

## A. GENERAL INFORMATION

e40. ResEn 0.0011 Tc0.0004 Tw(Are your responses to the CDS posted for refe)Tj18.5449 0 TD0.0006 Tc0.0009 Tw[rence on your  
Admissions Phone Number 970-351-2281  
Admissions Toll-free Number 888-700-4UNC (888-700-4862)  
Admissions Office Mailing Address, City/State/Zip/Country UNC Admissions Office, Greeley CO 80639  
Admissions Fax Number 970-351-2984  
Admissions E-mail Address [unc@ail.unco.edu](mailto:unc@ail.unco.edu)

Is there a separate URL application site on the internet? If so, please specify: [www.unco.edu/decide.html](http://www.unco.edu/decide.html)

### A2. Source of institutional control (*check one only*)

- › Public
- Private (nonprofit)
- Proprietary

### A3. Classify your undergraduate institution:

- › Coeducational college
- Men's college
- Women's college

### A4. Academic year calendar

- › Semester  4-1-4
- Quarter  Continuous
- Trimester  Differs by program (describe):
- Other (describe):

## Common Data Set 2004-05

### A5. Degrees offered by your institution

- |  |   |
|--|---|
| <input type="checkbox"/> Certificate<br><input type="checkbox"/> Diploma<br><input type="checkbox"/> Associate<br><input type="checkbox"/> Transfer<br><input type="checkbox"/> Terminal<br><input checked="" type="checkbox"/> Bachelor's | <input type="checkbox"/> Postbachelor's certificate<br><input checked="" type="checkbox"/> Master's<br><input checked="" type="checkbox"/> Post-master's cert. (Specialist)<br><input checked="" type="checkbox"/> Doctoral<br><input type="checkbox"/> First professional<br><input type="checkbox"/> First professional 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, 2004.

FALL 2004	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
<b>Undergraduates</b>				
Degree-seeking, first-time freshmen	954	1,459	14	14
Other first-year, degree-seekin				

## Common Data Set 2004-05

**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, 2004. 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.

Fall 2004	Degree-seeking First-time First year	
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**Common Data Set 2004-05**

**Common Data Set 2004-05**

**B17.** Completers of programs of at least two but less than four years (total): \_\_\_\_\_

**B18.** Completers of programs of at least two but less than four-years within 150 percent of normal time:  
\_\_\_\_\_

**B17.** Completers of programs of at least two but less than four years (total): \_\_\_\_\_

**B18.** Completers of programs of at least two but less than four-years within 150 percent of normal time:  
\_\_\_\_\_

## Common Data Set 2004-05

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

#### Applications

**C1. First-time, first-year (freshman) students:** Provide the number of degree-seeking, first-time, first-year students who applied, were admitted, and enrolled (full- or part-time) in fall 2004. Include early decision, early action, and students who began studies during summer in this cohort. Applicants should include only those students who fulfilled the requirements for consideration for admission (i.e., who completed actionable applications) and who have been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution). Admitted applicants should include wait-listed students who were subs



## Common Data Set 2004-05

### SAT and ACT Policies

**Note: The SAT I is now called SAT Reasoning or the SAT; SAT II Tests are now called SAT Subject Tests. As of March 2005 the SAT Reasoning Test will include a mandatory writing component; the SAT Subject Test in Writing will not be administered after January 2005. The ACT will have an optional writing component as of February 2005.**

#### C8. Entrance exams

A. Does your institution make use of SAT Reasoning Test, ACT, or SAT Subject Test scores in **admission** decisions for first-time, first-year, degree-seeking applicants?  Yes > No

If yes, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission for **Fall 2006**.

	Require	Recommend	ADMISSION Require for Some	Consider If Submitted	Not Used
SAT Reasoning Test only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT Reasoning or ACT	>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT Reasoning and SAT Subject Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT Reasoning and SAT Subject Tests or ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT Subject Tests only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. If your institution will make use of the ACT in **admission** decisions for first-time, first-year, degree-seeking applicants for **Fall 2006**, please indicate which ONE of the following applies:

- ACT with Writing component required  
 ACT without Writing component accepted.  
 ACT with or without Writing component accepted

C. If your institution will make use of the new SAT Reasoning Test scores in **admission** decisions for first-time, first-year, degree-seeking applicants for **Fall 2006**, please indicate which ONE of the following applies:

- New SAT Reasoning Test requi f7r71 Tw[( \_\_\_ New SAT R)3.9(easoni)4(ng Test)4( requi)4( f7r-.8o10.4 0 0 10.0258.32 268.7401 T



## Common Data Set 2004-05

F. [formerly C8C]

Latest date by which SAT or ACT scores must be received for fall-term admission Aug 15

Latest date by which SAT Subject Test scores must be received for fall-term admission \_\_\_\_\_

G. [formerly C8D]

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

### Freshman Profile

Provide percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2004, 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 2004 who submitted national standardized (SAT/ACT) test scores.** Include information for **ALL enrolled, degree-seeking, first-time, first-year (freshman) students who submitted test scores.** Do not include partial test scores (e.g., mathematics scores but not verbal for a category of students) or combine other standardized



## Common Data Set 2004-05

**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?  Yes > No

**C20. Common Application:** Will you accept the Common Application distributed by the National Association of Secondary School Principals if submitted?  Yes > No  
If "yes," are supplemental forms required?  Yes  No  
Is your college a member of the Common Application Group?  Yes > 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?  Yes > No

If "yes," please complete the following:

First or only early decision plan closing date \_\_\_\_\_

First or only early decision plan notification date \_\_\_\_\_

Other early decision plan closing date \_\_\_\_\_

Other early decision plan notification date \_\_\_\_\_

#### For the Fall 2004 entering class:

Number of early decision applications received by your institution \_\_\_\_\_

Number of applicants admitted under early decision plan \_\_\_\_\_

Please provide significant details about your early decision plan: \_\_\_\_\_

**C22. Early action:** Do you have a nonbinding early action plan whereby students are notified of an admission decision well in advance of the regular notification date but do not have to commit to attending your college?

Yes > No

If "yes," please complete the following:

Early action closing date \_\_\_\_\_

Early action notification date \_\_\_\_\_

## Common Data Set 2004-05

### D. TRANSFER ADMISSION

#### Fall Applicants

**D1.** Does your institution enroll transfer students? › Yes  No

(If no, please skip to Section E)

If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities? › Yes  No

**D2.** Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2004.

	<b>Applicants</b>	<b>Admitted Applicants</b>	<b>Enrolled Applicants</b>
Men	806	587	372
Women	1261	952	533
Total	2067	1539	905

#### Application for Admission

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

› Fall  Winter › Spring › Summer

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

Yes › No

If yes, what is the minimum number of credits and the unit of measure? \_\_\_\_\_

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

	<b>Required of All</b>	<b>Recommended of All</b>	<b>Recommended of Some</b>	<b>Required of Some</b>	<b>Not required</b>
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): \_\_\_\_\_

**D7.** If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale): 2.4 with 13+ hours

**D8.** List any other application requirements specific to transfer applicants:

## Common Data Set 2004-05

**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		*			
Winter					
Spring		*			
Summer		*			

\*3 weeks prior to semester in which student intends to enroll

**D10.** Does an open admission policy, if reported, apply to transfer students?  Yes  No

**D11.** Describe additional requirements for transfer admission, if applicable:

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### Transfer Credit Policies

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

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

Number 60 Unit type semester hours

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

Number 90 Unit type semester hours

**D15.** Minimum number of credits that transfers must complete at your institution to earn an associate degree: n/a

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

**D17.** Describe other transfer credit policies:

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## Common Data Set 2004-05

### E. ACADEMIC OFFERINGS AND POLICIES

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

- |   |   |
|---|---|
| <input type="checkbox"/> Accelerated program<br>› Cooperative (work-study) program<br>› Cross-registration<br>› Distance learning<br>› Double major<br>› Dual enrollment<br>› English as a Second Language (ESL)<br>› Exchange student program (domestic)<br>› External degree program<br><input type="checkbox"/> Other (specify): | › Honors program<br>› Independent study<br>› Internships<br><input type="checkbox"/> Liberal arts/career combination<br>› Student-designed major<br>› Study abroad<br>› Teacher certification program<br><input type="checkbox"/> Weekend college |
|---|---|

**E2. Has been removed from the CDS.**

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

- |  |  |
|--|--|
| › Arts/fine arts<br><input type="checkbox"/> Computer literacy<br>› English (including composition)<br><input type="checkbox"/> Foreign languages<br>› History<br><input type="checkbox"/> Other (describe): | <input type="checkbox"/> Humanities<br>› Mathematics<br><input type="checkbox"/> Philosophy<br>› Sciences (biological or physical)<br>› Social science |
|--|--|

**E4-E8 Library Collections: The CDS publishers will collect library data again when a new Academic Libraries Survey is fielded.**

### F. STUDENT LIFE

**F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2004 who fit the following categories:**

	First-time, first-year (freshman) students	Undergraduates
Percent who are from out of state (exclude international/nonresident aliens)	<u>11%</u>	<u>10%</u>
Percent of men who join fraternities	<u>--</u>	<u>2%</u>
Percent of women who join sororities	<u>--</u>	<u>2%</u>
Percent who live in college-owned, -operated, or -affiliated housing	<u>91%</u>	<u>31%</u>
Percent who live off campus or commute	<u>9%</u>	<u>69%</u>
Percent of students age 25 and older	<u>0%</u>	<u>8%</u>
Average age of full-time students	<u>18</u>	<u>21</u>
Average age of all students (full- and part-time)	<u>18</u>	<u>21</u>

## Common Data Set 2004-05

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

- |                     |                   |   |
|---------------------|-------------------|---|
| › Choral groups     | › Marching band   | › Student government                        |
| › Concert band      | › Music ensembles | › Student newspaper                         |
| › Dance             | › Musical theater | › Student-run film society                  |
| › Drama/theater     | › Opera           | › Symphony orchestra                        |
| › Jazz band         | › Pep band        | <input type="checkbox"/> Television station |
| › Literary magazine | › Radio station   | <input type="checkbox"/> Yearbook           |

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

Army ROTC is offered:

- › On campus  
 At cooperating institution (name): \_\_\_\_\_

Naval ROTC is offered:

- On campus  
 At cooperating institution (name): \_\_\_\_\_

Air Force ROTC is offered:

- › On campus  
 At cooperating institution (name): \_\_\_\_\_

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

- |   |   |
|---|---|
| › Coed dorms  | › Special housing for disabled students                             |
| <input type="checkbox"/> Men's dorms                            | <input type="checkbox"/> Special housing for international students |
| › Women's dorms   | › Fraternity/sorority housing                                       |
| › Apartments for married students                               | <input type="checkbox"/> Cooperative housing                        |
| <input type="checkbox"/> Apartments for single students         |   |
| <input type="checkbox"/> Other housing options (specify): _____ |   |

## Common Data Set 2004-05

### G. ANNUAL EXPENSES

**Provide 2005-2006 academic year costs of attendance for the following categories that are applicable to your institution.**

- › Check here if your institution's 2005-2006 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 2005-2006 academic year costs of attendance will be available: 7/1/2005



**Common Data Set 2004-05**

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

	<b>Residents</b>	<b>Commuters (living at home)</b>	<b>Commuters (not living at home)</b>

## Common Data Set 2004-05

### H. FINANCIAL AID

Please refer to the following financial aid definitions when completing Section H.

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

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

## Common Data Set 2004-05

### Aid Awarded to Enrolled Undergraduates

**H1.** Enter total dollar amounts **awarded** to enrolled full-time and less than full-time degree-seeking undergraduates (**using the same cohort reported in CDS Question B1, “total degree-seeking” undergraduates**) in the following categories. (Note: If the data being reported are final figures for the 2003-2004 academic year (see the next item below), use the 2003-2004 academic year's CDS Question B1 cohort.) Include aid awarded to international students (i.e., those not qualifying for federal aid). **Aid that is non-need-based but that was used to meet need should be reported in the need-based aid column.** (For a suggested order of precedence in assigning categories of aid to cover need, see the entry for “non-need-based scholarship or grant aid” on the last page of the definitions section.)

Indicate the academic year for which data are reported for

**Common Data Set 2004-05**

**H2. Number of Enrolled Students Awarded Aid:** List the number of degree-seeking full-time and less-than-full-time undergraduates who applied for and were awarded financial aid from any source. **Aid that is non-need-based but that was used to meet need should be counted as need-based aid.** Numbers should reflect the cohort awarded the dollars reported in H1. Note: In the chart below, students may be counted in more than one row, and full-time freshmen should also be counted as full-time undergraduates.

<b>2003-2004</b>	<b>First-time Full-time Freshmen</b>	<b>Full-time Undergrad (Incl. Fresh)</b>	<b>Less Than Full-time Undergrad</b>
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2004 cohort)	2,126	9,488	1,131
b) Number of students in line <b>a</b> who applied for need-based financial aid	1,781	7,395	492
c) Number of students in line <b>b</b> who were determined to have financial need	918	4,245	211
d) Number of students in line <b>c</b> who were awarded any financial aid	911	4,189	188
e) Number of students in line <b>d</b> who were awarded any need-based scholarship or grant aid	405	2,205	104
f) Number of students in line <b>d</b> who were awarded any need-based self-help aid	799	3,704	170
g) Number of students in line <b>d</b> who were awarded any non-need-based scholarship or grant aid	491	1,712	28
h) Number of students in line <b>d</b> whose need was fully met ( <u>exclude PLUS loans, unsubsidized loans, and private alternative loans</u> )	417	2,376	115
i) On average, the percentage of need that was met of students who were awarded any need-based aid. Exclude any aid that was awarded in excess of need as well as any resources that were awarded to replace EFC ( <u>PLUS loans, unsubsidized loans, and private alternative loans</u> )	87.6%	100.0%	100.0%
j) The average financial aid package of those in line <b>d</b> . Exclude any resources that were awarded to replace EFC ( <u>PLUS loans, unsubsidized loans, and private alternative loans</u> )	\$7,078.97	\$9,108.66	\$8,689.45
k) Average need-based scholarship or grant award of those in line <b>e</b>	\$3,234.36	\$3,503.19	\$2,812.77
l) Average need-based self-help award ( <u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u> ) of those in line <b>f</b>	\$3,431.49	\$4,272.40	\$3,990.26
m) Average need-based loan ( <u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u> ) of those in line <b>f</b> who were awarded a need-based loan	\$2,936.16	\$3,728.42	\$3,819.08

**H2A. Number of Enrolled Students Awarded Non-need-based Scholarships and Grants:** List the number of degree-seeking full-time and less-than-full-time undergraduates who had no financial need and who were awarded institutional—not external—non-need-based scholarship or grant aid. Numbers should reflect the cohort awarded the dollars reported in H1. Note: In the chart below, students may be counted in more than one row, and full-time freshmen should also be counted as full-time undergraduates.

	<b>First-time Full-time Freshmen</b>	<b>Full-time Undergrad (Incl. Fresh)</b>	<b>Less Than Full-time Undergrad</b>
n) Number of students in line <b>a</b> who had no financial need and who were awarded institutional non-need-based scholarship or grant aid (exclude those who were awarded athletic awards and tuition benefits)	215	794	122
o) Average dollar amount of institutional non-need-based scholarship and			

## Common Data Set 2004-05

**H3:** Incorporated into H1 above.

**H4.** Provide the percentage of the 2004 undergraduate class who graduated between July 1, 2003 and June 30, 2004 and borrowed at any time through any loan programs (federal, state, subsidized, unsubsidized, private, etc.; exclude parent loans). Include only students who borrowed while enrolled at your institution. \_\_\_\_\_%

**H5.** Report the average per-borrower cumulative undergraduate indebtedness of those in line H4. Do not include money borrowed at other institutions: \$ \_\_\_\_\_

**Aid to Undergraduate Degree-seeking Nonresident Aliens** (Note: Report numbers and dollar amounts for the same academic year checked in item H1.)

**H6.** Indicate your institution's policy regarding institutional scholarship and grant aid for undergraduate degree-seeking nonresident aliens:

- Institutional need-based scholarship or grant aid is available
- Institutional non-need-based scholarship or grant aid is available
- Institutional scholarship and grant aid is not available

If institutional financial aid is available for undergraduate degree-seeking nonresident aliens, provide the number of undergraduate degree-seeking nonresident aliens who were awarded need-based or non-need-based aid:

21 undergraduates; 56 graduate students

Average dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:

\$ 6565 undergraduate; \$11,704 graduate

Total dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:

\$ 137,872 undergraduate; \$655,404 graduate

### Process for First-Year/Freshman Students

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

- FAFSA
- Institution's own financial aid form
- CSS/Financial Aid PROFILE
- State aid form
- Noncustodial (Divorced/Separated) Parent's Statement
- Business/Farm Supplement
- Other: \_\_\_\_\_

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

- Institution's own financial aid form
- CSS/Financial Aid PROFILE
- Foreign Student's Financial Aid Application
- Foreign Student's Certification of Finances
- Other: Financial Statement for International Student Form

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

Priority date for filing required financial aid forms: March 1

Deadline for filing required financial aid forms: \_\_\_\_\_

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



## Common Data Set 2004-05

### I. INSTRUCTIONAL FACULTY AND CLASS SIZE

**I-1. Please report the number of instructional faculty members in each category for Fall 2004. Include faculty who are on your institution's payroll on the census date your institution uses for IPEDS/AAUP.**

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

	Full-time	Part-time
(a) instructional faculty in preclinical and clinical medicine, faculty who are not paid (e.g., those who donate their services or are in the military), or research-only faculty, post-doctoral fellows, or pre-doctoral fellows		

## Common Data Set 2004-05

	<b>Full-time</b>	<b>Part-time</b>	<b>Total</b>
a.) Total number of instructional faculty	412	169	581
b.) Total number who are members of			



## Common Data Set 2004-05

### I-3. Undergraduate Class Size

In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 2004 term.

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

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

Using the above definitions, please report for each of the following class-size intervals the number of *class sections* and *class subsections* offered in Fall 2004. For example, a lecture class with 800 students who met at another time in 40 separate labs with 20 students should be counted once in the “100+” column in the class section column and 40 times under the “20-29” column of the class subsections table.

#### Number of Class Sections with Undergraduates Enrolled

##### Undergraduate Class Size (provide numbers)

	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
<b>CLASS SECTIONS</b>	102	214	397	286	127	179	36	1341
<b>CLASS SUB-SECTIONS</b>	5	32	116	9	1	0	0	163

**Common Data Set 2004-05**

**J. DEGREES CONFERRED**



## **Common Data Set 2004-05**

### **Common Data Set Definitions**

## Common Data Set 2004-05

**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, w



## Common Data Set 2004-05

**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 prev

**Common Data Set 2004-05**

## Common Data Set 2004-05

**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.



## Common Data Set 2004-05

**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 Administra

## Common Data Set 2004-05

### Financial Aid Definitions

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

**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 programs (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 and external funds:** Endowment, alumni, or external monies for which the institution determines the recipient or the dollar amount awarded.

**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-18b6unr

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