

A. GENERAL INFORMATION

A1. Address Information

B. ENROLLMENT AND PERSISTENCE

B1. Institutional Enrollment—Men and Women Provide numbers of students for each of the following categories as of the institution's official fall reporting date or as of October 15, 2002.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women

	Degree-seeking first-time first year	Degree-seeking undergraduates (include first-time, first year)	Total undergraduates (both degree- and non-degree seeking)
Non-resident aliens	6	23	24
Black, non-Hispanic	23	65	65
American Indian or Alaskan Native	1	2	2
Asian or Pacific Islander	10	41	41
Hispanic	2	20	20
White, non-Hispanic	364	1322	1328
Race/ethnicity unknown	33	61	61
Total	439	1534	1541

Persistence

B3. Number of degrees awarded by your institution from July 1, 2001, to June 30, 2002.

Certificate/diploma 0
 Associate degrees 0
 Bachelor's degrees 339
 Postbachelor's certificates 0
 Master's degrees 12
 Post-master's certificates 0
 Doctoral degrees 0
 First professional degrees 0
 First professional certificates 0

Graduation Rates

The items in this section correspond to data elements collected by IPEDS Web-based Data Collection System's Graduate Rate Survey (GRS). For complete instructions and definitions of data elements, see the IPEDS GRS instructions and glossary on the 2002 Web-based survey.

For Bachelor's or Equivalent Programs

Report for the cohort of full-time first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 1996. Include in the cohort those who entered your institution during the summer term preceding fall 1996.

B4. Initial 1996 cohort of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduate students; total all students: 374

B5. Of the initial 1996 cohort, how many did not persist and did not graduate for the following reasons: deceased, permanently disabled, armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions: 0

B6. Final 1996 cohort, after adjust

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

Applications

C1. First-time, first-year (freshman) students: Provide the number of degree-seeking students who applied, were admitted, and enrolled (full- or part-time) in fall 2002. Include early decision, early action, and students who began studies during summer in this cohort. Applicants include all students who fulfilled the requirements for consideration for admission (including payment or waiving of the application fee, if any) and who have been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution).

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

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

- Required
- Recommended
- Neither required nor recommended

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

	Units required	Units recommended
Total academic units	16	
English	4	
Mathematics	3	4
Science	2	
Of these, units that must be lab	2	
Foreign language	2	
Social studies	2	
History	2	
Academic electives	3	
Other (<i>specify</i>)		

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 describe

	Very Important	Important	Considered	Not considered
<i>Academic</i>				
Secondary school record	<input checked="" type="checkbox"/>			
Class rank	<input checked="" type="checkbox"/>			
Recommendation(s)		<input checked="" type="checkbox"/>		
Standardized test scores	<input checked="" type="checkbox"/>			
Essay		<input checked="" type="checkbox"/>		
<i>Nonacademic</i>				

	Require	Recommend	Require for some	Considered if submitted	Not used
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SAT I

ACT

SAT I or ACT
(no preference)

SAT I or ACT--
SAT I preferred

SAT I or ACT--
ACT preferred

SAT I and SAT
II

SAT I and SAT II
or ACT

SAT II

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

Placement Yes No

Counseling Yes No

B. Does your institution use the SAT I or II or the ACT for placement only/TT0 1 Tf12 0 0 12 511c

D. If necessary, use this space to clarify your test policies (e.g., if tests recommended for some students, or if tests not required of some students): [Home schooled students must submit the results of two SAT-II subject tests from areas other than English or Mathematics.](#)

Freshman Profile

Provide percentages for **ALL enrolled degree-seeking full-time and part-time, first-time, first-year (freshman) students** enrolled in fall 2002, incl

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	ACT Composite	ACT English	ACT Math
30-36	27	44	23
24-29	68	47	59
18-23	5	9	18
12-17	0	0	0
6-11	0	0	0
below 6	0	0	0

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 10th of high school graduating class:	50
Percent in top quarter of high school graduating class:	78
Percent in top half of high school graduating class:	95
Percent in bottom half of high school graduating class:	5
Percent in bottom quarter of high school graduating class:	0

Percent of total first-time, first-year (freshman) students who submitted high school class rank: 65%

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:	91
Percent who had GPA between 2.0 and 2.9:	9
Percent who had GPA between 1.0 and 1.99:	
Percent who had GPA below 1.0:	

C12. Average high school GPA of all degree-seeking first-time, first-year (freshman) students who submitted GPA: 3.62%

Percent of total first-time, first-year (freshman) students who submitted high school GPA: 100%

Admission Policies

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

If "yes," please complete the following :

First or only early decision plan closing date: [November 1](#)

First or only early decision plan notification date: [December 1](#)

Other early decision plan closing date: [January 1](#)

Other early decision plan notification date: [February 1](#)

For the Fall 2002 entering class:

Number of early decision applications received by your institution: [102](#)

Number of applicants admitted under early decision plan: [85](#)

Please provide significant details about your early decision plan

D. TRANSFER ADMISSION

Fall Applicants

D1. Does your institution enroll transfer students? Yes No
(If no, please skip to Section E)

If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities? Yes No

D2. Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2002.

	Applicants	Admitted applicants	Enrolled applicants
Men	24	10	1
Women	42	28	13
Total	66	38	14

Statement of good standing from prior institution(s)	X				
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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):

D8. List any other application requirements specific to transfer applicants:
[Professor recommendation and mid-semester grade reports.](#)

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		February 1	April 1	May 1	

E. ACADEMIC OFFERINGS AND POLICIES

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

Accelerated program Honors program
Cooperative (work-study) program

F. STUDENT LIFE

F1. Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2002 who fit the following categories

	First-time, first- year (freshman) students	Undergraduates
Percent who are from out of state (exclude internat'l/nonresident aliens)	75%	71%
Percent of men who join fraternities	60%	51%
Percent of women who join sororities	62%	58%
Percent who live in college-owned, -operated, or -affiliated housing	96%	75%
Percent who live off campus or commute	4%	25%
Percent of students age 25 and older	0%	.1%
Average age of full-time students	18	20
Average age of all students (full- and part-time)	18	20

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

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Choral groups | <input type="checkbox"/> Marching band | <input checked="" type="checkbox"/> Student government |
| <input type="checkbox"/> Concert band | <input checked="" type="checkbox"/> Music ensembles | <input checked="" type="checkbox"/> Student newspaper |
| <input type="checkbox"/> Dance | <input checked="" type="checkbox"/> Musical theater | <input checked="" type="checkbox"/> Student-run film society |
| <input checked="" type="checkbox"/> Drama/theater | <input type="checkbox"/> Opera | |

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

Coed dorms

Special housing for disabled students

Men's dorms

Special housing for international students

Women's dorms

Fraternity/sorority housing

Apartments for married students

Cooperative housing

Apartments for single students

Other housing options (specify): **Special interest townhouses; Substance Free; Quiet Study; Restricted Visitation; Non-Smoking**

G. ANNUAL EXPENSES

Provide 2003-2004 academic year costs for the following categories that are applicable to your institution.

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. A full academic year refers to the period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a four-one-four plan. Room and board is defined as double occupancy and 19 meals per week or the maximum meal plan. **Required fees** include only charges that all full-time students must pay that are *not* included in tuition (e.g., registration, health, or activity fees.) Do *not* include optional fees (e.g., parking, laboratory use).

	FIRST-YEAR	UNDERGRADUATES
PRIVATE INSTITUTIONS:	same	\$22,628
PUBLIC INSTITUTIONS		
In-district:		
In-state (out-of-district):		
Out-of-state:		
NONRESIDENT ALIENS:	same	same
REQUIRED FEES:	same	\$310
ROOM AND BOARD: (on-campus)	same	\$6382
ROOM ONLY: (on-campus)		n/a
BOARD ONLY: (on-campus meal plan)		

Comprehensive tuition/room/board fee (i

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 (living at home)	Commuters (not living at home)
Books and supplies:	\$760	\$760	\$760
Room only:			\$3,191
Board only:		\$1,500	\$3,191
Transportation:	\$720	\$500	\$725
Other Expenses:	\$1,200	\$400	\$1200

G6. Undergraduate per-credit-hour charges:

PRIVATE INSTITUTIONS:	\$943
PUBLIC INSTITUTIONS In-district:	
In-state (out-of-district):	
Out-of-state:	

H. FINANCIAL AID

Aid Awarded to Enrolled Undergraduates

H1. Enter total dollar amounts **awarded** to full-time and less than full-time degree-seeking undergraduates (**using the same cohort reported in CDS Question B1, “total degree-seeking” undergraduates**) in the following categories. (Note: If the data being reported are final figures for the 2001-2002 academic year (see the next item below), use the 2001-2002 academic year's CDS Question B1 cohort.) Include aid awarded to international students (i.e., those not qualifying for federal aid). **Aid that is non-need-based but that was used to meet need should be reported in the need-based aid column.** (For a suggested order of precedence in assigning categories of aid to cover need, see the entry for “non-need-based gift aid” on the last page of the definitions section.)

Indicate academic year for which data are reported:

2002-2003 estimated or 2001-2002 final

	Need-based	Non-need-based
	\$	\$

Scholarships/Grants

Parent Loans	0	1,896,449
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j) The average financial aid package of those in line d . Exclude any resources that were awarded to replace EFC (PLUS loans, unsubsidized loans, and private alternative loans).	\$15,815	\$16,054	\$16,719
k) Average need-based gift award of those in line e	\$11,678	\$11,181	\$9,166
l) Average need-based self-help award (excluding PLUS loans, unsubsidized loans, and private alternative loans) of those in line f	\$4,151	\$4,849	\$4,658
m) Average need-based loan (excluding PLUS loans, unsubsidized loans, and private alternative loans) of those in line f who received a need-based loan.	\$3,423	\$4,413	\$4,658

H2A. Number of Enrolled Students Receiving Non-need-based Grants and Scholarships: List the number of degree-seeking full-time and less-than-full-time undergraduates who had no financial need and who received non-need-based gift aid. Numbers should reflect the cohort receiving the dollars reported in H1. Note: In the chart

Institutional methodology (IM)

Both FM and IM

H4. Percent of 2002 undergraduate class who graduated between July 1, 2001 and June 30, 2002 and borrowed through any loan program (federal, state, subsidized, unsubsidized, private, etc.; exclude parent loans). Include only students who borrowed while enrolled at your institution. 48%

H5. Average per-borrower cumulative undergraduate indebtedness of those in line H4. Do not include money borrowed at other institutions: \$15,100.

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

H6. Indicate your institution's policy regarding financial aid for undergraduate degree-seeking nonresident aliens:

College-administered need-based financial aid is available

College-administered non-need-based financial aid is available

College-administered financial aid is not available

If college-administered financial aid is available for undergraduate degree-seeking nonresident aliens, provide the number of undergraduate degree-seeking nonresident aliens who received need-based or non-need-based aid: 8

Average dollar amount awarded to undergraduate degree-seeking nonresident aliens: \$12,020

Total dollar amount of financial aid from all sources awarded to all undergraduate degree-seeking nonresident aliens: \$96,160

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: [March 1](#)

Deadline for filing required financial aid forms:

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

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

a. Students notified on or about (date): [April 10](#)

b. Students notified on a rolling basis: Yes No If yes, starting date:

H11. Indicate reply dates:

Students must reply by (date): [May 1](#) or within [2](#) weeks of notification.

Types of Aid Available

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

H12. Loans

Need-based:

Federal Pell

SEOG

State scholarships/grants

Private scholarships

College/university gift aid from institutional funds

 United Negro College Fund

 Federal Nursing Scholarship

I. INSTRUCTIONAL FACULTY AND CLASS SIZE

Please report number of instructional faculty members in each category for Fall 2002.

II. The following definition of instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey.

Instructional Faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction, including those with released time for research. Institutions are asked to **EXCLUDE**:

- (a) instructional faculty in preclinical and clinical medicine
- (b) administrative officers with titles such as dean of students, librarian, registrar, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status,
- (c) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like
- (d) faculty on leave without pay, and
- (e) replacement faculty for faculty on sabbatical leave.

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

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

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

Doctorate: includes 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, ophtalmology, 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	129	33	162

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e) Total number who are nonresident aliens (international)	4	1	5
f) Total number with doctorate, first professional, or other terminal degree	116	16	132
g) Total number whose highest degree is a master's but not a terminal master's	9	14	23
h) Total number whose highest degree is a bachelor's	3	1	4
i) Total number whose highest degree is unknown or other (Note: Items f, g, h, and i must sum up to item a.)	1	2	3

Student to Faculty Ratio

I2. Report the Fall 2002 ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty ,31/3 part

J. DEGREES CONFERRED

Degrees conferred between July 1, 2001 and June 30, 2002

Common Data Set Definitions

for Academic Year 2002-2003

All definitions related to the financial aid section appear at the end of the Definitions document.

Items preceded by an asterisk (*) represent definitions agreed to among publishers which do not appear on the CDS document but may be present on individual publishers' surveys.

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

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

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

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

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

Applicant (first-time, first year): An individual who has fulfilled the institution's

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

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

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

Books and supplies (costs): Average cost of books and supplies. Do not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at your institution.

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

***Career and placement services:** A range of services, including (often) the following: coordination of visits of employers to campus; aptitude and vocatioaty

Contact hour: A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

Continuous basis (for program enrollment): A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

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

Cooperative (work-study plan) program: A program that provides for alternate class attendance and employment in business, industry, or government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

satisfactory scores on the Tests of General Educational Development (GED), or another state-specified examination.

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

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

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

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

International student: See **Nonresident alien**.

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

***Learning center**

Private for-profit institution: A private institution in which the individual(s) or agency in control receives compensation, other than wages, rent, or other expenses for the assumption of risk.

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

Proprietary institution: See **Private for-profit institution**.

Public institution: An educational institution whose programs and activities are operated by publicly elected or appointed school officials, and which is supported primarily by public funds.

Quarter calendar system: A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

Race/ethnicity: Category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

Race/ethnicity unknown: Category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic categories.

Religious affiliation/commitment (as admission factor): Special consideration given in the admission process for affiliation with a certain church or faith/religion, commitment to a religious vocation, or observance of certain religious tenets/lifestyle.

***Religious counseling:** One-on-one or group counseling with trained professionals for students who want to explore religious problems or issues.

***Remedial services:** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and *Rel(3 6hn)6(i)-2(c categories.)] -1.15

Secondary school record (as admission factor): Information maintained by the secondary school that may include such things as the student's high school transcript, class rank, GPA, and teacher and counselor recommendations.

Semester calendar system: A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

Student-designed major: A program of study based on individual interests, designed with the assistance of an adviser.

***Tutoring:** May range from one-on-one tutoring in specific subjects to tutoring in an area such as math, reading, or writing. Most tutors are college students; at some colleges, they are specially trained and certified.

Unit: a standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).

Undergraduate: A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or a vocational or technical program below the baccalaureate.

***Veteran's counseling:** Helps veterans and their dependents obtain benefits for their selected program and provides certifications to the Veteran's Administration. May also provide personal counseling on the transition from the military to a civilian life.

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

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