

Common Data Set A: General Information (2007-2008)

Instructions and Help Glossary of Terms

Respondent Information (Not for Publication)

A0

Name:

Title:

Office:

Mailing Address:

City/State/Zip:

Country:

Phone:

Fax:

Email Address:

Are your responses to the CDS posted for references on your institution's Web site? Yes No

If yes, please provide the URL of the corresponding Web page:

We invite you to indicate if there are items on the CDS for which you cannot use the requested analytic convention, or cannot provide data for the cohort requested, whose methodology is unclear, or about which you have questions or comments in general. This information will not be published but will help the publishers further refine CDS items.

Address Information

A1

Name of College/University:

Mailing Address:

City/State/Zip:

Country:

Street Address (if different):

Main Phone Number:

WWW Home Page Address:

Admissions Phone Number

Admissions Toll-Free Phone Number:

Admissions Office Mailing Address:

City/State/Zip:

Country:

Admissions Fax Number:

Admissions Email Address:

If there is a separate URL for your school's online application, please specify:

If you have a mailing address other than the above to which applications should be sent, please provide:

City/State/Zip:

Country:

Source of institutional control (Check only one):

A2

Public Private (nonprofit) Proprietary

Classify your undergraduate institution:

A3

Coeducational college Men's college Women's college

Academic year calendar:

A4

Semester
Quarter
Trimester
4/1/4
Continuous
Differs By Program
Other

If you chose 'Differs', please describe here:

If you chose 'Other', please describe here:

Degrees offered by your institution:

A5

Certificate
Diploma
Associate
Transfer Associate
Terminal Associate
Bachelor's
PostBachelor's certificate
Master's

Post-Master's certificate

Doctoral

First professional

First professional certificate

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:

Title:

Phone:

Email:

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set B: Enrollment And Persistence (2007-2008)

Instructions and Help Glossary of Terms

Institutional Enrollment - Men and Women

B1 Provide numbers of students for each of the following categories as of the institution's official fall reporting date or as of October 15, 2007.

	Full-Time			Part-Time		
	Men	Women		Men	Women	
Undergraduates						
Degree-seeking, first-time freshmen			Line 1		Line 15	
Other first-year, degree-seeking			Line 2		Line 16	
All other degree-seeking			Lines 3-6		Lines 17-20	
<i>Total degree-seeking</i>						
All other undergraduates enrolled in credit courses			Line 7		Line 21	
<i>Total undergraduates</i>			Line 8		Line 22	
	Men	Women		Men	Women	
First-professional						
First-time, first-professional students			Line 9		Line 23	
All other first-professionals			Line 10		Line 24	

<i>Total first-professional</i>					
	Men	Women		Men	Women
Graduate					
Degree-seeking, first-time			Line 11		Line 25
All other degree-seeking			Line 12		Line 26
All other graduates enrolled in credit courses			Line 13		Line 27
<i>Total graduate</i>					
Total all undergraduates:					
Total all graduate and professional students:					
GRAND TOTAL ALL STUDENTS:					

Enrollment by Racial/Ethnic Category

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

	Degree-seeking FIRST-TIME FIRST-YEAR	Degree-seeking UNDER-GRADUATES (including first-time first-year)	Total UNDER-GRADUATES (both degree- and non-degree-seeking)
Nonresident aliens			

Black, non-Hispanic	
American Indian or Alaskan Native	
Asian or Pacific Islander	
Hispanic	
White, non-Hispanic	
Race/ethnicity unknown	
TOTAL	

Persistence

B3 Number of degrees awarded by your institution from July 1, 2006 to June 30, 2007

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

Graduation Rates

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

For Bachelor's or Equivalent Programs

Please provide data for the fall 2001 cohort if available. If fall 2001 cohort data are not available, please provide data for the fall 2000 cohort.

Fall 2001 Cohort

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 2001. Include in the cohort those who entered your institution during the summer term preceding fall 2001.

B4

Initial 2001 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:

B5

Of the initial 2001 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:

B6

Final 2001 cohort, after adjusting for allowable exclusions: (Subtract question B5 from question B4)

B7

Of the initial 2001 cohort, how many completed the program in four years or less (by August 31, 2005):

B8

Of the initial 2001 cohort, how many completed the program in more than four years but in five years or less (after August 31, 2005 and by August 31, 2006):

B9

Of the initial 2001 cohort, how many completed the program in more than five years but in six years or less (after August 31, 2006 and by August 31, 2007):

B10

Total graduating within six years (sum of questions B7, B8, and B9):

B11

Six-year graduation rate for 2001 cohort (question B10 divided by question B6):

Fall 2000 Cohort

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 2000. Include in the cohort those who entered your institution during the summer term preceding fall 2000.

B4

Initial 2000 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:

B5

Of the initial 2000 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:

B6

Final 2000 cohort, after adjusting for allowable exclusions: (Subtract question B5 from question B4)

B7

Of the initial 2000 cohort, how many completed the program in four years or less (by August 31, 2004):

B8

Of the initial 2000 cohort, how many completed the program in more than four years but in five years or less (after August 31, 2004 and by August 31, 2005):

B9

Of the initial 2000 cohort, how many completed the program in more than five years but in six years or less (after August 31, 2005 and by August 31, 2006):

B10

Total graduating within six years (sum of questions B7, B8, and B9):

B11

Six-year graduation rate for 2000 cohort (question B10 divided by question B6):

For Two-Year Institutions

Please provide data for the 2004 cohort if available. If 2004 cohort data are not available, provide data for the 2003 cohort.

2004 Cohort

B12

Initial 2004 cohort, total of first-time, full-time degree/certificate-seeking students:

B13

Of the initial 2004 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:

B14

Final 2004 cohort, after adjusting for allowable exclusions (Subtract question B13 from question B12):

B15

Completers of programs of less than two years duration (total):

B16

Completers of programs of less than two 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:

B19

Total transfers-out (within three years) to other institutions:

B20

Total transfers to two-year institutions:

B21

Total transfers to four-year institutions:

2003 Cohort

B12

Initial 2003 cohort, total of first-time, full-time degree/certificate-seeking students:

B13

Of the initial 2003 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:

B14

Final 2003 cohort, after adjusting for allowable exclusions (Subtract question B13 from question B12):

B15

Completers of programs of less than two years duration (total):

B16

Completers of programs of less than two 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:

B19

Total transfers-out (within three years) to other institutions:

B20

Total transfers to two-year institutions:

B21

Total transfers to four-year institutions:

Retention Rates

Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in Fall 2006 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: deceased, permanently disabled, service in the armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

B22

For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshman in Fall 2006 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in Fall 2007?

%

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:

Title:

Phone:

Email:

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set C: First-Time, First-Year (Freshman) Admission (2007-2008)

Instructions and Help Glossary of Terms

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 2007. 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 subsequently offered admission.

For each of the sections below, please fill in either the breakdown of men/women or the total applied, admitted and enrolled.

*Please fill in this field, only if you cannot provide the men/women breakdown.

Total first-time, first-year (freshman) men who applied	
Total first-time, first-year (freshman) women who applied	
Total first-time, first-year (freshman) men who were admitted	
Total first-time, first-year (freshman) women who were admitted	
Total full-time, first-time, first-year (freshman) men who enrolled	
Total part-time, first-time, first-year (freshman) men who enrolled	
Total full-time, first-time, first-year (freshman) women who enrolled	
Total part-time, first-time, first-year (freshman) women who enrolled	

C2 Freshman wait-listed students

(students who met admission requirements but whose final admission was contingent on space availability)

Do you have a policy of placing students on a waiting list?	Yes	No
If yes, please answer the questions below for Fall 2007 admissions:		
Number of qualified applicants offered a place on waiting list		
Number accepting a place on the waiting list		
Number of wait-listed students admitted		
Is your waiting list ranked?	Yes	No
If yes, do you release that information to students?	Yes	No
Do you release that information to school counselors?	Yes	No

Admission Requirements

C3 High school completion requirement

Check the appropriate box to identify your high school completion requirement for degree-seeking entering students:

- High school diploma is required and GED is accepted
- 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
- Recommend
- Neither require nor recommend

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

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

	Units required	Units recommended
Total academic units		
English		
Mathematics		
Science		
Of these, units that must be lab		
Foreign language		
Social Studies		
History		
Academic electives		
Computer Science		
Visual/Performing Arts		
Other (explain)		

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
Open admission policy as described above for most students, but	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 your first-time, first-year, degree-seeking (freshman) admission decisions.

Academic

	Very important	Important	Considered	Not considered
Rigor of secondary school record				
Class rank				
Academic GPA				
Standardized test scores				
Application Essay				
Recommendation(s)				

Non-Academic

	Very important	Important	Considered	Not considered
Interview				
Extracurricular activities				
Talent/ability				
Character/personal qualities				
First Generation				
Alumni/ae relation				
Geographical residence				
State residency				
Religious affiliation/commitment				
Racial/ethnic status				
Volunteer work				
Work experience				
Level of applicant's interest				

SAT and ACT Policies

C8 Entrance exams

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	No
---	-----	----

If yes, please select the appropriate boxes below to reflect your institution's policies for use in admission for **Fall 2009**.

	ADMISSIONS				
	Require	Recommend	Require for some	Consider if submitted	Not Used
SAT or ACT					
ACT Only					
SAT only					
SAT and SAT Subject Tests or ACT					
SAT Subject Tests only					

B. If your institution will make use of the ACT in admission decisions for first-time, first-year, degree-seeking applicants for Fall 2009 , please indicate which ONE of the following applies (regardless of whether the writing score will be used in the admissions process):	<input type="checkbox"/> ACT with Writing component required
	<input type="checkbox"/> ACT with Writing component recommended
	<input type="checkbox"/> ACT with or without Writing component accepted

C. Please indicate how your institution will use the SAT or ACT writing component; check all that apply:	<input type="checkbox"/> For admission
	<input type="checkbox"/> For placement
	<input type="checkbox"/> For advising
	<input type="checkbox"/> In place of an application essay
	<input type="checkbox"/> As a validity check on the application essay
	<input type="checkbox"/> No college policy as of now
<input type="checkbox"/> Not using essay component	

D. **In addition**, does your institution use applicants' test scores for academic advising?

	Yes	No
--	-----	----

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

Latest date by which SAT Subject Tests scores must be received for fall-term admission:	
---	--

F. 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):	
---	--

G. Please indicate which tests your institution uses for placement (e.g., state tests):

SAT
 ACT
 SAT Subject Tests
 AP
 CLEP
 Institutional Exam

State Exam (specify):

Freshman Profile

Provide percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in Fall 2007, including students who began studies during summer, international students/nonresident aliens, and students admitted under special arrangements.

C9 Percent and number of first-time, first-year (freshman) students enrolled in Fall 2007 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 critical reading for a category of students) or combine other standardized test results (such as TOEFL) in this item. Do not convert SAT scores to ACT scores and vice versa. The 25th percentile is the score that 25 percent scored at or below; the 75th percentile score is the one that 25 percent scored at or above.

Percent submitting SAT scores	%		
Percent submitting ACT scores	%		
Number submitting SAT scores			
Number submitting ACT scores			
		25th percentile	75th percentile
SAT Critical Reading			
SAT Math			
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	SAT Writing
700-800	%	%	%
600-699	%	%	%
500-599	%	%	%
400-499	%	%	%
300-399	%	%	%
200-299	%	%	%
Totals (should = 100%)	%	%	%

	ACT Composite	ACT English	ACT Math
30-36	%	%	%
24-29	%	%	%
18-23	%	%	%
12-17	%	%	%
6-11	%	%	%
below 6	%	%	%
Totals (should = 100%)	%	%	%

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).

Percent in top tenth of high school graduating class	%
Percent in top quarter of high school graduating class	%
<i>Top half + bottom half = 100%</i>	
Percent in top half of high school graduating class	%
Percent in bottom half of high school graduating class	%

Totals (should = 100%)	%
Percent in bottom quarter of high school graduating class	%
Percent of total first-time, first-year (freshman) students who submitted high school class rank:	%
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 or higher	%
Percent who had GPA between 3.50 and 3.74	%
Percent who had GPA between 3.25 and 3.49	%
Percent who had GPA between 3.0 and 3.24	%
Percent who had GPA between 2.50 and 2.99	%
Percent who had GPA between 2.0 and 2.49	%
Percent who had GPA between 1.0 and 1.99	%
Percent who had GPA below 1.0	%
Totals (should = 100%)	%
Average high school GPA of all degree-seeking, first-time, first year (freshman) students who submitted GPA:	
Percent of total first-time, first-year (freshman) students who submitted high school GPA:	%

Admission Policies

C13 Application Fee

Does your institution have an application fee?	Yes	No
Amount of application fee		
Can it be waived for applicants with financial need?	Yes	No
If you have an application fee and an on-line application option, please indicate policy for students who apply on-line:		
Same fee:	Yes	No
Free:	Yes	No
Reduced:	Yes	No
Can on-line application fee be waived for applicants with financial need?	Yes	No

C14 Application Closing Date

Does your institution have an application closing date?	Yes	No
---	-----	----

Application closing date (Fall):	
----------------------------------	--

Priority date:	
----------------	--

C15

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

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

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

By (date):	
------------	--

Other:	
--------	--

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

Must reply by (date):	
-----------------------	--

	No set date
--	-------------

Must reply by May 1 or within	weeks if notified thereafter
-------------------------------	------------------------------

Other:	
--------	--

Deadline for housing deposit (MMDD):	/
--------------------------------------	---

Amount of housing deposit:	
----------------------------	--

Refundable if student does not enroll?	Yes, in full	Yes, in part	No
--	--------------	--------------	----

C18 Deferred admission:

Does your institution allow students to postpone enrollment after admission?	Yes	No
--	-----	----

If yes, maximum period of postponement:	
---	--

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: Question removed from CDS.

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 2007 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:

Is your early action plan a "restrictive" plan under which you limit students from applying to other early plans?

Yes No

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:

Title:

Phone:

Email:

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set D: Transfer Admission (2007-2008)

Instructions and Help Glossary of Terms

Fall Applicants

D1

Does your institution enroll transfer students? (If no, please skip to Section E)

Yes No

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 2007.

	Applicants	Admitted Applicants	Enrolled Applicants
Men			
Women			
Total			

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:

	Required of All	Recommended of All	Recommended of Some	Required of Some	Not Required
High school transcript					
College transcript(s)					
Essay or personal statement					

Interview					
Standardized test score					
Statement of good standing from prior institution(s)					
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):					
D8					
List any other application requirements specific to transfer applicants:					
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	Notifi- cation Date	Reply date	
Fall					
	Rolling Admission				
Winter					
	Rolling Admission				
Spring					
	Rolling Admission				
Summer					
	Rolling Admission				
D10					
Does an open admission policy, if reported, apply to transfer students?	Yes	No			
D11					
Describe additional requirements for transfer admission, if applicable:					

Transfer Credit Policies

D12

Report the lowest letter grade earned for any course that may be transferred for credit:

D13

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

	Number	Unit Type

D14

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

	Number	Unit Type

D15

Minimum number of credits that transfers must complete at your institution to earn an associate degree:

D16

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

D17

Describe other transfer credit policies:

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:

Title:

Phone:

Email:

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set E: Academic Offerings And Policies (2007-2008)

Instructions and Help Glossary of Terms

Special study options:

E1 Identify those programs available at your institution. Refer to the glossary for definitions.

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

If you selected Other please specify:

E2 This question has been removed from the CDS.

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

E3

- Arts/fine arts
- Computer literacy
- English (including composition)
- Foreign languages
- History
- Humanities
- Mathematics
- Philosophy
- Sciences (biological or physical)
- Social science
- Other (please specify)

If you selected Other please specify:

Library Collections:

The CDS Publishers will collect library data again when a new Academic Libraries Survey is in place.

PLEASE NOTE THE FOLLOWING:

- 1) Saving the form does not Lock it. You may return at any time to make changes or update your data.
- 2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:	
Title:	
Phone:	
Email:	

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set F: Student Life (2007-2008)

Instructions and Help Glossary of Terms

Enrollment

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

	First-time, first-year (freshman) students	Under- graduates
Percent who are from out of state (exclude international/nonresident aliens from the numerator and denominator)	%	%
Percent of men who join fraternities	%	%
Percent of women who join sororities	%	%
Percent who live in college-owned, -operated, or -affiliated housing	%	%
Percent who live off campus or commute	%	%
Percent of students age 25 and older	%	%
Average age of full-time students		
Average age of all students (full- and part-time)		

Activities offered

F2 Identify those programs available at your institution

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

ROTC

F3 (program offered in cooperation with Reserve Officer's Training Corps)

Army ROTC is offered:

On campus

At cooperating institutions (name):

Navy ROTC is offered:

On campus

At cooperating institutions (name):

Air Force ROTC is offered:	<input type="checkbox"/> On campus <input type="checkbox"/> At cooperating institutions (name):

Housing

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

	<input type="checkbox"/> Coed dorms <input type="checkbox"/> Special housing for disabled student <input type="checkbox"/> Men's dorms <input type="checkbox"/> Special housing for international students <input type="checkbox"/> Women's dorms <input type="checkbox"/> Fraternity/sorority housing <input type="checkbox"/> Apartments for married students <input type="checkbox"/> Cooperative housing <input type="checkbox"/> Apartments for single students <input type="checkbox"/> Other (please specify)
If you selected Other please specify:	

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:	
Title:	
Phone:	
Email:	

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set G: Annual Expenses (2007-2008)

Instructions and Help Glossary of Terms

Annual Expenses

Provide 2008-2009 academic year costs for the following categories that are applicable to your institution.

Check here if your institution's 2008-2009 academic year costs are not available at this time

and provide an approximate date (i.e., month/day) when your institution's final 2008-2009 academic year costs will be available:

Undergraduate full-time tuition, required fees, room and board

G1 List the typical tuition, required fees, and room and board for a full-time undergraduate student for the FULL 2008-2009 academic year (30 semester or 45 quarter hours for institutions that derive annual tuition by multiplying credit hour cost by number of credits). A full academic year refers to the period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a four-one-four plan. Room and board is defined as double occupancy and 19 meals per week or the maximum meal plan. Required fees include only charges that all full-time students must pay that are NOT included in tuition (e.g., registration, health, or activity fees.) Do NOT include optional fees (e.g., parking, laboratory use).

	First-Year	Under-graduates
PRIVATE INSTITUTIONS Tuition:		
PUBLIC INSTITUTIONS Tuition: (in-district)		
In-state: (out-of-district)		
Out-of-state:		
NONRESIDENT ALIENS Tuition:		
REQUIRED FEES:		
ROOM AND BOARD: (on-campus)		
ROOM ONLY: (on-campus)		

BOARD ONLY: (on-campus meal plan)

Comprehensive tuition/room/board fee (if your college cannot provide separate tuition/room/board/fees):

Other:

G2

Number of credits per term a student can take for the stated full-time tuition	Minimum	Maximum
--	---------	---------

G3

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

G4

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

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

G5

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

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

G6

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

PLEASE NOTE THE FOLLOWING:

- 1) Saving the form does not Lock it. You may return at any time to make changes or update your data.
- 2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:	
Title:	
Phone:	
Email:	

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set H: Financial Aid (2007-2008)

Instructions and Help Glossary of Terms

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 2006-2007 academic year (see the next item below), use the 2006-2007 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 items H1, H2, H2A, and H6 below:

2007-2008 estimated or 2006-2007 final

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

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

Need-based \$
(Include non-need-based aid used to meet need.)

Non-need-based \$
(Exclude non-need-based aid used to meet need.)

Scholarships/Grants

Federal

State (i.e., all states, not only the state in which your institution is located)	
Institutional: Endowed scholarships, annual gifts and tuition funded grants, awarded by the college, excluding athletic aid and tuition waivers (which are reported below).	
Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	
Total Scholarships/Grants	
Self-Help	
Student Loans from all sources (excluding parent loans)	
Federal Work Study	
State and other (e.g., institutional) workstudy/ employment (Note: Excludes Federal Work-Study captured above.)	
Total Self-Help	
Other	
Parent Loans	
Tuition Waivers Note: Reporting is optional. Report tuition waivers in this row if you choose to report them. Do not report tuition waivers elsewhere.	
Athletic Awards	

Number of Enrolled Students Awarded Aid

H2 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.

	First-time Full-time Freshmen	Full-time Undergrad (inc. fresh)	Less than Full-time Undergrad
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2007 cohort)			
b) Number of students in line a who applied for need-based financial aid			
c) Number of students in line b who were determined to have financial need			
d) Number of students in line c who were awarded any financial aid			
e) Number of students in line d who were awarded any need-based scholarship or grant aid			
f) Number of students in line d who were awarded any need-based self-help aid			
g) Number of students in line d who were awarded any non-need-based scholarship or grant aid			
h) Number of students in line d whose need was fully met (<u>exclude PLUS loans, unsubsidized loans and private alternative loans.</u>)			

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 (PLUS loans, unsubsidized loans and private alternative loans)	%	%	%
j) The average financial aid package of those in line d . Exclude any resources that were awarded to replace EFC (PLUS loans, unsubsidized loans and private alternative loans.)			
k) Average need-based scholarship and grant aid of those in line e			
l) Average need-based self-help award (excluding PLUS loans, unsubsidized loans and private alternative loans) of those in line f			
m) Average need-based loan (excluding PLUS loans, unsubsidized loans and private alternative loans) of those in line f who were awarded a need-based loan			

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.

	First-time Full-time Freshmen	Full-time Undergrad (inc. fresh)	Less than Full-time Undergrad
n) Number of students in line a 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)			
o) Average dollar amount of institutional non-need-based scholarship or grant aid awarded to students in line n			
p) Number of students in line a who were awarded an institutional non-need-based athletic grant or scholarship			
q) Average dollar amount of institutional non-need-based athletic grants and scholarships awarded to students in line p			

H3 Incorporated into H1 above.

Note: These are the graduates and loan types to include and exclude in order to fill out CDS H4, H4a, H5, and H5a.

Include: * 2007 undergraduate class who graduated between July 1, 2006 and June 30, 2007 who started at your institution as first- time students and received a bachelor's degree between July 1, 2006 and June 30, 2007. * only loans made to students who borrowed while enrolled at your institution. * co-signed loans.

Exclude: * those who transferred in. * money borrowed at other institutions.

H4

Provide the percentage of the class (defined above) who borrowed at any time through any loan programs (institutional, state, Federal Perkins, Federal Stafford Subsidized and Unsubsidized, private loans that were certified by your institution, etc.; exclude parent loans). Include both Federal Direct Student Loans and Federal Family Education Loans.

%

H4A

Provide the percentage of the class (defined above) who borrowed at any time through federal loan programs--Federal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loans and Federal Family Education Loans. NOTE: exclude all institutional, state, private alternative loans and parent loans.

%

H5

Report the average per-borrower cumulative undergraduate indebtedness of those in line H4

H5A

Report the average per-borrower cumulative undergraduate indebtedness through federal loan programs--Federal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loan and Federal Family Education Loans. These are listed in line 4a. NOTE: exclude all institutional, state, private alternative loans and exclude parent loans.

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 or 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:

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

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

H7 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 International Student's Financial Aid Application International Student's Certification of Finances Other (please specify)
If you selected Other please specify:	

Process for First-Year/Freshman Students

H8 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 PROFILE Business/Farm Supplement Other (please specify)
If you selected Other please specify:	

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

Priority date for filing required financial aid forms:	
Deadline for filing required financial aid forms:	
	No deadline for filing required forms (applications processed on a rolling basis):
H10 Indicate notification dates for first-year (freshman) students: (answer a or b)	
a.) Students notified on or about (date):	
b.) Students notified on a rolling basis:	Yes No
If yes, starting date:	
H11 Indicate reply dates:	
Students must reply by (date):	
or within	weeks of notification.

Types of Aid Available

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

H12 Loans

FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)

Direct Subsidized Stafford Loans
 Direct Unsubsidized Stafford Loans
 Direct PLUS loans

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

FFEL Subsidized Stafford Loans

FFEL Unsubsidized Stafford Loans

FFEL PLUS loans

Federal Perkins Loans

Federal Nursing Loans

State Loans

College/university loans from institutional funds

Other (please specify)

If you selected Other please specify:

H13 Scholarships and Grants

Need-based:

Federal Pell

SEOG

State scholarships/grants

Private scholarships

College/university scholarship or grant aid from institutional funds

United Negro College Fund

Federal Nursing Scholarships

Other (please specify)

If you selected Other please specify:

--	--

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

	Non-need	Need-based
Academics		
Alumni affiliation		
Art		
Athletics		
Job skills		

	Non-need
ROTC	

	Non-need	Need-based
Leadership		
Minority status		
Music/drama		
Religious affiliation		
State/district residency		

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:	
Title:	
Phone:	
Email:	

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set I: Instructional Faculty And Class Size (2007-2008)

Instructions and Help Glossary of Terms

Instructional Faculty

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

I-1 The following definition of full-time instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey (the part time definitions are not used by AAUP). 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 predoctoral fellows	Exclude	Include only if they teach one or more non-clinical credit courses
(b) administrative officers with titles such as dean of students, librarian, registrar, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status	Exclude	Include only if they teach one or more non-clinical credit courses
(c) other administrators/staff who teach one or more non-clinical credit courses even though they do not have faculty status	Exclude	Include
(d) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like	Exclude	Exclude
(e) faculty on sabbatical or leave with pay	Include	Exclude
(f) faculty on leave without pay	Exclude	Exclude
(g) replacement faculty for faculty on sabbatical leave or leave with pay	Exclude	Include

Full-time instructional faculty: faculty employed on a full-time basis for instruction (including those with released time for research)

Part-time instructional faculty: Adjuncts and other instructors being paid solely for part-time classroom instruction. Also includes full-time faculty teaching less than two semesters, three quarters, two trimesters, or two four-month sessions. Employees who are not considered full-time instructional faculty but who teach one or more non-clinical credit courses may be counted as part-time faculty.

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

Doctorate: includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.

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

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

	Full time	Part time	Total
a.) Total number of instructional faculty			
b.) Total number who are members of minority groups			
c.) Total number who are women			
d.) Total number who are men			
e.) Total number who are non-resident aliens (international)			
f.) Total number with doctorate, first professional, or other terminal degree			

g.) Total number whose highest degree is a master's but not a terminal master's	
---	--

h.) Total number whose highest degree is a bachelor's	
---	--

i.) Total number whose highest degree is unknown or other (Note: Items f , g , h , and i must sum up to item a .)	
--	--

j.) Total number in stand-alone graduate/ professional programs in which faculty teach virtually only graduate-level students	
---	--

Student to Faculty Ratio

I-2 Report the Fall 2007 ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty (full time plus 1/3 part time).

In the ratio calculations, exclude both faculty and students in stand-alone graduate or professional programs such as medicine, law, veterinary, dentistry, social work, business, or public health in which faculty teach virtually only graduate level students. Do not count undergraduate or graduate student teaching assistants as faculty.

Fall 2007 Student to Faculty ratio:			
-------------------------------------	--	--	--

to 1 based on

students and

faculty

Undergraduate Class Size

I-3 In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 2007 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 course catalog 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 2007. 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
Class Sections								

Class Sub-Sections

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:

Title:

Phone:

Email:

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

Common Data Set J: Degrees Conferred (2007-2008)

Instructions and Help Glossary of Terms

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

For each of the following discipline areas, provide the percentage of diplomas/certificates, associate, and Bachelor's degrees awarded. To determine the percentage, use majors, not headcount (e.g. students with one degree but a double major will be represented twice). Calculate the percentage from your institution's IPEDS Completions by using the sum of 1st and 2nd majors for each CIP code as the numerator and the sum of the Grand Total by 1st Majors and the Grand Total by 2nd major as the denominator. If you prefer, you can compute the percentages using 1st majors only.

Category	Diploma/ Certificates	Associate	Bachelor's	CIP 2000 Categories to Include
Agriculture	%	%	%	1
Natural resources/environmental science	%	%	%	3
Architecture	%	%	%	4
Area and ethnic studies	%	%	%	5
Communications/journalism	%	%	%	9
Communication technologies	%	%	%	10
Computer and information sciences	%	%	%	11
Personal and culinary services	%	%	%	12
Education	%	%	%	13
Engineering	%	%	%	14
Engineering technologies	%	%	%	15
Foreign languages and literature	%	%	%	16

Family and consumer sciences	%	%	%	19
Law/legal studies	%	%	%	22
English	%	%	%	23
Liberal arts/general studies	%	%	%	24
Library science	%	%	%	25
Biological/life sciences	%	%	%	26
Mathematics	%	%	%	27
Military science and technologies	%	%	%	29
Interdisciplinary studies	%	%	%	30
Parks and recreation	%	%	%	31
Philosophy and religious studies	%	%	%	38
Theology and religious vocations	%	%	%	39
Physical sciences	%	%	%	40
Science technologies	%	%	%	41
Psychology	%	%	%	42
Security and protective services	%	%	%	43
Public administration and social services	%	%	%	44
Social sciences	%	%	%	45

Construction trades	%	%	%	46
Mechanic and repair technologies	%	%	%	47
Precision production	%	%	%	48
Transportation and materials moving	%	%	%	49
Visual and performing arts	%	%	%	50
Health professions and related sciences	%	%	%	51
Business/marketing	%	%	%	52
History	%	%	%	54
Other	%	%	%	
Totals (should = 100%)	%	%	%	

PLEASE NOTE THE FOLLOWING:

1) Saving the form does not Lock it. You may return at any time to make changes or update your data.

2) Once you have saved all of your forms, you will receive no further email reminders for the active data collection campaign.

I certify that the data contained in this form are accurate, correct, and up-to-date.

Name:	
Title:	
Phone:	
Email:	

If you have questions or would like to contact our Technical Support staff, you can e-mail them at surveysupport@review.com

