state, and out-of-state students for the FULL ACADEMIC YEAR in the columns indicated. Respond with "NA" where questions are "Not Applicable". At this time, you may update or correct any 2002-2003 or 2003-2004 data that were previously provided. If your institution did not report student price information, be sure to provide **three years** of data.

Prices entered on this screen will be compared to similar prices entered for the prior year. If you change a previously reported amount and the new amount exceeds what was previously reported by 25%, an explanation will be required to lock the data. Amounts that reflect an increase of more than 10% for consecutive school years will also require an explanation in order to lock the data.

Tuition and fees, books and supplies, room and board, and other expenses are those amounts used by your financial aid office for determining eligibility for student financial assistance. You **must** supply this information. **You will not be able to lock without these data.**