

**SUMMARY OF SIGNIFICANT CHANGES TO THE CDS FOR 2007-08**

The items listed below are shaded in yellow throughout the spreadsheet's worksheets.

**CHANGED ITEMS**

**C5 Distribution of high school units required and/or recommended**

Added the following 2 choices

- ♦ Computer science
- ♦ Visual/performing arts

**F2 Activities offered**

Added the following 3 categories

- ♦ Campus Ministries
- ♦ International Student Organization
- ♦ International Student Organization

**A. General Information**

**A0 Respondent Information (Not for Publication)**

A0	Name:	Mary Gross		
A0	Title:	Research Analyst		
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A0	Mailing Address:	7502 Fondren Road		
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A0	E-mail Address:	<a href="mailto:mgross@hbu.edu">mgross@hbu.edu</a>		
A0	Are your responses to the CDS posted for reference on your institution's Web site?		Yes	No
				x
A0	If yes, please provide the URL of the corresponding Web page:			

**A0A** We invite you to indicate if there are items on the CDS for which you cannot use the requested analytic convention, cannot provide data for the cohort requested, whose methodology is unclear, or about which you have questions or comments in general. This information will not be published but will help the publishers further refine CDS items.

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**A1 Address Information**

A1	Name of College/University:	Houston Baptist University		
A1	Mailing Address:	7502 Fondren Road		
A1	City/State/Zip/Country:	Houston, TX 77074-3298		
A1	Street Address (if different):			
A1	City/State/Zip/Country:			
A1	Main Phone Number:	281-649-3000		
A1	WWW Home Page Address:	<a href="http://www.hbu.edu">www.hbu.edu</a>		
A1	Admissions Phone Number:	281-649-3211		
A1	Admissions Fa mber:	281 649 3211		





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	<b>Undergraduates</b>				
B1	Degree-seeking, first-time freshmen	152	297	1	6
B1	Other first-year, degree-seeking	55	80	4	8
B1	All other degree-seeking	399	804	52	116
B1	<i>Total degree-seeking</i>	<b>606</b>	<b>1,181</b>	<b>57</b>	<b>130</b>
B1	All other undergraduates enrolled in credit courses	1	6	3	8
B1	<i>Total undergraduates</i>	<b>607</b>	<b>1,187</b>	<b>60</b>	<b>138</b>
B1	<b>First-Professional</b>				
B1	First-time, first-professional students				
B1					
B1					
B1					
B1					
B1	<i>Total graduate</i>	<b>50</b>	<b>119</b>	<b>56</b>	<b>122</b>
B1	Total all undergraduates				1,992
B1	Total all graduate and professional students				347
B1	<b>GRAND TOTAL ALL STUDENTS</b>				<b>2,339</b>

B undergraduates


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<b>B3</b>	Associate degrees	4

<b>B4</b>	iti   2001	first ti	ll ti	or'	va	


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<b>B6</b>	Final 2000 cohort, after adjusting for allowable exclusions: (subtract question B5 from question B4)	260
<b>B7</b>	Of the initial 2000 cohort, how many completed the program in four years or less (by August 31, 2004):	88
<b>B8</b>	Of the initial 2000 cohort, how many completed the program in more than four years but in five years or less (after August 31, 2004 and by August 31, 2005):	42
<b>B9</b>	Of the initial 2000 cohort, how many completed the program in more than five years but in six years or less (after August 31, 2005 and by August 31, 2006):	10
<b>B10</b>	Total graduating within six years (sum of questions B7, B8, and B9):	140
<b>B11</b>	Six-year graduation rate for 2000 cohort (question B10 divided by question B6):	54%

**For Two-Year Institutions**

Please provide data for the 2004 cohort if available. If 2004 cohort data are not available, provide data for the 2003 cohort.

**2004 Cohort**

<b>B12</b>	Initial 2004 cohort, total of first-time, full-time degree/certificate-seeking students:	
<b>B13</b>	Of the initial 2004 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:	
<b>B14</b>	Final 2004 cohort, after adjusting for allowable exclusions (Subtract question B13 from question B12):	0
<b>B15</b>	Completers of programs of less than two years duration (total):	
<b>B16</b>	Completers of programs of less than two years within 150 percent of normal time:	
<b>B17</b>	Completers of programs of at least two but less than four years (total):	
<b>B18</b>	Completers of programs of at least two but less than four-years within 150 percent of normal time:	
<b>B19</b>	Total transfers-out (within three years) to other institutions:	
<b>B20</b>	Total transfers to two-year institutions:	
<b>B21</b>	Total transfers to four-year institutions:	

**2003 Cohort**

<b>B12</b>	Initial 2003 cohort, total of first-time, full-time degree/certificate-seeking students:	
<b>B13</b>	Of the initial 2003 cohort, how many did not persist and did not graduate for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government, or official church missions; total allowable exclusions:	
<b>B14</b>	Final 2003 cohort, after adjusting for allowable exclusions (Subtract question B13 from question B12):	0
<b>B15</b>	Completers of programs of less than two years duration (total):	
<b>B16</b>	Completers of programs of less than two years within 150 percent of normal time:	
<b>B17</b>	Completers of programs of at least two but less than four years (total):	
<b>B18</b>	Completers of programs of at least two but less than four-years within 150 percent of normal time:	
<b>B19</b>	Total transfers-out (within three years) to other institutions:	
<b>B20</b>	Total transfers to two-year institutions:	
<b>B21</b>	Total transfers to four-year institutions:	

**Retention Rates**

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Report for the cohort of all full-time, first-time bachelor's (or equivalent) degree-seeking undergraduate students who entered in fall 2006 (or the preceding summer term). The initial cohort may be adjusted for students who departed for the following reasons: death, permanent disability, service in the armed forces, foreign aid service of the federal government or official church missions. No other adjustments to the initial cohort should be made.

<b>B22</b>	For the cohort of all full-time bachelor's (or equivalent) degree-seeking undergraduate students who entered your institution as freshmen in fall 2006 (or the preceding summer term), what percentage was enrolled at your institution as of the date your institution calculates its official enrollment in fall 2007?	70%
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**C. FIRST-TIME, FIRST-YEAR (FRESHMAN) ADMISSION**

**Applications**

**C1 First-time, first-year, (freshmen) students:** Provide the number of degree-seeking, first-time, first-year students who applied, were admitted, and enrolled (full- or part-time) in fall 2007. Include early decision,










C5	Mathematics		


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**C8A** If yes, place check marks in the appropriate boxes below to reflect your institution's policies for use in admission for **Fall 2009**.

C8A		ADMISSION				
		Require	Recommend	Require for Some	Consider if Submitted	Not Used
C8A	SAT or ACT	x				
C8A	ACT only					
C8A	SAT only					
C8A	SAT and SAT Subject Tests or ACT					
C8A	SAT Subject Tests only					x

**C8B** If your institution will make use of the ACT in **admission** decisions for first-time, first-year, degree-seeking applicants for **Fall 2009**, please indicate which ONE of the following applies: (regardless of whether the writing score will be used in the admissions process):

<b>C8B</b> ACT with Writing Component required	
<b>C8B</b> ACT with Writing component recommended	
<b>C8B</b> ACT with or without Writing component accepted	x

**C8C** Please indicate how your institution will use the SAT or ACT writing component; check all that apply:

<b>C8C</b> For admission	
<b>C8C</b> For placement	x
<b>C8C</b> For advising	
<b>C8C</b> In place of an application essay	
<b>C8C</b> As a validity check on the application essay	
<b>C8C</b> No college policy as of now	
<b>C8C</b> Not using essay component	

**C8D** In addition, does your institution use applicants' test scores for academic advising?

<b>C8D</b>	Yes	No
		x

<b>C8E</b>	Latest date by which SAT or ACT scores must be received for fall-	
<b>C8E</b>	Latest date by which SAT Subject Test scores must be received for fall-term admission	

**C8F** If necessary, use this space to clarify your test policies (e.g., if tests are recommended for some students,  
**C8F**

**C8G** Please indicate which tests your institution uses for placement ease indit Tf-D 59 BDC /TT0 1 Tf2.48 0In place of an application essayFor admission


**C9 Percent and number of first-time, first-year (freshman) students enrolled in fall 2007 who submitted national standardized (SAT/ACT) test scores.** Include information for **ALL enrolled, degree-seeking, first-time, first-year (freshman) students who submitted test scores.** Do not include partial test scores (e.g., mathematics scores but not critical reading for a category of students) or combine other standardized test results (such as TOEFL) in this item. Do not convert SAT scores to ACT scores and vice versa. 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.

C9	Percent submitting SAT scores	77%	Number submitting SAT scores	352
C9	Percent submitting ACT scores	21%	Number submitting ACT scores	95

C9		25th Percentile	75th Percentile
C9	SAT Critical Reading	470	590
C9	SAT Math	480	590
C9	SAT Writing	470	580
C9	SAT Essay		
C9	ACT Composite	19	24
C9	ACT Math	18	25
C9	ACT English	18	24
C9	ACT Writing	16	24

**C9 Percent of first-time, first-year (freshman) students with scores in each range:**

C9		SAT Critical Reading	SAT Math	SAT Writing
C9	700-800	3.00%	2.00%	4.00%
C9	600-699	22.00%	22.00%	17.00%
C9	500-599	38.00%	41.00%	40.00%
C9	400-499	32.00%	31.00%	34.00%
C9	300-399	5.00%	4.00%	5.00%
C9	200-299	0.00%	0.00%	0.00%
C9	Totals should = 100%	100.00%	100.00%	100.00%
C9		ACT Composite	ACT English	ACT Math
C9	30-36	3.00%	4.00%	5.00%
C9	24-29	27.00%	25.00%	31.00%
C9	18-23	58.00%	49.00%	43.00%
C9	12-17	12.00%	21.00%	21.00%
C9	6-11	0.00%	1.00%	0.00%
C9	Below 6	0.00%	0.00%	0.00%
C9	Totals should = 100%	100.00%	100.00%	100.00%

**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).**

C10	Percent in top tenth of high school graduating class	21%
C10	Percent in top quarter of high school graduating class	47%
C10	Percent in top half of high school graduating class	75%
C10	Percent in bottom half of high school graduating class	25%
C10	Percent in bottom quarter of high school graduating class	6%
C10	Percent of total first-time, first-year (freshmen) students who submitted high school class rank:	74%

Top half +  
bottom half = 100%

**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.**

C11	Percent who had GPA of 3.75 and higher	
C11	Percent who had GPA between 3.50 and 3.74	
C11	Percent who had GPA between 3.25 and 3.49	
C11	Percent who had GPA between 3.00 and 3.24	
C11	Percent who had GPA between 2.50 and 2.99	
C11	Percent who had GPA between 2.0 and 2.49	
C11	Percent who had GPA between 1.0 and 1.99	
C11	Percent who had GPA below 1.0	
	Totals should = 100%	0.00%

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

**Admission Policies**

**C13 Application Fee**

C13		Yes	No
C13	Does your institution have an application fee?	x	
C13	Amount of application fee:	\$25.00	
C13		Yes	No
C13	Can it be waived for applicants with financial need?	x	

C13 If you have an application fee and an on-line application option, Same fee:

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C13 Percent of first-time, first-year students who submitted high school GPA: 0.00%





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C22 

Early action notification date	
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C22 Is your early action plan a "restrictive" plan under which you limit students from applying to other early plans?

C22	Yes	No
C22		

## D. TRANSFER ADMISSION

### Fall Applicants

D1		Yes	No
D1	Does your institution enroll transfer students? (If no, please skip to Section E)	x	
D1	If yes, may transfer students earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities?	x	

**D2** Provide the number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 2007.

D2		Applicants	Admitted Applicants	Enrolled Applicants
D2	Men	210	149	81
D2	Women	654	434	192
D2	<b>Total</b>	<b>864</b>	<b>583</b>	<b>273</b>

### Application for Admission

**D3** Indicate terms for which transfers may enroll:

D3	Fall	<input checked="" type="checkbox"/>
D3	Winter	<input checked="" type="checkbox"/>
D3	Spring	<input checked="" type="checkbox"/>
D3	Summer	<input checked="" type="checkbox"/>

D4		Yes	No
D4	Must a transfer applicant have a minimum number of credits completed or else must apply as an entering freshman?	x	
D4	If yes, what is the minimum number of credits and the unit of measure?	32	

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

D5		Required of All	Recommended of All	Recommended of Some	Required of Some	Not Required
D5	High school transcript				x	
D5	College transcript(s)	x				
D5	Essay or personal statement	x				
D5	Interview					x
D5	Standardized test scores				x	
D5	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):	
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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:

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.

D9		Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
D9	Fall					x
D9	Winter					x
D9	Spring					x
D9	Summer					x

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

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: 70.00

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

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

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

D16 Minimum number of credits that transfers must complete at your institution to earn a bachelor's degree: 32.00

D17 Describe other transfer credit policies:

## E. ACADEMIC OFFERINGS AND POLICIES

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

<b>E1</b>	Accelerated program	x
<b>E1</b>	Cooperative education program	
<b>E1</b>	Cross-registration	
<b>E1</b>	Distance learning	
<b>E1</b>	Double major	x
<b>E1</b>	Dual enrollment	
<b>E1</b>	English as a Second Language (ESL)	x
<b>E1</b>	Exchange student program (domestic)	
<b>E1</b>	External degree program	
<b>E1</b>	Honors Program	x
<b>E1</b>	Independent study	
<b>E1</b>	Internships	x
<b>E1</b>	Liberal arts/career combination	
<b>E1</b>	Student-designed major	
<b>E1</b>	Study abroad	x

**E2** This question has been removed from the Common Data Set

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## F. STUDENT LIFE

**F1** Percentages of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 2007 who fit the following categories:

F1		First-time, first-year (freshman) students	Undergraduates
F1	Percent who are from out of state (exclude international/nonresident aliens from the numerator and denominator)	3%	2%
F1	Percent of men who join fraternities	0%	3%
F1	Percent of women who join sororities	1%	5%
F1	Percent who live in college-owned, -operated, or -affiliated housing	52%	32%
F1	Percent who live off campus or commute	48%	68%
F1	Percent of students age 25 and older	2%	19%
F1	Average age of full-time students	19	22
F1	Average age of all students (full- and part-time)	19	23

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

F2	Campus Ministries	x
F2	Choral groups	x
F2	Concert band	x
F2	Dance	
F2	Drama/theater	x
F2	International Student Organization	
F2	Jazz band	x
F2	Literary magazine	x
F2	Marching band	
F2	Model UN	
F2	Music ensembles	x
F2	Musical theater	x
F2	Opera	x
F2	Pep band	x
F2	Radio station	
F2	Student government	x
F2	Student newspaper	x
F2	Student-run film society	
F2	Symphony orchestra	x
F2	Television station	x
F2	Yearbook	x

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

F3	On Campus	At Cooperating Institution	Name of Cooperating Institution
F3	Army ROTC is offered:	x	University of Houston
F3	Naval ROTC is offered:	x	Rice University
F3	Air Force ROTC is offered:		



## G. ANNUAL EXPENSES

**Provide 2008-2009 academic year costs of attendance for the following categories that are applicable to your institution.**

Check here if your institution's 2008-2009 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 2008-2009 academic year costs of attendance will be available:

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**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 2008-2009 academic year (30 semester or 45 quarter hours for institutions that derive annual tuition by multiplying credit hour cost by number of credits). A full academic year refers to the period of time generally extending from September to June; usually equated to two semesters, two trimesters, three quarters, or the period covered by a four-one-four plan. Room and board is defined as double occupancy and 19 meals per week or the maximum meal plan. Required fees include only charges that all full-time students must pay that are not included in tuition (e.g., registration, health, or activity fees.) Do not include optional fees (e.g., parking, laboratory use).

		First-Year	Undergraduates
G1	PRIVATE INSTITUTIONS		
	Tuition:	\$18,820	\$18,820
G1	PUBLIC INSTITUTIONS		
	Tuition:		
	In-district		
G1	PUBLIC INSTITUTIONS		
	In-state (out-of-district):		
G1	PUBLIC INSTITUTIONS		
	Out-of-state:		
G1	NONRESIDENT ALIENS		
	Tuition:	\$18,820	\$18,820
G1	REQUIRED FEES:		
G1	ROOM AND BOARD:		
	(on-campus)	\$4,995	\$4,995
G1	ROOM ONLY:		
	(on-campus)		
G1	BOARD ONLY:		
	(on-campus meal plan)		
G1	Comprehensive tuition and room and board fee (if your college cannot provide separate tuition and room and board fees):		
G1	Other:		
G2		Minimum	Maximum

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<b>G2</b>	Number of credits per term a student can take for the stated full-time tuition	8	12
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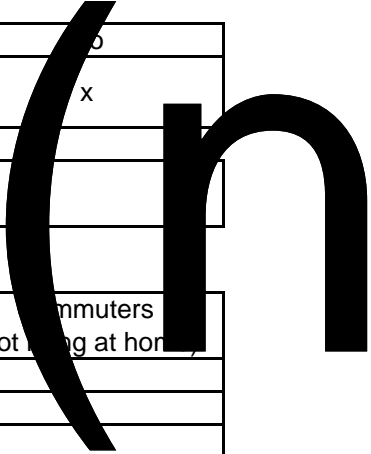
<b>G3</b>		Yes	No
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<b>G3</b>	Do tuition and fees vary by year of study (e.g., sophomore, junior, senior)?		X
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<b>G4</b>	If tuition and fees vary by undergraduate instructional program, describe briefly:		
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**G5** Provide the estimated expenses for a typical full-time undergraduate student:

<b>G5</b>	Residents	Commuters (living at home)	Commuters (not living at home)

## H. FINANCIAL AID

### Aid Awarded to Enrolled Undergraduates

Enter total dollar amounts **awarded** to enrolled full-time and less than full-time degree-seeking undergraduates (**using the same cohort reported in CDS Question B1, “total degree-seeking” undergraduates**) in the following categories. (Note: If the data being reported are final figures for the 2006-2007 academic year (see the next item below), use the 2006-2007 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 columns.** (For a suggested order of precedence in assigning categories of aid to cover need, see the entry for “non-need-based scholarship or grant aid” on the last page of the definitions section.)

		2007-2008 estimated	2006-2007 final
H1	Indicate the academic year for which data are reported for items H1, H2, H2A, and H6 below:	x	
H3	Which needs-analysis methodology does your institution use in awarding institutional aid?		
H3	Federal methodology (FM)		
H3	Institutional methodology (IM)		
H3	Both FM and IM		
H1		<b>Need-based \$</b> (Include non-need-based aid used to meet need.)	<b>Non-need-based \$</b> (Exclude non-need-based aid used to meet need.)
H1	<b>Scholarships/Grants</b>		
H1	Federal	\$2,391,574	\$1,298
H1	State (i.e., all states, not only the state in which your institution is located)	\$2,456,847	\$0
H1	Institutional: Endowed scholarships, annual gifts and tuition funded grants, awarded by the college, excluding athletic aid and tuition waivers (which are reported below).	\$3,216,482	\$2,755,901
H1	Scholarships/grants from external sources (e.g., Kiwanis, National Merit) not awarded by the college	\$401,228	\$189,128
H1	<b>Total Scholarships/Grants</b>	<b>\$8,466,131</b>	<b>\$2,946,327</b>
H1	<b>Self-Help</b>		
H1	Student loans from all sources (excluding parent loans)	\$7,137,283	\$1,487,495
H1	Federal Work-Study	\$683,386	68417
H1	State and other (e.g., institutional) work-study/employment (Note: Excludes Federal Work-Study captured above.)	\$0	\$0
H1	<b>Total Self-Help</b>	<b>\$7,820,669</b>	<b>\$1,555,912</b>
H1	<b>Other</b>		
H1	Parent Loans	\$939,114	\$1,787,842
H1	Tuition Waivers Reporting is optional. Report tuition waivers in this row if you choose to report them. Do not report tuition waivers elsewhere.	\$171,333	\$226,637
H1	Athletic Awards	\$927,410	\$1,835,759



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<b>H5a</b>	Report the average per-borrower cumulative undergraduate indebtedness through federal loan programs--Federal Perkins, Federal Stafford Subsidized and Unsubsidized. Include both Federal Direct Student Loan and Federal Family Education Loans. These are listed in line 4a. NOTE: exclude all institutional, state, private alternative loans and exclude parent loans.	<b>\$20,640</b>
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**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 institutional scg0rFfvOip and grant aid for undergraduate degree-seeking nonresident aliens:

<b>H6</b>	Institutional need-based scg0rFfvOip or grant aid is available	
<b>H6</b>	Institutional non-need-based scg0rFfvOip or grant aid is available	x
<b>H6</b>	Institutional scg0rFfvOip or grant aid is not available	

<b>H6</b>	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:	
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<b>H6</b>	Average dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:	
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<b>H6</b>	Total dollar amount of institutional financial aid awarded to undergraduate degree-seeking nonresident aliens:	
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**H7** Check off all financial aid forms nonresident alien first-year financial aid applicants must submit:

<b>H7</b>	Institution's own financial aid form	
<b>H7</b>	CSS/Financial Aid PROFILE	
<b>H7</b>	International Student's Financial Aid Application	
<b>H7</b>	International Student's Certification of Finances	x
<b>H7</b>	Other (specify):	

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

**H8** Check off all financial aid forms domestic first-year (freshman) financial aid applicants must submit:

<b>H8</b>	FAFSA	x
<b>H8</b>	Institution's own financial aid form	
<b>H8</b>	CSS/Financial Aid PROFILE	
<b>H8</b>	State aid form	
<b>H8</b>	Noncustodial PROFILE	
<b>H8</b>	Business/Farm Supplement	
<b>H8</b>	Other (specify):	

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

<b>H9</b>	Priority date for filing required financial aid forms:	3/1
<b>H9</b>	Deadline for filing required financial aid forms:	4/15
<b>H9</b>	No deadline for filing required forms (applications processed on a rolling basis):	



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H14	Minority status		
H14	Music/drama	x	
H14	Religious affiliation	x	
H14	State/district residency		

## I. INSTRUCTIONAL FACULTY AND CLASS SIZE

**Please report the number of instructional faculty members in each category for Fall 2007. Include faculty who are on your institution's payroll on the census date your institution uses for**

**I1 IPEDS/AAUP.**

The following definition of full-time instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey (the part time definitions are not used by AAUP). 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. Use the chart below to determine inclusions and exclusions:

		Full-time	Part-time
	(a) instructional faculty in preclinical and clinical medicine, faculty who are not paid (e.g., those who donate their services or are in the military), or research-only faculty, post-doctoral fellows, or pre-doctoral fellows	Exclude	Include only if they teach one or more non-clinical credit courses
	(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	Exclude	Include if they teach one or more non-clinical credit courses
	(c) other administrators/staff who teach one or more non-clinical credit courses even though they do not have faculty status	Exclude	Include
	(d) undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like	Exclude	Exclude
	(e) faculty on sabbatical or leave with pay	Exclude	Exclude


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### J. DEGREES CONFERRED

**J1 Degrees conferred between July 1, 2006 and June 30, 2007**

J1 For each of the following discipline areas, provide the percentage of diplomas/certificates, associate, and bachelor's degrees awarded. To determine the percentage, use majors, not headcount (e.g., students with one degree but a double major will be represented twice). Calculate the percentage from your institution's IPEDS Completions by using the sum of 1st and 2nd majors for each CIP code as the numerator and the sum of the Grand Total by 1st Majors and the Grand Total by 2nd major as the denominator. If you prefer, you can compute the percentages using 1st majors only.

J1	Category	Diploma/Certificates	Associate	Bachelor's	CIP 2000 Categories to Include
J1	Agriculture				1
J1	Natural resources/environmental science				3
J1	Architecture				4
J1	Area and ethnic studies				5
J1	Communications/journalism			3.33%	9
J1	Communication technologies				10
J1	Computer and information sciences				11
J1	Personal and culinary services				12
J1	Education			11.09%	13
J1	Engineering				14
J1	Engineering technologies				15
J1	Foreign languages and literature			4.43%	16
J1	Family and consumer sciences			2.70%	17
J1	<b>TOTAL (should = 100%)</b>	<b>0.00%</b>	<b>1.48%</b>	<b>98.59%</b>	

## Common Data Set Definitions

**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 requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn (by applicant or institution).

**Application fee:** That amount of money that an institution charges for processing a student's application for acceptance. This amount is *not* creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the institution.

**Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

**Associate degree:** An award that normally requires at least two but less than four years of full-time equivalent college work.

**Bachelor's degree:** An award (baccalaureate or equivalent degree, as determined by the Secretary 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:** e.g. religious life h acolle39 0ampusoks May coso.ref06 to Campus Cruss of itChrin ,ethodents at your



**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






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