

## DEFINITIONS & INSTRUCTIONS

### CDS / Community College, Technical, Trade, & Business School Questionnaire

**\*Academic advisement:** Plan under which each student is assigned to a faculty member or trained advisor, 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. *May also be called **accelerated study**.* [CDS-E1], [V12].

**Admitted student:** Applicant who is offered admission to a degree-granting program at your institution. [CDS-C1].

**\*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. *May also be called **older student services**.* [Z3].

◆ **Advanced placement (AP):** Waiver of introductory courses and placement in higher-level courses for students who demonstrate knowledge in a given subject. Many colleges accept The College Board (CEEB) Advanced Placement exams, or may use CLEP exams, other standard tests, or the school's own exams for placement purposes. [Section H].

**American Indian or Alaskan 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. [CDS-B2], [M3].

**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has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution). [CDS-C1].

**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. [CDS-C13], [C16].

◆ **Articulation agreement:** An agreement between schools which specifies how credit can be transferred from one school to the other. Usually these agreements are between two-year schools and upper-division or four-year schools, and address issues of which courses qualify for transfer credit and how much credit can be applied for admission or degree purposes. [V25].

**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. [CDS-B2], [M3].

◆ **ASSET (Assessment of Skills for Successful Entry and Transfer):** A standardized exam developed by the American College Testing Program. [C4].

**Associate degree:** An award that normally requires at least two but less than four years of full-time equivalent college work. [CDS-A5], [CDS-J1], [V1], [X13].

**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 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. [CDS-A5], [CDS-J1], [V1].

**Black, non-Hispanic:** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). [CDS-B2], [M3].

**Board (charges):** Assume the average cost for 19 meals per week or the maximum meal plan. [CDS-G1], [CDS-G5], [P5].

**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. [CDS-G5], [P3].

**Calendar system:** The method by which an institution structures most of its courses for the academic year. [CDS-A4], [AF1].

**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 many of the following: coordination of visits of employers to campus, aptitude and vocational testing, interest inventories, personal counseling, help in resume writing, interviewing, and launching the job search, listings for those desiring student employment and those seeking permanent positions, establishment of a permanent reference folder, career resource materials. [Z2], [Z4].

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**Carnegie units:** One year of study (or its equivalent) in a secondary school subject. *May also be called academic unit or secondary school unit.* [CDS-C5], [C3].

◆ **CEEB:** See *The College Board*.

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

◆ **CIP (Classification of Instructional Programs):** A National Center for Education Statistics (NCES) publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. [CDS-J1], [X13].

**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. [CDS-C10], [K1].

◆ **CLEP (College-Level Examination Program):** General and subject exams administered by The College Board for students with non-traditional learning, such as work experience, independent reading, or correspondence courses. Many colleges award advanced placement and/or degree credit based on CLEP results. [H4], [H5].

◆ **The College Board:** The agency that administers the SAT Reasoning, SAT Subject, Advanced Placement, CLEP, and PEAU exams. *May also be called College Entrance Examination Board, or CEEB.* [Section H].

**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. [CDS-C4].

◆ **Combined-degree program:** An arrangement between two departments or colleges of the same institution or two separate institutions—by which a student may pursue combined academic programs toward more than one degree. *See also 2-2 program.* [V25].

**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. [CDS-C20], [E5].

\***Community service program:** A 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. [CDS-F1], [CDS-G5], [AC4].

◆ **Concurrent enrollment:** A program allowing well-qualified high school students to enter college full time before completing secondary school. *May also be called early admission.* [F6].

◆ **Consortium:** An arrangement between two or among several colleges for the sharing of faculties, facilities, and/or programs. [W9].

**Contact hour:** A unit of measure that represents an hour of scheduled instruction given to students. *May also be called 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. [CDS-A4].

**Cooperative education program:** A program that provides for alternate class attendance and employment in business, industry, or government, allowing students to combine actual work experience with college studies. [CDS-E1], [V13], [Z4].

**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. [CDS-F4], [AC2].

◆ **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. *May also be called general education requirement.* [V9].

\***Counseling service:** Activities designed to assist students in making plans and decisions related to their education, career, or personal development. [Z3].

**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.

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**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. [CDS-E1], [V25].

◆ **CSS/Financial Aid PROFILE:** See *PROFILE*.

◆ **DANTES (Defense Activity for Non-Traditional Educational Support) exams:** Exams administered for course credit or advanced placement. The program is offered through the Department of Defense. [H8].

\***Day care:** See *On-campus day care*.

**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. [CDS-A5], [V1]-[V6].

**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 lengths. 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. [CDS-A4].

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

◆ **Direct loan:** See *Federal Direct Loan Program*.

**Distance learning:** An option for earning course credit at off-campus locations via cable television, the Internet, satellite classes, videotapes, correspondence courses, or other means. [CDS-E1], [V12].

**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.

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

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

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

**Double major:** Program in which students may complete two undergraduate programs of study simultaneously. [CDS-E1], [V12].

◆ **Dual degree:** A program of study in which a student receives two degrees from the same institution. [V12].

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**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. [CDS-E1], [F6].

**Early admission:** A policy under which students who have not completed high school are admitted and enroll full-time in college, usually after completion of their junior year. [CDS-C19], [F6].

**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 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.

◆ **Expected Family Contribution (EFC):** The amount of money that the student's family is expected to be able to contribute to the student's education, as determined by the Federal Methodology need analysis formula approved by Congress. The EFC includes the parent contribution and the student contribution, and depends on the student's dependency status, family size, number of family members in school, taxable and nontaxable income, and assets (from FinAid web site, <http://www.finaid.org>). [CDS-H2], [Q3].

**English as a Second Language (ESL):** A course of study designed specifically for students whose native language is not English. [CDS-E1], [O13].

**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.* [CDS-E1], [V25].

**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. [CDS-E1], [V12].

◆ **Externship:** An internship performed at an off-campus location. *See also Internship.* [V12], [Z4].

**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.

**Faculty:** *See Instructional faculty.*

◆ **FAFSA (Free Application for Federal Student Aid):** The free federal form completed by students applying for Pell Grants, student loans, and federal college-based aid. It establishes a single estimate of a student's or family's ability to pay for higher education and is generally available from high school guidance offices. [CDS-H7]-[CDS-H8], [O6], [Q1].

◆ **Federal Direct Loan Program:** A program giving federal loan money directly to participating schools, rather than to banks, for disbursement to students and their parents. Borrowers may receive subsidized Stafford, unsubsidized Stafford, PLUS, and Consolidation Loans through this program. May also be called William D. Ford Federal Direct Loan Program. [CDS-H12], [S1].

◆ **Federal Family Education Loan (FFEL) Program:** A program giving federal loan money to private lenders, who then provide academic loans to students and their parents. Borrowers may receive subsidized Stafford, unsubsidized Stafford, PLUS, and Consolidation Loans through this program. [CDS-H12], [S1].

◆ **Federal Work-Study Program:** A federal financial aid program providing allocations to institutions for partial reimbursement of wages paid to students for working on or off campus in public or nonprofit organizations. [CDS-H1], [Q6], [S3].

◆ **Federal Pell Grant:** A gift-aid program sponsored by the federal government. [CDS-H13], [R1].

◆ **Federal Perkins Loan:** A program of federally funded, college-administered loans available to students from low-income families. [CDS-H12], [S1].

◆ **FICE (Federal Interagency Commission on Education):** According to the Higher Education Directory (1999 edition), FICE is an identifying number assigned to schools by the U.S. Department of Education. The U.S. Department of Education now refers to this number as OPEID (Office of Postsecondary Education Identification). [A8].

**Financial aid applicant:** Any applicant who submits **any one of** the institutionally required financial aid applications/forms, such as the FAFSA. [CDS-H2]-[CDS-H3], [CDS-H7], [Q1], [Q3].

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**Financial need:** As determined by the institution using the federal methodology and/or the institution's own standards. [CDS-H2]-[CDS-H3], [Q3].

**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). *May also be called **freshman**.* [CDS-C1], [J1]-[J9].

**First-year student:** A student who has completed less than the equivalent of one 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. [AF4].

**◆ Full-time equivalent students (or faculty):** Number achieved by adding full-time enrollment (or faculty numbers) plus one-third of part-time enrollment (or faculty numbers). Used to calculate student-faculty ratio. [CDS-I2], [U7].

**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 per 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 (the four-point scale) 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 GPAs assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses. [CDS-C11]-[CDS-C12], [K2].

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

**\*Health services:** Free or low-cost on-campus primary and preventive health care available to students. [Z2].

**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. [CDS-C3], [C1].

**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. [CDS-B2], [M3].

**Honors program:** Any special program for very able students offering the opportunity for educational enrichment, independent study, accelerated study, or some combination of these. [CDS-E1], [V12].

**Indebtedness:** Aggregate dollar amount borrowed through any loan programs (federal, state, subsidized, unsubsidized, private, etc.; excluding parent loans) while the student was enrolled at an institution. Student loans co-signed by a parent are assumed to be the responsibility of the student and should be included. [CDS-H5], [Q4], [Q5].

**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. [CDS-E1], [V12].

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◆**In-district tuition:** A reduced tuition rate charged by institutions to students who are legal residents of a local area around the school. This local area is generally defined by the school (or by the state government for some schools) and may include the city or the county where the school is located, or several nearby cities/counties. [P1].

◆**In-state/Out-of-district tuition:** The tuition charged by institutions to students who are legal residents of the state where they attend school, but who do not live within the geographic area specified as “in-district” by the institution or by the state legislature. [P1].

**In-state tuition:** The tuition charged by institutions to students who meet the state’s or institution’s residency requirements. [CDS-G1], [P1].

**Instructional faculty:** Those members of an institution’s instructional-research staff whose major regular assignment is instruction, including those with released time for research (from the American Association of University Professors [AAUP] definition, used in the AAUP’s annual Faculty Compensation Survey). [CDS-I1]-[CDS-I2], [U3]-[U7].

**Institutional and external funds:** Endowment, alumni, or external monies for which the institution determines the recipient and the dollar amount awarded. [CDS-H1], [CDS-H12]-[CDS-H13], [R1]-[R2].

◆**International Baccalaureate:** A formal academic program that offers an approved curriculum equal to college-preparatory courses and a college-level entrance exam; it can be taken in many countries and is recognized worldwide. College credit may be granted. [H12].

**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. *See also Externship.* [CDS-E1], [V12].

\***Learning center:** Center offering assistance through tutors, workshops, computer programs, or audiovisual equipment in subjects such as reading, writing, and math, and skills such as taking notes, managing time, and taking tests. [N17], [W5].

\***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. [CDS-E1].

◆**Library consortium:** A consortium where students have access to area college/university libraries. [W9].

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

◆**Men’s college:** An institution that traditionally enrolls only men at the undergraduate level; women may be admitted under some circumstances. [CDS-A3], [B13].

◆**Michigan Test:** A test of English usage, including grammar and vocabulary, devised by the University of Michigan English Language Institute. Some colleges may accept the Michigan Test in lieu of TOEFL. *See also TOEFL.* [O1].

**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.

**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). [CDS-H1]- [CDS-H2], [Q3], [R2], [S3].

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**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. [CDS-H1]-[CDS-H2], [Q3], [R2].

**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. [CDS-H1]-[CDS-H2], [Q3], [S3].

◆ **Need-blind admission:** An admission process that does not consider an applicant's ability to pay as a factor in the admission decision. [E13].

**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. [CDS-H1]-[CDS-H2], [Q3], [R2].

**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. [CDS-H1]-[CDS-H2], [Q3], [S3].

**Nonresident alien:** A person who is not a citizen or national of the United States and who is in the U.S. on a visa or temporary basis and does not have the right to remain indefinitely. [CDS-B2], [M3], [Section O].

\* **On-campus day care:** Licensed day care for students' children (usually age three and up); usually for a fee. [Z2].

**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. [CDS-C6], [D0].

\* **Orientation:** See *Freshman/new student orientation*.

**Other expenses (costs):** Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings. [CDS-G5], [P4].

◆ **Out-of-district tuition:** See *In-state/Out-of-district tuition*.

**Out-of-state tuition:** The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements. [CDS-G1], [P1].

**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.

◆ **Pass/fail grading option:** A simplified grading method whereby a student receives a "pass" or "fail" notation in a course rather than a letter grade. *May also be called credit/no credit grading option.* [V12].

\* **Personal counseling:** One-on-one or group counseling with trained professionals for students who want to explore personal, educational, or vocational issues. [Z3].

◆ **Phi Beta Kappa:** A national honor society recognizing undergraduate academic achievement in the liberal arts/sciences. [V12].

◆ **Phi Theta Kappa:** A worldwide honor society recognizing academic excellence among associate degree students. [V12].

**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:** Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) as follows: in less than one academic year (two semesters or three quarters) or in less than 900 contact hours of full-time study; in at least one but less than two full-time equivalent academic years or in at least 30 but less than 60 credit hours or 900 but less than 1,800 contact hours; in at least two but less than four full-time equivalent academic years or in at least 60 but less than 120 credit hours or 1,800 but less than 3,600 contact hours. [CDS-A5], [CDS-J1], [V1], [X13].

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**Private institution:** An educational institution controlled by 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. [CDS-A2], [B14].

**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. *May also be called **proprietary institution**.* [CDS-A2], [B14].

**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. [CDS-A2], [B14].

◆ **PROFILE:** A financial aid form administered by The College Board. *May also be called **CSS/PROFILE**.* [CDS-H7]-[CDS-H8], [O6], [Q1].

**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. [CDS-A2], [B14].

**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. [CDS-A4], [AF1].

**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. [CDS-B2], [M3].

**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. [CDS-B2], [M3].

◆ **Range of middle 50% scores:** The 25th-75th percentiles of SAT Reasoning or ACT scores for enrolled freshmen. The 25th percentile is the score that 25% scored at or below; the 75th percentile is the score that 25% scored at or above. [CDS-C9], [L3], [L5].

◆ **Regents College Examinations:** A series of 40 discipline-specific tests developed by Regents College and used by many schools in awarding credit-by-examination. [H6].

**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. [Z3].

\***Remedial services:** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. [N17], [Z1].

**Required fees:** Fixed sum charged to students for items not covered by tuition and required of such a large population 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. [CDS-G1], [P2].

**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).

◆ **Rolling basis:** A continuous system of admissions/financial aid notification by which colleges review applications as they are received and inform the applicants as soon as the admissions or financial aid decisions are made. [CDS-C16], [CDS-D9], [CDS-H9]-[CDS-H10], [E6], [O6], [Q1]-[Q2].

**Room and board (charges)—on campus:** Assume double occupancy in institutional housing and 19 meals per week (or maximum meal plan). [CDS-G1, G5], [P5].

**Scholarships/grants from external sources:** Monies 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. [CDS-H1], [R1].

**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.

◆ *Wintergreen Orchard House definition*

\* *Definition agreed to among publishers - does not appear on the CDS but may be present on individual publishers' surveys*

## DEFINITIONS & INSTRUCTIONS

### CDS / Community College, Technical, Trade, & Business School Questionnaire

◆ **SEOG (Supplemental Educational Opportunity Grant):** Federal gift aid for students with extreme financial need. [CDS-H13], [R1].

**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. [CDS-A4], [AF1].

**Student-designed major:** A program of study based on individual interests, designed by the student with the assistance of an advisor *and the approval of the department(s) concerned*. [CDS-E1], [V12].

**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. [CDS-E1], [V25].

◆ **Subsidized Stafford Loan:** A federal student loan administered and guaranteed by a school or financial institution. Subsidized loans are awarded based on financial need, and interest is paid by the lender while the student is attending college. Stafford Loans may be Direct loans or FFEL loans. [CDS-H12], [S1].

\***Summer session:** A session of classes that is held during the summer; it 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 two 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. [AF3].

◆ **TABE (Test of Adult Basic Education):** A standardized exam developed by CTB/McGraw-Hill publishing company and used as a factor in admissions decisions at some colleges. [C4].

**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.).

◆ **Tech prep program:** A sequenced program of study that usually begins in 11th grade and continues through two years of technical school or community college. Students enroll in programs that provide technical preparation in selected career fields, and they may receive technical school or college credit for work completed at the high school level. Tech Prep programs are designed to link courses taken by students in the last two years of high school with at least two years of advanced study at postsecondary institutions. [V12].

**Teacher certification program:** Program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools. [CDS-E1].

◆ **TOEFL (Test of English as a Foreign Language):** The most commonly used test of English proficiency for students whose native language is not English. *See also Michigan Test*. [O1].

**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. [CDS Section D], [G0].

**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. [CDS Section D].

**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. [CDS-G5].

**Trimester calendar system:** An academic year consisting of three terms of about 15 weeks each. [CDS-A4], [AF1].

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit. [CDS-G1], [P1].

\***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. [N17], [Z2], [Z5].

◆ **25th-75th percentile (referring to SAT Reasoning and ACT scores):** The 25th percentile is the score that 25% scored at or below; the 75th percentile is the score that 25% scored at or above. *May also be called the range of middle 50% scores*. [CDS-C9], [L3], [L5].

◆ **2-2 program:** A cooperative academic program whereby a student attends one institution for two years and another for two and is granted two degrees. 3-2 and 3-1 programs are also common. *See also Combined degree*. [V25].

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## DEFINITIONS & INSTRUCTIONS

### **CDS / Community College, Technical, Trade, & Business School Questionnaire**

◆ **Two-year transfer curriculum:** A program designed to provide a student with the basic knowledge needed to transfer into a higher level program; specifically, the first two years of a baccalaureate-level program for which the institution does not offer an award, or two years of undergraduate study needed for entrance into a first-professional program. [V12].

**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.

◆ **Unsubsidized Stafford Loan:** A federal student loan administered and guaranteed by a school or financial institution. With unsubsidized loans, the student, not the lender, pays the interest accrued while he or she is attending college. Unsubsidized Stafford Loans may be Direct loans or FFEL loans. Unsubsidized loans are not based on financial need. [CDS-H12], [S1].

\***Veterans' counseling:** Helps veterans and their dependents obtain benefits for their selected program and provides certification to the Veterans Administration. May also provide personal counseling on the transition from the military to a civilian life. [Z3].

\***Visually impaired:** Any person whose sight loss is not correctable and is sufficiently severe as to adversely affect educational performance. [Z5].

**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 while attending classes only on weekends. [CDS-E1], [V12].

**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). [CDS-B2], [M3].

\***Women's center:** A center with programs, academic activities, and/or services intended to promote an understanding of the evolving roles of women. [Z2].

◆ **Women's college:** An institution that traditionally enrolls only women at the undergraduate level; men may be admitted under some circumstances. [CDS-A3], [B13].

◆ **Wonderlic Basic Skills Test (WBST):** A standardized test of basic, job-related quantitative and verbal skills defined by the U.S. Department of Labor in the Dictionary of Occupational Titles (DOT). The Wonderlic exam is approved by the U.S. Department of Education for use in student admissions decisions. [C4].

**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.

**Work study and employment:** Federal and state work study aid, and any employment packaged by your institution in financial aid awards. [CDS-H1], [Q3], [S3].

## Questionnaire Instructions 2009-10

**Please also see the definitions list for further clarification of questions and terminology.**

◆ **Section A:** Please verify your WWW URL and your FAFSA, PROFILE, and FICE numbers, as well as those for SAT and ACT.

◆ **Question E13: need-blind (referring to admissions process):** If the process *is* need-blind, the applicant's ability to pay *is not* a factor in the admissions decision (answer *yes*). If the admissions process *is not* need-blind, the student's ability to pay *is* a factor in the admissions decision (answer *no*).

◆ **Sections J, K, and L** refer to **degree-seeking, first-time, first-year (freshman) applicants** for the school year beginning Fall 2009, unless otherwise indicated.

◆ *Wintergreen Orchard House definition*

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## DEFINITIONS & INSTRUCTIONS

### CDS / Community College, Technical, Trade, & Business School Questionnaire

◆ **Question K1: secondary school class rank:** This question asks for the secondary school ranks of those entering freshmen in Fall 2009 *who reported* rank (there is no unknown/unranked category). You may use the CDS ranks or supply your own. Ranks may be accumulative (top tenth, top quarter, top half, etc., totaling more or less than 100%) or consecutive (top fifth, second fifth, etc., totaling 100%).

◆ **Question L2/L4: standardized test score ranks:** Here, we are asking for SAT Reasoning (in L2) or ACT (in L4) scores of those entering freshmen in Fall 2009 *who reported* their scores. *Each column should each add up to 100%, even if the corresponding figure reported in L1 is less than 100%.*

◆ **Question L3/L5: range of middle 50% scores:** Here, we are asking for the 25th–75th percentiles of SAT Reasoning/ACT scores for enrolled freshmen. The 25th percentile is the score that *25% scored at or below*; the 75th percentile is the score that *25% scored at or above*. You may provide the average scores if the range figures are not available.

**Question M3: racial/ethnic representation of undergraduate student body:** Please note that this question asks for the *numbers (not percentages)* of students in various racial/ethnic categories. (See definitions at the beginning of this booklet for clarification of categories.)

- First-year students should be included in the undergraduate column.
- Students should be counted as members of only one racial/ethnic group. Nonresident alien students should be listed in the “nonresident aliens” category rather than listed among the other racial/ethnic categories.
- *Totals should match the undergraduate enrollment figures given in [B16] and/or [CDS-B1] and the freshman/first-year student figures in [J3], size of freshman class in [J4], and/or [CDS-B1, C1].*

**Section P: tuition costs:** Please see definitions list for clarification of which types of cost figures should be included in each question.

**Questions Q3, R2, and S3: 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.

◆ **Questions R2 and S3: scholarships/grants and loans awarded:** The *total dollars awarded* (last row of each question) should be the sum of the previous rows (i.e., *federal plus state plus other external plus institutional*). (Please see definitions at the beginning of this booklet for clarification of which types of aid should be counted in each category.)

**Question U3: faculty numbers:** This question asks for the numbers of full-time and part-time, male and female instructional faculty. (See **Instructional faculty** definition on page 6.) Please *exclude* the following: *Instructional faculty* in preclinical and clinical medicine; *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; *undergraduate or graduate students* who assist in the instruction of courses but have titles such as teaching assistant, teaching fellow, and the like; *faculty on leave* without pay; *replacement faculty* for faculty on sabbatical leave. See CDS Section I for further instructions and clarification of terms.

**Question U7: student-faculty ratio:** When figuring this, please use *full-time equivalents* (full-time plus one-third part-time – see definition on page 5). Include only instructional faculty, and 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.

◆ **Question W8: library holdings:** Please note that the books and current serials questions ask for *titles*, rather than *volumes*. Microforms and audiovisual materials both should be reported in *units, not titles*.

◆ **Question X13: percentages of degrees awarded in general categories:** The appropriate *Classification of Instructional Programs (CIP)* chapter codes for defining the categories are listed in the question itself. Use majors, not headcount (e.g., students with one degree but a double major will be represented twice). Please note that the percentages should total 100%.

◆ **Question AC2: school housing:** To standardize responses to this question, we are now asking only about students who live in *school* housing (the group represented by the percentage reported in AC3). The percentages living in each type of housing, then, should add up to 100%. (Before being embedded in this survey, your previous responses may have been adjusted/prorated.) Please check the figures carefully; if nothing is changed, we will assume they are accurate.

◆ **Question AC3/AC4: students living on/off campus:** Total percentage of undergraduates living in school housing and the total percentage of undergraduates living off campus/commuting should total 100%.

☞ Please remember to *update all dated information* by checking the appropriate box at the start of many sections. In most cases, we are looking for Fall 2009 statistics; your checkmark will allow us to record the proper year.

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## **DEFINITIONS & INSTRUCTIONS**

### **CDS / Community College, Technical, Trade, & Business School Questionnaire**

☞ Visit <http://www.commondataset.org> if you need a copy of the Common Data Set. It may be downloaded in Word, Excel, Adobe Acrobat, or HTML formats.

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