

## A. GENERAL INFORMATION

### A1. Address Information

Towson University  
8000 York Road Towson, MD 21252-0001 USA  
(410) 704 - 2000  
<http://www.towson.edu>

(410) 704 - 2113  
1-888-4TOWSON  
Towson University, Office of Admissions , 8000 York Road Towson, MD 21252-0001 USA  
(410) 704 - 3030  
admissions@towson.edu

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

<https://www.applyweb.com/aw?towson>

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

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

- Public  
 Private (nonprofit)  
 Proprietary

### A3. Classify your undergraduate institution:

- Coeducational college  
 Men's college  
 Women's college

### A4. Academic year calendar

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

### A5. Degrees offered by your institution

- |  |  |
|--|--|
| <input type="checkbox"/> Certificate           | <input checked="" type="checkbox"/> Postbachelor's certificate |
| <input type="checkbox"/> Diploma               | <input checked="" type="checkbox"/> Master's                   |
| <input type="checkbox"/> Associate             | <input checked="" type="checkbox"/> Post-master's certificate  |
| <input type="checkbox"/> Transfer              | <input checked="" type="checkbox"/> Doctoral                   |
| <input type="checkbox"/> Terminal              | <input type="checkbox"/> First professional                    |
| <input checked="" type="checkbox"/> Bachelor's | <input type="checkbox"/> First professional certificate        |

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**B. ENROLLMENT AND PERSISTENCE**

**B1. Institutional Enrollment—Men and Women** Provide numbers of students for each of the following categories as of the institution's official fall reporting date or as of October 15, 2005.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
Undergraduates				

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**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, 2005. 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 Undergraduates (include first-time first-year)	Total Undergraduates (both degree- and non- degree-seeking)
Nonresident aliens	37	270	
Black, non-Hispanic	273	1,476	
American Indian or Alaska Native	7	43	
Asian or Pacific Islander	106	521	
Hispanic	47	322	
White, non-Hispanic	1,694	10,132	
Race/ethnicity unknown	163	1205	
<b>Total</b>	<b>2,327</b>	<b>13,969</b>	

### Persistence

**B3. Number of degrees awarded by your institution from July 1, 2004, to June 30, 2005.**

Certificate/diploma                      0

|

B5.

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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:  
\_\_\_\_\_

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 2004 (or the preceding summer term). The initial cohort may be adjust

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

#### Applications

**C1. First-time, first-year (freshman) students:** Provide the number of degree-seeking, first-time, first-year students who applied, were admitted, and enrolled (full- or part-time) in fall 2005. 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.

Total first-time, first-year (freshman) men who applied	4,362
Total first-time, first-year (freshman) women who applied	7,384
Total first-time, first-year (freshman) men who were admitted	2,581
Total first-time, first-year (freshman) women who were admitted	4,918
Total full-time, first-time, first-year (freshman) men who enrolled	862
Total part-time, first-time, first-year (freshman) men who enrolled	3
Total full-time, first-time, first-year (freshman) women who enrolled	1,456
Total part-time, first-time, first-year (freshman) women who enrolled	6

**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 2005 admissions:

Number of qualified applicants offered a place on waiting list	2,718
Number accepting a place on the waiting list	2,718
Number of wait-listed students admitted	921

Is your waiting list ranked? **No**

If yes, do you release that information to students?

Do you release that information to school counselors?

#### 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

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**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 its equivalent). If you use a different system for calculating units, please convert.

	Units Required	Units Recommended
Total academic units	21	
English	4	
Mathematics	3	
Science	3	
Of these, units that must be lab	2	
Foreign language	2	
Social studies	3	
History		
Academic electives	6	
Other ( <i>specify</i> )		

### Basis for Selection

**C6.**

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### SAT and ACT Policies

#### C8. Entrance exams

A. 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, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission for **Fall 2007**.

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

B. If your institution will make use of the ACT in admission decisions for first-time, first-year, degree-seeking applicants for Fall 2007, please indicate which ONE of the following applies:

\_\_\_ ACT with Writing component required

\_\_\_ ACT with Writing component **recommended.**

\_\_\_ 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:





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**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	24.3
Percent in top quarter of high school graduating class	54
Percent in top half of high school graduating class	91.4
Percent in bottom half of high school graduating class	8.6
Percent in bottom quarter of high school graduating class	1.4
Percent of total first-time, first-year (freshman) students who submitted high school class rank:	62.2

**C11. Percentage of all enrolled, degree-seeking, first-time, first-year (freshman) students who had high school grade-point averages within each of the following ranges (using 4.0 scale). Report information only for those students from whom you collected high school GPA.**

Percent who had GPA of 3.75 and higher	21.7
Percent who had GPA between 3.50 and 3.74	25.1
Percent who had GPA between 3.25 and 3.49	30.7
Percent who had GPA between 3.00 and 3.24	16.0
Percent who had GPA between 2.50 and 2.99	5.3
Percent who had GPA between 2.0 and 2.49	1.0
Percent who had GPA between 1.0 and 1.99	0.2
Percent who had GPA below 1.0	0.0

**C12. Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA:**  
3.47

Percent of total first-time, first-year (freshman) students who submitted high school GPA: **99.4%**

### Admission Policies

**C13. Application fee**

Does your institution have an application fee?  Yes  No

Amount of application fee: **\$45**

D0.000 D()T D()T 55Ta6( 55Ta6(ap)-481.14 177.84 11.88 rea0761 00.02 767-1 00.02 76vh/TT2 1 g4?t0)h( 0u48 0 0 10N 76 333

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

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### D. TRANSFER ADMISSION

#### Fall Applicants

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

(If no, please skip to Section E)

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

**D2.** Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2005.

	<b>Applicants</b>	<b>Admitted Applicants</b>	<b>Enrolled Applicants</b>
Men	1,406	958	605
Women	1,955	1,463	875
Total	3,361	2,421	1,480

#### 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? **30 Semester Hrs.**

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

	<b>Required of All</b>	<b>Recommended of All</b>	<b>Recommended of Some</b>	<b>Required of Some</b>	<b>Not required</b>

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**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.

	<b>Priority Date</b>	<b>Closing Date</b>	<b>Notification Date</b>	<b>Reply Date</b>	<b>Rolling Admission</b>
Fall		2/15		May 1	
Winter					
Spring		11/15		Dec. 1	
Summer					

**D10.** Does an open admission policy, if reported, apply to transfer students?  Yes

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

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

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

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

**Library Collections:** The CDS publishers will collect library data again when a new Academic Libraries Survey is in place.

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## F. STUDENT LIFE

### F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2005 who fit the following categories:

	First-time, first-year (freshman) students	Undergraduates
Percent who are from out of state (exclude international/nonresident aliens)	23.5	18.4
Percent of men who join fraternities	1.2	7.9
Percent of women who join sororities	1.3	6.2
Percent who live in college-owned, -operated, or -affiliated housing	71.1	22.6
Percent who live off campus or commute	28.9	77.4
Percent of students age 25 and older	0.3	11.4
Average age of full-time students	18.2	21.0
Average age of all students (full- and part-time)	18.2	21.7

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

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Choral groups | <input checked="" type="checkbox"/> Marching band   | <input checked="" type="checkbox"/> Student government |
| <input checked="" type="checkbox"/> Concert band  | <input checked="" type="checkbox"/> Music ensembles | <input checked="" type="checkbox"/> Student newspaper  |
| <input checked="" type="checkbox"/> Dance         | <input checked="" type="checkbox"/> Musical theater | <input type="checkbox"/>                               |

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### G. ANNUAL EXPENSES

**Provide 2006-2007 academic year costs of attendance for the following categories that are applicable to your institution.**

- Check here if your institution's 2006-2007 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 2006-2007 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 2006-2007 academic year (30 semester hours 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 attend two semesters, two trimesters, or three quarters.



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

	<b>Residents</b>	<b>Commuters (living at home)</b>	<b>Commuters (not living at home)</b>
Books and supplies:	<b>\$912</b>	<b>\$912</b>	<b>\$912</b>
Room only:			<b>\$4,252</b>
Board only:		<b>\$1,500</b>	<b>\$2,978</b>
Transportation:	<b>\$1,798</b>	<b>\$2,040</b>	<b>\$1,798</b>
Other expenses:	<b>\$1,596</b>	<b>\$988</b>	<b>\$1,596</b>

**G6. Undergraduate per-credit-hour charges (tuition only):**

PRIVATE INSTITUTIONS:	<b>N/A</b>
PUBLIC INSTITUTIONS	
In-district:	<b>\$235</b>
In-state (out-of-district):	<b>\$235</b>
Out-of-state:	<b>\$544</b>
NONRESIDENT ALIENS:	<b>\$544</b>

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### H. FINANCIAL AID

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

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

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

**Indebtedness:** Aggregate dollar amount borrowed through any loan programs (federal, state, subsidized, unsubsidized, private, etc.; excluding parent loans) while the student was enrolled at an institution. Student loans co-signed by a parent are assumed to be the responsibility of the student and **should** be included.

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

**Financial need:** As determined by your institution using the federal methodology and/or your institution's own standards.

**Need-based aid:** College-funded or college-administered award from institutional, state, federal, or other sources for which a student must have financial need to

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### 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 2004-2005 academic year (see the next item below), use the 2004-2005 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:

2005-2006 estimated or  2004-2005 final

Which needs-analysis methodology does your institution use in awarding institutional aid? (Formerly H3)

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

	Need-based (Include non-need-based aid use to meet need.)	Non-need-based (Exclude non-need-based aid use to meet need.)
	\$	\$
<b>Scholarships/Grants</b>		
Federal	\$6,640,971	\$195,993
State (i.e., all states, not only the state in which your institution is located)	\$7,458,254	\$1,582,131
Institutional (endowment, alumni, or other institutional awards) and external funds awarded by the college excluding athletic aid and tuition waivers (which are reported below)	\$7,073,196	\$5,663,695
Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	\$602,402	\$2,377,935
<b>Total Scholarships/Grants</b>	<b>\$21,774,823</b>	<b>\$9,819,754</b>
<b>Self-Help</b>		
Student loans from all sources (excluding parent loans)	\$17,111,675	\$8,922,465
Federal Work-Study	\$707,933	

State and other (e.g., institutional) work-study/empl 23.447(udy)4.3(/)3.7(e)2(m)1(/)3.78 23e 0 0 2 TwMI505.26eei 78662 286.98 IW\* n0.87451 1383.58 274.44 lf505.26 23

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

	<b>First-time Full-time Freshmen</b>	<b>Full-time Undergrad (Incl. Fresh)</b>	<b>Less Than Full-time Undergrad</b>
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2005 cohort)	2,318	12,590	1,379
b) Number of students in line <b>a</b> who applied for need-based financial aid	1,707	7,471	530
c) Number of students in line <b>b</b> who were determined to have financial need	1,119	5,413	448
d) Number of students in line <b>c</b> who were awarded any financial aid	1,071	5,231	382
e) Number of students in line <b>d</b> who were awarded any need-based scholarship or grant aid	742	3,522	243
f) Number of students in line <b>d</b> who were awarded any need-based self-help aid	646	3,803	298
g) Number of students in line <b>d</b> who were awarded any non-need-based scholarship or grant aid	579	1,685	36
h) Number of students in line <b>d</b> whose need was fully met ( <u>exclude PLUS loans, unsubsidized loans, and private alternative loans</u> )	188	862	40
i) On average, the percentage of need that was met of students who were awarded any need-based aid. Exclude any aid that was awarded in excess of need as well as any resources that were awarded to replace EFC ( <u>PLUS loans, unsubsidized loans, and private alternative loans</u> )	60%	64%	57%
j) The average financial aid package of those in line <b>d</b> . Exclude any resources that were awarded to replace EFC ( <u>PLUS loans, unsubsidized loans, and private alternative loans</u> )	\$6,814	\$7,602	\$5,078
k) Average need-based scholarship or grant award of those in line <b>e</b>	\$5,049	\$5,042	\$2,524
l) Average need-based self-help award ( <u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u> ) of those in line <b>f</b>	\$2,795	\$3,795	\$4,011
m) Average need-based loan ( <u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u> ) of those in line <b>f</b> who were awarded a need-based loan	\$2,670	\$3,707	\$3,969

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

	<b>First-time Full-time Freshmen</b>	<b>Full-time Undergrad (Incl. Fresh)</b>	<b>Less Than Full-time Undergrad</b>
n) Number of students in line <b>a</b> who had no financial need and who were awarded institutional non-need-based scholarship or grant aid (exclude those who were awarded athletic awards and tuition benefits)	143	340	0
o) Average dollar amount of institutional non-need-based scholarship and grant aid awarded to students in line <b>n</b>	\$3,680	\$3,906	\$0

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**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: March 21st

**H11.** Indicate reply dates:

Students must reply by (date): \_\_\_\_\_ or within 2 weeks of notification.

### **Types of Aid Available**

Please check off all types of aid available

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**I. INSTRUCTIONAL FACULTY AND CLASS SIZE**

**I-1. Please report the number of instructional faculty**

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	<b>Full-time</b>	<b>Part-time</b>	<b>Total</b>
a.) Total number of instructional faculty	663	582	1245
b.) Total number who are members of minority groups	95	52	147
c.) Total number who are women	328	297	625
d.) Total number who are men	335	285	620
e.) Total number who are nonresident aliens (international)	2	0	2
f.) Total number with doctorate, first professional, or other terminal degree	527	156	652
g.) Total number whose highest degree is a master's but not a terminal master's	127	349	504
h.) Total number whose highest degree is a bachelor's	9	74	86
i.) Total number whose highest degree is unknown or other (Note: Items <b>f</b> , <b>g</b> , <b>h</b> , and <b>i</b> must sum up to item <b>a</b> .)	0	3	3
j.) Total number in stand-alone graduate/professional programs in which faculty teach virtually only graduate-level students			

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

Report the Fall 2005 ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional



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### 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 2005 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

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### J. Disciplinary areas of DEGREES CONFERRED

#### Degrees conferred between July 1, 2004 and June 30, 2005

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 1<sup>st</sup> and 2<sup>nd</sup> majors for each CIP code as the numerator and the sum of the Grand Total by 1st Majors and the Grand Total by 2<sup>nd</sup> major as the denominator. If you prefer, you can compute the percentages using 1<sup>st</sup> 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			0.3	5
Communications/journalism			8.9	9
Communication technologies			3.5	10
Computer and information sciences			4.0	11

## **Common Data Set 2005-06**

### **Common Data Set Definitions**

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**Certificate:** See **Postsecondary award, certificate, or diploma.**

**Class rank:** The relative numerical position of a student in his or her graduating class, calculated by the high school on the basis of grade-point average, whether weighted or unweighted.

**College-preparatory program:** Courses in academic subjects (English, history and social studies, foreign languages, mathematics, science, and the arts) that stress preparation for college or university study.

**Common Application:** The standard application form distributed by the National Association of Secondary School Principals for a large number of private colleges who are members of the Common Application Group.

**\*Community service program:** Referral center for students wishing to perform volunteer work in the community or participate in volunteer activities coordinated by academic departments.

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

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

**Continuous basis (for program enrollment):** A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, w



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

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

**Freshman:** A first-year undergraduate student.

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

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

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

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

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

**\*Health services:** Free or low cost on-campus primary and prev

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

**\*Minority student center:** Center with programs, activities, and/or services intended to enhance the college experience of students of color.

**Nonresident alien:** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

**\*On-campus day care:** Licensed day care for students' children (usually age 3 and up); usually for a fee.

**Open admission:** Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.

**Other expenses (costs):** Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings.

**Out-of-state tuition:** The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.

**Part-time student (undergraduate):** A student enrolled for fewer than 12 credits per semester or quarter, or fewer than 24 contact hours a week each term.

**\*Personal counseling:** One-on-one or group counseling with trained professionals for students who want to explore personal, educational, or vocational issues.

**Post-baccalaureate certificate:** An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees carrying the title of master.

**Post-master's certificate:** An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.

**Postsecondary award, certificate, or diploma:** Includes the following three IPEDS definitions for postsecondary awards, certificates, and diplomas of varying durations and credit/contact hour requirements—

*Less Than 1 Academic Year:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

*At Least 1 But Less Than 2 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

*At Least 2 But Less Than 4 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

**Private institution:** An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

**Private for-profit institution:** A private institution in which the individual(s) or agency in control receives compensation, other than wages, rent, or other expenses for the assumption of risk.

**Private nonprofit institution:** A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

**Proprietary institution:** See **Private for-profit institution**.

**Public institution:** An educational institution whose programs and activities are operated by publicly elected or appointed school officials, and which is supported primarily by public funds.

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**Quarter calendar system:** A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

**Race/ethnicity:** Category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

**Race/ethnicity unknown:** Category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic categories.

**Religious affiliation/commitment (as admission factor):** Special consideration given in the admission process for affiliation with a certain church or faith/religion, commitment to a religious vocation, or observance of certain religious tenets/lifestyle.

**\*Religious counseling:** One-on-one or group counseling with trained professionals for students who want to explore religious problems or issues.

**\*Remedial services:** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

**Required fees:** Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is the exception. Do not include application fees or optional fees such as lab fees or parking fees.

**Resident alien or other eligible non-citizen:** A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

**Room and board (charges)—on campus:** Assume double occupancy in institutional housing and 19 meals per week (or maximum meal plan).

**Secondary school record (as admission factor):** Information maintained by the secondary school that may include such things as the student's high school transcript, class rank, GPA, and teacher and counselor recommendations.

**Semester calendar system:** A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

**Student-designed major:** A program of study based on individual interests, designed with the assistance of an adviser.

**Study abroad:** Any arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.

**\*Summer session:** A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have 2 or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

**Talent/ability (as admission factor):** Special consideration given to students with demonstrated talent/abilities in areas of interest to the institution (e.g., sports, the arts, languages, etc.).

**Teacher certification program:** Program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.

**Transfer applicant:** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has previously attended another college or university and earned college-level credit.



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**Transfer student:** A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.

**Transportation (costs):** Assume two round trips to student's hometown per year for students in institutional housing or daily travel to and from your institution for commuter students.

**Trimester calendar system:** An academic year consisting of 3 terms of about 15 weeks each.

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

**\*Tutoring:** May range from one-on-one tutoring in specific subjects to tutoring in an area such as math, reading, or writing. Most tutors are college students; at some colleges, they are specially trained and certified.

**Unit:** a standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).

**Undergraduate:** A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or a vocational or technical program below the baccalaureate.

**\*Veteran's counseling:** Helps veterans and their dependents obtain benefits for their selected program and provides certifications to the Veteran's Administra

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### Financial Aid Definitions

**Financial aid applicant:** Any applicant who submits any one of