A0 Respondent Information (Not for Publication)

A0 Name: Ray C. Brown, Ph.D.

A0 Title: Director

A0Office:Institutional ResearchA0Mailing Address:147 Westminster HallA0City/State/Zip/Country:Fulton, MO 65251A0Phone:(573-592-5238)

A0 Fax

A0 E-mail Address: <a href="mailto:ray.brown@westminster-mo.edu">ray.brown@westminster-mo.edu</a>

Α0

# A5 Degrees offered by your institution: A5 Certificate A5 Diploma

- A5 Associate
- A5 Transfer Associate
- A5 Terminal Associate
- A5 Bachelor'sA5 Postbachelor's certificate
- A5 Master's
- A5 Post-master's certificate
- A5 Doctoral degree research/scholarship A5 Doctoral degree –

Consider if

Submitted

Not

Used

# **Basis for Selection**

C6		
CU		

C6 C6 C6

C6

**C7** 

C8A

C8A

C8A SAT or ACT

C7		Very Important	Important	Considered	Not Considered
<b>C7</b>	Academic				
C7	Rigor of secondary school record	X			
C7	Class rank		X		
C7	Academic GPA		X		
C7	Standardized test scores	X			
C7	Application Essay			Х	
C7	Recommendation(s)		Х		
C7	Nonacademic				
C7	Interview			Х	
C7	Extracurricular activities		X		
C7	Talent/ability			Х	
C7	Character/personal qualities	Х			
C7	First generation			v	
C7	Alumni/ae relation			X	Х
C7 C7	Geographical residence				X
-	State residency				Α
C7	Religious affiliation/commitment				X
<b>C</b> 7	Racial/ethnic status				Х
C7	Volunteer work		х		^
C7	Work experience		^	Х	
C7	Level of applicant's interest			^	
	SAT and ACT Policies				
C8	Entrance exams				
Co	LIIII alice Gaaliis			Yes	No
C8A				_	
				X	
C8A					
CoA					

Require

Recommend

Require for Some

C8C	Please indicate how your institution will use the SAT or ACT writing component; check all that apply:				
C8C		SAT essay	ACT essay		
C8C	For admission				
C8C	For placement				
C8C	For advising				
C8C	In place of an application essay				
	As a validity check on the application essay				
C8C	No college policy as of now	X	Х		
C8C	Not using essay component				

C8D	In addition, does your institution	use applicants' tes	st scores for acade	mic advising?
C8D		Yes	No	Ì
		Х		
	•		•	

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

C8F	If necessary, use this space to clarify your test policies (e.g., if tests are recommended for some students,
C8F	

C8G Please indicate which tests your institution uses for placement (e.g., state tests):

C8G	SAT		
C8G	ACT		
C8G	SAT Subject Tests		
C8G	AP		
C8G	CLEP		_
C8G	Institutional Exam		
C8G	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 2011, 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 2011 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.

C9	Percent submitting SAT scores	13% Number submitting SAT scores	32
C9	Percent submitting ACT scores	74% Number submitting ACT scores	188

C9		25th Percentile	75th Percentile
C9	SAT Critical Reading	420	610
C9	SAT Math	460	600
	SAT Writing	410	570
	SAT Essay	18	26
C9	ACT Composite	22	27
C9	ACT Math	20	26
C9	ACT English	21	28
C9	ACT Writing		

CDS-C Page 7

**C9** Percent of first-time, first-year (freshman) students with scores in each range:

C9		SAT Critical		
		Reading	SAT Math	SAT Writing
C9	700-800	5%	11%	3%
C9	600-699	27%	16%	16%
C9	500-599	14%	32%	35%
C9	400-499	38%	38%	30%
C9	300-399	16%	3%	14%
C9	200-299	0%	0%	3%
	Totals should = 100%	100%	100%	100%
C9		ACT Composite	ACT English	ACT Math
C9	30-36	12%	19%	7%
C9	24-29	54%	44%	46%
C9	18-23	33%	31%	36%
C9	12-17	1%	6%	10%
C9	6-11	0%	0%	0%
C9	Below 6	0%	0%	0%
	Totals should = 100%	100%	100%	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).

C10	Percent in top tenth of high school graduating class 22%			
C10	Percent in top quarter of high school graduating class 50%			
C10	Percent in top half of high school graduating class 85%		Top half +	
C10	Percent in bottom half of high school graduating class 15%		bottom half = 100%	%
C10	Percent in bottom quarter of high school graduating class 3%			
C10	Percent of total first-time, first-year (freshmen) students who submitted high school		60%	
	class rank:		60%	

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.

C11	Percent who had GPA of 3.75 and higher	28%
C11	Percent who had GPA between 3.50 and 3.74	21%
C11	Percent who had GPA between 3.25 and 3.49	17%
C11	Percent who had GPA between 3.00 and 3.24	15%
C11	Percent who had GPA between 2.50 and 2.99	14%
C11	Percent who had GPA between 2.0 and 2.49	3%
C11	Percent who had GPA between 1.0 and 1.99	
C11	Percent who had GPA below 1.0	
	Totals should = 100%	100%

Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA:	3.43
Percent of total first-time, first-year (freshman) students who submitted high school GPA:	79%

#### **Admission Policies**

C13 Application Fee

613	Application ree					
C13		Yes	No			
C13	Does your institution have an application fee?		X			
C13	Amount of application fee:					
C13		Yes	No			
C13	Can it be waived for applicants with financial need?					

C13	If you	have	an app	lication	fee and	an on	·line app	<u>lic</u> ation	option,
-----	--------	------	--------	----------	---------	-------	-----------	------------------	---------

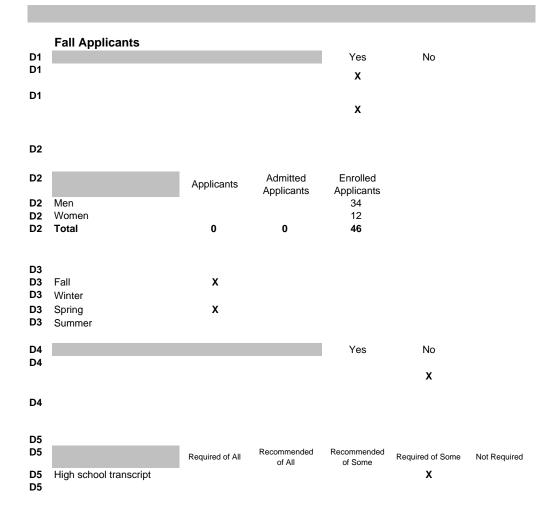
C13	Same fee:	
C13	Free:	
C13	Reduced:	

CDS-C Page 8

C13		Yes	No		
C13	Can on-line application fee be waived for applicants with financial need?				
C14	Application closing date				
C14		Yes	No		
	Does your institution have an application closing date?		X		
	Application closing date (fall): Priority date:				
C15				Yes	No
C15				Х	
	Notification to applicants of ad	mission decision	sent (fill in one only	)	
C16	On a rolling basis beginning (date):				
	By (date): Other:				
C47	Donly policy for admitted appli	eente (fill in one o	nh d		
	Reply policy for admitted appli Must reply by (date):	cants (IIII III ONE OI	riiy)		
	No set date:				
C17	Must reply by May 1 or within weeks if notified thereafter	3			
C17	Other:				
C17					
C17 C17					
C17	Yes, in full				
C17	Yes, in part No				
C17	INO				
	Deferred admission			V	NI-
C18 C18	Does your institution allow studer	nts to postpone en	rollment after	Yes	No
	admission?			Х	
	If yes, maximum period of postpo				
C19 C19	Early admission of high school	l students		Yes	No
	Does your institution allow high s	chool students to e	enroll as full-time,	163	140
	first-time, first-year (freshman) stuschool graduation?	udents one year or	more before high		X
C20	Common Application		(I	nitiated during 20	06-2007 cycle)
	Early Decision and Early	Action Plans			
C21 C21	Early Decision			Yes	No
	Does your institution offer an earl	y decision plan (ar	n admission plan 56.		
					X
C21					
C21	First or only early decision plan c	-			
C21 C21	First or only early decision plan n	otification date			
C21					

C21	For the Fall 2011 entering class	s:			
C21	Number of early decision applica	tions received by y	our institution		
C21	Number of applicants admitted u	nder early decision	n plan		
C21	Please provide significant details	about your early o	decision plan:		
C22	Early action				
C22				Yes	No
C22	Do you have a nonbinding early a notified of an admission decision notification date but do not have	well in advance of	the regular		
C22	If "yes," please complete the folio	wing:			
C22	Early action closing date				
C22	Early action notification date				
C22	Is your early action plan a "restric	ctive" plan under w	hich you limit stude	ents from applying	to other early plans?
C22	Yes	No	]		
C22			1		

CDS-C Page 10



Does an open admission policy, if reported, apply to transfer students?		х
Describe additional requirements for transfer admission, if ap	plicable:	
Transfer Credit Policies		
Report the lowest grade earned for any course that may be transferred for credit:	С	
13	Number	Unit Type
Maximum number of credits or courses that may be transferred from a two-year institution:	61	
14	Number	Unit Type
Maximum number of credits or courses that may be transferred from a four-year institution:	74	
15 Minimum number of credits that transfers must complete at		1
your institution to earn an associate degree:		
Minimum number of credits that transfers must complete at your institution to earn a bachelor's degree:	48.00	
17 Describe other transfer credit policies:		-

CDS-D Page 12

# F. STUDENT LIFE

**F1** Percentages of first-time, first-year (freshman) degree-seeking students and degree-seeking undergraduates enrolled in Fall 2011 who fit the following categories:

F1		First-time, first-year	
		(freshman)	Undergraduates
		students	
F1	Percent who are from out of state (exclude		
	international/nonresident aliens from the numerator	26%	26%
	and denominator)		
F1	Percent of men who join fraternities		46%
F1	Percent of women who join sororities		33%
F1	Percent who live in college-owned, -operated, or -		
	affiliated housing	97%	85%
F1	Percent who live off campus or commute	3%	15%
F1	Percent of students age 25 and older	0%	3%
F1	Average age of full-time students	18	20
F1	Average age of all students (full- and part-time)	18	20

F2 Activities offered Identify those programs available at your institution.

	Activities offered identity those	progra
F2	Campus Ministries	Х
F2	Choral groups	Х
F2	Concert band	
F2	Dance	
F2	Drama/theater	
F2	International Student	
	Organization	X
F2	Jazz band	
F2	Literary magazine	Х
F2	Marching band	
F2	Model UN	Х
F2	Music ensembles	Х
F2	Musical theater	
F2	Opera	
F2	Pep band	Х
F2	Radio station	
F2	Student government	Х
F2	Student newspaper	Х
F2	Student-run film society	
F2	Symphony orchestra	
F2	Television station	
F2	Yearbook	Х

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

F3		On Campus	At Cooperating Institution	Name of Cooperating Institution
F3	Army ROTC is offered:		Х	University of MO- Columbia
F3	Naval ROTC is offered:			
F3	Air Force ROTC is offered:		X	University of MO- Columbia

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

	undergraduates at your institution	
F4	Coed dorms	Х
F4	Men's dorms	Х
F4	Women's dorms	Х
F4	Apartments for married students	
F4	Apartments for single students	Х
F4	Special housing for disabled students	
F4	Special housing for international students	
F4	Fraternity/sorority housing	Х
F4	Cooperative housing	
F4	Theme housing	Х
F4	Wellness housing	
F4	Other housing options (specify):	

CDS-F Page 14

## **G. ANNUAL EXPENSES**

**G0** Please provide the URL of your institution's net price calculator:

Provide 2012-2013 academic year costs of attendance for the following categories that are applicable to your institution.

Check here if your institution's 2012-2013 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 2012-2013 academic year costs of attendance will be available:

G1 Undergraduate full-time tuition, required fees, room and board List the typical tuition, required fees, and room and board for a full-time undergraduate student for the FULL 2012-2013 academic year (30 semester or 45 quarter hours for institutions that derive annual tuition by multiplying credit hour cost by number of credits). A full academic year refers to the period of time generally extending from September to June; usually equated to two semesters, two trimesters, three quarters, or the period covered by a four-one-four plan. Room and board is defined as double occupancy and 19 meals per week or the maximum meal plan. Required fees include only charges that all full-time students must pay that are not included in tuition (e.g., registration, health, or activity fees.) Do not include optional fees (e.g., parking, laboratory use).

G1		First-Year	Undergraduates
G1	PRIVATE INSTITUTIONS Tuition:	\$19,750	\$19,750
G1	PUBLIC INSTITUTIONS		
	Tuition:		
	In-district		
G1	PUBLIC INSTITUTIONS		
	In-state (out-of-district):		
G1	PUBLIC INSTITUTIONS		
	Out-of-state:		
G1	NONRESIDENT ALIENS	\$19,750	\$19,750
	Tuition:	\$19,750	\$19,750
G1	REQUIRED FEES:	\$820	\$820
G1	ROOM AND BOARD:	\$7,990	\$7,990
	(on-campus)	Ψ1,990	Ψ1,990
G1	ROOM ONLY:	\$4,190	\$4,190
	(on-campus)	φ <del>4</del> ,190	φ <del>4</del> ,190
G1	BOARD ONLY:	\$3,800	\$3,800
	(on-campus meal plan)	ψ3,000	ψ3,000
G1	Comprehensive tuition and room and	d board fee (if your	
	college cannot provide separate tuiti	on and room and	
	board fees):		

G1 Other:

G2		Minimum	Maximum
	Number of credits per term a student can take for the stated full-time tuition	12	19

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

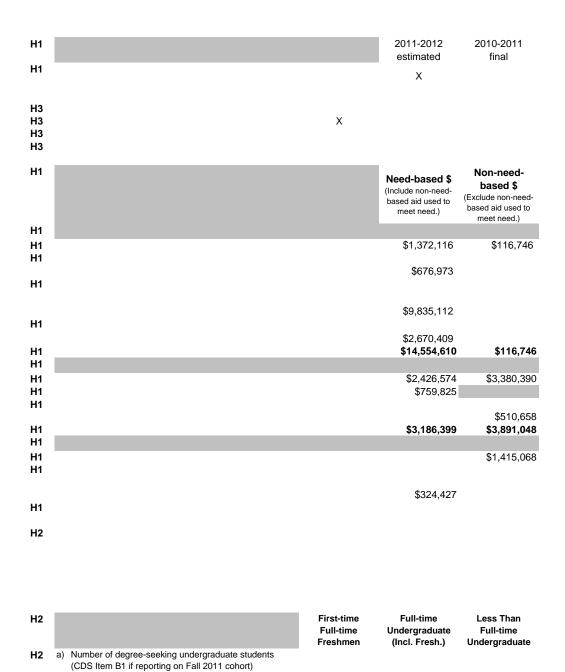
G4		Yes	No
	Do tuition and fees vary by undergraduate instructional program?		х
G4			

%

G4 If yes, what percentage of full-time undergraduates pay more than the tuition and fees reported in G1?

CDS-G Page 15

G5 G5		Residents	Commuters (living at home)	Commuters (not living at home)
	Books and supplies Room only	\$1,100	\$1,100	\$1,100 \$4,190
G5	Board only		\$2,400	\$3,800



H2	c)	Number of students in line <b>b</b> who were determined to have financial need	151	683	6
H2	d)	Number of students in line ${\bf c}$ who were awarded any financial aid	151	683	6
H2	e)	Number of students in line <b>d</b> who were awarded any need-based scholarship or grant aid	151	683	4
H2	f)	Number of students in line <b>d</b> who were awarded any need-based self-help aid	124	585	4
H2	g)	Number of students in line ${\bf d}$ who were awarded any nonneed-based scholarship or grant aid	0	0	1
H2	h)	Number of students in line <b>d</b> whose need was fully met (exclude PLUS loans, unsubsidized loans, and private alternative loans)	69	319	1
H2	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)	85.0%	82.0%	46.0%
H2	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)	\$ 19,920	\$ 18,345	\$ 10,113
H2	k)	Average need-based scholarship and grant award of those in line <b>e</b>	\$ 15,979	\$ 13,440	\$ 7,575
H2	I)	Average need-based self-help award ( <u>excluding PLUS</u> <u>loans</u> , <u>unsubsidized loans</u> , <u>and private alternative loans</u> ) of those in line <b>f</b>	\$ 4,514	\$ 5,433	\$ 2,538
H2	m)	Average need-based loan ( <u>excluding PLUS loans</u> , <u>unsubsidized loans</u> , and private alternative loans) of those in line f who were awarded a need-based loan	\$ 3,245	\$ 4,239	\$ 1,913

H2A

H2A	First-time	Full-time	Less Than
	Full-time	Undergrad	Full-time
	Freshmen	(Incl. Fresh.)	Undergrad
		(,	

H2A n) Number of students in line

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

Н4

H8 H8

H9 H9 H9

	56%
H4a	
	Provide the percentage of the class (defined above) who borrowed at any time through federal loan programsFederal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loans and Federal Family Education Loans. NOTE:
Н5	exclude all institutional, state, private alternative loans and parent loans.  55%
113	\$20,745
Н5а	Report the average per-undergraduate-borrower cumulative principal borrowed, of those
	in H4a, through federal loan programsFederal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loans and Federal Family Education ns a Loan., clude: 8(Itio3C22id0-40tStu.)TjT*(exclude all loude all ional, s
	fH8H48, throuPrioritygdH4a54 TDlalrougrequi4.90936age per-undergra:08 ge ofDead fede4 TDlalrou <b>\$29;857</b> .90936age per-undergra:08 g0 47 H6fH8
Н6	
Н6	v
H6	X X
Н6	
Н6	
	151
Н6	014.450
	\$11,452
Н6	
	\$1,729,321
H7 H7	
H7	
H7	X 
H7 H7	X
	Process for First-Year/Freshman Students
υο	
H8 H8	x
Н8	
H8 H8	
по Н8	
HR	

2/15

## I. INSTRUCTIONAL FACULTY AND CLASS SIZE

Please report the number of instructional faculty members in each category for Fall 2011. Include faculty who are on your institution's payroll on the census date your institution uses for

#### 1 IPEDS/AAUP.

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 pre-doctoral 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 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 Alaska Native; Asian, Native Hawaiian or other 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. Also includes terminal degrees formerly designated as "first professional," including 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), or law (JD).

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

11			Full-Time	Part-Time	Total
11	a)	Total number of instructional faculty	64	30	94
11	b)	Total number who are members of minority groups	4	1	5
11	c)	Total number who are women	27	14	41
11	d)	Total number who are men	37	15	52
11	e)	Total number who are nonresident aliens (international)	2	1	3
	f)	Total number with doctorate, or other terminal degree			
11			55	8	63
	g)	Total number whose highest degree is a master's but not a terminal			
11		master's	9	22	31
11	h)	Total number whose highest degree is a bachelor's	0	0	0
	:\	Total number whose highest degree is unknown or other (Note:			
<b>I1</b>	1)	Items f, g, h, and i must sum up to item a.)	0	0	0
	i۱	Total number in stand-alone graduate/ professional programs in			
I1	J <i>)</i>	which faculty teach virtually only graduate-level students	n.a.	n.a.	n.a.

#### I2 Student to Faculty Ratio

Report the Fall 2011 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.

12	Fall 2011 Student to Faculty ratio	14 to 1	(based on	1091	students

CDS-I Page 21

77.5 faculty).

#### **Undergraduate Class Size**

13

13 13 In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 2011 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 2011. 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**

13	Undergraduate Class Size (provide numbers)								
13	CLASS	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
13	SECTIONS	74	133	123	6				336

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

CDS-I Page 22

#### **Common Data Set Definitions**

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

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

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

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

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

\*Adult student services: Admission assistance, support, orientation, and other services expressly for adults who have started college for the first time, or who are re-entering after a lapse of a few years.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community recognition.

**Applicant (first-time, first year):** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been

**Commuter:** A student who lives off campus in housing that is not owned by, operated by, or affiliated with the college. This category includes students who commute from home and students who have moved to the area to attend college.

**Contact hour:** A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

Continuous basis (for program enrollment): A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

Cooperative education program: A program that provides for alternate class attendance and employment in business, industry, or government.

**Cooperative housing:** College-owned, -operated, or -affiliated housing in which students share room and board expenses and participate in household chores to reduce living expenses.

\*Counseling service: Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

**Credit:** Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

**Credit course:** A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

**Credit hour:** A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

**Cross-registration:** A system whereby students enrolled at one institution may take courses at another institution without having to apply to the second institution.

**Deferred admission:** The practice of permitting admitted students to postpone enrollment, usually for a period of one academic term or one year.

**Degree:** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

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

**Differs by program (calendar system):** A calendar system classification that is used by institutions that have occupational/vocational programs of varying length. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a two-month program in January, March, May, September, and November; and a three-month program in January, April, and October.

Diploma: See Postsecondary award, certificate, or diploma.

**Distance learning:** An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.

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

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

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

**Double major:** Program in which students may complete two undergraduate programs of study simultaneously.

**Dual enrollment:** A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.

**Early action plan:** An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll; the student may reply to the offer under the college's regular reply policy.

**Early admission:** A policy under which students who have not completed high school are admitted and enroll full time in college, usually after completion of their junior year.

CDS Definitions Page 25

Early decision plan: A plan that permits students to apply and be notified of an admission decision (and financial aid offer if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions for early decision applicants: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.

English as a Second Language (ESL): A course of study designed specifically for students whose native language is not English.

Exchange student program-domestic: Any arrangement between a student and a college that permits study for a semester or more at another college in the United States without extending the amount of time required for a degree. See also Study abroad.

**External degree program:** A program of study in which students earn credits toward a degree through independent study, college courses, proficiency examinations, and personal experience. External degree programs require minimal or no classroom attendance.

**Extracurricular activities (as admission factor):** Special consideration in the admissions process given for participation in both school and nonschool-related activities of interest to the college, such as clubs, hobbies, student government, athletics, performing arts, etc.

**First-time student:** A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

**First-time**, **first-year** (**freshman**) **student**: A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

First-year student: A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.

Freshman: A first-year undergraduate student.

\*Freshman/new student orientation: Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college. May be a few hours or a few days in length; at some colleges, there is a fee.

Full-time student (undergraduate): A student enrolled for 12 or more semester credits, 12 or more quarter credits, or 24 or more contact hours a week each term.

**Geographical residence (as admission factor):** Special consideration in the admission process given to students from a particular region, state, or country of residence.

**Grade-point average (academic high school GPA):** The sum of grade points a student has earned in secondary school divided by the number of courses taken. The most common system of assigning numbers to grades counts four points for an A, three points for a B, two points for a C, one point for a D, and no points for an E or F. Unweighted GPA's assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses.

**Graduate student:** A student who holds a bachelor's or equivalent, and is taking courses at the post-baccalaureate level.

\*Health services: Free or low cost on-campus primary and preventive health care available to students.

**High school diploma or recognized equivalent:** A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED), or another state-specified examination.

**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Honors program:** Any special program for very able students offering the opportunity for educational enrichment, independent study, acceleration, or some combination of these.

**Independent study:** Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.

**In-state tuition:** The tuition charged by institutions to those students who meet the state's or institution's residency requirements.

International student: See Nonresident alien.

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

**Internship:** Any short-term, supervised work experience usually related to a student's major field, for which the student earns academic credit. The work can be full- or part-time, on- or off-campus, paid or unpaid.

\*Learning center: Center offering assistance through tutors, workshops, computer programs, or audiovisual equipment in reading, writing, math, and skills such as taking notes, managing time, taking tests.

\*Legal services: Free or low cost legal advice for a range of issues (personal and other).

CDS Definitions Page 26

**Liberal arts/career combination:** Program in which a student earns undergraduate degrees in two separate fields, one in a liberal arts major and the other in a professional or specialized major, whether on campus or through cross registration.

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

**Minority affiliation (as admission factor):** Special consideration in the admission process for members of designated racial/ethnic minority 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

Weekend college: A program that allows students to take a complete course of study and attend classes onl