

## [Washington and Lee University](#) **2004 Common Data Set Information**

Previous W&L CDS: [2003](#) - [2002](#) - [2001](#) - [2000](#) - [1999](#) - [1998](#) - [1997](#) - [1996](#)

Note: Data are posted as they become available.

If the data you need are not posted here yet, please check the previous year's CDS for the most recent data.

[Common Data Set source site](#)

[Common Data Set Exchange](#)

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Send questions and comments to [ir@wlu.edu](mailto:ir@wlu.edu)

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### **A. GENERAL INFORMATION**

#### ***A1. Address Information***

**Washington and Lee University**

**116 North Main Street**

**Lexington VA 24450-0303**

Main phone: 540.458.8400

WWW Home Page Address <http://www.wlu.edu>

Admissions Phone Number 540.458.8710

Admissions Toll-free Phone Number (None)

Admissions Office Mailing Address, City/State/Zip Letcher Avenue, Lexington VA 24450-0303

Admissions Fax number: 540.458.8062

Admissions E-mail Address: [admissions@wlu.edu](mailto:admissions@wlu.edu)

Is there a separate URL application site on the Internet? **Yes** If so, please specify: <https://admissions.wlu.edu/app/>

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

Private (nonprofit)

#### ***A3. Classify your undergraduate institution:***

Coeducational college

[Carnegie classification](#): Baccalaureate-Liberal Arts[AAUP classification](#): II-B, National Liberal Arts College[Southern Association of Colleges & Schools, Commission on Colleges](#): Level V**A4. [Academic year calendar](#)**

Undergraduate - Other (4-4-2)

Law - Early semester

**A5. [Degrees offered by your institution](#)**

Baccalaureate (B.A., B.S.)

First professional (J.D.)

Master of Law (LL.M.)

**B. ENROLLMENT AND PERSISTENCE**

**B1. Institutional Enrollment—Men and Women Provide numbers of students reported on IPEDS Fall Enrollment Survey 2003 as of the institution's official fall reporting date or as of October 15, 2004. Refer to IPEDS EF-1 Part A or IPEDS EF-2 Part A (undergraduates only) survey.**

	FULL-TIME			PART-TIME		
	Men (IPEDS col. 15)	Women (IPEDS col. 16)	IPEDS line	Men (IPEDS col. 15)	Women (IPEDS col. 16)	IPEDS line
<b>Undergraduates</b>						
Degree-seeking, first-time freshmen	235	225	line 1			line 15
Other first-year, degree-seeking	0	0	line 2			line 16
All other degree-seeking	659	635	lines 3-6			lines 17-20
<i>Total degree-seeking</i>	894	860				
All other undergraduates enrolled in credit courses	1	1	line 7	0	4	line 21
<i>Total undergraduates</i>	895	861	line 8	0	4	line 22
<b>First-professional</b>						
First-time, first-professional students	72	56	line 9	0	0	line 23

All other first-professionals	154	117	line 10	0	0	line 24
<i>Total first-professional</i>	226	173		0	0	
<b>Graduate</b>						
Degree-seeking, first-time	0	0	line 11	0	0	line 25
All other degree-seeking	4	2	line 12	0	0	line 26
All other graduates enrolled in credit courses	0	0	line 13	1	0	line 27
<i>Total graduate</i>	4	2		1	0	

Total all undergraduates (IPEDS sum of lines 8 and 22, cols. 15 and 16): \_\_\_\_\_1760\_\_\_\_\_

Total all graduate and professional students (IPEDS sum of lines 14 and 28, cols. 15 and 16): \_\_\_\_\_406\_\_\_\_\_

GRAND TOTAL ALL STUDENTS (IPEDS line 29, sum of cols. 15 and 16): \_\_\_\_\_2166\_\_\_\_\_

**B2. Enrollment by Racial/Ethnic Category.** Provide numbers of degree-seeking undergraduate students reported on IPEDS Fall Enrollment Survey 2004 as of the institution's official fall reporting date or as of October 15, 2004. Refer to IPEDS EF-1 Part A or IPEDS EF-2 Part A surveys based on column and line numbers in grid for totals.

	<b>FIRST-TIME FRESHMEN</b>	<b>DEGREE-SEEKING UNDERGRADUATES (includes freshmen)</b>	<b>ALL UNDERGRADUATES (includes non-degree)</b>
<b>Non-resident aliens</b>	11	68	71
<b>Black, non-Hispanic</b>	15	71	71
<b>American Indian or Alaskan Native</b>	3	5	5
<b>Asian or Pacific Islander</b>	23	57	57
<b>Hispanic</b>	7	17	17
<b>White, non-Hispanic</b>	399	1529	1532
<b>Multiracial or unknown</b>	2	7	7
<b>Total</b>	460	1754	1760

### Persistence

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

**Bachelor's degrees : 396    First professional: 122    Master of Laws: 5**

**Graduation Rates**

The items in this section correspond to data elements collected by the IPEDS Web-based Data Collection System's Graduation Rate Survey (GRS). For complete instructions and definitions of data elements, see the IPEDS GRS instructions and glossary on the 2004 Web-based survey. Please provide data for fall 1998 cohort if available. Include summer graduates.

**For Bachelor's or Equivalent Programs**

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

**B4. Initial 1998 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students:**  
 \_\_\_\_\_ **454** \_\_\_\_\_

**B5. Of the initial 1998 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:**  
 \_\_\_\_\_ **3** \_\_\_\_\_

**B6. Final 1998 cohort, after adjusting for allowable exclusions: \_\_\_\_\_ 451 \_\_\_\_\_**  
 (Subtract question B5 from question B4)

**B7. Of the initial 1998 cohort, how many completed the program in four years or less (by August 31, 2002): \_\_\_\_\_ 392 \_\_\_\_\_**

**B8. Of the initial 1998 cohort, how many completed the program in more than four years but in five years or less (after August 31, 2002 and by August 31, 2003): \_\_\_\_\_ 10 \_\_\_\_\_**

**B9. Of the initial 1998 cohort, how many completed the program in more than five years but in six years or less (after August 31, 2003 and by August 31, 2004): \_\_\_\_\_ 2 \_\_\_\_\_**

**B10. Total graduating within six years (sum of questions B7, B8, and B9): \_\_\_\_\_ 404 \_\_\_\_\_**

**B11. Six-year graduation rate for 1998 cohort (question B10 divided by question B6): \_\_\_\_\_ 90 \_\_\_\_\_ %**

**Retention Rates**

**Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 2003 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: deceased, permanently disabled, armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.**

**B22. For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 2003 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 2004? \_\_\_\_\_ 94 \_\_\_\_\_ %**

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

**C1. First-time, first-year (freshman) students: Provide the number of degree-seeking students who applied, were admitted, and enrolled (full- or part-time) in fall 2004. Include early decision, early action, and students who began studies during summer in this cohort. Applicants include all students who fulfilled the requirements for consideration for admission (including payment or waiving of the application fee, if any) and who have been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution). Admitted applicants should include wait-listed students who were subsequently offered admission.**

Total men applied   1,854  

Total women applied   1,795  

Total men admitted   510  

Total women admitted   568  

Total full-time, first-time, first-year (freshman) men enrolled   235  

Total part-time, first-time, first-year (freshman) men enrolled   225  

Total full-time, first-time, first-year (freshman) women enrolled   0  

Total part-time, first-time, first-year (freshman) women enrolled   0  

**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 2004 admissions:

Number of qualified applicants placed on waiting list   709  

Number accepting a place on the waiting list   299  

Number of wait-listed students admitted   25  

Number of wait-listed students who enrolled   25  

### **Admission Requirements**

**C3. High school completion requirement:** High school diploma is not required.

**C4. Does your institution require or recommend a general college-preparatory program for degree-seeking students?**  
**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	Units recommended
<b>Total academic units</b>	<b>16.0 college prep</b>	
<b>English</b>	<b>4.0</b>	
<b>Mathematics</b>	<b>3.0</b>	<b>4.0</b>
<b>Science</b>	<b>1.0</b>	<b>3.0</b>
<b># of lab units</b>	<b>1.0</b>	
<b>Foreign language</b>	<b>2.0</b>	<b>3.0</b>
<b>Social studies</b>	<b>1.0</b>	
<b>History</b>	<b>1.0</b>	<b>2.0</b>

Academic electives

4.0

Other (specify)

**Basis for Selection**

**C6. Do you have an open admission policy, under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications? No**

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

	Very important	Important	Considered	Not considered
<b>Academic:</b>				
Class rank		X		
Essay			X	
Recommendations		X		
Secondary school record	X			
Standardized test scores	X			
<b>Nonacademic:</b>				
Alumni/ae relation			X	
Character/personal qualities	X			
Extracurricular activities	X			
Geographical residence			X	
Interview				X
Minority status			X	
Particular talent or ability			X	
Religious affiliation/commitment				X
State residency			X	
Volunteer work			X	
Work experience			X	

**SAT and ACT Policies****C8. Entrance exams**

**Note: The SAT I is now called the SAT Reasoning Test or the SAT; SAT II Tests are now called SAT Subject Tests. As of March 2005 the SAT Reasoning Test will include a mandatory writing component; the SAT Subject Test in Writing will not be administered after January 2005. The ACT will have an optional writing component as of February 2005.**

**A. Does your institution make use of SAT Reasoning Test, ACT, or SAT Subject Test scores in admission decisions for first-time, first-**

*year, degree-seeking applicants? YES*

	Required
SAT Reasoning Test only	
ACT only	
SAT Reasoning Test or ACT (no preference)	X
SAT Reasoning Test and SAT Subject Tests	
SAT Reasoning Test and SAT Subject Tests or ACT	
SAT Subject Tests only	X (two of candidate's choice)

*B: If your institution will make use of the ACT in admission decisions for first-time, first-year degree-seeking applicants for Fall 2006, please indicate which ONE of the following applies:*

ACT with Writing component required	X
ACT without Writing component accepted	
ACT with or without Writing component accepted	

*C: If your institution will make use of the new SAT Reasoning Test scores in admission decisions for first-time, first-year degree-seeking applicants for Fall 2006, please indicate which ONE of the following applies:*

New SAT Reasoning Test required	X
New SAT Reasoning Test or the "old" SAT I (administered prior to March 2005 and without a writing component) accepted	

*D: In addition, does your institution use applicants' test scores for placement or counseling?*

	Yes	No
Placement?		X
Counseling?	X	

*E: Does your institution use the SAT Reasoning Test or SAT Subject Tests or the ACT for Placement only? No*

*F: Latest date by which SAT Reasoning Test or ACT scores must be received for fall-term admission: January*

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

### *Freshman Profile*

*Provide percentages for ALL enrolled degree-seeking full-time and part-time, first-time, first-year (freshman) students enrolled in fall 2004, 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 2004 who submitted national standardized (SAT/ACT) test scores. Include information for ALL enrolled, first-time, first-year (freshman) degree-seeking students who submitted test scores**

Percent submitting SAT scores	81%	Number submitting SAT scores	374
Percent submitting ACT scores	15%	Number submitting ACT scores	71

	25th percentile	75th percentile
SAT I Verbal	660	730
SAT I Math	660	720
SAT Combined	1330	1430
ACT Composite	28	31

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

	SAT I Verbal	SAT I Math
700-800	43%	48%
600-699	54%	49%
500-599	3%	3%
400-499	0%	0%
300-399	0%	0%
200-299	0%	0%
	<b>100%</b>	<b>100%</b>

	ACT Composite
30-36	51%
24-29	49%
18-23	0%
12-17	0%
6-11	0%
below 6	0%
	<b>100%</b>

**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).**

**Average class rank - xxth percentile**

Percent in top 10th of high school graduating class	86%
Percent in top fifth of high school graduating class	97%
Percent in top quarter of high school graduating class	99%
Percent in top third of high school graduating class	99%



Percent in top half of high school graduating class	<b>100%</b>
Percent in bottom half of high school graduating class	<b>0%</b>

Percent of total first-time, first-year (freshman) students who submitted high school class rank: **58%**

**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): Not reported**

**C12. Average high school GPA of all degree-seeking first-time, first-year (freshman) students who submitted GPA: Not reported**

#### **Admission Policies**

##### **C13. Application fee**

Amount of application fee - \$40 Can it be waived for applicants with financial need? Yes, by request of secondary school counselor

##### **C14. Application closing date**

Application closing date (fall) - January 15

Priority date - None

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

**C16. Notification to applicants of admission decision sent: By April 1**

**C17. Reply policy for admitted applicants: Must reply by May 1**

**C18. Deferred admission: Does your institution allow students to postpone enrollment after admission? Yes. Maximum period of postponement: 1 year**

**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? No**

**C20. Common Application: Will you accept the Common Application distributed by the National Association of Secondary School Principals if submitted? Yes If "yes," are supplemental forms required? No Is your college a member of the Common Application Group? Yes**

#### **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**

If "yes," please complete the following:

First early decision plan closing date - November 15

First early decision plan notification date - December 22

Second early decision plan closing date - January 3

Second early decision plan notification date - February 1

For the Fall 2004 entering class:

Number of early decision applications received by your institution - 403

Number of applicants admitted under early decision plan - 194

Number of students enrolled under early decision plan - 188

**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? No**

#### **D. TRANSFER ADMISSION**

##### **Fall Applicants**

**D1. Does your institution enroll transfer students? Yes**

**If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities? Yes**

**D2. Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2004:**

	Applicants	Admitted applicants	Enrolled applicants
Men	37	3	2
Women	44	7	2
Total	81	10	4

##### **Application for Admission**

**D3. Indicate terms for which transfers may enroll: Fall, Winter**

**D4. Must a transfer applicant have a minimum number of credits completed or else must apply as a an entering freshman? Yes**

**If yes, what is the minimum number of credits and the unit of measure? 1 year of collegiate study**

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

	Required of all	Recommended for all	Recommended for some	Required for 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): Not applicable**

**D7. If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale): 2.000**

**D8. List any other application requirements specific to transfer applicants: Provide copy of current college catalog**

**D9. List application priority, closing, notification, and candidate reply dates for transfer students.**

	Priority date	Closing date	Notification date	Reply date	Rolling admission
Fall		April 1	rolling	2 weeks after acceptance	
Winter		November 1	rolling	2 weeks after acceptance	
Spring					
Summer					

**D10. Does an open admission policy, if reported, apply to transfer students? Not applicable**

**D11. Describe additional requirements for transfer admission, if applicable: Not applicable**

### Transfer Credit Policies

**D12. Report the lowest grade earned for any course that may be transferred for credit: C (2.0)**

**D13. Maximum number of credits or courses that may be transferred from a two-year institution: 87 semester hours**

**D14. Maximum number of credits or courses that may be transferred from a four-year institution: 87 semester hours**

**D15. Minimum number of credits that transfers must complete at your institution to earn an associate's degree: Not applicable**

**D16. Minimum number of credits that transfers must complete at your institution to earn a bachelor's degree: Two years full-time enrollment (usually 60 credits)**

**D17. Describe other transfer credit policies:**

### E. ACADEMIC OFFERINGS AND POLICIES

**Majors (by CIP Code):** (see other classes at [ir.wlu.edu/](http://ir.wlu.edu/))

CIP 2000 CODE	W&L major name	% of last grad class	% of current declared undergrads
5.0104	East Asian Studies	0.8%	0.4%
5.0110	Russian Area Studies	0.2%	0.8%
9.0401	Journalism & Mass Communications	4.5%	7.1%
11.0101	Computer Science	1.8%	1.6%
14.0701	Chemistry-Engineering (including 3-3)	0.4%	0.4%
14.1201	Physics-Engineering (including 3-3)	0.4%	1.4%
16.0101	Romance Languages	1.0%	0.6%
16.0501	German Language	0.6%	0.3%
16.0501	German Literature	0.2%	0.2%
16.0901	French	2.3%	1.0%
16.0905	Spanish	3.1%	2.1%
16.1200	Classics	1.4%	1.2%
23.0101	English	7.0%	6.1%
26.0101	Biology	6.1%	4.6%
26.0202	Biochemistry	NA	1.2%
27.0101	Mathematics	3.3%	2.1%

30.1301	Medieval & Renaissance Studies	0.6%	0.1%
30.2401	Neuroscience	0.8%	1.2%
30.9999	Combination Law (3-3) (special application required)	0.0%	0.0%
30.9999	Independent/Interdisciplinary Work	0.0%	0.0%
38.0101	Philosophy	3.9%	2.4%
38.0201	Religion	0.6%	1.3%
40.0501	Chemistry	1.8%	1.6%
40.0601	Geology	0.4%	1.6%
40.0699	Environmental Studies in Geology	0.2%	0.2%
40.0801	Physics	0.2%	0.7%
42.0101	Psychology	6.1%	4.7%
44.0501	Public Policy	0.4%	0.4%
45.0201	Archaeology & Anthropology	0.6%	0.9%
45.0601	Economics	9.0%	10.1%
45.1001	Politics	10.5%	9.3%
45.1101	Sociology & Anthropology	2.0%	3.5%
50.0501	Theater	0.4%	0.9%
50.0702	Studio Art	0.8%	1.5%
50.0703	Art History	1.8%	2.9%
50.0901	Music	0.4%	0.8%
52.0201	Business Administration	9.6%	10.4%
52.0301	Business Administration & Accounting	5.3%	6.8%
54.0101	History	10.9%	7.9%
<b>Total</b>		<b>100%</b>	<b>100%</b>

*E1. Special study options: Identify those programs available at your institution. Refer to definitions.*

<b>NO</b> Accelerated program	<b>YES</b> Honors program
<b>NO</b> Cooperative (work-study) program	<b>YES</b> Independent study
<b>NO</b> Cross-registration	<b>YES</b> Internships
<b>NO</b> Distance learning	<b>YES</b> Liberal arts/career combination
<b>YES</b> Double major	<b>YES</b> Student-designed major
<b>NO</b> Dual enrollment	<b>YES</b> Study abroad
<b>NO</b> English as a Second Language	<b>YES</b> Teacher certification program (on exchange)
<b>YES</b> U.S. exchange student program	<b>YES</b> International study agreements
<b>NO</b> External degree program	<b>NO</b> Weekend college
Other (specify):	

*E2. has been removed from CDS*

*E3. Areas in which all or most students are required to complete some course work prior to graduation.  
(See [General Education requirements.](#))*

<b>NO</b> Arts/fine arts	<b>YES</b> Humanities
<b>YES</b> Computer literacy	<b>YES</b> Mathematics
<b>YES</b> English (including composition)	<b>NO</b> Philosophy
<b>YES</b> Foreign languages	<b>YES</b> Sciences (biological or physical)
<b>NO</b> History	<b>YES</b> Social science
Other (describe):	<b>YES</b> Physical education, including a swimming test

### ***Library Collections***

***Report the number of holdings. Refer to most recent IPEDS Library Survey, Part D, for corresponding equivalents.***

Note: Totals labelled "IPEDS" are those reported on the IPEDS Library Survey. Subdivisions of totals and numbers of electronic documents are numbers that are maintained by W&L libraries for internal use that are provided by for additional information.

#### **E4. Books, serial backfiles, and government documents (titles) that are accessible through the library catalog (sum of lines 27 and 29, column 2)**

Leyburn:   658,729  

Law:   248,596  

**Total:   907,325   (IPEDS)**

#### **E5. Current serial subscriptions (paper, microform): (sum of lines 30 and 31, column 2)**

Leyburn:   3,913  

Law:   4,114  

**Total:   8,027   (IPEDS)**

#### **E6. Microforms (units) : (line 28, column 2)**

Leyburn:  126,471  

Law:  898,496  

**Total:  1,024,212   (IPEDS)**

#### **E7. Audiovisual materials (units): (line 32, column 2)**

Leyburn:  12,347  

Law:  3,732  

**Total:  16, 079   (IPEDS)**

### ***F. STUDENT LIFE***

**F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2004 who fit the following categories**

	<b>% FR</b>	<b>% ALL</b>
Percent who are from out of state (exclude internat'l/nonresident aliens)	83%	85%
Percent of men who join fraternities (pledging begins in January)	NA	79%
Percent of women who join sororities (pledging begins in January)	NA	74%
Percent who live in college-owned, -operated, or -affiliated housing	100%	61%
Percent who live off campus or commute	0%	39%
Percent of students age 25 and older	0%	0%
Average age of full-time students (as of October 15)	18	20
Average age of all students (full- and part-time)	18	20

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

Choral groups <b>YES</b>	Marching band <b>NO</b>	Student government <b>YES</b>
Concert band <b>NO</b>	Music ensembles <b>YES</b>	Student newspaper <b>YES</b>
Dance <b>YES</b>	Musical theater <b>NO</b>	Student-run film society <b>YES</b>
Drama/theater <b>YES</b>	Opera <b>NO</b>	Symphony orchestra <b>YES</b>
Jazz band <b>YES</b>	Pep band <b>NO</b>	Television station <b>YES</b>
Literary magazine <b>YES</b>	Radio station <b>YES</b>	Yearbook <b>YES</b>

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

Army ROTC is offered:

On campus **NO**

At cooperating institution (name): **Virginia Military Institute**

Naval ROTC and Air Force ROTC are **NOT** offered.

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

Coed dorms <b>YES</b>	Special housing for disabled students <b>NO</b>
Men's dorms <b>NO</b>	Special housing for international students <b>YES</b>
Women's dorms <b>NO</b>	Fraternity/sorority housing <b>YES</b>
Apartments for married students <b>NO</b>	Cooperative housing <b>NO</b>
Apartments for single students <b>YES</b>	
Other housing options (specify):	<b>Outing Club House, Spanish House, Chavis House</b>

**G. ANNUAL EXPENSES**

**Provide 2005-2006 academic year costs for the following categories that are applicable to your institution.**

**(X)** Check here if your institution's 2005-2006 academic year costs are not available at this time and provide an approximate date (i.e., month/day) when your institution's final 2005-2006 academic year costs will be available: **March 1, 2005**

**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 2005-2006 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).

	FIRST-YEAR	UNDERGRADUATES
PRIVATE INSTITUTION tuition:	\$27,960	\$27,960
PUBLIC INSTITUTION tuition		
In-district:		
In-state (out-of-district):		
Out-of-state:		
NON-RESIDENT ALIEN tuition:	\$27,960	\$27,960
REQUIRED FEES:	\$675	\$675
ROOM AND BOARD: (ave. on-campus)	\$7,225	\$7,225
ROOM ONLY: (on-campus)	\$3,425	\$3,425
BOARD ONLY: (on-campus meal plan)	\$3,800	\$3,800

**G2. Number of credits per term a student can take for the stated full-time tuition:**

**All degree-seeking students must carry a full-time load during each fall, winter or spring term (normally 12-12-3, respectively). Overloads (over 14-14-8, respectively) require special permission but carry no additional charge.**

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

**G4. If tuition and fees vary by undergraduate instructional program, describe briefly: Not applicable**

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

	Residents	Commuters (living at home)	Commuters (not living at home)
Books and supplies:	\$1,500	\$1,500	\$1,500
Room only:	\$3,425		
Board only:	\$3,800		
Transportation:			
Other expenses:	\$1,630		

**G6. Undergraduate per-credit-hour charges: Not applicable**

#### H. FINANCIAL AID

#### Aid Awarded to Enrolled Undergraduates

**H1.**

Enter total dollar amounts **awarded** to enrolled full-time and less than full-time degree-seeking undergraduates (**using the same cohort reported in CDS Question B1, "total degree-seeking" undergraduates**) in the following categories. (Note: If the data being reported are final figures for the 2003-2004 academic year (see the next item below), use the 2003-2004 academic year's CDS Question B1 cohort.) Include aid awarded to international students (i.e., those not qualifying for federal aid). **Aid that is non-need-based but that was used to meet need should be reported in the need-based aid 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 academic year for which data are reported:  **2003-2004 final**  **2004-2005 estimated**

	Need-based	Non-need-based
	\$	\$
<b>Scholarships/Grants</b>		
Federal	\$259,204	\$65,250
State (i.e., all states, not only the state in which your institution is located)	\$145,290	\$362,677
Institutional (endowment, alumni, or other institutional awards) and external funds awarded by the college <b>excluding</b> athletic aid and tuition waivers (which are reported below)	\$8,511,671	\$2,736,950
Scholarships/grants from external sources (e.g., Kiwanis, NMSQT) not awarded by the college	\$349,707	\$201,935
<b>Total Scholarships/Grants:</b>	\$9,265,872	\$3,366,812
<b>Self-Help</b>		
Student loans <b>from all sources</b>	\$1,083,800	\$2,192,169
Federal Work-Study	\$187,324	
State and other work-study/employment	\$278,400	\$95,400
<b>Total Self-Help</b>	\$1,549,524	\$2,287,569
<b>Parent Loans</b>	\$1,550,241	\$1,295,758
<b>Tuition waivers</b>	none	none
<b>Athletic awards</b>	none	none

**Number of Enrolled Students Receiving Aid:**

**H2. List the number of degree-seeking full-time and less-than-full-time undergraduates who applied for and received financial aid. 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**



**receiving the dollars reported in H1. If the data being reported are final figures for the 2003-2004 academic year, use the 2003-2004 academic year's CDS Question B1 cohort.**

Note: In the chart below, students may be counted in more than one row, and full-time freshmen should also be counted as full-time undergraduates.

<b>Need-based awards</b>	<b>First-time Full-time Freshmen</b>	<b>Full-time Undergrad (including freshmen)</b>	<b>Less than full-time undergrad</b>
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2003 cohort)	454	1,738	0
b) Number of students in line <b>a</b> who were financial aid applicants (include applicants for all types of aid)	207	614	
c) Number of students in line <b>b</b> who were determined to have financial need	145	510	
d) Number of students in line <b>c</b> who were awarded any financial aid	138	503	
e) Number of students in line <b>d</b> who were awarded any need-based gift aid	108	383	
f) Number of students in line <b>d</b> who were awarded any need-based self-help aid	54	229	
g) Number of students in line <b>d</b> who were awarded any non-need-based gift aid	51	138	
h) Number of students in line <b>d</b> whose need was fully met ( <b>exclude PLUS loans and private alternative loans</b> ).	130	487	
i) On average, the percentage of need that was met of students who were awarded any need-based aid. Exclude any resources that were awarded to replace EFC ( <b>PLUS loans and private alternative loans</b> ).	99%	99%	
j) The average financial aid package of those in line <b>d</b> . Exclude any resources that were awarded to replace EFC ( <b>PLUS loans and private alternative loans</b> .)	\$21,983	\$20,923	
k) Average need-based gift award of those in line <b>d</b> who were awarded a need-based gift award.	\$16,969	\$17,829	
l) Average need-based self-help award ( <b>excluding PLUS loans and private alternative loans</b> ) of those in line <b>d</b> who were awarded need-based self-help.	\$3,601	\$4,993	
m) Average <b>need-based</b> loan ( <b>excluding PLUS loans and private alternative loans</b> ) of those in line <b>d</b> who were awarded a need-based loan.	\$2,931	\$4,307	
<b>H2A. Number of enrolled student receiving non-need-based grants and Scholarships:</b> list the number of degree-seeking full-time and less-than-full-time undergraduates who had no financial need and who were awarded non-need-based gift aid. <b><i>Numbers should reflect the cohort receiving the dollars reported in H1.</i></b> 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.			

n) Number of students in line <b>a</b> who had no financial need who were awarded non-need-based aid ( <b>exclude those receiving athletic awards and tuition benefits</b> )	107	385
o) Average award <b>to students in line (n)</b>	\$6,557	\$8,663
p) Number of students in line <b>a</b> who were awarded a non-need-based athletic award	NA	NA
q) Average non-need-based athletic award to those <b>in line (p)</b>	NA	NA

**H3. Which needs-analysis methodology does your institution use in awarding institutional aid?**

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

**H4. Percent of the 2004 undergraduate class who graduated between July 1, 2003 and June 30, 2004 and borrowed at any time through any loan programs (federal, state, subsidized, unsubsidized, private etc.; exclude parent loans). Include only students who borrowed while enrolled at your institution.**

38%

**H5. Average per-borrower cumulative undergraduate indebtedness of those in line H4; do not include money borrowed at other institutions: \$ 14,592**

**Aid to Undergraduate International Students**

**H6. Indicate your institution's policy regarding financial aid for undergraduate international (nonresident alien) students:**

- College-administered need-based financial aid is available for undergraduate international students  
 College-administered non-need-based financial aid is available for undergraduate international students  
 College-administered financial aid is not available for undergraduate international students

If college-administered financial aid is available for undergraduate international students, provide the number of undergraduate international students who were awarded need- or non-need-based aid: 64

Average dollar amount awarded to undergraduate international students: \$ 25,880

Total dollar amount of financial aid **from all sources** awarded to all undergraduate international students:  
 \$ 1,656,299

**Process for First-Year/Freshman Students**

**H7. Check off all financial aid forms domestic first-year (freshman) financial aid applicants must submit:**

- FAFSA

Institution's own financial aid form

XXX CSS/Financial Aid PROFILE

State aid form

XXX Noncustodial (Divorced/Separated) Parent's Statement

XXX Business/Farm Supplement

Other: \_\_\_\_\_  
\_\_\_\_\_

**H8. Check off all financial aid forms international (nonresident alien) first-year financial aid applicants must submit:**

XXX Institution's own financial aid form

CSS/Financial Aid PROFILE

XXX Foreign Student's Financial Aid Application

XXX Foreign Student's Certification of Finances

Other: \_\_\_\_\_  
\_\_\_\_\_

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

Priority date for filing required financial aid forms: Feb 1

Deadline for filing required financial aid forms: \_\_\_\_\_

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

**H10. Indicate notification dates for first-year (freshman) students:**

Students notified on or about (date): April 3

Students notified on a rolling basis: yes/no

If yes, starting date:

**H11. Indicate reply dates:**

Students must reply by (date): May 1 or within \_\_\_\_\_ weeks of notification.

**Types of Aid Available**

**Please check off all types of aid available to undergraduates at your institution:**

**H12. 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)**

XXX FFEL Subsidized Stafford Loans

XXX FFEL Unsubsidized Stafford Loans

XXX FFEL PLUS Loans

XXX Federal Perkins Loans

Federal Nursing Loans

State Loans

XXX College/university loans from institutional funds

Other (specify):

**H13. Scholarships and Grants**

**Need-based:**

XXX Federal Pell

XXX SEOG

XXX State scholarships/grants

XXX Private scholarships

XXX College/university gift aid from institutional funds

United Negro College Fund

Federal Nursing Scholarship

Other (specify):

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

Non-need	Need-based		Non-need	Need-based	
XXX	XXX	Academics			Leadership
		Alumni affiliation			Minority status
		Art			Music/drama
		Athletics			Religious affiliation

		Job skills			State/district residency
		ROTC			

### ***I. INSTRUCTIONAL FACULTY AND CLASS SIZE***

#### ***I-1. Please report number of instructional faculty members in each category for Fall 2004.***

The following definition of instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey. Instructional Faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction, including those with released time for research. Institutions are asked to EXCLUDE:

- (a) instructional faculty in preclinical and clinical medicine
- (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,
- (c) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like
- (d) faculty on leave without pay, and
- (e) replacement faculty for faculty on sabbatical leave.

Full-time: faculty employed on a full-time basis

Part-time: faculty teaching less than two semesters, three quarters, two trimesters, or two four-month sessions. Also includes adjuncts and part-time instructors.

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

Doctorate: includes Ph.D., Ed.D in education, DMA in musical arts, DBA in business administration, D. Eng or DES in engineering.

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

<b>Instructional faculty members</b>	<b>Full-time</b>	<b>Part-time</b>	<b>Total</b>
Total number of instructional faculty	215	2	217
Total number who are members of minority groups	14	0	14
Total number who are women	64	1	65
Total number who are men	151	1	152
Total number who are non-resident aliens (international)	7	0	7
Total number with doctorate, first professional, or other terminal degree	202	0	202
Total number whose highest degree is a master's but not a terminal master's	12	2	14
Total number whose highest degree is a bachelor's	1	0	1
Total number whose highest degree is Ph.D.	197	0	197
Total number in stand-alone graduate/professional programs in which faculty teach virtually only graduate-level students	35	0	35

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

***Report the Fall 2004 ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty (full time plus 1/3 part time). In the ratio calculations, exclude both faculty and students in stand-alone graduate or professional programs such as medicine, law, veterinary, dentistry, social work, business, or public health in which faculty teach virtually only graduate level students. Do not count undergraduate or graduate student teaching assistants as faculty.***

Fall 2004 Student to Faculty ratio: 9.7 to 1. (Based on 1757 students and 181 faculty).

**I-3. Undergraduate Class Size**

In the table below, please use the following definitions to report information about the size of classes and class sections offered in the Fall 2004 term.

**Class Sections:** A class section is an organized course offered for credit, identified by discipline and number, meeting at a stated time or times in a classroom or similar setting, and not a subsection such as a laboratory or discussion session. Undergraduate class sections are defined as any sections in which at least one degree-seeking undergraduate student is enrolled for credit. Exclude distance learning classes and noncredit classes and individual instruction such as dissertation or thesis research, music instruction, or one-to-one readings. Exclude students in independent study, co-operative programs, internships, foreign language taped tutor sessions, practicums, and all students in one-on-one classes. Each class section should be counted only once and should not be duplicated because of course catalog cross-listings.

**Class Subsections:** A class subsection includes any subsection of a course, such as laboratory, recitation, and discussion subsections that are supplementary in nature and are scheduled to meet separately from the lecture portion of the course. Undergraduate subsections are defined as any subsections of courses in which degree-seeking undergraduate students enrolled for credit. As above, exclude noncredit classes and individual instruction such as dissertation or thesis research, music instruction, or one-to-one readings. Each class subsection should be counted only once and should not be duplicated because of cross-listings.

Using the above definitions, please report for each of the following class-size intervals the number of class sections and class subsections offered in Fall 2004. For example, a lecture class with 800 students who met at another time in 40 separate labs with 20 students should be counted once in the "100+" column in the class section column and 40 times under the "20-29" column of the class subsections table.

**Average Class Section Size, Fall 2004: 16**

**Number of Class Sections with Undergraduates Enrolled.**

**Undergraduate Class Size, Fall 2004**

	<u>2-9</u>	<u>10-19</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-99</u>	<u>100+</u>	<u>Total</u>
CLASS SECTIONS	122	183	135	18	0	4	0	462
CLASS SUB- SECTIONS	15	8	13	1	0	0	0	37
<b>Combined Percentage</b>	<b>27%</b>	<b>38%</b>	<b>30%</b>	<b>4%</b>	<b>0</b>	<b>1%</b>	<b>0</b>	<b>100%</b>

**Undergraduate Class Size, Fall 2004**

	<u>2-25</u>	<u>26-50</u>	<u>51-100</u>	<u>101+</u>	<u>Total</u>
CLASS SECTIONS	410	48	4	0	462
CLASS SUB- SECTIONS	35	2	0	0	37
<b>Combined Percentage</b>	<b>89%</b>	<b>10%</b>	<b>1%</b>	<b>0</b>	<b>100%</b>

**Undergraduate Class Size, 2003-04 Academic Year**

	<u>2-9</u>	<u>10-19</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-99</u>	<u>100+</u>	<u>Total</u>
<b>CLASS SECTIONS</b>	364	444	287	43	10	9	1	1158
<b>Percentage</b>	<b>31%</b>	<b>38%</b>	<b>25%</b>	<b>4%</b>	<b>1%</b>	<b>1%</b>	<b>0%</b>	<b>100%</b>

**J. DEGREES CONFERRED***Degrees conferred between July 1, 2003 and June 30, 2004*

Reference: IPEDS Completions, Part A

*Majors (by CIP Code):* (see other classes at [ir.wlu.edu/](http://ir.wlu.edu/))

<b>CIP 2000 CODE</b>	<b>W&amp;L major name</b>	<b>% of last grad class</b>	<b>% of current declared ugrads</b>	<b>CIP 1990 code</b>
5.0104	East Asian Studies	0.8%	0.4%	5.0104
5.0110	Russian Area Studies	0.2%	0.8%	5.0110
9.0401	Journalism & Mass Communications	4.5%	7.1%	9.0401
11.0101	Computer Science	1.8%	1.6%	11.0101
14.0701	Chemistry-Engineering (including 3-3)	0.4%	0.4%	14.0701
14.1201	Physics-Engineering (including 3-3)	0.4%	1.4%	14.1201
16.0101	Romance Languages	1.0%	0.6%	16.0101
16.0501	German Language	0.6%	0.3%	16.0501
16.0501	German Literature	0.2%	0.2%	16.0501
16.0901	French	2.3%	1.0%	16.0901
16.0905	Spanish	3.1%	2.1%	16.0905
16.1200	Classics	1.4%	1.2%	16.1201
23.0101	English	7.0%	6.1%	23.0101
26.0101	Biology	6.1%	4.6%	26.0101
26.0202	Biochemistry	NA	1.2%	26.0202
27.0101	Mathematics	3.3%	2.1%	27.0101
30.1301	Medieval & Renaissance Studies	0.6%	0.1%	30.1301
30.2401	Neuroscience	0.8%	1.2%	26.0608
30.9999	Combination Law (3-3) (special application required)	0.0%	0.0%	30.9999
30.9999	Independent/Interdisciplinary Work	0.0%	0.0%	30.9999
38.0101	Philosophy	3.9%	2.4%	38.0101

38.0201	Religion	0.6%	1.3%	38.0201
40.0501	Chemistry	1.8%	1.6%	40.0501
40.0601	Geology	0.4%	1.6%	40.0601
40.0699	Environmental Studies in Geology	0.2%	0.2%	40.0699
40.0801	Physics	0.2%	0.7%	40.0801
42.0101	Psychology	6.1%	4.7%	42.0101
44.0501	Public Policy	0.4%	0.4%	44.0501
45.0201	Archaeology & Anthropology	0.6%	0.9%	45.0201
45.0601	Economics	9.0%	10.1%	45.0601
45.1001	Politics	10.5%	9.3%	45.1001
45.1101	Sociology & Anthropology	2.0%	3.5%	45.1101
50.0501	Theater	0.4%	0.9%	50.0501
50.0702	Studio Art	0.8%	1.5%	50.0702
50.0703	Art History	1.8%	2.9%	50.0703
50.0901	Music	0.4%	0.8%	50.0901
52.0201	Business Administration	9.6%	10.4%	52.0201
52.0301	Business Administration & Accounting	5.3%	6.8%	52.0301
54.0101	History	10.9%	7.9%	45.0801
<b>Total</b>		<b>100%</b>	<b>100%</b>	

### Common Data Set Definitions

**Note:** 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 publisher's 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's 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, 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.



**\*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 desiring students 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 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 (work-study plan) 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.

**Core curriculum:** A specified number of courses or credits in the humanities, social sciences, life sciences, and/or physical sciences required of all students, regardless of major, to ensure a basic set of learning experiences.

**\*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 your 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 (B.Pharm, Pharm.D), 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, or 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 an other 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.**

**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.

**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 children of students (usually 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 less than 12 credits per semester or quarter, or less than 24 contact hours a week each term.

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

**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.

**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 title of master.

**Postsecondary award, certificate, or diploma (at least one but less than two academic years):** Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least one but less than two 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.

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

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

**Proprietary institution:** See **Private nonprofit 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 unreported:** 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 category.

**Religious affiliation/commitment (as admission factor):** 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 student who want to 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, registration fees, student activity, or health fees.

**Resident alien or other eligible noncitizen:** 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 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.

**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's 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 sufficiently severe and not correctable, and adversely affects 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.

### Common Data Set Financial Aid Definitions

**Financial aid applicant:** Any applicant who submits the institutionally required financial aid application/form, such as the FAFSA.

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

**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 noninstitutional student aid (grants, jobs, and loans).

**Need-based gift aid:** Scholarships and grants from institutional, state, federal or other sources for which a student must have financial need to qualify. Do not include athletic scholarships, outside awards, or awards construed as personnel benefits, i.e., scholarships to children of faculty and staff.

**Non-need-based gift 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. Exclude athletic scholarships, awards construed as personnel benefits, i.e., scholarships to children of faculty and staff.

**Self-help aid:** Need-based loans and jobs up to the level of institutionally determined need.