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.

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

Part A - Mission Statement

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

Mission Statement URL: http://

Mission Statement

Part B - Organization - Control and Level

1. What is your institutional control or affiliation?

○ Public - Specify

Primary control   Secondary control (if applicable)

| Select One ▾ | | Select One ▾ |

○ Private for-profit

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

○ Private not-for-profit religious affiliation - Specify

| Select One ▾ |

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

€ **This institution offers degrees/certificates above the Bachelor's degree level.**

Award Level		
1	€	Postsecondary award, certificate, or diploma of **less than one academic year** ı less than 900 contact or clock hours, or ı less than 30 semester or trimester credit hours, or ı less than 45 quarter credit hours
2	€	Postsecondary award, certificate, or diploma of **at least one but less than two academic years** ı at least 900 but less than 1800 contact or clock hours, or ı at least 30 but less than 60 semester or trimester credit hours, or ı at least 45 but less than 90 quarter credit hours
3	€	Associate's degree
4	€	Postsecondary award, certificate, or diploma of **at least two but less than four academic years** ı 1800 or more contact or clock hours, or ı 60 or more semester or trimester credit hours, or ı 90 or more quarter credit hours
5	€	Bachelor's degree or equivalent
12	€	Other (specify in box below)

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

[text box]

Part B - Organization - 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.

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

3. What is the predominant <u>calendar system</u> at the institution? [Choose one]

Standard academic terms

Checking one of the following determines that your institution will provide Graduation Rates data based on a <u>FALL COHORT</u> and student charges data will be requested on a <u>FULL ACADEMIC YEAR</u>.

- ⬡ <u>Semester</u>
- ⬡ <u>Quarter</u>
- ⬡ <u>Trimester</u>
- ⬡ <u>4-1-4 or similar plan</u>
- ⬡ <u>Other academic calendar</u>

Other calendar system

Checking one of the following determines that your institution will provide Graduation Rates data based on a <u>FULL YEAR COHORT</u> and student charges data will be requested by PROGRAM.

- ⬡ <u>Differs by program</u>
- ⬡ <u>Continuous basis</u> (every 2 weeks, monthly, or other period)

Part B - Organization - 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 reported full- and part-time 2007 Fall Enrollment counts are provided for your reference.

*Responses to this question 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 must report pricing data (on the IC survey) and Student Financial Aid data (in the Spring collection) for this cohort. Full- and part-time 2007 Fall Enrollment counts are provided for reference.*

	Full-time				**Part-time**			
Students in academic or occupational programs	jn	No	jn	Yes	jn	No	jn	Yes
First-time students	jn	No	jn	Yes	jn	No	jn	Yes

Estimated 2008 Fall Enrollment

Please provide an early estimate of the institution's fall enrollment for all levels offered, as indicated above. Estimates should be based on the definitions used in the IPEDS Enrollment component submitted in the Winter/Spring collections. These data will NOT appear in College Navigator, but will be made available in IPEDS data dissemination.

	Full-time	**FT PY Enroll-ment**	**Part-time**	**PT PY Enroll-ment**	**Total**
Students in academic or occupational programs	☐		☐		
Number of students reported above who are first-time students	☐		☐		

5. For academic year 2005-06, did your institution enroll any <u>full-time, first-time</u> students?

*If you answer **Yes** to this question, you will be required to provide Graduation Rates data for 2005-06 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 2005-06 Enrollment survey, the data will be preloaded below.*

jn No

    € This institution did not enroll full-time, first-time degree/certificate-seeking students.

    € This institution was not in operation in 2005-06.

jn Yes

Cohort from 2005-06 Enrollment of full-time, first-time degree/certificate-seeking students (GRS Cohort)

Part B - Organization - System Name

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

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

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

- ⬡ This institution is NOT a part of a system or corporate entity.

- ⬡ This institution is a part of a system or corporate entity.

    Specify name of the system or corporate entity.

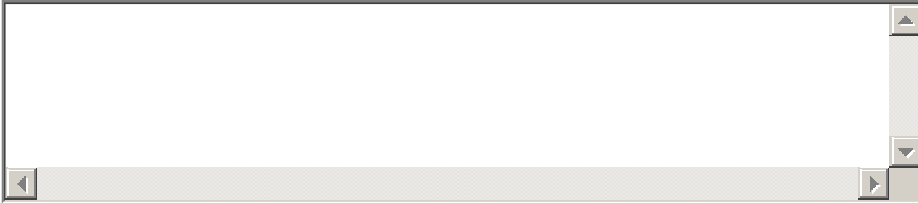Part C - Admission Requirements and Services - Open Admission

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

*If you answer **No** to this question you will be expected to answer additional questions (C2, C3, and C4) regarding your admissions procedures. **Note:** If the only requirement for admission is a high school diploma, your institution is still considered open admission.*

        jn   Yes

        jn   No

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website.

Part C - Admission Requirements and Services - Admission Considerations

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

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

Part C - Admission Requirements and Services - Selection Process

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

Select reporting period: ʝ∩ **Fall 2007**   ʝ∩ **Fall 2008**

	Men	**Women**	**Total**
Number of <u>applicants</u>			
Number of <u>admissions</u>			
Number enrolled <u>full time</u>			
Number enrolled <u>part time</u>			

4. If test scores are required for admission for 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 SAT writing test scores *only* if used for admission. DO NOT convert test scores; scores must be reported separately. Provide data for the most recent group of enrolled students for whom data are available; include new students admitted the summer prior to the selected fall reporting period.

Select reporting period	ʝ∩ **Fall 2007**	ʝ∩ **Fall 2008**	ʝ∩	**Test scores NOT required**
Number submitting <u>SAT</u> scores				
Percent submitting SAT scores				
Number submitting <u>ACT</u> scores				
Percent submitting ACT scores				

	25th Percentile	**75th Percentile**
SAT Critical Reading		
SAT Math		
SAT Writing		
ACT Composite		
ACT English		
ACT Math		
ACT Writing		

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website.

Part C - Admission Requirements and Services - Special Learning Opportunities

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

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

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

- ∈ <u>Distance learning opportunities (e-learning)</u>
- ∈ ROTC
  - ∈ Army
  - ∈ Navy
  - ∈ Air Force
- ∈ <u>Study abroad</u>
- ∈ <u>Weekend/evening college</u>
- ∈ <u>Teacher certification</u> (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

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

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

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website.

Part D - Student Charges Questions

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

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

   jn   No

   jn   Yes

4. Does your institution charge different <u>tuition</u> for <u>in-district</u>, <u>in-state</u>, or <u>out-of-state</u> students?

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

   jn   No

   jn   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).*

   jn   No

   jn   Yes

           Specify <u>housing capacity</u> for academic year 2008-09

           [   ]

6. Do you offer <u>board</u> 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).*

   jn   No

   jn   Yes - Enter the number of meals per week in the maximum meal plan available

           [   ]

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

Part D - Undergraduate Student Charges

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

	Amount	**Prior year**
Application fee	☐	

7. Charges to full-time students for the full academic year 2008-09

	In-district	**Prior year**	**In-state**	**Prior year**	**Out-of-state**	**Prior year**
All full-time students						
Average tuition	☐		☐		☐	
Required fees	☐		☐		☐	

8. Per credit hour charge for part-time students

	In-district	**Prior year**	**In-state**	**Prior year**	**Out-of-state**	**Prior year**
Per credit hour charge	☐		☐		☐	

Part D - Student Charges - Room and Board

12. What are the typical <u>room</u> and <u>board charges</u> for a student for the full academic year 2008-09?

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

<u>Room</u> and <u>board charges</u>	**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 D - Student Charges - Price of Attendance

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

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

Charges for full academic year	2006-07	2007-08	2008-09
Published tuition and required fees:			
In-district			
In-state			
Out-of-state			
Books and supplies			
On campus:			
Room and board			
Other expenses			
Off campus (not with family):			
Room and board			
Other expenses			
Off campus (with family):			
Other expenses			

You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website.

Part E - Additional Information - Athletic Association

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

　　　ʲⁿ　　　No

　　　ʲⁿ　　　Yes - Check all that apply

　　　　　　∈　　National Collegiate Athletic Association (NCAA)

　　　　　　∈　　National Association of Intercollegiate Athletics (NAIA)

　　　　　　∈　　National Junior College Athletic Association (NJCAA)

　　　　　　∈　　United States Collegiate Athletic Association (USCAA)

　　　　　　∈　　National Christian College Athletic Association (NCCAA)

　　　　　　∈　　Other

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

Sport	NCAA or NAIA member		Conference
Football	ʲⁿ No	ʲⁿ Yes-Specify	Select One ▼
Basketball	ʲⁿ No	ʲⁿ Yes-Specify	Select One ▼
Baseball	ʲⁿ No	ʲⁿ Yes-Specify	Select One ▼
Cross country and/or track	ʲⁿ No	ʲⁿ Yes-Specify	Select One ▼

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 One ▼

Print Form(s)   GoBack