

## A. General Information

### Contact Information

Name: Theresa Jenkins  
 Title: Computer Operator II  
 Office: Institutional Research & Assessment  
 Mailing Address: 352 Lafayette Street  
 City/State/Zip/Country: Salem, MA 01930 USA  
 Phone: 978-542-8313  
 Fax: 978-542-3001  
 E-mail Address: [tjenkins@salemstate.edu](mailto:tjenkins@salemstate.edu)

### Address Information

Name of College/University: Salem State College  
 Mailing Address: 352 Lafayette Street  
 City/State/Zip/Country: Salem, MA 01970

Main Phone Number: 978-542-6000  
 WWW Home Page Address: [www.salemstate.edu](http://www.salemstate.edu)  
 Admissions Phone Number: 978-542-6200

Admissions Fax Number: 978-542-6893  
 Admissions E-mail Address: [admissions@salemstate.edu](mailto:admissions@salemstate.edu)

Source of institutional control: **Public**

Classify your undergraduate institution: **Coeducational college**

Academic year calendar: **Semester**

Degrees offered by your institution: **Bachelor's**  
**Postbachelor's Certificate**  
**Master's**  
**Post-master's certificate**

## B. ENROLLMENT AND PERSISTENCE

**B1 Institutional Enrollment - Men and Women** Provide numbers of students for each of the following categories as of the institution's official fall reporting date or as of October 15, 2007.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
<b>Undergraduates</b>				
Degree-seeking, first-time freshmen	420	644	14	10
Other first-year, degree-seeking	259	354	55	146
All other degree-seeking	1,467	2,482	391	772
<i>Total degree-seeking</i>	<b>2,146</b>	<b>3,480</b>	<b>460</b>	<b>928</b>
All other undergraduates enrolled in credit courses	201	300	58	34
<i>Total undergraduates</i>	<b>2,347</b>	<b>3,780</b>	<b>518</b>	<b>962</b>
<b>First-Professional</b>				
First-time, first-professional students				
All other first-professionals				
<i>Total first-professional</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Graduate</b>				
Degree-seeking, first-time	17	54	58	196
All other degree-seeking	30	112	223	746
All other graduates enrolled in credit courses	15	19	214	794
<i>Total graduate</i>	<b>62</b>	<b>185</b>	<b>495</b>	<b>1736</b>
Total all undergraduates				7,607
Total all graduate and professional students				2,478
<b>GRAND TOTAL ALL STUDENTS</b>				<b>10,085</b>

**B2 Enrollment by Racial/Ethnic Category.** Provide numbers of undergraduate students for each of the following categories as of the institution's official fall reporting date or as of October 15, 2007. Include international students only in the category "Nonresident aliens." Complete the "Total Undergraduates" column only if you cannot provide data for the first two columns.

	Degree-Seeking First-Time First Year	Degree-Seeking Undergraduates (include first-time first-year)	Total Undergraduates (both degree- and non-degree- seeking)
Nonresident aliens	19	276	319
Black, non-Hispanic	110	542	564
American Indian or Alaska Native	3	25	26
Asian or Pacific Islander	27	183	187
Hispanic	104	466	481
White, non-Hispanic	793	5,288	5,716
Race/ethnicity unknown	32	234	314
<b>TOTAL</b>	<b>1,088</b>	<b>7,014</b>	<b>7,607</b>

**Persistence****B3 Number of degrees awarded from July 1, 2006 to June 30, 2007**

Certificate/diploma	
Associate degrees	
Bachelor's degrees	1059
Postbachelor's certificates	
Master's degrees	528
Post-Master's certificates	49
Doctoral degrees	
First professional degrees	
First professional certificates	

**Graduation Rates** The items in this section correspond to data elements collected by the IPEDS Web-based Data Collection System's Graduation Rate Survey (GRS). For complete instructions and definitions of data elements, see the IPEDS GRS instructions and glossary on the 2007 Web-based survey.

**Fall 2001 & 2000 Cohort**

	Fall 2001 Cohort	Fall 2000 Cohort
<b>B4</b> Initial cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:	825	585
<b>B5</b> Of the initial cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:	2	0
<b>B6</b> Final cohort, after adjusting for allowable exclusions: (subtract question B5 from question B4)	823	585
<b>B7</b> Of the initial cohort, how many completed the program in four years or less:	93	82
<b>B8</b> Of the initial cohort, how many completed the program in more than four years but in five years or less:	148	119
<b>B9</b> Of the initial cohort, how many completed the program in more than five years but in six years or less:	60	33
<b>B10</b> Total graduating within six years (sum of questions B7, B8, and B9):	301	234
<b>B11</b> Six-year graduation rate for cohort (question B10 divided by question B6):	37%	40%

**Retention Rates**

<b>B22</b> For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 2006 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 2007?	73%
---	-----

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

### Applications

#### C1 First-time, first-year, (freshmen) students:

Total first-time, first-year (freshman) men who applied	<b>2,480</b>
Total first-time, first-year (freshman) women who applied	<b>4,410</b>
Total first-time, first-year (freshman) men who were admitted	<b>1,443</b>
Total first-time, first-year (freshman) women who were admitted	<b>2,675</b>
Total full-time, first-time, first-year (freshman) men who enrolled	<b>420</b>
Total part-time, first-time, first-year (freshman) men who enrolled	<b>14</b>
Total full-time, first-time, first-year (freshman) women who enrolled	<b>644</b>
Total part-time, first-time, first-year (freshman) women who enrolled	<b>10</b>

#### 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?	<b>NO</b>
---	-----------

### Admission Requirements

#### C3 High school completion requirement

High school diploma is required and GED is accepted	<b>X</b>
High school diploma is required and GED is not accepted	
High school diploma or equivalent is not required	

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

Require	<b>X</b>
Recommend	
Neither require nor recommend	

#### C5 Distribution of high school units required and/or recommended.

	Units Required	Units Recommended	
Total academic units	<b>16</b>	<b>18</b>	
English	<b>4</b>	<b>4</b>	
Mathematics	<b>3</b>	<b>3</b>	
Science	<b>3</b>	<b>3</b>	
Of these, units that must be lab	<b>2</b>	<b>2</b>	
Foreign language	<b>2</b>	<b>2</b>	
Social studies	<b>2</b>	<b>2</b>	
History	<b>1</b>	<b>3</b>	
Computer Science	<b>1</b>	<b>1</b>	
Visual/Performing Arts	<b>1</b>	<b>1</b>	

### 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? If so, check which applies:

Open admission policy as described above for all students	<b>N/A</b>
Open admission policy as described above for most students, but--	<b>N/A</b>
selective admission for out-of-state students	
selective admission to some programs	
other (explain)	

**C7** **Relative importance of each of the following academic and nonacademic factors**

	Very Important	Important	Considered	Not Considered
<b>Academic</b>				
Rigor of secondary school record	<b>X</b>			
Class rank				<b>X</b>
Academic GPA	<b>X</b>			
Standardized test scores	<b>X</b>			
Application Essay				<b>X</b>
Recommendation(s)			<b>X</b>	
<b>Nonacademic</b>				
Interview			<b>X</b>	
Extracurricular activities			<b>X</b>	
Talent/ability			<b>X</b>	
Character/personal qualities			<b>X</b>	
First generation				<b>X</b>
Alumni/ae relation				<b>X</b>
Geographical residence				<b>X</b>
State residency				<b>X</b>
Religious affiliation/commitment				<b>X</b>
Racial/ethnic status				<b>X</b>
Volunteer work			<b>X</b>	
Work experience			<b>X</b>	
Level of applicant's interest			<b>X</b>	

### SAT and ACT Policies

#### Entrance exams

**C8A** Does your institution make use of SAT, ACT, or SAT Subject Test **YES**

If yes, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission for **Fall 2008**.

	ADMISSION				
	Require	Recommend	Require for Some	Consider if Submitted	Not Used
SAT or ACT	<b>X</b>				
ACT only					
SAT only					
SAT and SAT Subject Tests or ACT					
SAT Subject Tests only					<b>X</b>

- C8B** If your institution will make use of the ACT in **admission** decisions for first-time, first-year, degree-seeking applicants for **Fall 2008**, please indicate which ONE of the following applies: (regardless of whether the writing score will be used in the admissions process):

ACT with Writing Component required	
ACT with Writing component recommended	
ACT with or without Writing component accepted	<b>X</b>

- C8C** Please indicate how your institution will use the SAT or ACT writing component; check all that apply:

For admission	
For placement	
For advising	
In place of an application essay	
As a validity check on the application essay	
No college policy as of now	
Not using essay component	<b>X</b>

- C8D** In addition, does your institution use applicants' test scores for academic advising? **NO**

- C8E** Latest date by which SAT or ACT scores must be received for fall-term admission **June 1, 2008**

### Freshman Profile

Provide percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2007, 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**

Percent submitting SAT scores	<b>93%</b>	Number submitting SAT	<b>1011</b>
Percent submitting ACT scores		Number submitting ACT	

	25th Percentile	75th Percentile
SAT Critical Reading	<b>430</b>	<b>530</b>
SAT Math	<b>430</b>	<b>540</b>
SAT Writing		
SAT Essay		
ACT Composite		
ACT Math		
ACT English		
ACT Writing		

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

	SAT Critical Reading	SAT Math
700-800	<b>0.89%</b>	<b>0.40%</b>
600-699	<b>7.72%</b>	<b>7.12%</b>
500-599	<b>34.62%</b>	<b>36.80%</b>
400-499	<b>42.83%</b>	<b>42.93%</b>
300-399	<b>12.17%</b>	<b>10.88%</b>
200-299	<b>1.77%</b>	<b>1.87%</b>
Totals should = 100%	<b>100.00%</b>	<b>100.00%</b>

**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). **N/A**

**C11** Percentage of all enrolled, degree-seeking, first-time, first-year (freshman) students

Percent who had GPA of 3.75 and higher	<b>6.05%</b>
Percent who had GPA between 3.50 and	<b>6.05%</b>
Percent who had GPA between 3.25 and	<b>12.10%</b>
Percent who had GPA between 3.00 and	<b>15.31%</b>
Percent who had GPA between 2.50 and	<b>38.37%</b>
Percent who had GPA between 2.0 and 2.49	<b>22.12%</b>
Percent who had GPA between 1.0 and 1.99	
Percent who had GPA below 1.0	
Totals should = 100%	<b>100.00%</b>

<b>C12</b> Average high school GPA of all degree-seeking, first-time,	<b>2.91</b>
Percent of total first-time, first-year (freshman) students	<b>97.24%</b>

### Admission Policies

**C13** **Application Fee**

Does your institution have an application fee?	<b>YES</b>
Amount of application fee:	<b>\$25 in-state</b>
Can it be waived for applicants with financial need?	<b>YES</b>
If you have an application fee and an on-line application option, please indicate policy	
Same fee:	<b>YES</b>
Free:	
Reduced:	
Can on-line application fee be waived for applicants with financial need?	<b>YES</b>

**C14 Application closing date**

Does your institution have an application closing date?	<b>NO</b>
---	-----------

<b>C15</b> Are first-time, first-year students accepted for terms other than the fall?	<b>YES</b>
--	------------

**C16 Notification to applicants of admission decision sent**

On a rolling basis beginning (date): <b>December 1st</b>	<b>X</b>
--	----------

**C17 Reply policy for admitted applicants**

Must reply by (date): 30 Days	<b>X</b>
No set date:	
Must reply by May 1 or within _____ weeks if notified thereafter	
Other:	

Deadline for housing deposit(MM/DD):	
Amount of housing deposit:	<b>\$ 225.00</b>
Refundable if student does not enroll?	
Yes, in full	
Yes, in part	
No	<b>X</b>

**C18 Deferred admission**

Does your institution allow students to postpone enrollment after admission?	<b>YES</b>
If yes, maximum period of postponement:	<b>1 semester</b>

**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?	<b>NO</b>
---	-----------

**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?	<b>NO</b>
---	-----------

**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?	<b>NO</b>
---	-----------



**D. TRANSFER ADMISSION**

**Fall Applicants**

<b>D1</b>	Does your institution enroll transfer students?	<b>YES</b>
	If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities?	<b>YES</b>

**D2** Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2007.

	Applicants	Admitted Applicants	Enrolled Applicants
Men	571	477	314
Women	943	844	500
<b>Total</b>	<b>1,514</b>	<b>1,321</b>	<b>814</b>

**Application for Admission**

**D3** Indicate terms for which transfers may enroll:

Fall	<input checked="" type="checkbox"/>
Winter	<input type="checkbox"/>
Spring	<input checked="" type="checkbox"/>
Summer	<input type="checkbox"/>

<b>D4</b>	Must a transfer applicant have a minimum number of credits completed or else must apply as an entering freshman?	<b>NO</b>
-----------	--	-----------

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

<b>D5</b>	Required of All	Recommended of All	Recommended of Some	Required of Some	Not Required
<b>D5</b> High school transcript				<b>X</b>	
<b>D5</b> College transcript(s)	<b>X</b>				
<b>D5</b> Essay or personal statement				<b>X</b>	
<b>D5</b> Interview				<b>X</b>	
<b>D5</b> Standardized test scores				<b>X</b>	
<b>D5</b> Statement of good standing from prior institution(s)				<b>X</b>	

<b>D6</b>	If a minimum high school grade point average is required of transfer applicants, specify (on a 4.0 scale):	<b>2.00</b>
-----------	--	-------------

<b>D7</b>	If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale):	<b>2.00</b>
-----------	--	-------------

**D8** List any other application requirements specific to transfer applicants: **A resume or work history if no courses have been taken within 3 years.**

**D9** List application priority, closing, notification, and candidate reply dates for transfer students. If applications are reviewed on a continuous or rolling basis, place a check mark in the "Rolling admission" column.

	Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
Fall					X
Winter					
Spring					X
Summer					

**D10** Does an open admission policy, if reported, apply to transfer students? **NO**

**D11** Describe additional requirements for transfer admission, if applicable: **12-23 college credits with a minimum GPA of 2.5 or up to 23 college credits with a minimum GPA of 2.0 and meets minimum freshmen requirements or 24 or more college credits with a minimum GPA of 2.0**

**Transfer Credit Policies**

**D12** Report the lowest grade earned for any course that may be transferred for credit: **C-**

**D13** Maximum number of credits or courses that may be transferred from a two-year institution: **68** **credits**

**D14** Maximum number of credits or courses that may be transferred from a four-year institution: **90** **credits**

**D16** Minimum number of credits that transfers must complete at your institution to earn a bachelor's degree: **30** **credits**

**D17** Describe other transfer credit policies: **Some Majors require a higher GPA; examples include Education Licensure Program 2.75, Nursing 3.0**

## ACADEMIC OFFERINGS AND POLICIES

### E1 Special study options: Identify those programs available at your institution.

Refer to the glossary for definitions.

Accelerated program	
Cooperative education program	
Cross-registration	
Distance learning	X
Double major	X
Dual enrollment	
English as a Second Language (ESL)	X
Exchange student program (domestic)	
External degree program	
Honors Program	X
Independent study	X
Internships	X
Liberal arts/career combination	
Student-designed major	
Study abroad	X
Teacher certification program	X
Weekend college	
Other (specify):	

### E3 Areas in which all or most students are required to complete some course work prior to graduation:

Arts/fine arts	
Computer literacy	X
English (including composition)	X
Foreign languages	
History	X
Humanities	X
Mathematics	X
Philosophy	
Sciences (biological or physical)	X
Social science	X
Other (describe): Speech, Health & Wellness, Physical Education	X

**F: STUDENT LIFE**

**F1** Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2007 who fit the following categories:

	First-time, first-year (freshman)	Undergraduates
Percent who are from out of state (exclude international/nonresident aliens from the numerator and denominator)	5%	3%
Percent of men who join fraternities	NA	NA
Percent of women who join sororities	NA	NA
Percent who live in college-owned, -operated, or -affiliated housing	55%	21%
Percent who live off campus or commute	45%	79%
Percent of students age 25 and older	1%	21%
Average age of full-time students	18	21
Average age of all students (full- and part-time)	19	23

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

Choral groups	X
Concert band	X
Dance	X
Drama/theater	X
Jazz band	X
Literary magazine	X
Marching band	
Music ensembles	X
Musical theater	X
Opera	
Pep band	
Radio station	X
Student government	X
Student newspaper	X
Student-run film society	
Symphony orchestra	
Television station	
Yearbook	

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

	On Campus	At Cooperating Institution	Name of Cooperating Institution
Army ROTC is offered:		X	MIT Cambridge
Naval ROTC is offered:			
Air Force ROTC is offered:		X	UMASS - Lowell

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

## G. ANNUAL EXPENSES

**Provide 2008-2009 academic year costs of attendance 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 2008-2009 academic year (30 semester or 45 quarter hours for institutions that derive annual tuition by multiplying credit hour cost by number of credits). A full academic year refers to the period of time generally extending from September to June; usually equated to two semesters, two 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
PRIVATE INSTITUTIONS Tuition:		
PUBLIC INSTITUTIONS Tuition: In-district		
PUBLIC INSTITUTIONS In-state (out-of-district):	<b>\$910</b>	<b>\$910</b>
PUBLIC INSTITUTIONS Out-of-state:	<b>\$7,050</b>	<b>\$7,050</b>
NONRESIDENT ALIENS Tuition:		
REQUIRED FEES:	<b>\$5,550</b>	<b>\$5,550</b>
ROOM AND BOARD: (on-campus)		
ROOM ONLY: (on-campus)	<b>\$5,190</b>	<b>\$6,038</b>
BOARD ONLY: (on-campus meal plan)	<b>\$2,590</b>	<b>\$2,590</b>

		Minimum	Maximum
<b>G2</b>	Number of credits per term a student can take for the stated full-time tuition	<b>12</b>	

<b>G3</b>	Do tuition and fees vary by year of study (e.g., sophomore, junior, senior)?	<b>NO</b>

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

	Residents	Commuters (living at home)	Commuters (not living at home)
Books and supplies	<b>\$900</b>	<b>\$900</b>	<b>\$900</b>
Room only	<b>\$6,048</b>	<b>\$900</b>	<b>\$6,300</b>
Board only	<b>\$2,668</b>	<b>\$1,800</b>	<b>\$3,420</b>
Transportation	<b>\$650</b>	<b>\$2,386</b>	<b>\$2,386</b>
Other expenses	<b>\$1,010</b>	<b>\$1,010</b>	<b>\$1,010</b>

**G6** Undergraduate per-credit-hour charges (tuition only)

PRIVATE INSTITUTIONS:	
PUBLIC INSTITUTIONS In-district:	
PUBLIC INSTITUTIONS In-state (out-of-district):	<b>\$37.92</b>
PUBLIC INSTITUTIONS Out-of-state:	<b>\$293.75</b>
NONRESIDENT ALIENS:	

## I. INSTRUCTIONAL FACULTY AND CLASS SIZE

Please report the number of instructional faculty members in each category for Fall 2007. Include faculty who are on your institution's payroll on the census date your institution uses for IPEDS/AAUP.

I1

	Full-Time	Part-Time	Total
a) Total number of instructional faculty	321	416	737
b) Total number who are members of minority groups	28	18	46
c) Total number who are women	160	240	400
d) Total number who are men	161	176	337
e) Total number who are nonresident aliens (international)		2	2

### I2 Student to Faculty Ratio

Report the Fall 2007 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.

I2 Fall 2007 Student to Faculty ratio **17 to 1** (based on **7,599** students and **458** faculty).

### I3 Undergraduate Class Size

#### I3 Number of Class Sections with Undergraduates Enrolled

**Undergraduate Class Size (provide numbers)**

CLASS SECTIONS	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
	201	670	479	209	18	12	0	1,589

  

CLASS SUB-SECTIONS	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
	125	91	38	4	0	0	0	258

## J. DEGREES CONFERRED

### J1 Degrees conferred between July 1, 2006 and June 30, 2007

Category	Bachelor's	CIP 2000 Categories to Include
Agriculture		1
Natural resources/environmental science		3
Architecture		4
Area and ethnic studies		5
Communications/journalism	6.15%	9
Communication technologies		10
Computer and information sciences	0.94%	11
Personal and culinary services		12
Education	12.22%	13
Engineering		14
Engineering technologies		15
Foreign languages and literature	0.60%	16
Family and consumer sciences		19
Law/legal studies		22
English	3.25%	23
Liberal arts/general studies	0.77%	24
Library science		25
Biological/life sciences	2.91%	26
Mathematics	1.62%	27
Military science and technologies		29
Interdisciplinary studies	0.17%	30
Parks and recreation	2.99%	31
Philosophy and religious studies		38
Theology and religious vocations		39
Physical sciences	1.11%	40
Science technologies		41
Psychology	8.29%	42
Security and protective services	7.78%	43
Public administration and social services	1.97%	44
Social sciences	8.21%	45
Construction trades		46
Mechanic and repair technologies		47
Precision production		48
Transportation and materials moving		49
Visual and performing arts	5.21%	50
Health professions and related sciences	11.97%	51
Business/marketing	20.68%	52
History	3.16%	54
Other		
<b>TOTAL (should = 100%)</b>	<b>100.00%</b>	



## Common Data Set Definitions

All definitions related to the financial aid section appear at the end of the Definitions document.

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 publishers' 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 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 of the 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.

**Campus Ministry:** Religious student organizations (denominational or nondenominational) devoted to fostering religious life on college campuses. May also refer to Campus Crusade for Christ, an interdenominational Christian organization.

**\*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 students desiring 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 participate in 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 education 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.

**\*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 the 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 (BPharm, PharmD), 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, 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 another 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**.

**International student group:** Student groups that facilitate cultural dialogue, support a diverse campus, assist international students in acclimation and creating a social network.

**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.

**Model United Nations:** A simulation activity focusing on conflict resolution, globalization, and diplomacy. Assuming roles as foreign ambassadors and "delegates," students conduct research, engage in debate, draft resolutions, and may participate in a national Model UN conference.

**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 students' children (usually age 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 fewer than 12 credits per semester or quarter, or fewer than 24 contact hours a week each term.

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

**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 the title of master.

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

**Postsecondary award, certificate, or diploma:** Includes the following three IPEDS definitions for postsecondary awards, certificates, and diplomas of varying durations and credit/contact hour requirements—

*Less Than 1 Academic Year:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

*At Least 1 But Less Than 2 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

*At Least 2 But Less Than 4 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

**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 for-profit institution:** A private institution in which the individual(s) or agency in control receives compensation, other than wages, rent, or other expenses for the assumption of risk.

**Private 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 for-profit 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 unknown:** 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 categories.

**Religious affiliation/commitment (as admission factor):** Special consideration given in the admission process for 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 students who want to explore 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 or optional fees such as lab fees or parking fees.

**Resident alien or other eligible non-citizen:** 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, middle/junior high, 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 for commuter students.

**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 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 not correctable and is sufficiently severe as to adversely affect 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.

### **Financial Aid Definitions**

**Awarded aid:** The dollar amounts offered to financial aid applicants.

**External scholarships and grants:** Scholarships and grants received from outside (private) sources that students bring with them (e.g., Kiwanis, National Merit scholarships). The institution may process paperwork to receive the dollars, but it has no role in determining the recipient or the dollar amount awarded.

**Financial aid applicant:** Any applicant who submits **any one of** the institutionally required financial aid applications/forms, such as the FAFSA.



**Indebtedness:** Aggregate dollar amount borrowed through any loan program (federal, state, subsidized, unsubsidized, private, etc.; excluding parent loans) while the student was enrolled at an institution. Student loans co-signed by a parent are assumed to be the responsibility of the student and **should** be included.

**Institutional scholarships and grants:** Endowed scholarships, annual gifts and tuition funded grants for which the institution determines the recipient.

**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 scholarship or grant aid:** Scholarships and grants from institutional, state, federal, or other sources for which a student must have financial need to qualify.

**Need-based self-help aid:** Loans and jobs from institutional, state, federal, or other sources for which a student must demonstrate financial need to qualify.

**Non-need-based scholarship or grant 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. When reporting questions H1 and H2, non-need-based aid that is used to meet need should be counted as need-based aid.

**Note: Suggested order of precedence for counting non-need money as need-based:**

- Non-need institutional grants
- Non-need tuition waivers
- Non-need athletic awards
- Non-need federal grants
- Non-need state grants
- Non-need outside grants
- Non-need student loans
- Non-need parent loans
- Non-need work

**Non-need-based self-help aid:** Loans and jobs from institutional, state, or other sources for which a student need not demonstrate financial need to qualify.

**Work study and employment:** Federal and state work study aid, and any employment packaged by your institution in financial aid awards.

## Financial Aid Definitions

**Awarded aid:** The dollar amounts offered to financial aid applicants.

**External scholarships and grants:** Scholarships and grants received from outside (private) sources that students bring with them (e.g., Kiwanis, National Merit scholarships). The institution may process paperwork to receive the dollars, but it has no role in determining the recipient or the dollar amount awarded.

**Financial aid applicant:** Any applicant who submits **any one of** the institutionally required financial aid applications/forms, such as the FAFSA.

**Indebtedness:** Aggregate dollar amount borrowed through any loan program (federal, state, subsidized, unsubsidized, private, etc.; excluding parent loans) while the student was enrolled at an institution. Student loans co-signed by a parent are assumed to be the responsibility of the student and **should** be included.

**Institutional scholarships and grants:** Endowed scholarships, annual gifts and tuition funded grants for which the institution determines the recipient.

**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 scholarship or grant aid:** Scholarships and grants from institutional, state, federal, or other sources for which a student must have financial need to qualify.

**Need-based self-help aid:** Loans and jobs from institutional, state, federal, or other sources for which a student must demonstrate financial need to qualify.

**Non-need-based scholarship or grant 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. When reporting questions H1 and H2, non-need-based aid that is used to meet need should be counted as need-based aid.

**Note: Suggested order of precedence for counting non-need money as need-based:**

- Non-need institutional grants
- Non-need tuition waivers
- Non-need athletic awards
- Non-need federal grants
- Non-need state grants
- Non-need outside grants
- Non-need student loans
- Non-need parent loans
- Non-need work

**Non-need-based self-help aid:** Loans and jobs from institutional, state, or other sources for which a student need not demonstrate financial need to qualify.

**Work study and employment:** Federal and state work study aid, and any employment packaged by your institution in financial aid awards.