



COMMON DATA SET

The Common Data Set (CDS) initiative is a collaborative effort between publishers—College Board, Peterson’s Guide, U.S. News & World Report, and Wintgergreen/Orchard House—and the educational community. This collaboration aims to improve the quality and consistency of information reported by college and university officials, while reducing the burden of compiling such information, which is used in guide books, publications, and other media. The goal of the CDS is to develop standard and precise questions along with data definitions that will be incorporated into participating publishers’ existing surveys, which will continue to be the primary data collection instruments.

Academic & Institutional Projects Office
2009-2010

MSU MISSION/INFORMATION (SECTION A)
MSU ENROLLMENT & PERSISTENCE (SECTION B)

<u>INSTITUTIONAL ENROLLMENT: MEN AND WOMEN</u>	B1
<u>ENROLLMENT BY RACIAL/ETHNIC CATEGORY</u>	B2
<u>PERSISTENCE: NUMBER OF DEGREES AWARDED</u>	B3
<u>GRADUATION RATES</u>	B4-B11
<u>RETENTION RATES</u>	B12

FIRST-TIME, FIRST YEAR (FRESHMAN) ADMISSION (SECTION C)

<u>FRESHMAN APPLICATIONS</u>	C1
<u>ADMISSION REQUIREMENTS</u>	C3
<u>SAT/ACT POLICIES</u>	C8
<u>FRESHMAN PROFILE: SAT/ACT SCORES</u>	C9
<u>FRESHMAN: HIGH SCHOOL GPA</u>	C11
<u>FRESHMAN ADMISSIONS POLICIES</u>	

TRANSFER STUDENT INFORMATION (SECTION D)

<u>TRANSFER STUDENT ADMISSION APPLICATION DATA</u>	D1
<u>TRANSFER STUDENT CREDIT POLICIES</u>	D12-D17

ACADEMIC OFFERINGS & POLICIES (SECTION E)

<u>ACADEMIC OFFERINGS AND POLICIES</u>	E1
--	----

STUDENT LIFE (SECTION F)

<u>STUDENT LIFE</u>	F1
---------------------	----

GENERAL EXPENSES (SECTION G)

<u>GENERAL EXPENSES</u>	G1
-------------------------	----

FINANCIAL AID DATA (SECTION H)

<u>FINANCIAL AID DATA</u>	H1
---------------------------	----

FACULTY DATA (SECTION I)

<u>INSTRUCTIONAL FACULTY AND CLASS SIZE DATA</u>	I1
<u>CLASS SIZE DATA</u>	I3

DEGREES CONFERRED DATA (SECTION J)

<u>DEGREES CONFERRED DATA</u>	J1
-------------------------------	----

COMMON DATA SET DEFINITIONS

<u>COMMON DATA SET DEFINITIONS</u>	
------------------------------------	--

Common Data Set (CDS) 2009/10

Mission:

Minot State University is a regional, public institution located in the northwest region of North Dakota, serving students from Minot, the region, state, nation, and other countries. Undergraduate and graduate courses and programs are offered on campus and at a distance, through face-to-face, online, and alternative modes of delivery. Non-credit and professional training and experiences are offered to students and community members.

Committed to high academic standards and professional support for students, the university is dedicated to student success, engaged and life-long learning, advancement of knowledge, effective student service, and development of students of character. These commitments are grounded in effective and motivated teaching and learning, scholarship, and service. General studies and a variety of programs are offered in the arts and sciences, business, and education and health sciences. A wide range of student support services is provided to on-campus and off-campus students.

[Minot State University- Mission Statement](#)

A0. Respondent Information (Not for Publication)

Cari A. Olson
Coordinator
Academic & Institutional Projects Office
500 University Ave. W
(701) 858-3323
(701) 858-3825 fax
Cari.olson@minotstateu.edu

Are your responses to the CDS posted for reference on your institution's Web site? Yes No
If yes, please provide the URL of the corresponding Web page: [Academic and Institutional Projects](#)

A1. Address Information

Minot State University (MSU)
500 University Ave. W
Minot, ND 58707 USA
1-800-777-0750
<http://minotstateu.edu>
(701) 858-3350
1-800.777-0750
500 University Ave W
(701) 839-6933
http://www.minotstateu.edu/catalog_u/admit_00.shtml

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

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 September 22, 2009.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
Undergraduates				
Degree-seeking, first-time freshmen	181	238	8	11
Other first-year, degree-seeking	67	104	213	274
All other degree-seeking (2 nd - 4 th year and beyond)	637	1073	170	369
<i>Total degree-seeking</i>	885	1415	391	654
<i>Total undergraduates</i>	885	1415	391	654
Graduate				
<i>Total graduate</i>	48	184	40	148

Source: Registrar's Office, Jennifer Sick - Report NDUH2SRK_2062711_COMPLIANCE

Total all undergraduates: **3,345**

Total all graduate and professional students: **304**

GRAND TOTAL ALL STUDENTS: 3,649

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 September 22, 2009. 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	46	274	295
Black, non-Hispanic	16	65	105
American Indian or Alaska Native	13	107	139
Asian or Pacific Islander	4	19	38
Hispanic	3	42	82
White, non-Hispanic	329	1759	2603
2 or more races	3	3	9
Race/ethnicity unknown	5	31	74
Total	419	2300	3345

Registrar's Office, Jennifer Sick - Report NDUH2SRK_2062711_COMPLIANCE
 Data includes FT students*****

Persistence

B3. Number of degrees awarded by your institution from July 1, 2008, to June 30, 2009.

Certificate/diploma	17
Associate degrees	0
Bachelor's degrees	564
Postbachelor's certificates	2
Master's degrees	131
Post-master's certificates	0
Doctoral degrees	0
First professional degrees	0
First professional certificates	0

Registrar's Office: Jennifer Sick- Programs Completed- Report

Graduation Rates

The items in this section correspond to data elements collected by the IPEDS Web-based Data Collection System's Graduation Rate Survey (GRS). For complete instructions and definitions of data elements, see the IPEDS GRS instructions and glossary on the 2009 Web-based survey.

For Bachelor's or Equivalent Programs

2002 Cohort Data will not be available until March 2010

Please provide data for the fall 2003 cohort if available. If fall 2003 cohort data are not available, provide data for the fall 2002 cohort. **Cohort Data Received from Registrar's Office**

Fall 2002 Cohort

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall **2002**. Include in the cohort those who entered your institution during the summer term preceding fall **2002**.

B4. Initial **2002** cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students: _____476_____

B5. Of the initial **2002** cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:
_____0_____

B6. Final **2002** cohort, after adjusting for allowable exclusions: _____476_____ (Subtract question B5 from question B4)

B7. Of the initial **2002** cohort, how many completed the program in four years or less (by August 31, 2004):
____64_____

B8. Of the initial **2002** cohort, how many completed the program in more than four years but in five years or less (after August 31, 2004 and by August 31, 2005):
____66_____

B9. Of the initial **2002** cohort, how many completed the program in more than five years but in six years or less (after August 31, 2005 and by August 31, 2006):
____15_____

B10. Total graduating within six years (sum of questions B7, B8, and B9): _____145_____

B11. Six-year graduation rate for 2002 cohort (question B10 divided by question B6): _____30_____%

Fall 2003 Cohort

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall **2003**. Include in the cohort those who entered your institution during the summer term preceding fall **2003**.

B4. Initial **2003** cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students: _____436_____

B5. Of the initial **2003** cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:
_____1_____

B6. Final **2003** cohort, after adjusting for allowable exclusions: _____435_____ (Subtract question B5 from question B4)

B7. Of the initial **2003** cohort, how many completed the program in four years or less (by August 31, 2005):
____47_____

B8. Of the initial **2003** cohort, how many completed the program in more than four years but in five years or less (after August 31, 2005 and by August 31, 2006):
____33_____

B9. Of the initial **2003** cohort, how many completed the program in more than five years but in six years or less (after August 31, 2006 and by August 31, 2007):
____70_____

B10. Total graduating within six years (sum of questions B7, B8, and B9): _____150_____

B11. Six-year graduation rate for 2003 cohort (question B10 divided by question B6): _____34_____%

Retention Rates

Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 2008 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

Data not available until March – Registrar's Office

Full-Time Fall 2008 Cohort

Full-Time Exclusions

Full-Time Adjusted Fall 2008 Cohort

Full-Time Students from Fall 2008 Still Enrolled in Fall 2009 70% **Full-Time Retention Rate**

Part-Time Fall 2008 Cohort

Part-Time Exclusions

Part-Time Adjusted Fall 2008 Cohort

Part-Time Students from Fall 2008 Still Enrolled in Fall 2009 34% **Part-Time Retention Rate**

Source: IPEDS: Fall Enrollment- Part E: Retention Rates

Cohort Data Received from Registrar's Office

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 2009. 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, non-admission, 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 **305**

Total first-time, first-year (freshman) women who applied **419**

Total first-time, first-year (freshman) men who were admitted **259**

Total first-time, first-year (freshman) women who were admitted **336**

Total full-time, first-time, first-year (freshman) men who enrolled **181**

Total part-time, first-time, first-year (freshman) men who enrolled **8**

Total full-time, first-time, first-year (freshman) women who enrolled **238**

Total part-time, first-time, first-year (freshman) women who enrolled **11**

Source: Registrar's Office IPEDS entry Part C- Admissions Requirements and Services

<http://surveys.nces.ed.gov/ipeds/>

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 2009 admissions:

Number of qualified applicants offered a place on waiting list Not Applicable

Number accepting a place on the waiting list Not Applicable

Number of wait-listed students admitted Not Applicable

Is your waiting list ranked? Not Applicable

If yes, do you release that information to students? Not Applicable

Do you release that information to school counselors? Not Applicable

Source: Deborah Kinzell, Admission Coordinator-Enrollment Administration Office

Admission Requirements

C3. High school completion requirement

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

- High school diploma is required and GED is accepted
 High school diploma is required and GED is not accepted
 High school diploma or equivalent is not required

C4. Does your institution require or recommend a general college-preparatory program for degree-seeking students?

- Require
 Recommend
 Neither require nor recommend

C5. Distribution of high school units required and/or recommended. Specify the distribution of academic high school course units required and/or recommended of all or most degree-seeking students using Carnegie units (one unit equals one year of study or its equivalent). If you use a different system for calculating units, please convert.

	Units Required
Total academic units	13
English	4
Mathematics	3
Science	
Of these, units that must be lab	3
Foreign language	
Social studies	3
History	
Academic electives	
Computer Science	
Visual/Performing Arts	
<i>Other (specify) Social Science should include at least 3 units of biology, chemistry, physics, or physical science. Social science should not include consumer education, cooperative marketing, orientation to social science, or marriage/family. Math must be Algebra I or above.</i>	

Basis for Selection

Minot State University considers secondary school records are very important; ACT/SAT test scores are also required. Primarily student applications include ACT scores. ACT composite scores must be no less than 17 composite. Those below are the recommended composite score are reviewed on an individual basis.

New Minot State University students (freshman and transfer) are required to complete a new student orientation. To facilitate completion of this requirement the campus will hold CONNECT events during the summer and before the spring semester. These events will introduce students to the University through information sessions, a campus tour, academic advising, and will conclude with the student registering for classes. A virtual option is also available for distance students. Information about CONNECT events is sent to all students who have been admitted to the University.

The Mentor Program is designed to assist new students with the transition to the academic and social environment of Minot State University. This is accomplished by pairing incoming students with a faculty/staff mentor who knows Minot State University policies and procedures, as well as which resources are available on and off campus to help students succeed. The mentor will also serve as a central point of contact for the student during his/her first year at Minot State University.

At present, there is no mandatory application deadline; however, it is suggested that all students planning to enter the University for the fall term apply by April 1 of the preceding spring. Students planning to enter during subsequent terms should apply at least one month in advance. In general, early applicants receive higher priority for financial aid, housing, and class availability.

C6. Do you have an open admission policy, under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications? If so, check which applies:

Open admission policy as described above for most students,

[Minot State University - Undergraduate Catalog Transfer Student Info.](#)

[Minot State University - International Students](#)

[Minot State University - Selective Admissions](#)

C7. Relative importance of each of the following academic and nonacademic factors in your first-time, first-year, degree-seeking (freshman) admission decisions.

	Very Important	Important	Considered	Not Considered
Academic				
Rigor of secondary school record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class rank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Academic GPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standardized test scores	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Essay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nonacademic				
Interview	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extracurricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talent/ability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Character/personal qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First generation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alumni/ae relation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Geographical residence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
State residency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religious affiliation/commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Racial/ethnic status	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Volunteer work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Level of applicant's interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 2009**.

	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 checked="" type="checkbox"/>	<input type="checkbox"/>
SAT only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 2009, please indicate which ONE of the following applies (regardless of whether the writing score will be used in the admissions process):

YES ACT with writing component required

C. Please indicate how your institution will use the SAT or ACT essay component; check all that apply.

- For admission**
- For placement**
- For advising**
- In place of an application essay
- As a validity check on the application essay
- No college policy as of now
- Not using essay component

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

YES

E. Latest date by which SAT or ACT scores must be received for fall-term admission **APRIL 1st of previous Spring (Recommended)**

Latest date by which SAT Subject Test scores must be received for fall-term admission **APRIL 1st of previous Spring (Recommended)**

F. If necessary, use this space to clarify your test policies (e.g., if tests are recommended for some students, or if tests are not required of some students):

At present, there is no mandatory application deadline; however, it is suggested that all students planning to enter the University for the fall term apply by April 1 of the preceding spring. Students planning to enter during subsequent terms should apply at least one month in advance. In general, early applicants receive higher priority for financial aid, housing, and class availability.

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

- SAT
- ACT
- SAT Subject Tests
- AP
- CLEP
- Institutional Exam **College Student Inventory (CSI) - Offered during freshman orientation to incoming new freshman. Minot State University administers the CSI to identify areas where we can connect new students with programs and services that may be of interest and may possibly guide them toward any assistance they may need during their college career.**

Freshman Profile

Provide percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2009, including students who began studies during summer, international students/nonresident aliens, and students admitted under special arrangements.

C9. Percent and number of first-time, first-year (freshman) students enrolled in fall 2009 who submitted national standardized (SAT/ACT) test scores. Include information for **ALL enrolled, degree-seeking, first-time, first-year (freshman) students who submitted test scores.** Do not include partial test scores (e.g., mathematics scores but not critical reading for a category of students) or combine other standardized test results (such as TOEFL) in this item. Do not convert SAT scores to ACT scores and vice versa.

Fall 2009
Number submitting SAT scores = 46
Percent submitting SAT scores =11
Number submitting ACT scores = 321
Percent submitting ACT scores = 73
IPEDS Survey Part C- admission requirements and services <http://surveys.nces.ed.gov/ipeds/>

The 25th percentile is the score that 25 percent scored at or below; the 75th percentile score is the one that 25 percent scored at or above.

	25th Percentile	75th Percentile
SAT Critical Reading	430	510
SAT Math	420	530
SAT Writing	410	510
SAT Essay		
ACT Composite	19	24
ACT Math	18	24
ACT English	18	23
ACT Writing	0	0

Source: Registrar's Office- IPEDS Data Part C- Admission Requirements and Services

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

N=46 First-time, first year students applied and provided SAT

	SAT Composite	SAT Critical Reading	SAT Math	SAT Writing
700-799	4=9%			
800-899	11=24%			
900-999	12=26%			
1000-1099	11=24%			
1100-1199	4=9%			
1200-1299	2=4%			
1300-1399	0=0%			
missing	2=4%			
Total	46=100%	100%	100%	100%

Source: PT&FT Fall Cohort received from Registrar's Office- Jennifer Sick data entered for IPEDS Part C Database (Composite)

	ACT Composite		ACT English		ACT Math	
30-36	3	.6%	12	3%	8	2%
24-29	79	18%	60	14%	93	21%
18-23	210	48%	172	39%	149	34%
12-17	37	8.4	83	19%	80	18%
6-11	0		2	.4%	0	
Below 6	0		0		0	
Not Applicable	109	25%	109	25%	109	25%
Total	439	100%	439	100%	439	100%

Source: PT&FT Fall Cohort received from Registrar's Office- Jennifer Sick data entered for IPEDS Part C Database (Composite)

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).

This data is not consistently tracked/gathered by MSU. International students do not typically report ranking-entry is voluntary on behalf of the student during the application process

Percent in top tenth of high school graduating class _____
 Percent in top quarter of high school graduating class _____
 Percent in top half of high school graduating class _____ } Top half + bottom half = 100%.
 Percent in bottom half of high school graduating class _____
 Percent in bottom quarter of high school graduating class _____
 Percent of total first-time, first-year (freshman) students who submitted high school class rank: _____

Source: Campus Connections NDU_0046_SR New Students Enrolled-Misc Information

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

Report indicated 414 new freshman enrolled, only 263 (63.5%) offered HSGPA- Below is the breakdown of the 263 offering HSGPA scores

Percent who had GPA of 3.75 and higher	44 of 414=	10.6%
Percent who had GPA between 3.50 and 3.74	53 of 414=	12.8%
Percent who had GPA between 3.25 and 3.49	46 of 414 =	11.1%
Percent who had GPA between 3.00 and 3.24	35 of 414=	8.5%
Percent who had GPA between 2.50 and 2.99	66 of 414=	15.9%
Percent who had GPA between 2.0 and 2.49	16 of 414=	3.9%
Percent who had GPA between 1.0 and 1.99	3 of 414 =	.7%
Percent who had GPA below 1.0	0 of 414 =	0.0%

Source: Campus Connections NDU_0046_SR New Students Enrolled-Misc Information

C12. Average high school GPA of all degree-seeking, first-time, first-year (freshman) students who submitted GPA: 2.008

Percent of total first-time, first-year (freshman) students who submitted high school GPA: **48.6%**

Admission Policies (Data provided by Kristin Wood- Enrollment Services)

C13. Application fee

Does your institution have an application fee? Yes No
 Amount of application fee: \$35.00
 Can it be waived for applicants with financial need? Yes No

If you have an application fee and an on-line application option, please indicate policy for students who apply on-line: Same fee: \$35.00

Can on-line application fee be waived for applicants with financial need? NO

C14. Application closing date

We have open enrollment, the only closing date would be after the last day to add a class.

Does your institution have an application closing date? Yes No
Application closing date (fall): June 30th 2009- For all remaining fee and materials
Priority date: May 1st, 2009

C15. Are first-time, first-year students accepted for terms other than the fall? Yes No

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

On a rolling basis beginning (date): **As their files become complete, no set date**
By (date): _____
Other: _____

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

Must reply by (date): **As their files become complete, no set date**
No set date: _____
Must reply by May 1 or within _____ weeks if notified thereafter
Other: _____

Deadline for housing deposit (MMDD): **None**
Amount of housing deposit: **\$100.00**
Refundable if student does not enroll?
X Yes, in full - up until July 15 for fall students and Dec 15 for spring students
____ Yes, in part
____ No

C18. Deferred admission: Does your institution allow students to postpone enrollment after admission?

Yes No
If yes, maximum period of postponement: None

C19. Early admission of high school students: Does your institution allow high school students to enroll as full-time, first-time, first-year (freshman) students one year or more before high school graduation? Yes No

C20. Common Application: Question removed from CDS. (Initiated during 2008-2009 cycle)

Early Decision and Early Action Plans

C21. Early decision: Does your institution offer an early decision plan (an admission plan that permits students to apply and be notified of an admission decision well in advance of the regular notification date and that asks students to commit to attending if accepted) for first-time, first-year (freshman) applicants for fall enrollment? Yes No

For the Fall 2009 entering class:

Number of early decision applications received by your institution _____
Number of applicants admitted under early decision plan _____

Please provide significant details about your early decision plan: _____

C22. Early action: Do you have a nonbinding early action plan whereby students are notified of an admission decision well in advance of the regular notification date but do not have to commit to attending your college?

Yes No

If "yes," please complete the following:

Early action closing date _____
Early action notification date _____

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

Yes No

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 2009.

	Applicants	Admitted Applicants	Enrolled Applicants
Men	177	148	114
Women	365	287	210
Total	548	435	324

Source: Registrar's Office- NDU_0009_ADM sorted by actn reason and gender/compared to NDU_0031_SR_List Enrolled Students

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 they are under 25 years old, they must follow the first year requirements and supply a HS transcript and ACT/SAT scores.**

If yes, what is the minimum number of credits and the unit of measure? **24 semester hour's minimum**

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

[Minot State University – Transfer Student Admissions Statements](#)

	Required of All	Recommended of All	Recommended of Some	Required of Some	Not required
High school transcript				X	
College transcript(s)	X				
Essay or personal statement					X
Interview					X
Standardized test scores				X	
Statement of good standing from prior institution(s)					X

D6. If a minimum high school grade point average is required of transfer applicants, specify (on a 4.0 scale): **None, if under 25 years old they must have an ACT score of 17 and meet core requirements...only if they have less than 24 college credits do we look at the HS and ACT.**

D7. If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale): **1.5 (1-23 college credits) 1.75 (24-59 college credits) 2.0 (60 or more college credits)**

D8. List any other application requirements specific to transfer applicants:

Proof of two MMR's if taking classes on campus

[Transfer Student Admissions](#)

D9. List application priority, closing, notification, and candidate reply dates for transfer students. If applications are reviewed on a continuous or rolling basis, place a check mark in the “Rolling admission” column.

	Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
Fall	April 1				X
Winter					X
Spring					X
Summer					X

D10. Does an open admission policy, if reported, apply to transfer students? Yes No

D11. Describe additional requirements for transfer admission, if applicable: N/A

Transfer Credit Policies

D12. Report the lowest grade earned for any course that may be transferred for credit: ___D_____

D13. Maximum number of credits or courses that may be transferred from a two-year institution:
No Maximum credits/courses are established by MSU

D14. Maximum number of credits or courses that may be transferred from a four-year institution:
No Maximum credits/courses are established by MSU

D15. Minimum number of credits that transfers must complete at your institution to earn an associate degree:
MSU currently only offers one AS Degree: Developmental Disabilities- the requirements are 27 credits of developmental disabilities and 38 Gen Ed credits that can be earned from any accredited college or university

D16. Minimum number of credits that transfers must complete at your institution to earn a bachelor’s degree:
Minimum 60 semester hours at a 4-year institution, on which 30 semester hours must be through MSU

D17. Describe other transfer credit policies: **Transfer Student Admissions**

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 education program | <input checked="" type="checkbox"/> Independent study |
| <input 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 type="checkbox"/> Exchange student program (domestic) | <input type="checkbox"/> Weekend college |
| <input checked="" 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 type="checkbox"/> Arts/fine arts | <input checked="" type="checkbox"/> Humanities |
| <input type="checkbox"/> Computer literacy | <input checked="" type="checkbox"/> Mathematics |
| <input 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 checked="" type="checkbox"/> Other (describe): Communications,
Wellness/personal Development | |

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

F. STUDENT LIFE
F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2008 who fit the following categories:

	First-time, first-year (freshman) students	Undergraduates
Percent who are from out of state (exclude international/nonresident aliens from the numerator and denominator) Report # NDU02SRL Official Enrollment Reports	53 of 438 =12%	145 of 1006=14.4%
Percent of men who join fraternities	N/A	N/A
Percent of women who join sororities	N/A	N/A
Percent who live in college-owned, -operated, or -affiliated housing		
Percent who live off campus or commute Lisa Eriksmoen- Campus Life (#of students living on campus)/Factbook Report #NDUH2SRA / Housing Report 3rd Week data	237 of 1095 =22%	532 of 3345 = 16%
Percent of students age 25 and older Report # NDUH2SRN _All Students	N/A	1033 of 3345 =30.1%
Average age of full-time students Report # NDUH2SRN_Full Time Students	20-21	20-21
Average age of all students (full- and part-time) Report # NDUH2SRN_Full Time Student and Part Time Students	18-19	18-19

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

MSU Student Organizations

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

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

**MSU is an institutional member of Service members Opportunity Colleges (SOC)
Special Admission- Military Students**

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

Residence Life

- | | |
|---|--|
| <input checked="" type="checkbox"/> Coed dorms | <input checked="" type="checkbox"/> Special housing for disabled students |
| <input checked="" type="checkbox"/> Men's dorms | <input checked="" type="checkbox"/> Special housing for international students |
| <input checked="" type="checkbox"/> Women's dorms | <input type="checkbox"/> Fraternity/sorority housing |
| <input checked="" type="checkbox"/> Apartments for married students | <input type="checkbox"/> Cooperative housing |
| <input checked="" type="checkbox"/> Apartments for single students | |
| <input type="checkbox"/> Other housing options (specify): _____ | |

G. ANNUAL EXPENSES

Provide 2009-2010 academic year costs of attendance for the following categories that are applicable to your institution.

- Check here if your institution's 2009-2010 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 2009-2010 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 2009-2010 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 must pay that are *not* included in tuition (e.g., registration, health, or activity fees.) Do *not* include optional fees (e.g., parking, laboratory use). [Financial Aid Office](#)

	FIRST-YEAR	UNDERGRADUATES
PRIVATE INSTITUTION Tuition:	N/A	N/A
PUBLIC INSTITUTION Tuition:	\$4,325	\$4,325
In-district:	\$4,325	\$4,325
In-state (out-of-district):	\$4,325	\$4,325
Out-of-state:	\$4,325	\$4,325
NONRESIDENT ALIEN: Tuition:	\$4,325	\$4,325
REQUIRED FEES:	\$1,065	\$1,065
ROOM AND BOARD: (on-campus)	\$4,602	\$4,602

Source: Dale Gehring- Financial Aid Office- Freshmen Cost Information FY
MSU tuition and Fee schedule (2009)

G2. Number of credits per term a student can take for the stated full-time tuition 12 minimum maximum

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

G4. Not Applicable

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

Financial Aid Data is not available until April

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

Source: Dale Gehring- Financial Aid Office- Freshmen Cost Information FY

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

Financial Aid Data is not available until April

PRIVATE INSTITUTIONS:	N/A
PUBLIC INSTITUTIONS	
In-district:	
In-state (out-of-district):	
Out-of-state:	
NONRESIDENT ALIENS:	

Source: Registrar's Office- IPEDS Report Part D- Per Credit Hour Charge

H. FINANCIAL AID

Aid Awarded to Enrolled Undergraduates
Financial Aid Data is not available until April

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 2007-2008 academic year (see the next item below), use the 2007-2008 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:

2008-2009 estimated or 2007-2008 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.)
	\$	\$
Scholarships/Grants		
Federal	2,739,810.00	10,308.00
State (i.e., all states, not only the state in which your institution is located)	289,981.00	7,009.00
Institutional: Endowed scholarships, annual gifts and tuition funded grants, awarded by the college, excluding athletic aid and tuition waivers (which are reported below).	312,596.48	23,352.00
Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	N/A	N/A
Total Scholarships/Grants	4,338,130.70	201,498.04
Self-Help		
Student loans from all sources (excluding parent loans)	6,675,062.10	1,644,575.17
Federal Work-Study	185,066.00	N/A
State and other (e.g., institutional) work-study/employment (Note: Excludes Federal Work-Study captured above.)	0.00	0.00
Total Self-Help	6,860,128.10	1,644,575.17
Parent Loans	10,084.00	36,481.00

Tuition Waivers Note: Reporting is optional. Report tuition waivers in this row if you choose to report them. Do not report tuition waivers elsewhere.	319,242.82	836,343.18
Athletic Awards	52,814.00	29,428.00

Source: Dale Gehring- The College Board Data and Report NDU_0035_FA

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. ***Financial Aid Data is not available until April***

	First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh)	Less Than Full-time Undergrad
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2008 cohort)	410	2,020	860
b) Number of students in line a who applied for need-based financial aid	310	1,457	443
c) Number of students in line b who were determined to have financial need	209	1,107	365
d) Number of students in line c who were awarded any financial aid	203	1,094	343
e) Number of students in line d who were awarded any need-based scholarship or grant aid	173	881	244
f) Number of students in line d who were awarded any need-based self-help aid	167	927	301
g) Number of students in line d who were awarded any non-need-based scholarship or grant aid	7	26	3
h) Number of students in line d whose need was fully met (<u>exclude PLUS loans, unsubsidized loans, and private alternative loans</u>)	202	1,083	338
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>)	64.98%	63.69%	46.33%
j) The average financial aid package of those in line d . Exclude any resources that were awarded to replace EFC (<u>PLUS loans, unsubsidized loans, and private alternative loans</u>)	6,147.69	7,187.33	5,528.22
k) Average need-based scholarship or grant award of those in line e	3,604.68	3,988.04	3,306.50
l) Average need-based self-help award (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f	3,083.79	3,976.81	3,418.29
m) Average need-based loan (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f who were awarded a need-based loan	3,080.81	3,990.89	3,543.60

Source: Dale Gehring- Financial Aid Office-NDU_0035_FA

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 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. ***Financial Aid Data is not available until April***

	First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh)	Less Than Full-time Undergrad
n) Number of students in line a who had no financial need and who were awarded institutional non-need-based scholarship or grant aid (exclude those who were awarded athletic awards and tuition benefits)	137	560	49
o) Average dollar amount of institutional non-need-based scholarship and grant aid awarded to students in line n	1,110.96	1,050.92	517.42
p) Number of students in line a who were awarded an institutional non-need-based athletic scholarship or grant	35	148	6
q) Average dollar amount of institutional non-need-based athletic scholarships and grants awarded to students in line p	1,358.86	1,527.95	1,844.67

Source: Dale Gehring- Financial Aid Office- U.S. News DATA

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

Include:

- * 2008 undergraduate class who graduated between July 1, 2007 and June 30, 2008 who started at your institution as first-time students and received a bachelor's degree between July 1, 2007 and June 30, 2008.
- * only loans made to students who borrowed while enrolled at your institution.
- * co-signed loans.

Exclude:

- * those who transferred in.
- * money borrowed at other institutions.

Source: Dale Gehring- Financial Aid Office- NDU_0035_FA

Financial Aid Data is not available until April

H4. Provide the percentage of the class (defined above) who borrowed at any time through any loan programs (institutional, state, Federal Perkins, Federal Stafford Subsidized and Unsubsidized, private loans that were certified by your institution, etc.; exclude parent loans). Include both Federal Direct Student Loans and Federal Family Education Loans. **74.71%**

Source: Dale Gehring- Financial Aid Office- NDU_0035_FA

Financial Aid Data is not available until April

H4a. Provide the percentage of the class (defined above) who borrowed at any time through federal loan programs--Federal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loans and Federal Family Education Loans. NOTE: exclude all institutional, state, private alternative loans and parent loans. **74.71%**

Source: Dale Gehring- Financial Aid Office- NDU_0035_FA

Financial Aid Data is not available until April

H5. Report the average per-borrower cumulative undergraduate indebtedness of those in line H4. **\$ 19,384.46**

Source: Dale Gehring- Financial Aid Office- NDU_0035_FA

Financial Aid Data is not available until April

H5a. Report the average per-borrower cumulative undergraduate indebtedness through federal loan programs--Federal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loans and Federal Family Education Loans. These are listed in line H4a. NOTE: exclude all institutional, state, private alternative loans and exclude parent loans. **\$18,206.14**

Source: Dale Gehring- Financial Aid Office- NDU_0035_FA

Aid to Undergraduate Degree-seeking Nonresident Aliens (Note: Report numbers and dollar amounts for the same academic year checked in item H1.)

Financial Aid Data is not available until April

H6. Indicate your institution's policy regarding institutional scholarship and grant aid for undergraduate degree-seeking nonresident aliens:

- Institutional need-based scholarship or grant aid is available
- Institutional non-need-based scholarship or grant aid is available
- Institutional scholarship and grant aid is not available

If institutional financial aid is available for undergraduate degree-seeking nonresident aliens, provide the number of undergraduate degree-seeking nonresident aliens who were awarded need-based or non-need-based aid: **135**

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

Total dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens: **\$4,102.54**

H7. Check off all financial aid forms nonresident alien first-year financial aid applicants must submit: **\$553,843.48**

- Institution's own financial aid form
- CSS/Financial Aid PROFILE
- International Student's Financial Aid Application
- International Student's Certification of Finances
- Other: _____

Process for First-Year/Freshman Students

H8. Check off all financial aid forms domestic first-year (freshman) financial aid applicants must submit:

- FAFSA
- Institution's own financial aid form
- CSS/Financial Aid PROFILE
- State aid form
- Noncustodial PROFILE
- Business/Farm Supplement
- Other: _____

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

Priority date for filing required financial aid forms: NO

Deadline for filing required financial aid forms: N/A

No deadline for filing required forms (applications processed on a rolling basis):

H10. Indicate notification dates for first-year (freshman) students (answer a or b):

a.) Students notified on or about (date): **5/1**

b.) Students notified on a rolling basis: **YES** If yes, starting date: **5/1**

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 to undergraduates at your institution:

H12. Loans

[MSU Student Loans](#)

FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)

- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS Loans

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

- FFEL Subsidized Stafford Loans
- FFEL Unsubsidized Stafford Loans
- FFEL PLUS Loans

- Federal Perkins Loans
- Federal Nursing Loans
- State Loans
- College/university loans from institutional funds
- Other (specify): _____

H13. Scholarships and Grants

[MSU Scholarships- Click Here](#)

NEED-BASED:

- Federal Pell
- SEOG
- State scholarships/grants
- Private scholarships
- College/university scholarship or grant aid from institutional funds
- United Negro College Fund
- Federal Nursing Scholarship
- Other (specify): [See Link above for more information](#)

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

Non-need	Need-based		Non-need	Need-based	
X	X	Academics			Leadership
X	X	Alumni affiliation	X	X	Minority status
X		Art	X	X	Music/drama
X	X	Athletics			Religious affiliation
		Job skills	X	X	State/district residency
		ROTC		-----	

I. INSTRUCTIONAL FACULTY AND CLASS SIZE

I-1. Please report the number of instructional faculty members in each category for fall 2009. Include faculty who are on your institution's payroll on the census date your institution uses for IPEDS/AAUP.

The following definition of full-time instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey (the part time definitions are not used by AAUP). Instructional Faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction, including those with released time for research. Use the chart below to determine inclusions and exclusions:

	Full-time	Part-time
(a) instructional faculty in preclinical and clinical medicine, faculty who are not paid (e.g., those who donate their services or are in the military), or research-only faculty, post-doctoral fellows, or pre-doctoral fellows	Exclude	Include only if they teach one or more non-clinical credit courses
(b) administrative officers with titles such as dean of students, librarian, registrar, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status	Exclude	Include if they teach one or more non-clinical credit courses
(c) other administrators/staff who teach one or more non-clinical credit courses even though they do not have faculty status	Exclude	Include
(d) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like	Exclude	Exclude
(e) faculty on sabbatical or leave with pay	Include	Exclude
(f) faculty on leave without pay	Exclude	Exclude
(g) replacement faculty for faculty on sabbatical leave or leave with pay	Exclude	Include

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

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

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

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

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

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

	Full-time	Part-time	Total
a.) Total number of instructional faculty (part a and b)	164	113	277
b.) Total number who are members of minority groups (part k)	8	0	8
c.) Total number who are women	87	72	159
d.) Total number who are men	77	41	118
e.) Total number who are nonresident aliens (international)	7	1	8
f.) Total number with doctorate, first professional, or other terminal degree	94	3	97
g.) Total number whose highest degree is a master's but not a terminal master's	60	3	63
h.) Total number whose highest degree is a bachelor's	2	1	3
i.) Total number whose highest degree is unknown or other (Note: Items f, g, h, and i must sum up to item a.)	0	0	0
j.) Total number in stand-alone graduate/professional programs in which faculty teach virtually only graduate-level students	94	93	97

I-2. Student to Faculty Ratio

Report the fall 2009 ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty (full time plus 1/3 part time). In the ratio calculations, exclude both faculty and students in stand-alone graduate or professional programs such as medicine, law, veterinary, dentistry, social work, business, or public health in which faculty teach virtually only graduate level students. Do not count undergraduate or graduate student teaching assistants as faculty.

Fall 2009 Student to Faculty ratio: 14 to 1 (based on **FT UG + FT Graduate+ .33 PT UG + .33 PT Graduate students and FT Faculty + .33 PT Faculty**).

Source: Student data from Factbook 2008 "MSU Enrollment 2008" pg. 18

Faculty 202 Students 2842

Number of Class Sections with Undergraduates Enrolled

	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
Class Sections								
Class Subsections								
Data is no longer reported by institution								

[NDU001SR_2836728](#) Peoplesoft NDU applications-Student Records-Course Sections Status Report-Campus-Term-Regular-Cari4-Sort by Sec

Class sections and sub-sections do not include: independent study, co-operative programs, internships, foreign language tutor sessions, practicum's, and all students in one-on-one classes. Each class section is counted only once and is not duplicated. Course sub-sections include: laboratory, recitation, and discussion subsections.

J. Disciplinary areas of DEGREES CONFERRED

Degrees conferred between July 1, 2008 and June 30, 2009

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

Category	Diploma/ Certificates	Associate	Bachelor's	CIP 2000 Categories to Include
Agriculture	0	0	0	1
Natural resources/environmental science	0	0	0	3
Architecture	0	0	0	4
Area and ethnic studies	0	0	0	5
Communications/journalism	0	0	12 (2.1%)	9
Communication technologies	0	0	1 (.1%)	10
Computer and information sciences	8 (47%)	0	6 (1%)	11
Personal and culinary services	0	0	0	12
Education	0	0	123 (22%)	13
Engineering	0	0	0	14
Engineering technologies	0	0	0	15
Foreign languages and literature	0	0	5 (.9%)	16
Family and consumer sciences	0	0	0	19
Law/legal studies	0	0	0	22
English	0	0	9 (1.5%)	23
Liberal arts/general studies	0	0	20 (3.5%)	24
Library science	0	0	0	25
Biological/life sciences	0	0	10 (1.7%)	26
Mathematics	0	0	2 (.3%)	27
Military science and technologies	0	0	0	29
Interdisciplinary studies	0	0	0	30
Parks and recreation	0	0	11 (2%)	31
Philosophy and religious studies	0	0	0	38
Theology and religious vocations	0	0	0	39
Physical sciences	0	0	9 (1.5%)	40
Science technologies	0	0	0	41
Psychology	0	0	17 (3%)	42
Security and protective services	1 (5%)	0	43 (7.6%)	43
Public administration and social services	0	0	24 (4.2%)	44
Social sciences	0	0	9 (1.5%)	45
Construction trades	0	0	0	46
Mechanic and repair technologies	0	0	0	47
Precision production	0	0	0	48
Transportation and materials moving	0	0	0	49
Visual and performing arts	0	0	5 (.8%)	50
Health professions and related sciences	0	0	76 (13.4%)	51
Business/marketing	8 (47%)	0	190 (34%)	52
History	0	0	6 (1.0%)	54

Other	0	0	0	
TOTAL	17	0	564	

Registrar's Office: Jennifer Sick Completions Data for NDUS

Common Data Set Definitions

- ◆ **All definitions related to the financial aid section appear at the end of the Definitions document.**
- ◆ Items preceded by an asterisk (*) represent definitions agreed to among publishers which do not appear on the CDS document but may be present on individual publishers' surveys.

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

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

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

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

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

Applicant (first-time, first year): An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution).

Application fee: That amount of money that an institution charges for processing a student's application for acceptance. This amount is *not* creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the institution.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

Associate degree: An award that normally requires at least two but less than four years of full-time equivalent college work.

Bachelor's degree: An award (baccalaureate or equivalent degree, as determined by the Secretary of the U.S. Department of Education) that normally requires at least four years but *not* more than five years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a five-year cooperative (work-study plan) program. (A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies.) Also, it includes bachelor's degrees in which the normal four years of work are completed in three years.

Black, non-Hispanic: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

Board (charges): Assume average cost for 19 meals per week or the maximum meal plan.

Books and supplies (costs): Average cost of books and supplies. 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.

Calendar system: The method by which an institution structures most of its courses for the academic year.

Campus Ministry: Religious student organizations (denominational or nondenominational) devoted to fostering religious life on college campuses. May also refer to Campus Crusade for Christ, an interdenominational Christian organization.

***Career and placement services:** A range of services, including (often) the following: coordination of visits of employers to campus; aptitude and vocational testing; interest inventories, personal counseling; help in resume writing, interviewing, launching the job search; listings for those students desiring employment and those seeking permanent positions; establishment of a permanent reference folder; career resource materials.

Carnegie units: One year of study or the equivalent in a secondary school subject.

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, with no requirement that classes begin on a certain date.

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

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

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

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

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

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

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

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

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

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

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

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

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

Doctoral degree: The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related field of medicine or in sanitary engineering.

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

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

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

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

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

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

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

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

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

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

First professional degree: An award in one of the following fields: Chiropractic (DC, DCM), dentistry (DDS, DMD), medicine (MD), optometry (OD), osteopathic medicine (DO), rabbinical and Talmudic studies (MHL, Rav), Pharmacy (BPharm, PharmD), podiatry (PodD, DP, DPM), veterinary medicine (DVM), law (LLB, JD), divinity/ministry (BD, MDiv).

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

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

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

Freshman: A first-year undergraduate student.

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

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

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

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

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

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

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

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

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

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

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

International student: See **Nonresident alien**.

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

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

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

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

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

Master's degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

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.

Model United Nations: A simulation activity focusing on conflict resolution, globalization, and diplomacy. Assuming roles as foreign ambassadors and "delegates," students conduct research, engage in debate, draft resolutions, and may participate in a national Model UN conference.

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.

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.

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

***Visually impaired:** Any person whose sight loss is not correctable and is sufficiently severe as to adversely affect educational performance.

Volunteer work (as admission factor): Special consideration given to students for activity done on a volunteer basis (e.g., tutoring, hospital care, working with the elderly or disabled) as a service to the community or the public in general.

Wait list: List of students who meet the admission requirements but will only be offered a place in the class if space becomes available.

Weekend college: A program that allows students to take a complete course of study and attend classes only on weekends.

White, non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

***Women's center:** Center with programs, academic activities, and/or services intended to promote an understanding of the evolving roles of women.

Work experience (as admission factor): Special consideration given to students who have been employed prior to application, whether for relevance to major, demonstration of employment-related skills, or as explanation of student's academic and extracurricular record.

Financial Aid Definitions

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

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 program (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 scholarships and grants: Endowed scholarships, annual gifts and tuition funded grants for which the institution determines the recipient.

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 qualify. This includes both institutional and non-institutional student aid (grants, jobs, and loans).

Need-based scholarship or grant aid: Scholarships and grants from institutional, state, federal, or other sources for which a student must have financial need to qualify.

Need-based self-help aid: Loans and jobs from institutional, state, federal, or other sources for which a student must demonstrate financial need to qualify.

Non-need-based scholarship or grant aid: Scholarships and grants, gifts, or merit-based aid from institutional, state, federal, or other sources (including unrestricted funds or gifts and endowment income) awarded solely on the basis of academic achievement, merit, or any other non-need-based reason. When reporting questions H1 and H2, non-need-based aid that is used to meet need should be counted as need-based aid.

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

- Non-need institutional grants
- Non-need tuition waivers
- Non-need athletic awards
- Non-need federal grants
- Non-need state grants
- Non-need outside grants
- Non-need student loans
- Non-need parent loans
- Non-need work

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

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