

A. General Information

Contact Information

Name: Theresa Jenkins
Title: Computer Operator II
Office: Institutional Research
Mailing Address: 352 Lafayette Street
City/State/Zip/Country: Salem, MA 01970
Phone: 978-542-8313
Fax: 978-542-3001
E-mail Address: 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
Admissions Phone Number: 978-542-6200

Admissions Fax Number: 978-542-6893
Admissions E-mail Address: 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, 2009. Note: Report students formerly designated as "first professional" in the graduate cells.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
Undergraduates				
Degree-seeking, first-time freshmen	374	600	9	11
Other first-year, degree-seeking	288	364	67	125
All other degree-seeking	1,596	2,584	350	717
<i>Total degree-seeking</i>	2,258	3,548	426	853
All other undergraduates enrolled in credit courses	47	41	236	354
<i>Total undergraduates</i>	2,305	3,589	662	1,207
Graduate				
Degree-seeking, first-time	27	90	57	180
All other degree-seeking	37	149	176	651
All other graduates enrolled in credit courses	17	23	217	738
<i>Total graduate</i>	81	262	450	1569
Total all undergraduates				<u>7,763</u>
Total all graduate				<u>2,362</u>
GRAND TOTAL ALL STUDENTS				<u>10,125</u>

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, 2009. Include international students only in the category "Nonresident Alien".

	Degree-Seeking First-Time First Year	Degree-Seeking Undergraduates (include first-time first-year)	Total Undergraduates (both degree- and non-degree-seeking)
Nonresident aliens	6	213	276
Black, non-Hispanic	88	633	657
American Indian or Alaska Native	3	27	27
Asian or Pacific Islander	35	218	231
Hispanic	82	514	534
White, non-Hispanic	771	5,313	5,714
Race/ethnicity unknown	9	167	324
TOTAL	994	7,085	7,763

Persistence

B3 Number of degrees awarded from July 1, 2008 to June 30, 2009

Certificate/diploma	
Associate degrees	
Bachelor's degrees	1203
Postbachelor's certificates	16
Master's degrees	511
Post-Master's certificates	39

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 20

Fall 2003 & 2002 Cohort

	FALL 2003 Cohort	FALL 2002 Cohort
B4 Initial 2003 & 2002 cohorts of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:	994	837
B5 Of the initial 2003 & 2002 cohorts, 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:	0	0
B6 Final 2003 & 2002 cohorts, after adjusting for allowable exclusions: (subtract question B5 from question B4)	994	837
B7 Of the initial 2003 & 2002 cohort, how many completed the program in four years or less :	133	119
B8 Of the initial 2003 & 2002 cohorts, how many completed the program in more than four years but in five years or less :	234	182
B9 Of the initial 2003 & 2002 cohorts, how many completed the program in more than five years but in six years or less :	64	62
B10 Total graduating within six years (sum of questions B7, B8, and B9):	431	363
B11 Six-year graduation rate for 2003 & 2002 cohort (question B10 divided by question B6):	43%	43%

Retention Rates

B22 For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 2008 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 2009?	75%
---	-----

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

Applications

C1	Total first-time, first-year (freshman) men who applied	2258
	Total first-time, first-year (freshman) women who applied	3577
	Total first-time, first-year (freshman) men who were admitted	1308
	Total first-time, first-year (freshman) women who were admitted	2206
	Total full-time, first-time, first-year (freshman) men who enrolled	374
	Total part-time, first-time, first-year (freshman) men who enrolled	9
	Total full-time, first-time, first-year (freshman) women who enrolled	600
Total part-time, first-time, first-year (freshman) women who enrolled	11	

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?	NO
---	-----------

Admission Requirements

C3	High school completion requirement	
	High school diploma is required and GED is accepted	X
	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	X
Recommend	
Neither require nor recommend	

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

	Units Required	Units Recommended
Total academic units	16	18
English	4	4
Mathematics	3	3
Science	3	3
Of these, units that must be lab	2	2
Foreign language	2	2
Social studies	2	2
History	1	3
Computer Science	1	1
Visual/Performing Arts	1	1
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? If so, check which applies:

Open admission policy as described above for all students	N/A
Open admission policy as described above for most students, but--	N/A
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 in first-time, first-year, degree-seeking (freshman) admission decisions.

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

SAT and ACT Policies

C8 Entrance exams

C8A Does your institution make use of SAT, ACT, or SAT Subject Test scores in admission decisions for first-time, first-year, degree-seeking applicants?	YES
---	------------

If yes, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission for **Fall 2010**.

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

C8B If your institution will make use of the ACT in **admission** decisions for first-time, first-year, degree-seeking applicants for **Fall 2010**, 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	X

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	X

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	April 1, 2009
------------	---	----------------------

Freshman Profile

Provide percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2009, 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	94%	Number submitting SAT scores	931
Percent submitting ACT scores		Number submitting ACT scores	

	25th Percentile	75th Percentile
SAT Critical Reading	440	540
SAT Math	440	540
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	0.86%	0.32%
600-699	9.24%	8.26%
500-599	46.51%	38.84%
400-499	34.37%	41.95%
300-399	8.16%	10.41%
200-299	0.86%	0.22%
Totals should = 100%	100.00%	100.00%

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 who had high school grade-point averages within each of the following ranges (using 4.0 scale). Report information only for those students from whom you collected high school GPA.

Percent who had GPA of 3.75 and higher	7.85%
Percent who had GPA between 3.50 and 3.74	6.82%
Percent who had GPA between 3.25 and 3.49	11.47%
Percent who had GPA between 3.00 and 3.24	15.91%
Percent who had GPA between 2.50 and 2.99	36.78%
Percent who had GPA between 2.0 and 2.49	21.18%
Percent who had GPA between 1.0 and 1.99	0.00%
Percent who had GPA below 1.0	0.00%
Totals should = 100%	100.00%

C12	Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA:	2.94
	Percent of total first-time, first-year (freshman) students who submitted high school GPA:	97.00%

Admission Policies**C13 Application Fee**

Does your institution have an application fee?	YES
Amount of application fee:	\$30.00 in-state
Can it be waived for applicants with financial need?	YES
If you have an application fee and an on-line application option, please indicate policy for students who apply on-line: The on line application fee is \$30.00. The paper application is \$50.00	
Same fee:	YES
Free:	
Reduced:	
Can on-line application fee be waived for applicants with financial need?	YES

C14 Application closing date

Does your institution have an application closing date?	YES
Application closing date (fall):	1-May
Priority date:	1-Feb

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

C16 Notification to applicants of admission decision sent (fill in one only)

On a rolling basis beginning (date):	1-Dec
--------------------------------------	--------------

C17 Reply policy for admitted applicants (fill in one only)

Must reply by May 1 or within 2 weeks if notified thereafter	
Deadline for housing deposit (MM/DD):	
Amount of housing deposit:	\$225.00
Refundable if student does not enroll?	
Yes, in full	
Yes, in part	
No	X

C18 Deferred admission

Does your institution allow students to postpone enrollment after	YES
If yes, maximum period of postponement:	1 Semester

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

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?	NO
---	-----------

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? (If no, please skip to Section E)	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 2009.

	Applicants	Admitted Applicants	Enrolled Applicants
Men	616	549	357
Women	883	809	495
Total	1,499	1,358	852

Application for Admission

D3 Indicate terms for which transfers may enroll:

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

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

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

	Required of All	Recommended of All	Recommended of Some	Required of 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):	2.00
-----------	--	-------------

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

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.

Common Data Set 2009-10

D9		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 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 of our programs are highly competitive and require higher minimum GPA's, examples include: Education Licensure Nursing, Business and Criminal Justice.
-----	---

E. 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	X
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 2009 who fit the following categories:

	First-time, first-year (freshman) students	Undergraduates
Percent who are from out of state (exclude international/nonresident aliens from the numerator and denominator)	3%	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	63%	21%
Percent who live off campus or commute	37%	79%
Percent of students age 25 and older	1%	21%
Average age of full-time students	18	22
Average age of all students (full- and part-time)	18	23

F2 Activities offered Identify those programs available at your institution.

Choral groups	X
Concert band	X
Dance	X
Drama/theater	X
International Student Organization	X
Jazz band	X
Literary magazine	X
Music ensembles	X
Musical theater	X
Radio station	X
Student government	X
Student newspaper	X

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

	On Campus	At Cooperating Institution	Name of Cooperating
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 2010-2011 academic year costs of attendance for the following categories that are applicable to your institution.

X	Check here if your institution's 2010-2011 academic year costs of attendance are not available at this time and provide an approximate date (i.e., month/day) when your institution's final 2010-2011 academic year costs of attendance will be available: <u>30-Jun-10</u>
----------	---

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 2010-2011 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
G1	PRIVATE INSTITUTIONS Tuition:		
G1	PUBLIC INSTITUTIONS Tuition: In-district		
G1	PUBLIC INSTITUTIONS In-state (out-of-district):		
G1	PUBLIC INSTITUTIONS Out-of-state:		
G1	NONRESIDENT ALIENS Tuition:		
G1	REQUIRED FEES:		
G1	ROOM AND BOARD: (on-campus)		
G1	ROOM ONLY: (on-campus)		
G1	BOARD ONLY: (on-campus meal plan)		
G1	Comprehensive tuition and room and board fee (if your college cannot provide separate tuition and room and board fees):		
G1	Other:		
G2		Minimum	Maximum
G2	Number of credits per term a student can take for the stated full-time tuition		

Common Data Set 2009-10

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

G4 If tuition and fees vary by undergraduate instructional program, describe briefly:

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

G5	Residents	Commuters (living at home)	Commuters (not living at home)
G5			
G5	Books and supplies		
G5	Room only		
G5	Board only		
G5	Room and board total (if your college cannot provide separate room and board figures for commuters not living at home):		
G5	Transportation		
G5	Other expenses		

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

G6	PRIVATE INSTITUTIONS:	
G6	PUBLIC INSTITUTIONS In-district:	
G6	PUBLIC INSTITUTIONS In-state (out-of-district):	
G6	PUBLIC INSTITUTIONS Out-of-state:	
G6	NONRESIDENT ALIENS:	

I. INSTRUCTIONAL FACULTY AND CLASS SIZE

I1 Please report the number of instructional faculty members in each category for Fall 2009. Include faculty who are on your institution's payroll on the census date your institution uses for IPEDS/AAUP.

	Full-Time	Part-Time	Total
a) Total number of instructional faculty	331	428	759
b) Total number who are members of minority groups	31	16	47
c) Total number who are women	174	256	430
d) Total number who are men	157	172	329
e) Total number who are nonresident aliens (international)	3	1	4

I2 Student to Faculty Ratio

Report the Fall 2009 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 2009 Student to Faculty ratio	14:1	(based on	6517	students
		and	474	faculty).

I3 Undergraduate Class Size

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
	212	636	502	197	53	13	0	1613

CLASS SUB-SECTIONS	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
	136	140	25	0	0	0	0	301

J. DEGREES CONFERRED

J1 Degrees conferred between July 1, 2008 and June 30, 2009

J1	Category	Bachelor's	CIP 2000 Categories to Include
	Agriculture		1
	Natural resources/environmental science		3
	Architecture		4
	Area and ethnic studies		5
	Communications/journalism	8.14%	9
	Communication technologies		10
	Computer and information sciences	0.39%	11
	Personal and culinary services		12
	Education	9.22%	13
	Engineering		14
	Engineering technologies		15
	Foreign languages and literature	0.78%	16
	Family and consumer sciences		19
	Law/legal studies		22
	English	3.80%	23
	Liberal arts/general studies	1.63%	24
	Library science		25
	Biological/life sciences	1.86%	26
	Mathematics	0.70%	27
	Military science and technologies		29
	Interdisciplinary studies		30
	Parks and recreation	3.18%	31
	Philosophy and religious studies		38
	Theology and religious vocations		39
	Physical sciences	0.70%	40
	Science technologies		41
	Psychology	8.76%	42
	Security and protective services	7.67%	43
	Public administration and social services	3.02%	44
	Social sciences	7.29%	45
	Construction trades		46
	Mechanic and repair technologies		47
	Precision production		48
	Transportation and materials moving	0.08%	49
	Visual and performing arts	5.74%	50
	Health professions and related sciences	14.88%	51
	Business/marketing	18.84%	52
	History	3.32%	54
	Other		
	TOTAL (should = 100%)	100.00%	

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.

Doctor's degree-research/scholarship: A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.

Doctor's degree-professional practice: A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

Doctor's degree-other: A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

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-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 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 generally one or two full-time equivalent academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.

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.