

FORM **IPEDS-IC-3**
(7-1-1999)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM**

**INSTITUTIONAL
CHARACTERISTICS SURVEY**

1999-2000

NOTE – The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).
For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Respond to each item on this report in the space provided. Certain responses are preprinted. These responses were provided by your institution on the previous IPEDS Institutional Characteristics Survey form. If a response is preprinted, verify that it is correct. If a preprinted response is incorrect, cross out the existing incorrect response with a single line and clearly indicate the correct response.

Make your changes in red so they are easily identified. Be sure to update the enrollment and tuition questions. Certain terms are defined in the Glossary which begins on page 4 of the instructions.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Please submit by October 1, 1999

Mailing address — If IPEDS forms should be mailed to an address that is not the school location, complete the following information.

Name of institution

Street or PO Box

City

State

ZIP Code

INSTITUTIONAL IDENTIFICATION 1999-2000

Please correct errors in the name, address, ZIP Code, and other information listed below.

1. Name of institution covered by this report

2. UNITID

Mark (X) this box if mailing address is the same as the institution's physical location.

3. Physical location of institution (Number and street name)

4. Employer ID Number (EIN) (9 digits)

City

State

ZIP Code

5. Name of county

6. OPEID

7. Name of chief administrator

Title

8. DUNS number

9. Name of respondent

10. E-Mail address

11. Telephone numbers

Respondent's

FAX

General information

Financial aid office

Admissions office

12. Web site address

**Changes from the 1998–1999 form for
1999–2000 INSTITUTIONAL CHARACTERISTICS SURVEY**

This is the full version of the IC form.

▶ **Part E — Enrollment and Instructional Activity**

Requests fall enrollment count, unduplicated headcount, credit and/or contact hour activity.

▶ **Part F — Additional Information**

Added question to determine institution's ability to respond to IPEDS via Internet.

PURPOSE OF THE SURVEY AND WHO SHOULD RESPOND

The primary purpose of the Institutional Characteristics (IC) component of IPEDS is to collect the basic data that identify and describe the universe of postsecondary education institutions in the United States and its outlying areas. Each institution or branch campus should file a separate report so that they can be listed in the Directory of Postsecondary Institutions.

USES OF THE DATA

Survey results will be used in a variety of ways. For example, they will be used as the source file for sample design for other postsecondary data collection activities. Other uses include generating basic counts of institutions in each state by type, control, and other key institutional characteristics; compiling directories of postsecondary education institutions that will be made available to the general public; and incorporating results into Career Information Delivery Systems throughout the nation. The data are extremely valuable for survey research design, statistical analysis, and general information purposes.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 1 to 2 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section.*

Part A — TYPES OF EDUCATIONAL OFFERINGS

IC-3

Which of the following types of instruction/programs does your institution offer?
Mark (X) all that apply.

- 1 Occupational, may lead to a certificate, degree, or other formal award
- 2 Academic, leading to a certificate, degree, or diploma
- 3 Recreational or avocational (leisure) programs
- 4 Adult basic or remedial instruction or high school equivalency
- 5 Secondary (high school)

If you marked ONLY items 3, 4, or 5 above, please stop and return the form to the address printed on the front of the form.

Part B — ORGANIZATION AND ACCREDITATION

1. Will your institution complete IPEDS forms for OTHER institutions or branch campuses?

- 1 Yes — *List the information requested below for those institutions.*
- 2 No — *SKIP to item 2*

UNITID	Institution name	Address	City	State	ZIP Code

A SEPARATE Institutional Characteristics survey form should be completed for each institution or branch listed above.

2. What is your institutional control or affiliation? (Do not indicate both public and private.)

PUBLIC

Mark (X) only one.

- 1 Federal
- 2 State
- 3 Territorial
- 4 School district
- 5 County
- 6 Township
- 7 City
- 8 Special district
- 9 Other — Specify ↘

PRIVATE

Mark (X) all that apply but do not indicate both profit-making and nonprofit.

- 1 Profit-making — SKIP to question 3
- 2 Nonprofit ↘
 - a Independent (no religious affiliation) — SKIP to question 3
 - b Religious affiliation ↘
 - 1 Catholic
 - 2 Jewish
 - 3 Protestant — Specify ↘

- 4 Other — Specify ↘

CENSUS USE ONLY

3. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)

Mark (X) all that apply.

- 1 Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)
- 2 Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
- 3 Associate's Degree
- 4 Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 but less than 3600 contact or clock hours)

- 12 Other — Specify →

An administrative unit is the office in a **multi-campus** environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. Mark (X) the box below if the entity covered by **this** form and named in item 1 on the front cover is an administrative unit only.

- 1 — **If this is an administrative unit only, STOP HERE, make sure you have completed pages 1—5, and return this form to the address shown on page 1. Complete a separate survey form for each campus for which you are responsible.**

NOTE — The administrative office for a one-campus school is NOT considered an administrative unit for IPEDS reporting purposes.

4. Does this institution offer any formally organized programs (either academic or occupational) with well defined completion requirements that do not lead to a formal award?

1 Yes

2 No

5. This institution is accredited by the following accrediting agency(ies).

Mark (X) all that apply.

- 1 National institutional or specialized accrediting agency
- 2 Regional accrediting agency — *Please complete question 6.*
- 3 State accrediting or approval agency
- 4 Not applicable

6. If you marked (X) box 2 in question 5 above — Indicate below the regional association that accredits your institution. (Mark (X) only one.)

- | | |
|--|--|
| 1 <input type="checkbox"/> Middle States Association of Colleges and Schools, Commission on Higher Education | 7 <input type="checkbox"/> Northwest Association of Schools and Colleges, Commission on Colleges |
| 2 <input type="checkbox"/> Middle States Association of Colleges and Schools, Commission on Secondary Schools | 8 <input type="checkbox"/> Southern Association of Colleges and Schools, Commission on Colleges |
| 3 <input type="checkbox"/> New England Association of Schools and Colleges Commission on Institutions of Higher Education | 9 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges |
| 4 <input type="checkbox"/> New England Association of Schools and Colleges Commission on Technical and Career Institutions | 10 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Schools |
| 5 <input type="checkbox"/> North Central Association of Colleges and Schools, Commission on Institutions of Higher Education | 11 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities |
| 6 <input type="checkbox"/> North Central Association of Colleges and Schools, Commission on Schools | |

7. Is this institution or any of its programs, departments, or schools currently accredited by any of the accrediting agencies recognized by the Secretary, U.S. Department of Education, which are listed on pages 7—9?

- 1 Yes — *Continue with Part B on page 7 and mark (X) all that apply.*
- 2 No — *SKIP to Part C on page 10.*

**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION**

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*Review the following list of National Institutional and Specialized Accrediting Bodies and mark (X) **all** that apply for your institution. Be sure to review the entire list.*

ACCREDITATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE

104 **Acupuncture (ACUP)** — First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC.

001 **Engineering (ENG)** — Basic (baccalaureate) and advanced (master's) level programs in engineering

102 **Engineering-related (ENGR)** — Engineering-related programs at the baccalaureate and advanced degree level

002 **Engineering Technology (ENGT)** — Associate and baccalaureate degree programs in engineering technology

ACCREDITING ASSOCIATION OF BIBLE COLLEGES

011 **Bible College Education (BI)** — Bible colleges and institutes offering undergraduate programs

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

121 **Allied Health (AH)** — Programs leading to the Associate of Applied Science and the Associate of Occupational Science degree

005 **Allied Health Education (AHE)** — Private, postsecondary institutions

003 **Medical Assistant (MAAB)** — Private schools and programs

004 **Medical Laboratory Technician (MLTAB)** — Schools and programs for the medical laboratory technician

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES OF TECHNOLOGY

086 **Occupational Education (DGCS)** — Private postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

087 **Occupational Education (NDCS)** — Private nondegree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

006 **Health Services Administration (HSA)** — Graduate programs in health services administration

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

099 **Continuing Education (CNCE)** — Institutions offering noncollegiate continuing education programs

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

122 **Business (GRB)** — Independent institutions offering only graduate business and business-related programs at the master's level

068 **Business (JRCB)** — Junior colleges of business

069 **Business (SRCB)** — Senior colleges of business including those with master's degree programs

070 **Business (PPB)** — Private postsecondary schools offering business and business-related programs

ACCREDITING COUNCIL ON EDUCATION IN JOURNALISM AND MASS COMMUNICATIONS

007 **Journalism and Mass Communications (JOUR)** — Units within institutions offering professional undergraduate and graduate (master's) degree programs

AMERICAN ACADEMY FOR LIBERAL EDUCATION

116 **Liberal Education (LBRL)** — Institutions of higher education and programs within institutions of higher education that offer liberal arts degree(s) at the baccalaureate level or a documented equivalency

AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY

013 **Marriage and Family Therapy (MFT)** — Clinical training programs at the master's, doctoral, and postgraduate levels

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

014 **Nurse Anesthesia (ANEST)** — Institutions and programs at the certificate, master's, or doctoral degree levels

AMERICAN BAR ASSOCIATION

015 **Law (LAW)** — Professional schools

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

016 **Funeral Service Education (FUSER)** — Institutions and programs awarding diplomas, associate degrees, and bachelor's degrees

AMERICAN COLLEGE OF NURSE-MIDWIVES

017 **Nurse-Midwifery (MIDWF)** — Basic certificate and graduate nurse-midwifery education programs for registered nurses

124 **Nurse-Midwifery (PREMW)** — Pre-certification nurse-midwifery education programs

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

018 **Pharmacy (PHAR)** — Professional degree programs

AMERICAN DENTAL ASSOCIATION

019 **Dental Assisting (DA)**

020 **Dental Hygiene (DH)**

021 **Dental Laboratory Technology (DT)**

022 **Dentistry (DENT)** — Programs leading to the D.D.S. or D.M.D. degree, advanced dental education programs (general practice residency, advanced general dentistry and specialty programs)

CONTINUED ON NEXT PAGE

**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued**

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Mark (X) all that apply for your institution.

AMERICAN DIETETIC ASSOCIATION, THE

- 023 **Dietetics (DIET)** — Coordinated undergraduate and graduate programs
- 024 **Dietetics (DIETI)** — Postbaccalaureate dietetic internship programs
- 123 **Dietetics (DIETT)** — Dietetic technician programs at the associate's degree level

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION

- 041 **Occupational Therapy (OT)** — Professional programs

AMERICAN OPTOMETRIC ASSOCIATION

- 051 **Optometry (OPTT)** — Technician programs
- 049 **Optometry (OPT)** — Professional degree programs
- 050 **Optometry (OPTR)** — Residency programs

AMERICAN OSTEOPATHIC ASSOCIATION

- 052 **Osteopathic Medicine (OSTEO)** — Programs leading to the D.O. degree

AMERICAN PHYSICAL THERAPY ASSOCIATION

- 054 **Physical Therapy (PTAA)** — Programs for the physical therapist assistant
- 053 **Physical Therapy (PTA)** — Programs for the physical therapist

AMERICAN PODIATRIC MEDICAL ASSOCIATION

- 055 **Podiatry (POD)** — Colleges of podiatric medicine, including first-professional and graduate degree programs

AMERICAN PSYCHOLOGICAL ASSOCIATION

- 056 **Clinical Psychology (CLPSY)** — Doctoral programs
- 057 **Counseling Psychology (COPSY)** — Doctoral programs
- 058 **Professional Psychology (IPSY)** — Predoctoral internship programs
- 125 **Professional Psychology (RPSY)** — Postdoctoral residency programs
- 059 **Professional/Scientific Psychology (PSPSY)** — Doctoral programs
- 060 **School Psychology (SCPSY)** — Doctoral programs

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

- 062 **Audiology (AUD)** — Graduate degree programs
- 063 **Speech-Language Pathology (SP)** — Graduate degree programs

AMERICAN VETERINARY MEDICAL ASSOCIATION

- 065 **Veterinary Medicine (VET)** — Programs leading to a D.V.M. or D.M.V. degree

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

- 066 **Pastoral Education (PAST)** — Clinical pastoral education (CPE) centers and CPE and supervisory CPE programs

ASSOCIATION OF ADVANCED RABBINICAL AND TALMUDIC SCHOOLS

- 067 **Rabbinical and Talmudic Education (RABN)** — Advanced Rabbinical and Talmudic schools

ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE UNITED STATES AND CANADA

- 071 **Theology (THEOL)** — Freestanding schools, as well as programs affiliated with larger institutions, offering graduate professional education for ministry and graduate study of theology

COMMISSION ON OPTICIANRY ACCREDITATION

- 096 **Opticianry (OPLT)** — 1-year programs for the ophthalmic laboratory technician
- 095 **Opticianry (OPD)** — 2-year programs for the ophthalmic dispenser

COUNCIL ON CHIROPRACTIC EDUCATION, THE

- 072 **Chiropractic (CHIRO)** — Programs leading to the D.C. degree

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

- 073 **Community Health Education (CHE)** — Graduate programs offered outside schools of public health
- 074 **Community Health/Preventive Medicine (CHPM)** — Graduate programs offered outside schools of public health
- 075 **Public Health (PH)** — Graduate schools of public health

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

- 100 **Naturopathy (NATUR)** — Programs leading to the N.D. or N.M.D. degree

COUNCIL ON OCCUPATIONAL EDUCATION

- 118 **Occupational Education (OCCED)** — Non-degree granting postsecondary occupational/vocational institutions

DISTANCE EDUCATION AND TRAINING COUNCIL

- 089 **Distance Education and Training (DIST)** — Distance education institutions offering non-degree and associate, baccalaureate, and master's degree programs primarily through the distance learning method

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**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued**

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Mark (X) all that apply for your institution.

**JOINT REVIEW COMMITTEE ON EDUCATION IN
RADIOLOGIC TECHNOLOGY**

043 **Radiologic Technology (RAD)** — Programs for radiographers

046 **Radiologic Technology (RADTT)** — Programs for radiation therapists

**JOINT REVIEW COMMITTEE ON EDUCATIONAL
PROGRAMS IN NUCLEAR MEDICINE TECHNOLOGY**

039 **Nuclear Medicine Technology (NMT)** — Programs for the nuclear medicine technologist

**LIAISON COMMITTEE ON MEDICAL EDUCATION
AMERICAN MEDICAL ASSOCIATION COUNCIL ON
MEDICAL EDUCATION AND ASSOCIATION OF
AMERICAN MEDICAL COLLEGES**

078 **Medicine (MED)** — Programs leading to the M.D. degree

**MONTESSORI ACCREDITATION COUNCIL FOR TEACHER
EDUCATION**

117 **Montessori Education (MONTE)** — Montessori teacher education programs and institutions

**NATIONAL ACCREDITING AGENCY FOR CLINICAL
LABORATORY SCIENCES**

038 **Clinical Laboratory Science/Medical Technology (MT)** — Professional programs

034 **Clinical Laboratory Technician/Medical Laboratory Technician (MLTAD)** — Associate's degree

035 **Clinical Laboratory Technician/Medical Laboratory Technician (MLTC)** — Certificate programs

032 **Histologic Technician/Histotechnologist (HT)** — Professional programs

120 **Pathologists' Assistant (PATH)** — Professional programs

**NATIONAL ACCREDITING COMMISSION OF
COSMETOLOGY ARTS AND SCIENCES**

080 **Cosmetology (COSME)** — Postsecondary schools and departments of cosmetology arts and sciences

**NATIONAL ASSOCIATION OF NURSE PRACTITIONERS IN
REPRODUCTIVE HEALTH**

119 **Nurse Practitioners (NURPR)** — Women's health nurse practitioners' programs

**NATIONAL ASSOCIATION OF SCHOOLS OF ART AND
DESIGN**

082 **Art and Design (ART)** — Degree-granting schools and departments and nondegree-granting programs

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

083 **Dance (DANCE)** — Institutions and units within institutions offering degree-granting and nondegree-granting programs

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

084 **Music (MUS)** — Baccalaureate and graduate degree programs

105 **Music (MUSA)** — Community and junior college programs

106 **Music (MUSN)** — Nondegree programs

NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE

085 **Theater (THEA)** — Institutions and units within institutions offering degree-granting and/or nondegree-granting programs

**NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER
EDUCATION**

088 **Teacher Education (TED)** — Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

**NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND
PROTECTION ACCREDITATION COUNCIL**

115 **Environmental Health Science and Protection (EHSP)** — Baccalaureate programs

**NATIONAL LEAGUE FOR NURSING ACCREDITING
COMMISSION**

093 **Nursing (PNUR)** — Practical nursing programs

090 **Nursing (ADNUR)** — Associate degree programs

091 **Nursing (DNUR)** — Diploma programs

092 **Nursing (NUR)** — Baccalaureate and higher degree programs

**TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES
AND SCHOOLS**

114 **Christian Education (CE)** — Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees

OTHER

**NEW YORK STATE BOARD OF REGENTS (A nationally
recognized State agency)**

110 Accreditation of collegiate degree-granting programs or curricula offered by institutions of higher education and of credit-bearing certificate and diploma programs offered by degree-granting institutions of higher education located in the state of New York

1. What is the predominant calendar system at this institution? – Mark (X) only one. Please read the instructions carefully before completing this question.

- 1 Semester
- 2 Quarter
- 3 Trimester
- 4 Four-One-Four Plan (4-1-4)
- 5 Differs by program
- 6 Continuous basis (every 2 weeks, monthly, or other period) — *Specify period* ↘

- 7 Other — *Specify* ↘

2. Mark (X) below all locations where credit/noncredit courses are offered.

- 1 In-state
- 2 Out-of-state
- 3 Abroad

3. Mark (X) below all facilities where credit/noncredit courses are offered.

- 1 On-campus
- 2 Correctional facility
- 3 Local educational agency facility
- 4 Other government facility
- 5 Other

4. Does your institution offer credit courses at military installations?

- 1 Yes — *Mark (X) all that apply.* —————→
 - a In states and/or territories
 - b Abroad
- 2 No

5. Which of the following data does your institution use as part of the selection process for entering students?

Mark (X) all that apply

- 2 High school diploma or its equivalent
- 3 High school class standing
- 4 Admissions test scores — *Specify* ↘
 - a SAT
 - b ACT
 - c Other
- 5 Residence
- 6 Evidence of ability to benefit from instruction
- 7 Age
- 8 Score on the Test of English as a Foreign Language (TOEFL) for foreign applicants or an equivalent test
- 9 Open admission
- 10 Other — *Specify* ↘

6. Which of the following selected modes of instruction in credit/noncredit activities does your institution offer?
 Mark (X) all that apply.

- 1 Work in a program-related setting with pay
- 2 Work in a program-related setting without pay
- 3 Home study — *Specify* ↴
 - a Correspondence
 - b Radio and TV
 - c Newspaper
- 4 None of the above

7. Which of the following selected student services are offered by your institution?
 Mark (X) all that apply.

- 1 Remedial services
- 2 Academic/career counseling services
- 3 Employment services for current students
- 4 Placement services for program completers
- 5 Assistance for the visually impaired
- 6 Assistance for the hearing impaired
- 7 Access for the mobility impaired
- 8 On-campus day care for children of students
- 9 None of the above

8. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- 1 Has own library
- 2 Does not have own library but contributes financial support to a shared library with the following postsecondary institution(s) ↴

UNITID	Name of institution

- 3 None of the above

Remarks

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1999–2000

IC-3

1. Is an application fee for admission required by your institution?

Application fee

- 1 Yes — *Indicate amount of fee* —————→
- 2 No

\$

2. Does your institution enroll any full-time students?

- 1 Yes — *Continue*
- 2 No — *SKIP to item 4.*

3. Do you charge full-time students by –

- 1 Credit hour
- 2 Term
- 3 Year
- 4 Program (normally measured in contact hours)
- 5 Other — *Specify* ↘

4. How many programs (measured in terms of contact or clock hours) are offered at your institution?

Number of programs

Specify number —————→

5. Does your institution offer any program of at least 300 contact or clock hours, or 6 semester or trimester hours, or 12 quarter hours?

- 1 Yes
- 2 No

6. List the six programs with the LARGEST enrollment at your institution and provide the following information for each program. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Follow the instructions carefully and refer to the enclosed pamphlet for CIP codes.

TITLE OF PROGRAM	CIP CODE	TUITION AND REQUIRED FEES (For entire program)	COST OF BOOKS AND SUPPLIES	TOTAL LENGTH OF PROGRAM (In contact hours)

**Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1998-1999**

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

Note that the preprinted information (if provided) indicates which data were reported as combined last year.
Verify that the information is correct for the current year. Please make any corrections in RED.

The institution named on this report is including data for other institutions/branches.

- No
- Yes — *Please indicate below, the UNITID (if known), name and address of the institutions for which data are included.*

UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution are reported by another institution.

- No
- Yes — *Please indicate if data are being reported by another institution. Also list the UNITID, name, and address of the reporting institution.*

UNITID	Institution name	Address	City	State	ZIP Code

**Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1998-1999 — Continued**

IC-3

NOTE

Part E requests data for academic year 1998-1999. Please read the definition of credit course in the Glossary before completing this section of the survey form.

Total activity

1. How many students were enrolled (total headcount) at your institution on October 15, 1998 (or your institution's official fall reporting date)? *This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs. (NCES may have completed this question for you.)* →

Total headcount of students enrolled on October 15, 1998

2. How many students were enrolled (UNDUPLICATED count) during the 12-month period of July 1, 1998 through June 30, 1999? *This number should include all students enrolled for credit as well as those enrolled in occupational and vocational programs. Include all students reported in question 1 above plus all other students enrolled during the 12-month period.* →

Total unduplicated count of students enrolled during 12-month period

Month	Day	Year

If another 12-month period is used — *Indicate the start date of the period.* →

3. Instructional activity is requested below ONLY for courses taken for credit as well as courses that are part of an occupational or vocational program. *Instructional activity is the enrollment in a course multiplied by the credit hour (or contact hour) value of the course.* Please read the survey instructions for Part E, question 3, before computing credit hour activity and/or contact hour activity. Do not convert credit hour activity into contact hour activity, or vice versa.

Courses measured in terms of credit hours should be included on line a. Courses measured in terms of contact or clock hours should be included on line b. If your institution does not offer credit hour (or contact hour) courses, leave the line(s) blank.

In the first column below, report instructional activity for the 12-month period described in question 2 above. In the second column, report instructional activity for the fall term of 1998. If your institution has no fall term — *Mark (X) the box in that column and leave the column blank.*

TYPE OF ACTIVITY	TOTAL ACTIVITY FOR 12-MONTH PERIOD	ACTIVITY IN FALL TERM
		<input type="checkbox"/> <i>Mark (X) this box if no fall term.</i>
(a) Credit hour activity <i>(Do not include in (2) below.)</i>		
(b) Contact hour activity <i>(Do not include in (1) above.)</i>		

REMARKS SECTION — *Explain any major differences in student counts from those that were reported last year. By entering any explanations here, you may eliminate the need for telephone contact at a later date.*

Part F — ADDITIONAL INFORMATION

IC-3

1. In which of the following Federal student financial aid programs is this institution eligible to participate? Mark (X) all that apply for the current academic year.

- | | |
|--|--|
| 1 <input type="checkbox"/> Veterans Administration Educational Benefits (VA) | 6 <input type="checkbox"/> Perkins Loan (formerly National Direct Student Loan (NDSL)) |
| 2 <input type="checkbox"/> Pell Grants | 7 <input type="checkbox"/> Health Education Assistance Loan (HEAL) |
| 3 <input type="checkbox"/> Supplementary Education Opportunity Grants (SEOG) | 8 <input type="checkbox"/> Other Federal student financial aid programs |
| 4 <input type="checkbox"/> Stafford Loans (formerly GSL) | 9 <input type="checkbox"/> Not eligible for any of the above |
| 5 <input type="checkbox"/> College Work Study Program (CWS) | |

2. Does this institution offer instruction through the Job Training Partnership Act (JTPA)?

Mark (X) only one.

- 1 Yes
 2 No
 3 Do not know

3. Does this institutional component that completes the IPEDS surveys for your institution have the capability to respond to IPEDS using an Internet web browser?

Survey	Yes	No	No, but working on it	Don't know	Do not complete this survey
Institutional Characteristics	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Fall Enrollment	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Completions	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Finance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Salaries	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Fall Staff	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Graduation Rate	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

Remarks

GENERAL INSTRUCTIONS — IC-3

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

NOTE — The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094 (a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

INSTITUTIONAL IDENTIFICATION

Mailing address — In this block, please provide the address to which IPEDS forms should be mailed. This address can be the physical location of the school or it may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Institution name and address — This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing.

County or city location of institution — Provide the name of the county or independent city in which your entity is located.

Employer ID number — Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

OPEID — Enter or verify your Office of Postsecondary Education Identification number (OPEID) which is the 8-digit number that is used by the Department of Education for federal student financial aid eligibility purposes. This number can be found on your Program Participation Agreement (PPA). If your institution is not eligible to participate in Title IV programs please enter a "9" in this field. If a number has been pre-printed in this field, please verify that the OPEID is correct. If your institution does not have an OPEID (and it is not eligible for Title IV funding), a "9" may be pre-printed in the field.

D-U-N-S number — Enter or verify your Data Universal Numbering System code. This 9-digit number will be used as part of the Title IV Single Identifier Initiative and is assigned by the Dun & Bradstreet Information Corporation to any entity providing products, goods, or services.

Name and title of chief administrator of institution — Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Respondent — Enter the name and E-mail address of the person responsible for completing this report.

Telephone numbers — These are the telephone numbers for the respondent, general information inquiries, the Financial Aid Office, and the Admissions Office.

Web site address — Enter the institution's general (or main) web site address if your institution maintains a home page on the Internet. Be sure to indicate where the address is case sensitive.

PART A — TYPES OF EDUCATIONAL OFFERINGS

This question is asked to verify the inclusion of the institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PART B — ORGANIZATION AND ACCREDITATION

The purpose of question 1 in this section is to identify the institution or entity that will be responsible for completing this and other IPEDS survey forms. For individual institutions this will simply be the institution itself. However, for groups of institutions organized into systems or corporations, an administrative unit (such as the central, system, or corporate office), or the main campus, or one of the branch campuses may complete separate survey forms for itself and for all of the campuses of the institution. If you believe that your response to this section does not adequately describe the reporting process in your organization, call your State Coordinator or the Census Bureau representative.

1. If this entity (institution or administrative unit) will complete any IPEDS survey forms for other institutions or branches, provide the information requested in this item. If this entity is an institution of postsecondary education, or branch of such an institution, also complete the rest of the survey. If this entity is an administrative unit only, stop after completing pages 1—5. All entities should return the completed survey to the address shown on page 1.
2. **Institutional control or affiliation** — Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. Mark the appropriate religious affiliation. If the religious affiliation is Protestant or Other, specify the denomination. If more than one response is appropriate, mark all that apply, but do not indicate both public and private, or both profit making and nonprofit.
3. **Award levels** — Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

Boxes (1), (2), and (4) — Note that these categories are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction.

Box (3) indicates Associate's degree if the institution is authorized to make this formal award.

Administrative unit — An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. The administrative office for a one-campus school is not considered an administrative unit for IPEDS reporting purposes. If this entity as named on page 1, box 1, is an administrative unit only, stop after completing all of page 5, and return the completed survey to the address shown on page 1.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – IC-3 – Continued

PART B — ORGANIZATION AND ACCREDITATION — Continued

- 4. No formal award program** — Indicate whether this institution offers programs with stated occupational objectives and well-defined completion requirements that do not lead to a formal award.
- 5. Institutional accreditation** — Indicate the types of agencies which accredit this institution.
- 6. Regional accreditation** — Indicate which regional association accredits your institution.
- 7. National institutional or specialized accreditation** — If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies recognized by the Secretary, U.S. Department of Education which are listed on pages 7 — 9, mark the appropriate box(es) for all that apply.

PART C — CALENDAR, ADMISSION REQUIREMENTS, AND SERVICES

- 1. Calendar system** — Indicate the predominant calendar on which the institution operates. If programs are offered on **more than one** calendar, select the system under which **most** programs are offered. If there is no predominant calendar system at this institution, mark (X) box 5, 6, or 7, as appropriate. **Note: The way you answer this question should determine how you choose a cohort for reporting information on your IPEDS Graduation Rate Survey (GRS).** The GRS instructions state that if your institution offers a predominant number of programs based on standard academic terms (semesters, trimesters, or quarters), you are to report on the GRS using a **fall cohort**. If most of your programs are not based on standard academic terms (that is, you operate on a program by program or continuous enrollment basis), then you will report GRS information using a **full-year cohort**.
- 2. Location of course instruction** — Indicate all locations where credit or noncredit courses are offered. The intent of this item is to identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.
- 3. Types of facilities used for course instruction** — Indicate all of the types of facilities at which credit or noncredit course instruction is offered. Do not include facilities such as rented space on or adjacent to primary campuses.
- 4. Course instruction at military installations** — Indicate whether your institution offers credit courses at military installations in states and territories and/or abroad.
- 5. Admission requirements** — This item refers to credit programs only. Mark the types of information that are used as part of the selection process for students entering your institution.

- 6. Modes of instruction** — For credit and noncredit activities separately, indicate from the choices listed all of the types of instructional delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omits the more traditional instructional modes.

Work in a job-related setting with pay could include programs in which substantial periods of academic study alternate with work for pay in industries and occupations which are the objectives of the program. It could also include employment held simultaneously with instruction if the employment was considered an integral part of the program. Include research and teaching assistantships here.

Work in a job-related setting without pay could include student/practice teaching or unpaid internships.

- 7. Selected student services** — Indicate which of the selected services are provided for students at the institution. Mark "remedial services" if the institution has either required or voluntary activities designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether or not enrollees are charged a fee.
- 8. Library** — Indicate whether this institution has its own library, shares a library, or has no facility.

PART D — STUDENT CHARGES AND PROGRAM OFFERINGS

- 1. Application fee** — If your institution charges an application fee for admission, indicate the amount.
- 2. Enrollment of full-time students** — Indicate if your institution enrolls any students on a full-time basis. If not, skip to question 4.
- 3. Basis for charging full-time students** — Indicate the method(s) by which full-time students most frequently are charged.
- 4. Number of programs** — Provide the total number of occupational/vocational programs offered by your institution.
- 5. Length of programs** — Indicate whether your institution offers occupational/vocational programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.
- 6. Largest programs** — Provide the title, Classification of Instructional Program (CIP) code, in-state tuition and required fees, the cost of books and supplies for the total program, and the total length of the program in contact hours.
 - Enter the title of the program as designated by your institution.
 - Refer to the enclosed NCES publication, the 1990 version of the Classification of Instructional Programs (CIP). Match your program title as closely as possible with a program listed in this publication. Enter the corresponding 6-digit code in the appropriate space.
 - Enter the total in-state tuition and required fees charged for the total length of the program.
 - Enter the cost of books and supplies for the total program.
 - Report the total length of the program measured in contact or clock hours.

GENERAL INSTRUCTIONS – IC-3 — Continued

PART E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY

NOTE — Part E requests data for academic year 1998–1999. Please read the definition of credit course in the Glossary before completing this section of the survey form.

Total activity

1. Fall enrollment — Report the total number of students enrolled for credit at your institution as of October 15, 1998, or on your institution's official fall reporting date. If your institution received the 1998 Fall Enrollment survey, report here the sum of columns 15 and 16 on line 29 of the survey. If your institution received the 1998 Consolidated survey instead, report the sum of columns 15 and 16 on line 29 of Part A of that survey. This number will include students taking courses for credit as well as those enrolled in occupational and vocational programs. This number will be preprinted on your form if your institution provided the data last year.

2. Unduplicated headcount during 12-month period

Coverage — Institutions should report an unduplicated count of the total number of students enrolled during the reporting period in any courses leading to a degree or other formal award AND any students enrolled in courses that are part of a terminal vocational or occupational program. DO NOT report students whose only credit was at a branch campus in a foreign country.

How to report unduplicated headcount —

In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period. For example, if a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

3. Instructional activity

Coverage —

Credit hour activity — Include instructional activity in all courses offered for credit that are measured in terms of credit hours, regardless of whether the student completes the course. (See the Glossary for the definition of "credit course.") Also include credit courses comprising part of a vocational or occupational program that are measured in terms of credit hours, regardless of whether these courses lead to a formal award by the institution. Include credit courses taken by high school students. Do not include credit courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer credit hour courses, leave line a blank.

Contact hour activity — Include instructional activity in all courses offered for credit that are measured in terms of contact or clock hours, regardless of whether the student completes the course. (See the Glossary for the definition of "credit course.") Also include courses that are part of a terminal occupational or vocational program that are measured in contact or clock hours, regardless of whether these courses lead to a formal award by the institution. Include credit courses taken by high school students. Do not include credit courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer contact hour courses, leave the line blank.

Total activity for 12-month period — Report the total credit hour and contact hour activity for all students for the entire year. Include all short courses as well as regular academic terms. *Read the instructions below entitled "How to compute instructional activity" before providing the 12-month instructional activity data.*

How to compute instructional activity —

Credit hour activity — In computing credit hour activity, include ONLY those courses offered for credit that are measured in terms of credit hours, as well as courses that are part of an occupational or vocational program that are measured in terms of credit hours. DO NOT CONVERT CONTACT HOUR ACTIVITY INTO CREDIT HOUR ACTIVITY. To determine the credit hour activity for a course, multiply the CREDIT HOUR value of the course by the number of students enrolled in the course for credit. (**NOTE** — The number of students enrolled in the course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term, and the 5th day of each summer or short term.)

Example: The credit hour activity for a 3-credit course with an enrollment of 30 students is 90 credit hours. Using this method, compute the credit hour activity for each course and then sum the activity for all credit hour courses for the specified period (12-month period or fall term).

Contact hour activity — In computing contact hour activity, include ONLY those courses offered for credit that are measured in terms of contact or clock hours, as well as courses that are part of an occupational or vocational program that are measured in terms of contact or clock hours. DO NOT CONVERT CREDIT HOUR ACTIVITY INTO CONTACT HOUR ACTIVITY. To determine the contact hour activity for a course, multiply the CONTACT HOUR value of the course by the number of students enrolled in the course for credit. (**NOTE** — The contact hour value of a course is the number of hours per week that the course meets times the number of weeks the course is given. For example, a 3-week real estate licensure course that meets 15 hours per week has a value of 45 contact hours. The number of students enrolled in the course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term, and the 5th day of each summer or short term.)

Example: The contact hour activity for a 900-contact hour course with an enrollment of 20 students is 18,000 contact hours. Using this method, compute the contact hour activity for each course and then sum the activity for all contact hour courses for the specified period (12-month period or Fall Term). If a course does not end within the 12-month period (e.g., if only 40 weeks of a 64-week course fall within the specified period 12-month period), see the special instructions below to determine the computation of instructional activity for these courses.

Special Instructions — If a course does not end within the specified 12-month period, the instructional activity for the course should be reported only for the number of weeks which do fall within the 12-month period. For example, if only 40 weeks of a 64 week course (which meets 15 hours per week and has an enrollment of 30 students) falls within the 12-month period, the contact hour activity for this course would be computed as follows: 40 weeks x 15 hours per week x 30 students = 18,000 contact hours.

GENERAL INSTRUCTIONS – IC-3 — Continued

PART F — ADDITIONAL INFORMATION

- 1. Eligibility for Title IV programs** — Indicate whether or not students attending your institution are eligible for funding through Title IV programs (e.g., Pell, Stafford, etc.). If you know your institution's OPE (Office of Postsecondary Education) identification number and it is not preprinted, please enter it in the space provided.
- 2. Job Training Partnership Act** — Indicate whether this institution offers instruction through the Job Training Partnership Act (JPTA).
- 3. Internet Response Capability** — Institutions will be given the opportunity to respond to IPEDS using web-based survey forms beginning in the year 2000 with the Institutional Characteristics survey. Please indicate if your institution has the capability of responding by using an Internet web browser. If your institution's survey form(s) are completed by another institution, corporation, or system office, or by a state office, mark (X) that your institution does not complete the survey.

GLOSSARY

INSTITUTIONAL CHARACTERISTICS — IC-3

ABROAD — Any geographic location not in the aggregate United States, which includes the 50 States, the District of Columbia, and the outlying areas.

ACADEMIC PROGRAM — Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR — The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

ACCREDITING AGENCIES — Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

ADMINISTRATIVE UNIT — The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses.

ADMISSIONS TEST SCORES — Scores on standardized admissions tests or special admissions tests.

ADULT BASIC EDUCATION — Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program.

APPLICATION FEE — The amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is *not* creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

AVOCATIONAL PROGRAMS — Instructional programs in personal interest and leisure categories whose expressed intent is NOT to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.

BOOKS AND SUPPLIES — The average cost of books and supplies for a typical student for an entire academic year (or program). Do not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at your institution.

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CHIEF ADMINISTRATOR — The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

CLOCK HOUR — *See definition for contact hour.*

COLLEGE WORK STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.)

Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CONTINUOUS BASIS (CALENDAR SYSTEM) — A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

CORRESPONDENCE — Method of instruction with students receiving structured units of information and accompanying material completely through the mail.

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.

DAY CARE SERVICE — A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs.

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.

DIFFERS BY PROGRAM (CALENDAR SYSTEM) — A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-3

DUNS NUMBER — The Data Universal Numbering System code. This is a 9-digit number assigned by the Dun & Bradstreet Information Corporation to any entity providing products, goods, or services.

EMPLOYER IDENTIFICATION NUMBER (EIN) — This is the 9-digit number that the Internal Revenue Service (IRS) assigns to each entity for tax purposes.

EMPLOYMENT SERVICES FOR CURRENT STUDENTS — Activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

FALL TERM — That part of the academic year that begins between late August and November 1.

FOUR-ONE-FOUR PLAN — The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on sabbatical leave, and persons who are on leave but remain on the payroll.

FULL-TIME STUDENT — A student enrolled for 12 or more semester credits or 12 or more quarter credits, or 24 or more contact hours a week each term.

HEALTH EDUCATION ASSISTANCE LOAN (HEAL) — Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.

HEARING IMPAIRED — Any person whose hearing loss is sufficiently severe to adversely affect their educational performance.

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.

HOME STUDY — Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit.

IN-STATE STUDENT — A student who is a legal resident of the state in which he/she attends school.

INSTITUTIONAL SYSTEM — Two or more institutions of higher education under the control or supervision of a single administrative body.

INSTRUCTIONAL ACTIVITY — The provision of coursework to students which can be measured in various terms.

JOB TRAINING PARTNERSHIP ACT (JTPA) — Legislation effective beginning Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each State to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.

LIBRARY — An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.

LOCAL EDUCATION AGENCY (LEA) — A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for public elementary or secondary schools in (1) a city, county, township, school district, or other political subdivision of a State, (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools, (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school, and (4) any other public institution or agency that has administrative control and direction of a vocational education program.

MILITARY INSTALLATIONS — One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard.

MOBILITY IMPAIRED — Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place, or any person who otherwise finds stairs and other similar physical features impediments to movement.

NATIONAL INSTITUTIONAL ACCREDITATION — Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

OCCUPATIONAL PROGRAM — A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OFF-CAMPUS FACILITY — A teaching facility located some distance away from the educational institution which operates it.

OPE ID. — Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix which is used to identify branches, additional locations, and other entities that are part of the eligible institution.

OPEN ADMISSION — Admission policy whereby the school will accept any student who applies.

PART-TIME STUDENT — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week each term.

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS) — (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-3

PLACEMENT SERVICES FOR PROGRAM

COMPLETERS — Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (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.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (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.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (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.

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocation and adult basic education programs.

PREDOMINANT CALENDAR SYSTEM — The method by which an institution structures most of its courses for the academic year.

PRIVATE FOR-PROFIT (PROFIT-MAKING) 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 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 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.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PROGRAM WITH NO FORMAL AWARD — Any formally organized program with stated educational objectives and well defined completion requirements that does not lead to a formal reward.

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.

QUARTER CALENDAR SYSTEM — A calendar system in which the academic year consists of 3 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.

REMEDIAL SERVICES — Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

RESIDENCE — A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

SHARED LIBRARY — A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.

SPECIALIZED ACCREDITATION — Specialized accreditation normally applies to evaluation of programs, departments or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

SPECIAL ADMISSIONS TESTS — Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS) — (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate, and first-professional students at eligible postsecondary institutions.

STANDARDIZED ADMISSIONS TESTS — Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG) — (Higher Education Act of 1965, as amended, Title IV, Part 2, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) — Standardized test designed to determine an applicant's ability to benefit from instruction in English.

TRIMESTER CALENDAR SYSTEM — An academic year consisting of 3 terms of about 15 weeks each.

GLOSSARY — Continued
INSTITUTIONAL CHARACTERISTICS — IC-3

TUITION AND REQUIRED FEES —

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

12-MONTH PERIOD — The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year.

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA) — Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouse and children, discharged veterans, and active military personnel in special programs.

VISUALLY IMPAIRED — Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance.