

**Common Data Set 2004-05  
A. GENERAL INFORMATION**

**A0. Respondent Information (Not for Publication)**

Name:   
Title:   
Office:   
Mailing Address:   
City/State/Zip/Country:   
Phone:   
Fax:

questions or comments in general. This information will not be published but will help the publishers further refine CDS items:

---

---

**A1. Address Information**

Name of College or University:   
Mailing Address:   
City:   
State:  Zip:  Country:

Common Data Set 2004-05

City:

State:  Zip:  Country:

Main Phone Number:

WWW Home Page Address:

Admissions Phone Number:

**A4. Academic year calendar**

**A5. Degrees offered by your institution**

**B. ENROLLMENT AND PERSISTENCE**

Common Data Set 2004-05

professional students	0	0	
-----------------------	---	---	--

Total all undergraduates: 9217

Total all graduate and professional students: 833

GRAND TOTAL ALL STUDENTS: 10050

**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 Undergraduate" column only if you cannot provide data for the first two columns.

**Persistence**

**B3. Number of degrees awarded by your institution from July 1, 2003, to June 30, 2004.**

## Common Data Set 2004-05

### **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 2004 Web-based survey.

### **For Bachelor's or Equivalent Programs**

Please provide data for the fall 1998 cohort if available. If fall 1998 cohort data are not available, provide data for the fall 1997 cohort.

### ***Fall 1998 Cohort***

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1998. Include in the cohort those who entered your institution during the summer term preceding fall 1998.

**B4.** Initial 1998 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:

**B5.**

Common Data Set 2004-05

**B4.** Initial 1997 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students;total all students:

**B5.** Of the initial 1997 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions;total allowable exclusions:

**B6.** Final 1997 cohort, after adjusting for allowable exclusions:   
(Subtract question B5 from question B4)

**B7.** Of the initial 1997 cohort, how many completed the program in four years or less (by August 31, 2001):

Common Data Set 2004-05

**B19.** Total transfers-out (within three years) to other institutions:

**B20.** Total transfers to two-year institutions:

**B21.** Total transfers to four-year institutions:

**2000 Cohort**

**B12.** Initial 2000 cohort, total of first-time, full-time degree/certificate-seeking students:

**B13.** Of the initial 2000 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:

**B14.** Final 2000 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:

man v  
t on s

o met

hose f

i Req  
choo

uma

ma g

gan



Common Data Set 2004-05

one year of study or its equivalent). If you use a different system for calculating units, please convert.

**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:

**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**

Common Data Set 2004-05

Placement  Yes  No

Counseling  Yes  No

E. [formerly C8B] Does your institution use the SAT Reasoning or SAT Subject Tests or the ACT for **placement only**? If so, please mark the appropriate boxes below:

F. [formerly C8C] Latest date by which SAT or ACT scores must be received for fall-term admission:

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

D. [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 students, including those with disabilities (ADL) (-12.2(e)Tm0 gcg2.2(ro)-17.8(l)-1

Common Data Set 2004-05

	SAT Verbal	SAT Math
700-800	.60%	.84%
600-699	7.14%	8.4%
500-599	29.27%	31.01%
400-499	47.15%	42.65%
300-399	14.46%	15.9%
200-299	1.38%	1.2%
	100%	100%

	ACT Composite	ACT English	ACT Math
30-36	1.33%		

**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).**

**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.**

Common Data Set 2004-05

**C12. Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA:**

2.91

Percent of total first-time, first-year (freshman) students who submitted high school GPA: 98.3% %

**Admission Policies**

**C13. Application fee**

Does your institution have an application fee?  Yes  No

Amount of application fee: \$25

Can it 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): 8/15

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):

**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:** 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:

Common Data Set 2004-05

**C22. Early action:** Do you have a nonbinding early action plan whereby students are notified of an admission decision

Common Data Set 2004-05

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

**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.

**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.**



Common Data Set 2004-05

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:

**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                         | <input checked="" type="checkbox"/> Honors program                                 |
| <input checked="" type="checkbox"/> Cooperative (work-study) program | <input checked="" type="checkbox"/> Independent study                              |
| <input type="checkbox"/> Cross-registration                          | <input checked="" type="checkbox"/> Internships                                    |
| <input checked="" type="checkbox"/> Distance learning                | <input type="checkbox"/> Libera0g1oQBT9.75 0 0 9.75 321.78 331.74 Tmt7.7(ce l)22 e |

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

Common Data Set 2004-05

**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:**

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

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

Army ROTC is offered:



Common Data Set 2004-05

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.

**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:

Common Data Set 2004-05

Comprehensive tuition and room and board fee (if your college cannot provide separate tuition and room and 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:** bv9(n)38.0.0223 T1(f)42.9.65882 0.6

## H. FINANCIAL AID

### 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 columns. (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:



**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

## Common Data Set 2004-05

**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.

**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. m gc.17.d

Common Data Set 2004-05

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

**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.**



Common Data Set 2004-05

Non-need	Need-based		Non-need	Need-based	

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

## Common Data Set 2004-05

*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 Alaska Native; Asian or Pacific Islander; or Hispanic.

*Doctorate:* includes such degrees as Doctor of Philosophy, Doctor of Education, Doctor of Juridical Science, and Doctor of Public Health in any field such as arts, sciences, education, engineering, business, and public administration.

*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 master's degree:* a master's degree that is considered the highest degree in a field: example, M. Arch (in architecture) and MFA (master of fine arts in art or theater).

### **I-2. Student to Faculty Ratio**

Report the Fall 2004 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 2004 Student to Faculty ratio:

## 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)

### J. DEGREES CONFERRED

Common Data Set 2004-05

Category	Diploma/Certificates	Associate	Bachelor's	CIP 1990 Categories to Include
Agriculture				1 and 2
Ar 732h7 5(.5 lol.5 144.28 69.75 j6c 69.75 ju75294 SCN2tnj1().8(ri)-55.5.28 733.5 m)-5i8425 ju75294 4s25 2 m503.28 .432661.5 ISQBT9				

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

## Common Data Set 2004-05

Items preceded by an asterisk (\*) represent definitions agreed to among publishers which do not appear on the CDS document but may be present on individual publishers' surveys.

**\*Academic advisement:** Plan under which each student is assigned to a faculty member or a trained adviser, who, through regular meetings, helps the student plan and implement immediate and long-term academic and vocational goals.

**Accelerated program:** Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during the regular academic term.

**Admitted student:** Applicant who is offered admission to a degree-granting program at your institution.

**\*Adult student services:**

Common Data Set 2004-05

positions; establishment of a permanent reference folder; career resource materials.

**Carnegie units:**

## Common Data Set 2004-05

for the successful completion of a program of studies.

**Degree-seeking students:** Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or



## Common Data Set 2004-05

**First professional certificate (postdegree):** An award that requires completion of an organized program of study designed for persons who have completed the first professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

**First professional degree:** An award in one of the following fields: chiropractic (DC, DCM), dentistry (DDS, DMD),

requirements.

**International students:** See **Nonresident alien**.



Common Data Set 2004-05

alien registration card [Form I-5 or I-15], a Temporary Resident Card [Form

## Common Data Set 2004-05

certifications to the Veteran's Administration. May also provide personal counseling on the transition from the military to a civilian life.

**\*Visually impaired:**

based aid that is used to meet need should be counted as need-based aid.

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

Non-need institutional grants

Non-need tuition waivers

Non-need athletic awards

Non-need federal grants

Non-need state grants

Non-need outside grants

Non-need student loans

Non-need parent loans

Non-need work

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

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

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