

**MINNESOTA STATE UNIVERSITY MOORHEAD (Moorhead, MN)
COMMON DATA SET 2003-04**

A. GENERAL INFORMATION

A1. Address Information

Minnesota State University Moorhead
1104 S 7th Avenue
Moorhead, MN 56563
(218) 477-4000

www.mnstate.edu

Admissions Phone Number (218) 477-2161
Admissions Toll-free Number 1-800-593-7246
Admissions Fax Number (218) 477-4374

Admissions E-mail Address dragon@mnstate.edu
URL application site on the Internet?: http://www.mnstate.edu/admissions/admission_app.htm

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

Public

A3. Classify your undergraduate institution:

Coeducational college

A4. Academic year calendar

Semester

A5. Degrees offered by your institution

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

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B. ENROLLMENT AND PERSISTENCE

B1. Institutional Enrollment—Men and Women Numbers of students at end of fall semester.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
Undergraduates				
Degree-seeking, first-time freshmen	480	789	9	13
Other first-year, degree-seeking	148	100	43	28
All other degree-seeking	1833	2876	266	460
<i>Total degree-seeking</i>	<i>2461</i>	<i>3765</i>	<i>318</i>	<i>501</i>
All other undergraduates enrolled in credit courses	12	39	60	126
Total undergraduates	2473	3804	378	627
Graduate				
Degree-seeking, first-time	6	31	4	11
All other degree-seeking	12	54	37	109
All other graduates enrolled in credit courses	4	4	21	120
Total graduate	22	89	62	240

Total all undergraduates: _____ 7282

Total all graduate students: _____ 413

GRAND TOTAL ALL STUDENTS: _____ 7695

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B2. Enrollment by Racial/Ethnic Category. Numbers of undergraduate students for each of the following categories as of the end of Fall semester. International students shown in the category "Nonresident aliens."

	Degree-seeking First-time First year	Degree-seeking Undergraduates (include first-time first-year)	Total Undergraduates (both degree- and non- degree-seeking)
Nonresident aliens	31	171	188
Black, non-Hispanic	20	55	55
American Indian or Alaskan Native	12	92	101
Asian or Pacific Islander	17	67	70
Hispanic	12	71	72
White, non-Hispanic	961	5323	5472
Race/ethnicity unknown	238	1266	1324
Total	1291	7045	7282

Persistence

B3. Number of degrees awarded from July 1, 2002, to June 30, 2003.

Certificate/diploma	_____
Associate degrees	_____46
Bachelor's degrees	_____1187
Postbachelor's certificates	_____
Master's degrees	_____77
Post-master's certificates	_____9
Doctoral degrees	_____
First professional degrees	_____
First professional certificates	_____

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Graduation Rates

The items in this section correspond to data elements collected by the IPEDS Graduation Rate Survey (GRS).

For Bachelor's or Equivalent Programs

Fall 1997 Cohort

Full-time, first-time bachelor's degree-seeking undergraduate students who entered in fall 1997. Included in the cohort are those who entered during the summer term preceding fall 1997.

- | | |
|-------------|---|
| B4. | Initial 1997 cohort of first-time, full-time bachelor's degree-seeking undergraduate students;
Total all students: 991 |
| B5. | Of the initial 1997 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, or service in the armed forces, foreign aid service of the federal government, or official church missions;
Total allowable exclusions: 0 |
| B6. | Final 1997 cohort, after adjusting for allowable exclusions: 991 |
| B7. | Of the initial 1997 cohort, how many completed the program in four years or less (by August 31, 2001): 221 |
| B8. | Of the initial 1997 cohort, how many completed the program in more than four years but in five years or less (after August 31, 2001 and by August 31, 2002): 170 |
| B9. | Of the initial 1997 cohort, how many completed the program in more than five years but in six years or less (after August 31, 2002 and by August 31, 2003): 55 |
| B10. | Total graduating within six years (sum of questions B7, B8, and B9): 446 |
| B11. | Six-year graduation rate for 1997 cohort (question B10 divided by question B6): 45% |

Retention Rates

- B22.** For the cohort of all full-time bachelor's degree-seeking undergraduate students who entered as freshmen in fall 2002 (or the preceding summer term), what percentage was enrolled in fall 2003? **67%**

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

Applications

C1. First-time, first-year (freshman) students:

Total first-time, first-year (freshman) men who applied	1120
Total first-time, first-year (freshman) women who applied	1644
Total first-time, first-year (freshman) men who were admitted	892
Total first-time, first-year (freshman) women who were admitted	1483
Total full-time, first-time, first-year (freshman) men who enrolled	480
Total part-time, first-time, first-year (freshman) men who enrolled	9
Total full-time, first-time, first-year (freshman) women who enrolled	789
Total part-time, first-time, first-year (freshman) women who enrolled	13

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? No

Admission Requirements

C3. High school completion requirement

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

High school diploma is required and GED is accepted

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

Require

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).

	Units Required	Units Recommended
Total academic units	16	
English	4	
Mathematics	3	
Science	3	
Of these, units that must be lab	1	
Foreign language		
Social studies	3	
History		
Academic electives	3	
Other (<i>specify</i>)		

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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? If so, check which applies:

Open admission policy as described above for all students No

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

	Very Important	Important	Considered	Not Considered
<i>Academic</i>				
Secondary school record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class rank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standardized test scores	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Nonacademic</i>				
Interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extracurricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talent/ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Character/personal qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alumni/ae relation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Geographical residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religious affiliation/commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minority status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Volunteer work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAT and ACT Policies

C8. Entrance exams

A. Does institution make use of SAT I, SAT II, or ACT scores in admission decisions for first-time, first-year, degree-seeking applicants? Yes

If yes, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission.

	ADMISSION				
	Require	Recommend	Require for Some	Consider If Submitted	Not Used
SAT I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT I or ACT (no preference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT I or ACT--SAT I preferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT I or ACT--ACT preferred	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT I and SAT II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT I and SAT II or ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Placement Yes
 Counseling Yes No

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B. Does your institution use the SAT I or II or the ACT for **placement only**? If so, please mark the appropriate boxes below:

	PLACEMENT		
	Require	Recommend	Require for some
SAT I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAT II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SAT I or ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Latest date by which SAT I or ACT scores must be received for fall-term admission 08/01

D. Use this space to clarify your test policies (e.g., if tests are recommended for some students, or if tests are not required of some students): PSAT/NMSQT may be submitted instead of ACT or SAT

Freshman Profile

Percentages for **ALL enrolled, degree-seeking, full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2003, 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 2003 who submitted national standardized (ACT) test scores.

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

Percent submitting ACT scores 89 Number submitting ACT scores 1145

	25th Percentile	75th Percentile
ACT Composite	18	24
ACT English	17	24
ACT Math	17	24

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

	ACT Composite	ACT English	ACT Math
30-36	1.8	2.9	3.2
24-29	27.6	25.1	25.3
18-23	61.3	51.0	47.8
12-17	9.2	19.9	23.7
6-11	0.1	1.1	
Below 6			
	100%	100%	100%

C10. Percent of all degree-seeking, first-time, first-year (freshman) students who had high school class rank within each of the following ranges (report information for those students from whom you collected high school rank information).

Percent in top tenth of high school graduating class	<u>9.1</u>	} Top half + bottom half = 100%.
Percent in top quarter of high school graduating class	<u>28.4</u>	
Percent in top half of high school graduating class	<u>64.5</u>	
Percent in bottom half of high school graduating class	<u>35.5</u>	
Percent in bottom quarter of high school graduating class	<u>9.1</u>	
Percent of total first-time, first-year (freshman) students who submitted high school class rank:		<u>92</u>

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

Percent who had GPA of 3.0 and higher	_____
Percent who had GPA between 2.0 and 2.99	_____
Percent who had GPA between 1.0 and 1.99	_____
Percent who had GPA below 1.0	_____
	100%

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

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

Admission Policies

C13. Application fee

Does institution have an application fee? Yes
Amount of application fee: \$20.00
Can it be waived for applicants with financial need? No

C14. Application closing date

Does institution have an application closing date? Yes
Application closing date (fall): 08/01
Priority date: _____

C15. Are first-time, first-year students accepted for terms other than the fall? Yes

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

On a rolling basis beginning (date): 10/01

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

Must reply by (date): _____
No set date: _____
Must reply by May 1 or within _____ weeks if notified thereafter
Other: _____

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

Yes
If yes, maximum period of postponement: _____

C19. Early admission of high school students: Does institution allow high school students to enroll as full-time, first-time, first-year (freshman) students one year or more before high school graduation? Yes

C20. Common Application: Will institution accept the Common Application distributed by the National Association of Secondary School Principals if submitted? No

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Early Decision and Early Action Plans

C21. Early decision: Does 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? No

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

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D. TRANSFER ADMISSION

Fall Applicants

- D1.** Does 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 2003.

	Applicants	Admitted Applicants	Enrolled Applicants
Men	514	400	338
Women	656	557	431
Total	1170	957	769

Application for Admission

- D3.** Indicate terms for which transfers may enroll:
 Fall Winter Spring Summer
- D4.** Must a transfer applicant have a minimum number of credits completed or else must apply as an entering freshman?
 Yes
 If yes, what is the minimum number of credits and the unit of measure? **1**
- D5.** Indicate all items required of transfer students to apply for admission:

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

- D6.** If a minimum high school grade point average is required of transfer applicants, specify (on a 4.0 scale): _____
- D7.** If a minimum college grade point average is required of transfer applicants, specify (on a 4.0 scale): **2.00**
- D8.** List any other application requirements specific to transfer applicants:

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

	Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
Fall		08/01			
Winter					
Spring		12/01			
Summer		5/01			

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

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

Transfer Credit Policies

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

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

Number **No Maximum** Unit type

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

Number **No Maximum** Unit type

D15. Minimum number of credits that transfers must complete at your institution to earn an associate degree: **22**

D16. Minimum number of credits that transfers must complete at your institution to earn a bachelor’s degree: **30**

D17. Describe other transfer credit policies:

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E. ACADEMIC OFFERINGS AND POLICIES

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

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

E2. Has been removed from the CDS.

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

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

Library Collections

Report the number of holdings at the end of the 2002-03 fiscal year for each of the categories below. Refer to the Academic Libraries Survey, Section D "Library Collections," lines 22-26, column 2 for corresponding equivalents.

E4. Books, serial backfiles, and other paper materials (including government documents) [line 22]: **643,243**

E5. Current serial subscriptions [line 26]: **2,092**

E6. Microforms [line 24]: **836,140**

E7. Audiovisual materials [line 25]: **26,161**

E8. E-Books [line 23]: _____

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F. STUDENT LIFE

F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2003 who fit the following categories:

	First-time, first-year (freshman) students	Undergraduates
Percent who are from out of state (exclude international/nonresident aliens)	<u>35</u>	<u>43</u>
Percent of men who join fraternities		<u>3</u>
Percent of women who join sororities		<u>2</u>
Percent who live in college-owned, -operated, or -affiliated housing	<u>78</u>	<u>24</u>
Percent who live off campus or commute	<u>22</u>	<u>76</u>
Percent of students age 25 and older	<u>1</u>	<u>16</u>
Average age of full-time students	<u>19</u>	<u>22</u>
Average age of all students (full- and part-time)	<u>19</u>	<u>23</u>

F2. Activities offered Identify those programs available at institution.

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

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

Army ROTC is offered:

- On campus
 At cooperating institution (name): North Dakota State University

Air Force ROTC is offered:

- On campus
 At cooperating institution (name): North Dakota State University

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

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

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G. ANNUAL EXPENSES

Check here if your institution's 2004-2005 academic year costs of attendance are not available at this time and provide an approximate date (i.e., month/day) when your institution's final 2004-2005 academic year costs of attendance will be available: July 1, 2004

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 2003-2004** academic year (30 semester 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. Room and board is defined as double occupancy and 21 meals per week. **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).

2003-04 RATES	FIRST-YEAR	UNDERGRADUATES
PUBLIC INSTITUTION		
Tuition:		
In-district:	3628	3628
In-state (out-of-district):	3628	3628
Out-of-state:	3628	3628
NONRESIDENT ALIEN:		
Tuition:	3628	3628
REQUIRED FEES:	626	626
ROOM AND BOARD: (on-campus)	4340	4340
ROOM ONLY: (on-campus)	2560	2560
BOARD ONLY: (on-campus meal plan)	1780	1780

G2. Number of credits per term a student can take for the stated full-time tuition 15 minimum 15 maximum

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: _____

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

	Residents	Commuters
Books and supplies:	800	800
Room only:	2560	2560
Board only:	1800	1800
Transportation:		
Other expenses:	2206	2206

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G6. Undergraduate per-credit-hour charges:

PUBLIC INSTITUTIONS In-district:	120.92
In-state (out-of-district):	120.92
Out-of-state:	120.92
NONRESIDENT ALIENS:	120.92

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H. FINANCIAL AID

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

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

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

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

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

Need-based aid: College-funded or college-administered award from institutional, state, federal, or other sources for which a student must have financial need to qualify. This includes both institutional and noninstitutional student aid (grants, jobs, and loans).

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

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

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

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

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

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

Scholarships/grants from external sources: Monies received from outside (private) sources that the student brings 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.

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

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Aid Awarded to Enrolled Undergraduates

H1. Enter total dollar amounts **awarded** to enrolled full-time and less than full-time degree-seeking undergraduates (**using the same cohort reported in CDS Question B1, “total degree-seeking” undergraduates**) in the following categories. 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.**

Indicate the academic year for which data are reported for **items H1, H2, H2A, and H6** below:

2003-2004 estimated

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

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

	Need-based (Include non-need-based aid use to meet need.)	Non-need-based (Exclude non-need-based aid use to meet need.)
	\$	\$
Scholarships/Grants		
Federal	5,614,451	588,026
State (i.e., all states, not only the state in which your institution is located)	2,170,012	7,396
Institutional (endowment, alumni, or other institutional awards) and external funds awarded by the college excluding athletic aid and tuition waivers (which are reported below)	0	671,168
Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	0	733,834
Total Scholarships/Grants	7,784,463	2,000,424
Self-Help		
Student loans from all sources (excluding parent loans)	13,380,168	16,378,057
Federal Work-Study	402,687	
State and other (e.g., institutional) work-study/employment (Note: Excludes Federal Work-Study captured above.)	414,580	1,980,000
Total Self-Help	14,197,435	18,358,057
Parent Loans	0	501,229
Tuition Waivers Note: Reporting is optional. Report tuition waivers in this row if you choose to report them. Do not report tuition waivers elsewhere.	0	247,484
Athletic Awards	0	155,257

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

	First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh)	Less Than Full-time Undergrad
a) Number of degree-seeking undergraduate students (CDS Item B1 if reporting on Fall 2003 cohort)	1257	7775	NA
b) Number of students in line a who applied for need-based financial aid	1171	5814	
c) Number of students in line b who were determined to have financial need	639	3826	
d) Number of students in line c who were awarded any financial aid	639	3826	
e) Number of students in line d who were awarded any need-based scholarship or grant aid	342	2211	
f) Number of students in line d who were awarded any need-based self-help aid	639	3826	
g) Number of students in line d who were awarded any non-need-based scholarship or grant aid	NA	NA	
h) Number of students in line d whose need was fully met (<u>exclude PLUS loans, unsubsidized loans, and private alternative loans</u>)	NA	NA	
i) On average, the percentage of need that was met of students who were awarded any need-based aid. Exclude any aid that was awarded in excess of need as well as any resources that were awarded to replace EFC (<u>PLUS loans, unsubsidized loans, and private alternative loans</u>)	NA%	NA%	%
j) The average financial aid package of those in line d . Exclude any resources that were awarded to replace EFC (<u>PLUS loans, unsubsidized loans, and private alternative loans</u>)	\$ 3370	\$ 4193	\$
k) Average need-based scholarship or grant award of those in line e	\$ 3746	\$ 3564	\$
l) Average need-based self-help award (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f	\$ 2969	\$ 3702	\$
m) Average need-based loan (<u>excluding PLUS loans, unsubsidized loans, and private alternative loans</u>) of those in line f who were awarded a need-based loan	\$ 2745	\$ 3497	\$

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

	First-time Full-time Freshmen	Full-time Undergrad (Incl. Fresh)	Less Than Full-time Undergrad
n) Number of students in line a who had no financial need and who were awarded institutional non-need-based scholarship or grant aid (exclude those who were awarded athletic awards and tuition benefits)	305	862	NA
o) Average dollar amount of institutional non-need-based scholarship and grant aid awarded to students in line n	\$ 761	\$ 779	\$
p) Number of students in line a who were awarded an institutional non-need-based athletic scholarship or grant	29	164	
q) Average dollar amount of institutional non-need-based athletic scholarships and grants awarded to students in line p	\$ 1209	\$ 1398	\$

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H4. Provide the percentage of the 2003 undergraduate class who graduated between July 1, 2002 and June 30, 2003 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. **65%**

H5. Report the average per-borrower cumulative undergraduate indebtedness of those in line H4. Do not include money borrowed at other institutions: **\$18,228**

Aid to Undergraduate Degree-seeking Nonresident Aliens

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

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

If institutional financial aid is available for undergraduate degree-seeking nonresident aliens, provide the number of undergraduate degree-seeking nonresident aliens who were awarded need-based or non-need-based aid: **150**

Average dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:
\$ 3628

Total dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:
\$ 544,140

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
- CSS/Financial Aid PROFILE
- State aid form
- Noncustodial (Divorced/Separated) Parent's Statement
- Business/Farm Supplement
- Other: _____

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

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

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

Priority date for filing required financial aid forms: 02/15

Deadline for filing required financial aid forms: _____

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

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

- a.) Students notified on or about (date): 06/01
- b.) Students notified on a rolling basis: **Yes** If yes, starting date: _____

H11. Indicate reply dates:

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

Types of Aid Available

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

H12. Loans

FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOAN)

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

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)

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

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

H13. Scholarships and Grants

NEED-BASED:

- Federal Pell
 SEOG
 State scholarships/grants
 Private scholarships
 College/university scholarship or grant aid from institutional funds
 United Negro College Fund
 Federal Nursing Scholarship
 Other (specify): _____

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

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

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I. INSTRUCTIONAL FACULTY AND CLASS SIZE

I-1. Please report the number of instructional faculty members in each category for Fall 2003.

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. 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 such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.

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).

	Full-time	Part-time	Total
a.) Total number of instructional faculty	255	44	299
b.) Total number who are members of minority groups	28	4	32
c.) Total number who are women	101	22	123
d.) Total number who are men	154	22	176
e.) Total number who are nonresident aliens (international)	0	0	0
f.) Total number with doctorate, first professional, or other terminal degree	213	21	234
g.) Total number whose highest degree is a master's but not a terminal master's	39	18	57
h.) Total number whose highest degree is a bachelor's	3	3	6
i.) Total number whose highest degree is unknown or other (Note: Items f, g, h, and i must sum up to item a.)	0	1	1

I-2. Student to Faculty Ratio

Report the Fall 2003 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 2003 Student to Faculty ratio: 23 to 1.

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I-3. Undergraduate Class Size

In the table below, please use the following definitions to report information about the size of classes and class sections offered in the **Fall 2003** 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 2003. 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.

Number of Class Sections with Undergraduates Enrolled

Undergraduate Class Size (provide numbers)

	2-9	10-19	20-29	30-39	40-49	50-99	100+	Total
CLASS SECTIONS	162	254	382	201	104	68	16	1187
CLASS SUB-SECTIONS	1	14	24	7				46

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J. DEGREES CONFERRED

Degrees conferred between July 1, 2002 and June 30, 2003

Reference: IPEDS Completions, Part A

For each of the following discipline areas, provide the percentage of diplomas/certificates, associate, and bachelor's degrees awarded.

Category	Diploma/ Certificates	Associate	Bachelor's	CIP 1990 Categories to Include	CIP 2000 Categories to Include
Agriculture				1 and 2	1
Architecture				4	4
Area and ethnic studies			0.5%	5	5
Biological/life sciences			2.4%	26	26
Business/marketing			17.3%	8 and 52	52
Communications/communication technologies			7.0%	9 and 10	9 and 10
Computer and information sciences			2.2%	11	11
Education			23.4%	13	13
Engineering/engineering technologies			3.2%	14 and 15	14 and 15
English			3.8%	23	23
Foreign languages and literature			0.4%	16	16
Health professions and related sciences			6.0%	51	51
Home economics and vocational home economics				19 and 20	19
Interdisciplinary studies			2.7%	30	30
Law/legal studies			1.3%	22	22
Liberal arts/general studies		100%		24	24
Library science				25	25
Mathematics			0.6%	27	27
Military science and technologies				28 and 29	29
Natural resources/environmental science				3	3
Parks and recreation			2.1%	31	31
Personal and miscellaneous services				12	12
Philosophy, religion, theology			0.2%	38 and 39	38 and 39
Physical sciences			1.4%	40 and 41	40 and 41
Protective services/public administration			9.5%	43 and 44	43 and 44
Psychology			2.6%	42	42
Social sciences and history			4.8%	45	45 and 54
Trade and industry				46, 47, 48, and 49	46, 47, 48, and 49
Visual and performing arts			8.6%	50	50
Other					
TOTAL	100%	100%	100%		