

[Washington and Lee University](#) *Common Data Set Information*

[Common Data Set source site](#)

[Back to Institutional Research](#)

[Back to the W&L home page.](#)

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Table of Contents

[A. General Information](#)

[B. Enrollment and Persistence](#)

[C. First-time, First-year \(Freshman\) Admission](#)

[D. Transfer Admission](#)

[E. Academic Offerings and Policies](#)

[F. Student Life](#)

[G. Annual Expenses](#)

[H. Financial Aid](#)

[I. Instructional Faculty and Class Size](#)

[J. Degrees Conferred](#)

[CDS Definitions](#)

A. GENERAL INFORMATION

A1. Address Information

Washington and Lee University

116 North Main Street

Lexington VA 24450-0303

Main phone: 540.463.8400

WWW Home Page Address <http://www.wlu.edu>

Admissions Phone Number 540.463.8710

Admissions Toll-free Phone Number (None)

Admissions Office Mailing Address, City/State/Zip Letcher Avenue, Lexington VA 24450-0303

Admissions Fax number: 540.463.8062

Admissions E-mail Address: admissions@wlu.edu

Is there a separate URL application site on the Internet? **No** If so, please specify: (None)

A2. Source of institutional control (check one only)

Private (nonprofit)

A3. Classify your undergraduate institution:

Coeducational college

Carnegie classification/AAUP: II-B, National Liberal Arts College

Commission on Colleges, Southern Association of Colleges & Schools: Level V

A4. Academic year calendar

Undergraduate - Other (4-4-2)

Law - Early semester

A5. Degrees offered by your institution

Bachelor's (BA, BS)

First professional (JD)

B. ENROLLMENT AND PERSISTENCE

B1. Institutional Enrollment—Men and Women Provide numbers of students reported on IPEDS Fall Enrollment Survey 1999 as of the institution's official fall reporting date or as of October 15, 1999. Refer to IPEDS EF-1 Part A or IPEDS EF-2 Part A (undergraduates only) survey.

	FULL-TIME			PART-TIME		
	Men (IPEDS col. 15)	Women (IPEDS col. 16)	IPEDS line	Men (IPEDS col. 15)	Women (IPEDS col. 16)	IPEDS line
Undergraduates						
Degree-seeking, first-time freshmen	271	196	line 1			line 15
Other first-year, degree-seeking			line 2			line 16
All other degree- seeking	697	562	lines 3- 6			lines 17-20
<i>Total degree- seeking</i>	968	758				
All other undergraduates enrolled in credit courses			line 7	0	3	line 21

<i>Total undergraduates</i>	968	758	line 8	0	3	line 22
First-professional						
First-time, first-professional students	68	52	line 9			line 23
All other first-professionals	145	101	line 10	1	0	line 24
<i>Total first-professional</i>	213	153		1	0	
Graduate						
Degree-seeking, first-time			line 11			line 25
All other degree-seeking			line 12			line 26
All other graduates enrolled in credit courses			line 13			line 27
<i>Total graduate</i>						

Total all undergraduates (IPEDS sum of lines 8 and 22, cols. 15 and 16): 1,729

Total all graduate and professional students (IPEDS sum of lines 14 and 28, cols. 15 and 16): 367

GRAND TOTAL ALL STUDENTS (IPEDS line 29, sum of cols. 15 and 16): 2,096

B2. Enrollment by Racial/Ethnic Category. Provide numbers of degree-seeking undergraduate students reported on IPEDS Fall Enrollment Survey 1999 as of the institution's official fall reporting date or as of October 15, 1999. Refer to IPEDS EF-1 Part A or IPEDS EF-2 Part A surveys based on column and line numbers in grid for totals.

	FRESHMEN	DEGREE-SEEKING UNDERGRADUATES
Non-resident aliens	15	53
Black, non-Hispanic	18	48

American Indian or Alaskan Native	0	1
Asian or Pacific Islander	3	19
Hispanic	6	17
White, non-Hispanic	422	1,575
Multiracial or unknown	3	16
Total	467	1,729

*Persistence***B3. Number of degrees awarded by your institution from July 1, 1998, to June 30, 1999****Bachelor's degrees : 412****First professional: 120***Graduation Rates*

The information in this section comes from the IPEDS Graduation Rate Survey (GRS). For complete instructions and definitions of data elements, see the IPEDS GRS instructions and glossary.

For Bachelor's or Equivalent Programs

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1993. Include in the cohort those who entered your institution during the summer term preceding fall 1993.

B4. Initial 1993 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students: 425

(IPEDS GRS, Section II, Part A, line 10, sum of columns 15 and 16)

B5. Of the initial 1993 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions: 0

(IPEDS GRS, Section II, Part C, line 45, sum of columns 15 and 16)

B6. Final 1993 cohort, after adjusting for allowable exclusions: 425

(Subtract question B5 from question B4)

B7. Of the initial 1993 cohort, how many completed the program in four years or less (by August 31, 1997): 350

(IPEDS GRS, Section II, Part A, line 19, sum of columns 15 and 16)

B8. Of the initial 1993 cohort, how many completed the program in more than four years but in five years or less (after August 31, 1997 and by August 31, 1998): 14

(IPEDS GRS, Section II, Part A, line 20, sum of columns 15 and 16)

B9. *Of the initial 1993 cohort, how many completed the program in more than five years but in six years or less (after August 31, 1998 and by August 31, 1999):* _____ **4** _____

(IPEDS GRS, Section II, Part A, line 21, sum of columns 15 and 16)

B10. *Total graduating within six years (sum of questions B7, B8, and B9):* _____ **368** _____

(IPEDS GRS, Section II, Part A, line 18, sum of columns 15 and 16)

B11. *Six-year graduation rate for 1993 cohort (question B10 divided by question B6):* _____ **87** _____ %

Retention Rates

Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1998 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: deceased, permanently disabled, armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

B22. *For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 1998 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 1999?* _____ **94** _____ %

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

C1. *First-time, first-year (freshman) students: Provide the number of degree-seeking students who applied, were admitted, and enrolled (full- or part-time) in fall 1999. Include early decision, early action, and students who began studies during summer in this cohort. Applicants include all students who fulfilled the requirements for consideration for admission (including payment or waiving of the application fee, if any) and who have been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution). Admitted applicants should include wait-listed students who were subsequently offered admission.*

Total men applied _1564_____

Total women applied _1518_____

Total men admitted _630_____

Total women admitted _472_____

Total full-time, first-time, first-year (freshman) men enrolled __271_____

Total part-time, first-time, first-year (freshman) men enrolled __0_____

Total full-time, first-time, first-year (freshman) women enrolled __196_____

Total part-time, first-time, first-year (freshman) women enrolled __0_____

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

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

If yes, please answer the questions below for fall 1999 admissions:

Number of qualified applicants placed on waiting list 618

Number accepting a place on the waiting list 204

Number of wait-listed students admitted 40

Admission Requirements

C3. High school completion requirement: High school diploma is required and GED is not accepted

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

C5. Distribution of high school units required and/or recommended. Specify the distribution of academic high school course units required and/or recommended of all or most degree-seeking students using Carnegie units (one unit equals one year of study or its equivalent). If you use a different system for calculating units, please convert.

	Units required	Units recommended
Total academic units	16.0 college prep	
English	4.0	
Mathematics	3.0	
Science	1.0	3.0
# of lab units	1.0	
Foreign language	2.0	
Social studies	1.0	
History	1.0	
Academic electives	4.0	
Other (specify)		

Basis for Selection

C6. Do you have an open admission policy, under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications? No

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

very important (VI); important (I); considered (C); not considered (NC)

Academic

Class rank : I

Essay : C
Recommendation(s) : I
Secondary school record : VI
Standardized test scores : VI

Nonacademic

Alumni/ae relation : C
Character/personal qualities : VI
Extracurricular activities : VI
Geographical residence : C
Interview : NC
Minority status : C
Particular talent or ability : C
Religious affiliation/commitment : NC
State residency : C
Volunteer work : C
Work experience : C

SAT and ACT Policies

C8. Entrance exams

A. Does your institution make use of SAT I, SAT II, or ACT scores in admission decisions for first-time, first-year, degree-seeking applicants? YES

Required

SAT-I

ACT

SAT-I or ACT (no preference)

X

SAT-I or ACT (SAT-I preferred)

SAT-I or ACT (ACT preferred)

SAT-I and SAT-II

SAT-I and SAT-II or ACT

SAT-II

X

(writing plus two of applicant's choice)

Does your institution use applicants' test scores for placement or counseling? YES

Does your institution use the SAT I or II or the ACT for placement only? NO

B: Does your institution use the SAT I or II or the ACT for placement only? NO

C. Latest date by which SAT I or ACT scores must be received for fall-term admission: January

Latest date by which SAT II scores must be received for fall-term admission: January

D. If necessary, use this space to clarify your test policies (e.g., if tests are recommended for some students, or if tests are not required of some students):

All students submit the SAT-II writing test results and two other SAT-II results along with SAT-I or ACT results

Freshman Profile

Provide percentages for ALL enrolled degree-seeking full-time and part-time, first-time, first-year (freshman) students enrolled in fall 1999, including students who began studies during summer, international students/nonresident aliens, and students admitted under special arrangements.

C9. Percent and number of first-time, first-year (freshman) students enrolled in fall 1999 who submitted national standardized (SAT/ACT) test scores. Include information for ALL enrolled, first-time, first-year (freshman) degree-seeking students who submitted test scores

Percent submitting SAT scores	90%	Number submitting SAT scores	418
Percent submitting ACT scores	12%	Number submitting ACT scores	54

	25th percentile	75th percentile
SAT I Verbal	630	710
SAT I Math	640	720
ACT Composite	27	30

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

	SAT I Verbal	SAT I Math
700-800	33%	42%
600-699	57%	51%
500-599	8%	7%
400-499	1%	1%
300-399	0%	0%
200-299	0%	0%

	ACT Composite
30-36	33%
24-29	67%
18-23	0%
12-17	0%

6-11	0%
below 6	0%

C10. Percent of all degree-seeking, first-time, first-year (freshman) students who had high school class rank within each of the following ranges (report information for those students from whom you collected high school rank information).

Average class rank - %ile

Percent in top 10th of high school graduating class **69%**

Percent in top fifth of high school graduating class **90%**

Percent in top quarter of high school graduating class **95%**

Percent in top third of high school graduating class **98%**

Percent in top half of high school graduating class **100%**

Percent of total first-time, first-year (freshman) students who submitted high school class rank: **62%**

C11. Percentage of all enrolled, degree-seeking first-time, first-year (freshman) students who had high school grade-point averages within each of the following ranges (using 4.0 scale): 99% over 3.0; 1% between 2.0 and 2.9

C12. Average high school GPA of all degree-seeking first-time, first-year (freshman) students who submitted GPA:
3.9

Admission Policies

C13. Application fee

Amount of application fee - \$40

Can it be waived for applicants with financial need? Yes, by request of secondary school counselor

C14. Application closing date

Application closing date (fall) - January 15

Priority date - None

C15. Are first-time, first-year students accepted for terms other than the fall? No

C16. Notification to applicants of admission decision sent: By April 1

C17. Reply policy for admitted applicants: Must reply by May 1

C18. Deferred admission: Does your institution allow students to postpone enrollment after admission? Yes.

Maximum period of postponement: 1 year

C19. Early admission of high school students: Does your institution allow high school students to enroll as full-time, first-time, first-year (freshman) students one year or more before high school graduation? No

C20. [Common Application](#): Will you accept the Common Application distributed by the National Association of Secondary School Principals if submitted? Yes

If "yes," are supplemental forms required? No

Is your college a member of the Common Application Group? Yes

Early Decision and Early Action Plans

C21. Early decision: Does your institution offer an early decision plan (an admission plan that permits students to apply and be notified of an admission decision well in advance of the regular notification date and that asks students to commit to attending if accepted) for first-time, first-year (freshman) applicants for fall enrollment? Yes

If "yes," please complete the following :

First or only early decision plan closing date - December 1

First or only early decision plan notification date - December 22

Number of early decision applications received by your institution - 378 (for Fall 1999)

Number of applicants admitted under early decision plan - 206 (for Fall 1999)

Please provide significant details about your early decision plan: _____

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

D. TRANSFER ADMISSION

Fall Applicants

D1. Does your institution enroll transfer students? Yes

If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities? Yes

D2. Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 1999:

	Applicants	Admitted applicants	Enrolled applicants
Men	33	5	4
Women	38	8	3
Total	71	13	7

Application for Admission

D3. Indicate terms for which transfers may enroll: Fall, Winter

D4. Must a transfer applicant have a minimum number of credits completed or else must apply as a an entering freshman? Yes

If yes, what is the minimum number of credits and the unit of measure? 1 year of collegiate study

D5. Indicate all items required of transfer students to apply for admission:

	Required of all	Recommended for all	Recommended for some	Required for some	Not required
High school transcript	X				
College transcript(s)	X				
Essay or personal statement	X				
Interview		X			
Standardized test scores	X				
Statement of good standing from prior institution(s)	X				

D6. If a minimum high school grade point average is required of transfer applicants, specify (on a 4.0 scale): Not applicable

D7. If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale): 2.000

D8. List any other application requirements specific to transfer applicants: Provide copy of current college catalog

D9. List application priority, closing, notification, and candidate reply dates for transfer students.

	Priority date	Closing date	Notification date	Reply date	Rolling admission
Fall		April 1	rolling	2 weeks after acceptance	
Winter		November 1	rolling	2 weeks after acceptance	
Spring					
Summer					

D10. Does an open admission policy, if reported, apply to transfer students? Not applicable

D11. Describe additional requirements for transfer admission, if applicable: Not applicable

Transfer Credit Policies

D12. Report the lowest grade earned for any course that may be transferred for credit: C (2.0)

D13. Maximum number of credits or courses that may be transferred from a two-year institution: 87 semester hours

D14. Maximum number of credits or courses that may be transferred from a four-year institution: 87 semester hours

D15. Minimum number of credits that transfers must complete at your institution to earn an associate's degree: Not applicable

D16. Minimum number of credits that transfers must complete at your institution to earn a bachelor's degree: Two years full-time enrollment (usually 60 credits)

D17. Describe other transfer credit policies:

E. ACADEMIC OFFERINGS AND POLICIES**Majors (by CIP Code):**

CIP code	W&L major name	% of last grad class	% of current declared ugrads
3.0501	Forestry 3-2 (through Duke Univ)	0.0	0.0
5.0104	East Asian Studies	0.2	1.2
5.0110	Russian Studies	0.4	0.8
9.0401	Journalism & Mass Communications	6.7	8.1 (5)
11.0101	Computer Science	3.1	2.4
14.0701	Chemistry-Engineering (including 3-3)	0.0	0.1
14.1201	Physics-Engineering (including 3-3)	1.4	1.2
16.0101	Romance Languages	1.0	1.5
16.0501	German Literature	0.0	0.1
16.0501	German Language	1.6	1.2
16.0901	French	2.2	1.2
16.0905	Spanish	1.6	2.5
16.1201	Classics	0.6	0.7
23.0101	English	7.9	6.0
26.0101	Biology	7.5	5.1
26.0608	Neuroscience	0.6	0.7
27.0101	Mathematics	2.0	2.7
30.0301	Medieval & Renaissance Studies	0.6	0.3
30.9999	Natural Sciences & Mathematics	2.6	0.3
30.9999	Combination Law (3-3)	0.0	0.0
30.9999	(special application required)		
30.9999	Independent/Interdisciplinary Work	0.0	0.0
38.0101	Philosophy	1.4	2.0
38.0201	Religion	1.2	0.8
40.0501	Chemistry	2.6	2.4
40.0601	Geology	1.8	1.7
40.0699	Environmental Studies in Geology	0.0	0.2
40.0801	Physics	0.2	0.6
42.0101	Psychology	3.3	4.1
42.0301	Cognitive Science	0.0	0.2
44.0501	Public Policy	1.0	1.0
45.0201	Archaeology & Anthropology	1.2	1.0
45.0601	Economics	9.8	11.1 (1)
45.0801	History	9.6	8.9 (3)
45.1001	Politics	8.4	8.1 (4)
45.1101	Sociology & Anthropology	1.4	2.2
50.0501	Theatre	1.0	1.0
50.0701	Art	0.2	(no longer offered)
50.0702			

50.0703	Studio Art	0.6	0.2
50.0901	Art History	0.6	1.5
52.0201	Music	0.2	1.4
52.0301	Business Administration	10.6	9.2 (2)
	Business Administration & Accounting	4.5	6.4

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

NO Accelerated program	YES Honors program
NO Cooperative (work-study) program	YES Independent study
NO Cross-registration	YES Internships
NO Distance learning	YES Liberal arts/career combination
YES Double major	YES Student-designed major
NO Dual enrollment	YES Study abroad
NO English as a Second Language	YES Teacher certification program (on exchange)
YES U.S. exchange student program	YES International study agreements
NO External degree program	NO Weekend college
Other (specify):	

E2. has been removed from CDS

***E3. Areas in which all or most students are required to complete some course work prior to graduation.
(See [General Education requirements.](#))***

NO Arts/fine arts	YES Humanities
YES Computer literacy	YES Mathematics
YES English (including composition)	NO Philosophy
YES Foreign languages	YES Sciences (biological or physical)
NO History	YES Social science
Other (describe):	YES Physical education, including a swimming test

Library Collections

Report the number of holdings. Refer to most recent IPEDS Library Survey, Part D, for corresponding equivalents.

E4. Books, serial backfiles, electronic documents, and government documents (titles) that are accessible through the library's catalog 503,931 (sum of lines 27 and 29, column 2)

E5. Current serial subscriptions (paper, microform, electronic): 1,816 (sum of lines 30 and 31, column 2)

E6. Microforms (units): 124,056 (line 28, column 2)

E7. Audiovisual materials (units): 7,571 (line 32, column 2)

F. STUDENT LIFE

F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 1999 who fit the following categories

	% FR	% ALL
Percent who are from out of state (exclude internat'l/nonresident aliens)	86%	88%
Percent of men who join fraternities (pledging begins in January)	NA	82%
Percent of women who join sororities (pledging begins in January)	NA	74%
Percent who live in college-owned, -operated, or -affiliated housing	100%	61%
Percent who live off campus or commute	0%	39%
Percent of students age 25 and older	0%	0.2%
Average age of full-time students (as of October 1)	18.2	19.6
Average age of all students (full- and part-time)	18.2	19.6

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

Choral groups YES	Marching band NO	Student government YES
Concert band YES	Music ensembles YES	Student newspaper YES
Dance YES	Musical theater NO	Student-run film society YES
Drama/theater YES	Opera NO	Symphony orchestra YES
Jazz band YES	Pep band NO	Television station YES
Literary magazine YES	Radio station YES	Yearbook YES

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

Army ROTC is offered:

On campus **NO**

At cooperating institution (name): **Virginia Military Institute**

Naval ROTC and Air Force ROTC are **NOT** offered.

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

Coed dorms YES	Special housing for disabled students NO
Men's dorms NO	Special housing for international students YES
Women's dorms NO	Fraternity/sorority housing YES
Apartments for married students NO	Cooperative housing NO
Apartments for single students NO	
Other housing options (specify):	Outing Club House, Panhellenic House

G. ANNUAL EXPENSES

Provide 1999-2000 academic year costs for the following categories that are applicable to your institution.

G1. Undergraduate full-time tuition, required fees, room and board. List the typical tuition, required fees, and room and board for a full-time undergraduate student for the FULL 1999-2000 academic year. A full academic year refers to 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 four-one-four plan. Room and board is defined as double occupancy and 19 meals per week or the maximum meal plan. Required fees include only charges that all full-time students must pay that are not included in tuition (e.g., registration, health, or activity fees.) Do not include optional fees (e.g., parking, laboratory use).

	FIRST-YEAR	UNDERGRADUATES	Anticipated 2000-2001 charges
PRIVATE INSTITUTIONS:	\$16,950	\$16,950	\$
PUBLIC INSTITUTIONS			
In-district:			
In-state (out-of-district):			
Out-of-state:			
NONRESIDENT ALIENS:	\$16,950	\$16,950	\$
REQUIRED FEES:	\$155	\$155	\$
ROOM AND BOARD: (on-campus)	\$5,547	\$5,547	\$
ROOM ONLY: (on-campus)	N/A	\$2,000-3,000	
BOARD ONLY: (on-campus meal plan)	N/A	\$2,950	

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

All degree-seeking students must carry a full-time load. Overloads (over 14 credits) require special permission but carry no additional charge.

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

G4. If tuition and fees vary by undergraduate instructional program, describe briefly: Not applicable

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

	Residents	Commuters (living at home)	Commuters (not living at home)	Anticipated 2000-2001 charges
Books and supplies:	\$ 900		\$ 900	\$

Room only:	\$2,600		\$2,600	\$
Board only:	\$2,950		\$2,950	\$
Transportation:				
Other expenses:	\$1,345		\$1,345	\$

G6. Undergraduate per-credit-hour charges: Not applicable

H. FINANCIAL AID

Aid Awarded to Enrolled Undergraduates

H1. Enter total dollar amounts awarded to full-time and less than full-time degree-seeking undergraduates (using the same cohort reported in CDS Question B1, "total degree-seeking" undergraduates) in the following categories. Include aid awarded to international students (i.e., those not qualifying for federal aid). Aid that is non-need-based but that was used to meet need should be reported in the need-based aid columns. (For a suggested order of precedence in assigning categories of aid to cover need, see the definitions section.)

Indicate academic year for which data are reported: 1999-2000 actual __ 1999-2000 estimated __ 1998-99 actual X

	Need-based	Non-need-based
	\$	\$
Scholarships/Grants		
Federal	\$ 228,075	\$ 72,500
State	\$ 137,475	\$ 302,900
Institutional (endowment, alumni, or other institutional awards) and external funds awarded by the college excluding athletic aid and tuition waivers (which are reported below)	\$3,738,973	\$1,798,088
Scholarships/grants from external sources (e.g., Kiwanis, NMSQT) not awarded by the college	\$ 317,196	\$ 219,934
Total Scholarships/Grants:	\$4,421,719	\$2,393,422
Self-Help		
Student loans from all sources	\$1,523,460	\$ 385,560
Federal Work-Study	\$ 307,520	

State and other work-study/employment	\$ 177,451	\$ 235,380
Total Self-Help	\$2,008,431	\$ 620,940
Parent Loans	\$1,331,441	\$1,306,012
Tuition waivers	none	none
Athletic awards	none	none

Number of Enrolled Students Receiving Aid:

H2. List the number of degree-seeking full-time and less-than-full-time undergraduates who applied for and received financial aid. Aid that is non-need-based but that was used to meet need should be counted as need-based aid. Numbers should reflect the cohort receiving the dollars reported in H1.

Note: In the chart below, students may be counted in more than one row, and full-time freshmen should also be counted as full-time undergraduates.

Need-based awards	First-time Full-time Freshmen	Full-time Undergrad (including freshmen)	Less than full-time undergrad
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 1998 cohort)	454	1,690	0
b) Number of students in line a who were financial aid applicants (include applicants for all types of aid)	218	618	
c) Number of students in line b who were determined to have financial need	140	452	
d) Number of students in line c who received any financial aid	140	448	
e) Number of students in line d who received any need-based gift aid	124	351	
f) Number of students in line d who received any need-based self-help aid	91	326	
g) Number of students in line d who received any non-need-based gift aid	43	101	
h) Number of students in line d whose need was fully met (exclude PLUS loans and private alternative loans).	133	392	
i) On average, the percentage of need that was met of students who received any need-based aid. Exclude any resources that were awarded to replace EFC (PLUS loans and private alternative loans).	98%	98%	

j) The average financial aid package of those in line d . Exclude any resources that were awarded to replace EFC (PLUS loans and private alternative loans.)	\$14,465	\$13,560	
k) Average need-based gift award of those in line d who received a need-based gift award.	\$11,930	\$9,830	
l) Average need-based self-help award (excluding PLUS loans and private alternative loans) of those in line d who received need-based self-help.	\$2,445	\$3,735	
m) Average need-based loan (excluding PLUS loans and private alternative loans) of those in line d who received a need-based loan.	\$1,750	\$2,655	
n) Number of students in line a who had no financial need who received non-need-based aid (exclude those receiving athletic awards and tuition benefits)	111	420	
o) Average award to students in line (n)	\$7,025	\$7,180	
p) Number of students in line a who received a non-need-based athletic award	NA	NA	
q) Average non-need-based athletic award to those in line (p)	NA	NA	

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

- Federal methodology (FM)
 Institutional methodology (IM)
 Both FM and IM

H4. Percent of graduating undergraduate class who have borrowed through any loan programs (federal, state, subsidized, unsubsidized, private etc.; exclude parent loans). Include only students who borrowed while enrolled at your institution. 31% %

H5. Average per-borrower cumulative undergraduate indebtedness of those in line H4; do not include money borrowed at other institutions: \$ 14,755

Aid to Undergraduate International Students

H6. Indicate your institution's policy regarding financial aid for undergraduate international (nonresident alien) students:

XXX College-administered need-based financial aid is available for undergraduate international students

XXX College-administered non-need-based financial aid is available for undergraduate international students

College-administered financial aid is not available for undergraduate international students

If college-administered financial aid is available for undergraduate international students, provide the number of undergraduate international students who received need- or non-need-based aid: 33

Average dollar amount awarded to undergraduate international students: \$ 18,394

Total dollar amount of financial aid **from all sources** awarded to all undergraduate international students: \$ 607,002

Process for First-Year/Freshman Students

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

XXX FAFSA

Institution's own financial aid form

XXX CSS/Financial Aid PROFILE

State aid form

XXX Noncustodial (Divorced/Separated) Parent's Statement

XXX Business/Farm Supplement

Other: _____

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

XXX Institution's own financial aid form

CSS/Financial Aid PROFILE

Foreign Student's Financial Aid Application

Foreign Student's Certification of Finances

Other: _____

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

Priority date for filing required financial aid forms: 2/1

Deadline for filing required financial aid forms: _____

No deadline for filing required forms (applications processed on a rolling basis): _____

H10. Indicate notification dates for first-year (freshman) students:

Students notified on or about (date): ____ **4/5** _____

Students notified on a rolling basis: yes/no

If yes, starting date:

H11. Indicate reply dates:

Students must reply by (date): ____ **5/1** _____ or within _____ weeks of notification.

Types of Aid Available

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

H12. Loans

FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)

Direct Subsidized Stafford Loans

Direct Unsubsidized Stafford Loans

Direct PLUS Loans

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

XXX FFEL Subsidized Stafford Loans

XXX FFEL Unsubsidized Stafford Loans

XXX FFEL PLUS Loans

XXX Federal Perkins Loans

Federal Nursing Loans

State Loans

XXX College/university loans from institutional funds

Other (specify):

H13. Scholarships and Grants

Need-based:

XXX Federal Pell

XXX SEOG

XXX State scholarships/grants

XXX Private scholarships

XXX College/university gift aid from institutional funds

United Negro College Fund

Federal Nursing Scholarship

Other (specify):

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

Non-need	Need-based		Non-need	Need-based	
XXX	XXX	Academics			Leadership
		Alumni affiliation			Minority status
		Art			Music/drama
		Athletics			Religious affiliation
		Job skills			State/district residency
		ROTC			

I. INSTRUCTIONAL FACULTY AND CLASS SIZE***I-1. Please report number of instructional faculty members in each category for Fall 1999.***

The following definition of instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey. Instructional Faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction, including those with released time for research.

Institutions are asked to EXCLUDE:

(a) instructional faculty in preclinical and clinical medicine

(b) administrative officers with titles such as dean of students, librarian, registrar, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status,

- (c) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like
- (d) faculty on leave without pay, and
- (e) replacement faculty for faculty on sabbatical leave.

Full-time: faculty employed on a full-time basis

Part-time: faculty teaching less than two semesters, three quarters, two trimesters, or two four-month sessions. Also includes adjuncts and part-time instructors.

Minority faculty: includes faculty who designate themselves as black, non-Hispanic; American Indian or Alaskan native; Asian or Pacific Islander; or Hispanic.

Doctorate: includes Ph.D., Ed.D in education, DMA in musical arts, DBA in business administration, D. Eng or DES in engineering.

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

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

Instructional faculty members	Full-time	Part-time	Total
Total number of instructional faculty	215	22	237
Total number who are members of minority groups	5	1	6
Total number who are women	45	9	54
Total number who are men	170	13	183
Total number who are non-resident aliens (international)	0	0	0
Total number with doctorate, first professional, or other terminal degree	199	15	214
Total number whose highest degree is a master's but not a terminal master's	11	5	16
Total number whose highest degree is a bachelor's	5	2	7
Total number whose highest degree is Ph.D.	180	10	190

I-2. Student to Faculty Ratio

Report the Fall 1999 ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty (full time plus 1/3 part time). In the ratio calculations, exclude both faculty and students in stand-alone graduate or professional programs such as medicine, law, veterinary, dentistry, social work, business, or public health in which faculty teach virtually only graduate level students. Do not count undergraduate or graduate student teaching assistants as faculty.

Fall 1999 Student to Faculty ratio: 9.2 to 1.

I-3. Undergraduate Class Size

In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 1999 term.

Class Sections: A class section is an organized course offered for credit, identified by discipline and number, meeting at a stated time or times in a classroom or similar setting, and not a subsection such as a laboratory or discussion session. Undergraduate class sections are defined as any sections in which at least one degree-seeking undergraduate student is enrolled for credit. Exclude distance learning classes and noncredit classes and individual instruction such as dissertation or thesis research, music instruction, or one-to-one readings. Exclude students in independent study, cooperative programs, internships, foreign language taped tutor sessions, practicums, and all students in one-on-one classes. Each class section should be counted only once and should not be duplicated because of course catalog cross-listings.

Class Subsections: A class subsection includes any subsection of a course, such as laboratory, recitation, and discussion subsections that are supplementary in nature and are scheduled to meet separately from the lecture portion of the course. Undergraduate subsections are defined as any subsections of courses in which degree-seeking undergraduate students enrolled for credit. As above, exclude noncredit classes and individual instruction such as dissertation or thesis research, music instruction, or one-to-one readings. Each class subsection should be counted only once and should not be duplicated because of cross-listings.

Using the above definitions, please report for each of the following class-size intervals the number of class sections and class subsections offered in Fall 1999. For example, a lecture class with 800 students who met at another time in 40 separate labs with 20 students should be counted once in the "100+" column in the class section column and 40 times under the "20-29" column of the class subsections table.

Number of Class Sections with Undergraduates Enrolled.

Undergraduate Class Size(provide numbers)

	<u>Less than 10</u>	<u>10-19</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-99</u>	<u>100+</u>	<u>Total</u>
CLASS SECTIONS	140	194	123	19	5	2	0	483
CLASS SUB- SECTIONS	22	13	10	0	0	0	0	45

J. DEGREES CONFERRED

Degrees conferred between July 1, 1998 and June 30, 1999

Reference: IPEDS Completions, Part A

Majors (by CIP Code):

CIP code W&L major name

**% of last grad
class**

% of current declared ugrads

3.0501	Forestry 3-2 (through Duke Univ)	0.0	0.0
5.0104	East Asian Studies	0.2	1.2
5.0110	Russian Studies	0.4	0.8
9.0401	Journalism & Mass Communications	6.7	8.1 (5)
11.0101	Computer Science	3.1	2.4
14.0701	Chemistry-Engineering (including 3-3)	0.0	0.1
14.1201	Physics-Engineering (including 3-3)	1.4	1.2
16.0101	Romance Languages	1.0	1.5
16.0501	German Literature	0.0	0.1
16.0501	German Language	1.6	1.2
16.0901	French	2.2	1.2
16.0905	Spanish	1.6	2.5
16.1201	Classics	0.6	0.7
23.0101	English	7.9 (5)	6.0
26.0101	Biology	7.5	5.1
26.0608	Neuroscience	0.6	0.7
27.0101	Mathematics	2.0	2.7
30.0301	Medieval & Renaissance Studies	0.6	0.3
30.9999	Natural Sciences & Mathematics	2.6	0.3
30.9999	Combination Law (3-3) (special application required)	0.0	0.0
30.9999	Independent/Interdisciplinary Work	0.0	0.0
38.0101	Philosophy	1.4	2.0
38.0201	Religion	1.2	0.8
40.0501	Chemistry	2.6	2.4
40.0601	Geology	1.8	1.7
40.0699	Environmental Studies in Geology	0.0	0.2
40.0801	Physics	0.2	0.6
42.0101	Psychology	3.3	4.1
42.0301	Cognitive Science	0.0	0.2
44.0501	Public Policy	1.0	1.0
45.0201	Archaeology & Anthropology	1.2	1.0
45.0601	Economics	9.8 (2)	11.1 (1)
45.0801	History	9.6 (3)	8.9 (3)
45.1001	Politics	8.4 (4)	8.1 (4)
45.1101	Sociology & Anthropology	1.4	2.2
50.0501	Theatre	1.0	1.0
50.0701	Art	0.2	(no longer offered)
50.0702	Studio Art	0.6	0.2
50.0703	Art History	0.6	1.5
50.0901	Music	0.2	1.4
52.0201	Business Administration	10.6 (1)	9.2 (2)
52.0301	Business Administration & Accounting	4.5	6.4

Common Data Set Definitions

Note: Items preceded by an asterisk (*) represent definitions agreed to among publishers which do not appear on the CDS document but may be present on individual publisher's surveys.

***Academic advisement:** plan under which each student is assigned to a faculty member or a trained adviser, who, through regular meetings, helps the student plan and implement immediate and long-term academic and vocational goals.

Accelerated program: Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during the regular academic term.

Admitted student: Applicant who is offered admission to a degree-granting program at your institution.

***Adult student services:** admission assistance, support, orientation, and other services expressly for adults who have started college for the first time, or who are re-entering after a lapse of a few years.

American Indian or Alaska native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Applicant (first-time, first year): An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution).

Application fee: That amount of money that an institution charges for processing a student's application for acceptance. This amount is *not* creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the institution.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

Associate's degree: An award that normally requires at least two but less than four years of full-time equivalent college work.

Bachelor's degree: An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least four years but *not* more than five years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a five-year cooperative (work-study plan) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also, it includes bachelor's degrees in which the normal four years of work are completed in three years.

Black, non-Hispanic: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

Board (charges): Assume average cost for 19 meals per week or the maximum meal plan.

Books and supplies (costs): Average cost of books and supplies. Do not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at your institution.

Calendar system: The method by which an institution structures most of its courses for the academic year.

***Career and placement services:** A range of services, including (often) the following: coordination of visits of employers to campus; aptitude and vocational testing; interest inventories, personal counseling; help in resume writing, interviewing, launching the job search; listings for those desiring students employment and those seeking permanent positions; establishment of a permanent reference folder; career resource materials

Carnegie units: One year of study or the equivalent in a secondary school subject.

Certificate: See **Postsecondary award, certificate, or diploma**.

Class rank: The relative numerical position of a student in his or her graduating class, calculated by the high school on the basis of grade-point average, whether weighted or unweighted.

College preparatory program: Courses in academic subjects (English, history and social studies, foreign languages, mathematics, science, and the arts) that stress preparation for college or university study.

Common Application: The standard application form distributed by the National Association of Secondary School Principals for a large number of private colleges who are members of the Common Application Group.

***Community service program:** Referral center for students wishing to perform volunteer work in the community or volunteer activities coordinated by academic departments.

Commuter: A student who lives off campus in housing that is not owned by, operated by, or affiliated with the college. This category includes students who commute from home and students who have moved to the area to attend college.

Contact hour: A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

Continuous basis (for program enrollment): A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

Cooperative (work-study plan) program: A program that provides for alternate class attendance and employment in business, industry, or government.

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

Core curriculum: A specified number of courses or credits in the humanities, social sciences, life sciences, and/or physical sciences required of all students, regardless of major, to ensure a basic set of learning experiences.

***Counseling service:** Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

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

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

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

Cross-registration: A system whereby students enrolled at one institution may take courses at another institution without having to apply to the second institution.

Deferred admission: The practice of permitting admitted students to postpone enrollment, usually for a period of one academic term or one year.

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

Degree-seeking students: Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

Differs by program (calendar system): A calendar system classification that is used by institutions that have occupational/vocational programs of varying length. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a two-month program in January, March, May, September, and November; and a three-month program in January, April, and October.

Diploma: See **Postsecondary award, certificate, or diploma.**

Distance learning: An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.

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

Double major: Program in which students may complete two undergraduate programs of study simultaneously.

Dual enrollment: A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to your college in order to participate.

Early action plan: An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll; the student may reply to the offer under the college's regular reply policy.

Early admission: A policy under which students who have not completed high school are admitted and enroll full time in college, usually after completion of their junior year.

Early decision plan: A plan that permits students to apply and be notified of an admission decision (and financial aid offer if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions for early decision applicants: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.

English as a Second Language (ESL): A course of study designed specifically for students whose native language is not English.

Exchange student program-domestic: Any arrangement between a student and a college that permits study for a semester or more at another college **in the United States without** extending the amount of time required for a degree. **See also Study abroad.**

External degree program: A program of study in which students earn credits toward a degree through independent study, college courses, proficiency examinations, and personal experience. External degree programs require minimal or no classroom attendance.

Extracurricular activities (as admission factor): Special consideration in the admissions process given for participation in both school and nonschool-related activities of interest to the college, such as clubs, hobbies, student government, athletics, performing arts, etc.

First professional certificate (postdegree): An award that requires completion of an organized program of study designed for persons who have completed the first professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

First professional degree: An award in one of the following fields: Chiropractic (DC, DCM), dentistry (DDS, DMD), medicine (MD), optometry (OD), osteopathic medicine (DO), rabbinical and Talmudic studies (MHL, Rav), Pharmacy (B.Pharm, Pharm. D), podiatry (PodD, DP, DPM), veterinary medicine (DVM), law (LLB, JD), divinity/ministry (BD, MDiv).

First-time student: A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

First-time, first-year (freshman) student: A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

First-year student: A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.

Freshman: A first-year undergraduate student.

***Freshman/new student orientation:** Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college. May be a few hours or a few days in length; at some colleges, there is a fee.

Full-time student (undergraduate): A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.

Geographical residence (as admission factor): Special consideration in the admission process given to students from a particular region, state, or country of residence.

Grade-point average (academic high school GPA): The sum of grade points a student has earned in secondary school divided by the number of courses taken. The most common system of assigning numbers to grades counts four points for an A, three points for a B, two points for a C, one point for a D, and no points for an E or F. Unweighted GPA's assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses.

Graduate student: A student who holds a bachelor's or first professional degree, or equivalent, and is taking courses at the post-baccalaureate level.

***Health services:** Free or low cost on-campus primary and preventive health care available to students.

High school diploma or recognized equivalent: A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or an other state specified examination.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Honors program: Any special program for very able students offering the opportunity for educational enrichment, independent study, acceleration, or some combination of these.

Independent study: Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.

In-state tuition: The tuition charged by institutions to those students who meet the state's or institution's residency requirements.

International student: See **Nonresident alien.**

Internship: Any short-term, supervised work experience usually related to a student's major field, for which the student earns academic credit. The work can be full or part time, on- or off-campus, paid or unpaid.

***Learning center:** Center offering assistance through tutors, workshops, computer programs or audiovisual equipment in

reading, writing, math, and skills such as taking notes, managing time, taking tests.

*Legal services: Free or low cost legal advice for a range of issues (personal and other).

Liberal arts/career combination: Program in which a student earns undergraduate degrees in two separate fields, one in a liberal arts major and the other in a professional or specialized major, whether on-campus or through cross-registration.

Master's degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

Minority affiliation (as admission factor): Special consideration in the admission process for members of designated racial/ethnic minority groups.

***Minority student center:** Center with programs, activities, and/or services intended to enhance the college experience of students of color.

Nonresident alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

***On-campus day care:** Licensed day care for children of students (usually 3 and up); usually for a fee.

Open admission: Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.

Other expenses (costs): Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings.

Out-of-state tuition: The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.

Part-time student (undergraduate): A student enrolled for less than 12 credits per semester or quarter, or less than 24 contact hours a week each term.

***Personal counseling:** One-on-one or group counseling with trained professionals for student who want to explore personal, educational, or vocational problems.

Post-master's certificate: An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.

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

Postsecondary award, certificate, or diploma (at least one but less than two academic years): Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least one but less than two 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.

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

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

Proprietary institution: See **Private nonprofit institution**.

Public institution: An educational institution whose programs and activities are operated by publicly elected or appointed school officials, and which is supported primarily by public funds.

Quarter calendar system: A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

Race/ethnicity: Category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

Race/ethnicity unreported: Category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic category.

Religious affiliation/commitment (as admission factor): Affiliation with a certain church or faith/religion, commitment to a religious vocation, or observance of certain religious tenets/lifestyle.

***Religious counseling:** One-on-one or group counseling with trained professionals for student who want to religious problems or issues.

***Remedial services:** Instructional courses designed for students deficient in the general competencies necessary for a regular

postsecondary curriculum and educational setting.

Required fees: Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is the exception. Do not include application fees, registration fees, student activity, or health fees.

Resident alien or other eligible noncitizen: A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

Room and board (charges)—on campus: Assume double occupancy in institutional housing and 19 meals per week (or maximum meal plan).

Secondary school record (as admission factor): Information maintained by the secondary school that may include such things as the student's high school transcript, class rank, GPA, and teacher and counselor recommendations.

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

Student-designed major. A program of study based on individual interests, designed with the assistance of an adviser.

Study abroad: Any arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.

***Summer session:** A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have 2 or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

Talent/ability (as admission factor): Special consideration given to students with demonstrated talent/abilities in areas of interest to the institution (e.g., sports, the arts, languages, etc.).

Teacher certification program: Program designed to prepare students to meet the requirements for certification as teachers in elementary and secondary schools.

Transfer applicant: An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has previously attended another college or university and earned college-level credit.

Transfer student: A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.

Transportation (costs): Assume two round trips to student's hometown per year for students in institutional housing or daily travel to and from your institution.

Trimester calendar system: An academic year consisting of 3 terms of about 15 weeks each.

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

***Tutoring:** May range from one-on-one tutoring in specific subjects to tutoring in an area such as math, reading, or writing. Most tutors are college students; at some colleges, they are specially trained and certified.

Unit: a standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).

Undergraduate: A student enrolled in a four- or five-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

***Veteran's counseling:** Helps veterans and their dependents obtain benefits for their selected program and provides certifications to the Veteran's Administration. May also provide personal counseling on the transition from the military to a civilian life.

***Visually impaired:** Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance.

Volunteer work (as admission factor): Special consideration given to students for activity done on a volunteer basis (e.g., tutoring, hospital care, working with the elderly or disabled) as a service to the community or the public in general.

Wait list: List of students who meet the admission requirements but will only be offered a place in the class if space becomes available.

Weekend college: A program that allows students to take a complete course of study and attend classes only on weekends.

White, non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except

those of Hispanic origin).

***Women's center:** Center with programs, academic activities, and/or services intended to promote an understanding of the evolving roles of women.

Work experience (as admission factor): Special consideration given to students who have been employed prior to application, whether for relevance to major, demonstration of employment-related skills, or as explanation of student's academic and extracurricular record.

Common Data Set Financial Aid Definitions

Financial aid applicant: Any applicant who submits the institutionally required financial aid application/form, such as the FAFSA.

Indebtedness: Aggregate dollar amount borrowed by the student.

Financial need: As determined by your institution using the federal methodology and/or your institution's own standards.

Need-based aid: College-funded or college-administered award from institutional, state, federal, or other sources for which a student must have financial need to qualify. This includes both institutional and noninstitutional student aid (grants, jobs, and loans).

Need-based gift aid: Scholarships and grants from institutional, state, federal or other sources for which a student must have financial need to qualify. Do not include athletic scholarships, outside awards, or awards construed as personnel benefits, i.e., scholarships to children of faculty and staff.

Non-need-based gift aid: Scholarships and grants, gifts, or merit-based aid from institutional, state, federal, or other sources (including unrestricted funds or gifts and endowment income) awarded solely on the basis of academic achievement, merit, or any other non-need-based reason. Exclude athletic scholarships, awards construed as personnel benefits, i.e., scholarships to children of faculty and staff.

Self-help aid: Need-based loans and jobs up to the level of institutionally determined need.