

1-1-1997

Institutional Characteristics 1997-98

UNO Office of Institutional Effectiveness

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FORM **IPEDS-IC**
(6-1-87)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM****INSTITUTIONAL
CHARACTERISTICS SURVEY****1997-98****NOTE** - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).



181394-01

Please read the accompanying instructions before completing this survey form. Respond to each item on this report in the space provided. Certain responses are preprinted. These responses were provided by your institution on the previous IPEDS Institutional Characteristics Survey form. If a response is preprinted, verify that it is correct. If a preprinted response is incorrect, cross out the existing incorrect response with a single line and clearly indicate the correct response.

Make your changes in red so they are easily identified. Be sure to update the enrollment and tuition questions. Certain terms are defined in the Glossary which begins on page 3 of the instructions.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TOJOHN INGRAM
COORDINATING COMMISSION FOR POSTSECONDARY EDUC
P.O. BOX 95005
LINCOLN, NE 68509-5005
402-471-0030**Date due: September 1, 1997****Mailing address** — If IPEDS forms should be mailed to an address that is not the school location, complete the following information.

Name of institution

Street or PO Box

City

State

ZIP Code

INSTITUTIONAL IDENTIFICATION 1997-98**Please correct errors in the name, address, ZIP Code, and other information listed below.**

1. Name of institution covered by this report

UNIVERSITY OF NEBRASKA AT OMAHA

2. UNITID

181394

 Mark (X) this box if mailing address is the same as the institution's physical location.

3. Physical location of institution (Number and street name)

60TH AND DODGE ST

4. Employer ID Number (EIN)
(9 digits)

47-0491233

City

OMAHA

State

NE

ZIP Code

68182

5. Name of county or independent city

DOUGLAS

6. Name of chief administrator

NANCY BELCK

BEL-WEBER

Title

CHANCELLOR

7. Congressional district

02

8. Name of respondent

JAMES MAYNARD

9. E-Mail address

10. Telephone numbers

Respondent's

(402) 554-2367

FAX

(402) 554-2873

General information

(402) 554-2800

Financial aid office

(402) 554-2327

Admissions office

(402) 554-2393

**Changes from the 1996-97 form for
1997-98 INSTITUTIONAL CHARACTERISTICS SURVEY**

The Institutional Characteristics (IC) survey form has been reduced in scope for the 1997-98 survey year in order to reduce respondent burden. This shorter version of the IC form will be used in odd-numbered years.

▶ **Part A — Type of Educational Offerings**

Omitted

▶ **Part B — Organization and Accreditation**

All omitted except question 3, which asks for the award levels offered by the institution.

▶ **Part C — Calendar, Admission Requirements, and Services**

Omitted

▶ **Part D — Student Charges for Academic Year 1997-98**

Revised slightly for 1997-98.

▶ **Part E — Enrollment and Instructional Activity**

Question 1, remains, requesting fall enrollment headcount, the 12-month unduplicated count, and the start date of the 12-month reporting period, if different from the default.

▶ **Part F — Additional Information**

Most of Part F has been omitted except question 1 and the question on athletically-related student aid.

PLEASE NOTE:

Printed responses are not provided on all parts. Please complete all parts this year.

PURPOSE OF THE SURVEY AND WHO SHOULD RESPOND

The primary purpose of the Institutional Characteristics (IC) component of IPEDS is to collect the basic data that identify and describe the universe of postsecondary education institutions in the United States and its outlying areas. Each institution or branch campus should file a separate report so that they can be listed in the Directory of Postsecondary Institutions.

USES OF THE DATA

Survey results will be used in a variety of ways. For example, they will be used as the source file for sample design for other postsecondary data collection activities. Other uses include generating basic counts of institutions in each State by type, control, and other key institutional characteristics; compiling directories of postsecondary education institutions that will be made available to the general public; and incorporating results into Career Information Delivery Systems throughout the nation. The data are extremely valuable for survey research design, statistical analysis, and general information purposes.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 10 minutes to 1.0 hours per response, with an average of 20 minutes, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section. By entering any explanations here, you may eliminate the need for telephone contact at a later date.*

Part B — ORGANIZATION AND ACCREDITATION

IC

1. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)

Mark (X) all that apply.

BELOW THE BACCALAUREATE

BACCALAUREATE AND ABOVE

- 1 Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)
- 2 Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
- 3 Associate's Degree
- 4 Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 but less than 3600 contact or clock hours)

- 5 Bachelor's Degree
- 6 Postbaccalaureate Certificate
- 7 Master's Degree
- 8 Post-Master's Certificate
- 9 Doctor's Degree
- 10 First-Professional Degree
- 11 First-Professional Certificate (Post-Degree)

12 Other — Specify → _____

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1997-98

IC

1. Is an application fee for admission required by your institution?

Application fee

- 1 Yes — Indicate amount of fee → Undergraduate \$ 25
- Graduate \$ 25
- 2 No First Professional . . . \$

2. Does your institution enroll any full-time students?

- 1 Yes — Continue with question 3.
- 2 No — SKIP to Part E on page 8

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PROCEEDING.

When reporting student charges information in the following section, please choose the appropriate METHOD(S) OF REPORTING, according to how you answer question 3.

Report charges by **PROGRAM**, if your institution is organized such that students enter into a particular program, and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 hour cosmetology program may cost \$2,500 for the **entire** program.

Report by **ACADEMIC YEAR**, if charges are assessed by credit hour, quarter, semester, trimester, or term. **NOTE** — These charges **must** be converted to ACADEMIC YEAR charges.

If your institution uses **both methods**, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report **BOTH** ways.

- If you report by **PROGRAM** — Be sure to complete question 4.
- If you report by **ACADEMIC YEAR** — Complete questions 5 through 9.
- If you report **BOTH WAYS** — Complete questions 4 through 9.

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1997-98 — Continued

IC

3. Do you charge full-time students by —

- 1 Credit hour
- 2 Term
- 3 Year
- 4 Program (normally measured in contact hours) — Provide **program** and tuition information in question 4.
- 5 Other — Specify

Provide **academic year** charges in questions 5—7 as appropriate.

— Provide charges as specified above using the most appropriate method.

Question 4 pertains to programs measured in terms of contact hours. If you have no programs of this type, skip to question 5.

4. If your institution charges by program — Please list the six programs with the LARGEST enrollment at your institution and provide the following information for each program. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Follow the instructions carefully and refer to the enclosed pamphlet for CIP codes.

TITLE OF PROGRAM	CIP CODE	TUITION AND REQUIRED FEES (In-State charges)	COST OF BOOKS AND SUPPLIES	TOTAL LENGTH OF PROGRAM (In contact hours)

NOTE

When answering questions 5—9, 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.

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1997-98 — Continued

IC

5-7. List the typical tuition and required fees for a full-time student for the FULL ACADEMIC YEAR 1997-98.
Do NOT include room and board charges. For reference, we are including the amount you reported last year.

5. UNDERGRADUATE STUDENT <input type="checkbox"/> No full-time undergraduate students	AMOUNT	AMOUNT REPORTED FOR 1996-97
(1) In-district	\$ 1926	\$ 1,848
(2) In-state	\$ 1926	\$ 1,848
(3) Out-of-state	\$ 4848	\$ 4,644
6. GRADUATE STUDENT <input type="checkbox"/> No full-time graduate students		
(1) In-district	\$ 2352	\$ 2,256
(2) In-state	\$ 2352	\$ 2,256
(3) Out-of-state	\$ 5370	\$ 5,142
7. FIRST-PROFESSIONAL STUDENT <input type="checkbox"/> No full-time first-professional students		
(1)	Both undergraduate & graduate calculated on basis of 24 credit hours for an academic year.	
(a) In-state		
(b) Out-of-state		
(2)		
(a) In-state		
(b) Out-of-state		
(3)		
(a) In-state		
(b) Out-of-state		
(4)		
(a) In-state		
(b) Out-of-state		
(5)		
(a) In-state		
(b) Out-of-state		
(6)		
(a) In-state		
(b) Out-of-state		
(7) Other — Specify <u>z</u>		
(a) In-state		
(b) Out-of-state		

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1997-98 — Continued

IC

8. Dormitory facilities, board, and meal plans

a. Do you provide dormitory facilities for your students?

- 1 Yes
- 2 No

b. Do you provide board or meal plans to your students?

- 1 Yes — **How many meals per week are included in the board charge (or in the combined room and board charge, if you cannot separate these charges)?**

Answer only **one** of the following. ∇

1 _____ Number of meals per week _____ Number of meals per week reported for 1996-97

- 2 Mark (X) this box if the number of meals per week can vary (for example, student receives a meal card and charges meals against the card).

2 No

9. What are the typical room and board charges for a student for the FULL ACADEMIC YEAR 1997-98?

If your institution provides room or board free of charge — Enter zero.

If your institution does not provide room or board — Leave the line(s) blank.

ROOM AND BOARD CHARGES	AMOUNT	AMOUNT REPORTED FOR 1996-97
a. Room charge	\$	\$
b. Board charge	\$	\$
c. Combined room and board charge — (Answer only if you CANNOT SEPARATE room and board charges.)	\$	\$

REMARKS — Explain any major differences in student charges from those that were reported last year. By entering any explanations here, you may eliminate the need for telephone contact at a later date.

Part E — ENROLLMENT — ACADEMIC YEAR 1996-97 — Continued

IC

NOTE

Part E requests data for academic year 1996-97, unlike Parts A-D and Part F which request data for academic year 1997-98. Please read the definition of credit course in the Glossary before completing this section of the survey form.

NOTE — If this institution's normal reporting practices exclude students enrolled in summer session(s) or extension division/programs, do not include them in your response to questions 1a and b of Part E.

1a. How many students were enrolled (total headcount) at your institution on October 15, 1996 (or your institution's official fall reporting date)? This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs. (NCES may have completed this question for you.)

Total headcount of students enrolled on October 15, 1996
14,474

1b. How many students were enrolled (UNDUPLICATED count) during the 12-month period of July 1, 1996 through June 30, 1997? This number should include all students enrolled for credit as well as those enrolled in occupational and vocational programs. Include all students reported in question 1a above plus all other students enrolled during the 12-month period. If another 12-month period is used, indicate the start date of the period.

Month	Day	Year
08	26	96

LEVEL OF ENROLLMENT		TOTAL UNDUPLICATED COUNT
(1) Undergraduate level students enrolled in 12-month period		15,113
(2) Of the students reported on line 1 — How many enrolled as full-time, first-time, degree-seeking undergraduates at some time during the regular academic year? See instructions for examples.	Number enrolled	
	n.a.	
(3) Graduate level students enrolled in 12-month period		3,920
(4) First-Professional level students enrolled in 12-month period		—

Part F — ADDITIONAL INFORMATION

IC

1. In which of the following Federal student financial aid programs is this institution eligible to participate? Mark (X) all that apply for the current academic year.

- 1 Veterans Administration Educational Benefits (VA)
- 2 Pell Grants
- 3 Supplementary Education Opportunity Grants (SEOG)
- 4 Stafford Loans (formerly GSL)
- 5 College Work Study Program (CWS)
- 6 Perkins Loan (formerly National Direct Student Loan (NDSL))
- 7 Health Education Assistance Loan (HEAL)
- 8 Other Federal student financial aid programs
- 9 Not eligible for any of the above

2. Does this institution give athletically-related aid to students?

- 1 Yes — Mark (X) appropriate box
 - a Football
 - b Basketball
 - c Baseball
 - d Cross country and/or track
 - e Other
- 2 No

GENERAL INSTRUCTIONS — IC

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

NOTE — The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094 (a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

INSTITUTIONAL IDENTIFICATION

Mail to — In this block, please provide the address to which IPEDS forms should be mailed. This address can be the physical location of the school or it may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Institution name and address — This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing.

Employer ID number — Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

Name and title of chief administrator of institution — Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Telephone numbers — These are the telephone numbers for general information inquiries, the Financial Aid Office, and the Admissions Office.

Respondent — Enter the name and telephone number of the person responsible for completing this report.

County or city location of institution and Congressional District — Provide the name of the county or independent city in which your entity is located and the Congressional District number.

PART B — ORGANIZATION AND ACCREDITATION

Award levels — Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

Boxes (1), (2), and (4) — Note that these categories are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction.

Boxes (3), (5), (7), (9), and (10) Indicate those degree levels for which the institution is authorized to make formal awards.

Boxes (6), (8), and (11) Indicate programs for which the institution offers formal recognition at these levels. Examples might be additional credit hours needed to complete licensure requirements; refresher courses in any technical or professional area; certificates of competency (for example in performing arts); or advanced work that does NOT meet the requirements of the next higher degree but constitutes an organized program of study and is recognized by the institution.

PART D — STUDENT CHARGES

It is recognized that tuition and required fees and room and board charges may not be the same for all students at an institution. Therefore, please be guided by the following —

- Report tuition and fees charged to in-district, in-State and out-of-State students as requested.
- Include all fixed sum charges which are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges which are clearly optional.
- If the institution has a single lump-sum charge for tuition, required fees, and room and board, apportion the lump-sum charges among the appropriate categories so that tuition and fees and room and board can be analyzed separately.

Data items to be completed.

- 1. Application fee** — If your institution charges an application fee for admission, indicate the amount.
- 2. Enrollment of full-time students** — Indicate if your institution enrolls any students on a full-time basis.
- 3. Basis for charging full-time students** — Indicate all methods by which full-time students are charged.

When reporting student charges information in these questions, please choose the appropriate METHOD(S) OF REPORTING, according to how you answered question 3. Report charges BY PROGRAM, if your institution is organized such that students enter into a particular program and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 hour cosmetology program may cost \$2,500 for the **entire** program. Or report by ACADEMIC YEAR, if charges are assessed by credit hour, quarter, semester, trimester, or term. **NOTE** — These charges **must** be converted to ACADEMIC YEAR charges.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS - IC - Continued

If your institution uses **both methods**, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report **BOTH** ways.

- 4. Largest programs** — Provide the title, Classification of Instructional Program (CIP) code, in-state tuition and required fees for the total program, the cost of books and supplies for the total program, and the length of the program in contact hours.
- Enter the title of the program as designated by your institution.
 - Please note that English as a second language and GED courses are **not** to be included in IPEDS.
 - Refer to the enclosed NCES publication, the 1990 version of the Classification of Instructional Programs (CIP). Match your program title as closely as possible with a program listed in this publication. Enter the corresponding 6-digit code in the appropriate space.
 - Enter the total in-state tuition and required fees charged for the entire length of the program.
 - Enter the cost of books and supplies for the total program.
 - Report the full length of the program measured in contact or clock hours.

- 5—7. Typical tuition and required fees for undergraduate, graduate, and first-professional students** — Enter in the spaces provided the dollar amount of tuition and required fees for an academic year most frequently charged to each of the types of full-time students indicated.

NOTE — If tuition is charged on a per credit hour basis, multiply the charge per credit hour by the number of hours that would normally be required per academic year to complete a degree or program at the level indicated and add the typical required fees.

Undergraduate students include: **(1)** those who have not obtained a bachelor's degree; **(2)** all students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and **(3)** all students in occupational or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare students for immediate employment, or to provide general education rather than as the first 1, 2, or 3 years of a bachelor's degree program.

Graduate students are those who have attained at least one standard bachelor's degree or first-professional degree and are or could be candidates for Master's or Doctor's degrees. DO NOT include candidates for the degrees of D.P.M., D.D.S., D.M.D., M.D., O.D., D.O., D.V.M., L.L.B., J.D., B.D., or other first-professional degrees with data for graduate students. These are reported separately in the spaces provided.

Tuition and required fees for first-professional programs — Enter in the spaces provided the dollar amount of in-state and out-of-state tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution, or mark the appropriate box if you have no full-time first-professional students.

- 8. and 9. Typical room and board charges** — Check the appropriate boxes in questions **8a** and **8b** to indicate if this institution provides room and board to students. Report the number of meals per week covered by the board charge in **8b**, if applicable. If there is not a fixed number of meals per week covered by the board charge, check the box provided for this purpose in **8b** instead. If your institution reported the number of meals per week on last year's survey form, the number is provided for reference.

Report the typical room charge (for an academic year) to a full-time student sharing a room with one other student in **9a**, if applicable. Report the typical board charge (for an academic year) to a full-time student in **9b**, if applicable. DO NOT report the total of **9a** and **9b** in **9c**.

If this institution assesses a combined charge for room and board, report these charges separately in **9a** and **9b** if possible. If the room and board charge CANNOT BE SEPARATED, report the combined charge in **9c**.

PART E — ENROLLMENT

NOTE — Part E requests data for academic year 1996–97, unlike other parts which request data for academic year 1997–98. Please read the definitions in the glossary before completing question 1.

- 1a. Fall enrollment** — Report the total number of students enrolled for credit at your institution as of October 15, 1996, or on your institution's official fall reporting date. If your institution received the 1996 Fall Enrollment survey, report here the sum of columns 15 and 16 on line 29 of the survey. If your institution received the 1996 Consolidated survey instead, report the sum of columns 15 and 16 on line 29 of Part A of that survey. This number will include students taking courses for credit as well as those enrolled in occupational and vocational programs. This number will be preprinted on your form if your institution provided the data last year.

- 1b. Unduplicated headcount during 12-month period**

Coverage — Institutions should report an unduplicated count of the total number of students by level (undergraduate, graduate, or first-professional) enrolled during the 12-month reporting period in any courses leading to a degree or other formal award AND any students enrolled in courses that are part of a terminal vocational or occupational program. DO NOT report students whose only credit was at a branch campus in a foreign country.

GENERAL INSTRUCTIONS - IC - Continued

DO NOT include interns or residents as those students have already received their first-professional degrees and are NOT included in surveys of fall enrollment.

How to report unduplicated headcount —

- Report students according to the level of their standing with the institution. Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional undergraduate courses should be counted as undergraduates. Students admitted with graduate standing should be counted as graduate students even if they are taking some undergraduate courses.
- In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period. Example 1: If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once. Example 2: If a student is an undergraduate in the fall and a graduate in the spring, count the student at his/her highest level attained.

- To report an unduplicated count of full-time, first-time, degree-seeking undergraduates during the regular academic year, first determine the number of full terms offered by the institution. For example, if your institution is on the semester system, add the full-time, first-time fall enrollment to those that were full-time, first-time in the spring. By definition, students attending in the summer are included in the first-time fall count. If this is not the practice at your institution, then be sure to include first-time, full-time summer students if they are taking 12 credits or more.

PART F — ADDITIONAL INFORMATION

1. **Eligibility for Federal programs** — Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.
2. **Athletically-related aid** — Please indicate if your institution offers athletically-related aid to students.

GLOSSARY INSTITUTIONAL CHARACTERISTICS - IC

ACADEMIC PROGRAM — Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR — 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 4-1-4 plan.

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.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

ATHLETICALLY-RELATED STUDENT AID — Any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution in order to be eligible to receive such assistance.

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-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, includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BOARD CHARGES — The charge for an academic year for meals, for a specified number of days per week.

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CHIEF ADMINISTRATOR — The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialities within educational institutions.

CLOCK HOUR — See definition for contact hour.

COLLEGE WORK-STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

GLOSSARY — Continued INSTITUTIONAL CHARACTERISTICS - IC

COOPERATIVE (WORK-STUDY PLAN)

PROGRAM — A program that provides for alternate class attendance and employment in business, industry, or government.

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.

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.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's 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 professional field of medicine or in sanitary engineering.

DORMITORY CAPACITY — The maximum number of students that the institution can provide residential facilities for, whether on or off campus.

EIN (ENTITY NUMBER) — The number assigned to an institution by the Internal Revenue Service for tax purposes.

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE) — 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 that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following ten fields —

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm. D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Theology (M. Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

FIRST-PROFESSIONAL STUDENT — A student enrolled in any of the following degree programs:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm. D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Theology (M. Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

FIRST-TIME FIRST-YEAR 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).

FULL-TIME STUDENT —

- **Undergraduate** — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- **Graduate** — A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or students involved in thesis or dissertation preparation that are considered full time by the institution.
- **First-Professional** — As defined by the institution.

GRADUATE STUDENT — A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs (not to include students in first-professional programs).

HEALTH EDUCATION ASSISTANCE LOAN (HEAL) — Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.

GLOSSARY — Continued
INSTITUTIONAL CHARACTERISTICS - IC

IN-DISTRICT STUDENT — A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.

IN-STATE STUDENT — A student who is a legal resident of the state in which he/she attends school.

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

OCCUPATIONAL PROGRAM — A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OUT-OF-STATE STUDENT — A student who is not a legal resident of the state in which he/she attends school.

PART-TIME STUDENT

- **Undergraduate** — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week each term.
- **Graduate** — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less unless involved in thesis preparations (see definition of full-time).

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS) — (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

POSTBACCALAUREATE 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.

POSTBACCALAUREATE STUDENT — A student with a bachelor's degree, enrolled in graduate or first-professional courses.

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 doctor's level.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational (leisure) and adult basic education programs.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

QUARTER CALENDAR SYSTEM — A calendar system in which the academic year consists of 3 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.

RESIDENCE — A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

ROOM CHARGES — The charges for an academic year for rooming accommodations of a typical student sharing a room with one other student.

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.

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS) — (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, and graduate students at eligible postsecondary institutions.

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG) — (Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards.

TRIMESTER CALENDAR SYSTEM — An academic year consisting of 3 terms of about 15 weeks each.

GLOSSARY — Continued
INSTITUTIONAL CHARACTERISTICS - IC

TUITION AND REQUIRED FEES —

- **Tuition** — Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
- **Required fees** — Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is an exception.

12-MONTH PERIOD — The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among IPEDS surveys and from year-to-year.

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA) — Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouses and children, discharged veterans, and active military personnel in special programs.