



Williams College

Institutional Research

1999-2000 Common Data Set

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General Information

A1. Address Information

Name of College: *Williams College*
Mailing Address: *988 Main Street, P.O. Box 487*
City: *Williamstown*
State: *Massachusetts*
Zip: *01267*
Country: *United States*
Main Phone: *(413) 597-3131*
WWW Home Page Address: *http://www.williams.edu/*
Admission E-mail address: *admission@williams.edu*

A1.1. College Nickname: *None*

A1.2. College Team Name: *Ephs*

A2. Source of Institutional Control: *Private, non-profit*

A2.1. Number of Years of Undergraduate Study: *Four years*

A3. Undergraduate Institution Classification: *Coeducational college*

A3.1. Location of Institution: *Small town (2,500 - 9,999)*

A3.2. Geographic Location: *35 miles east of Albany, NY and 150 miles west of Boston, MA*

A3.3. Campus Environment: *Rural*

A4. Academic Year Calendar: *4-1-4*

A4.1. Mini-sessions offering course credit: *Not beyond Winter Study (January) Period*

A4.2. Summer Undergraduate Offerings: *None*

A4.3. Extended Class Availability: *N/A*

A5. Degrees Offered: *Bachelors and Master's*

A6. Can complete Bachelor's Degree Program On-Campus: *Yes*

A7. First Professional Degrees: *None*

A8. Religious Affiliation: *None*

A9. Description of Institution: *Liberal arts college*

A10. Unique facilities: *500-seat theater; 99-seat theater-in-the-round; 2,000-acre experimental forest; environmental studies center; observatory; electron scanning microscope; two transmission microscopes; studio art center; and a nuclear magnetic resonance imager*

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Enrollment & Persistence

Enrollment

B1. Institutional Enrollment -- Men and Women. Numbers of students reported on IPEDS Fall Enrollment Survey 1999 as of October 15, 1999. Refer to IPEDS EF-1 Part A.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
UNDERGRADUATES				
Degree-seeking, first-time freshmen	280	264	0	0
Other first-year, degree-seeking	2	2	0	0
All other degree-seeking	770	734	0	0
TOTAL DEGREE-SEEKING	1,052	1,000	0	0
All other undergraduates enrolled in credit courses	6	16	19	20
TOTAL UNDERGRADUATES	1,058	1,016	19	20
FIRST-PROFESSIONAL				
First-time, first-professional students	0	0	0	0
All other professionals	0	0	0	0
TOTAL FIRST-PROFESSIONAL	0	0	0	0
GRADUATE				
Degree-seeking, first-time	17	15	0	0
All other degree-seeking	3	14	0	0
All other graduates enrolled in credit courses	0	0	0	0
TOTAL GRADUATE	20	29	0	0

Total all undergraduates: 2,113

Total all graduate and professional students: 49

GRAND TOTAL ALL STUDENTS: 2,162

B2. Enrollment by Racial/Ethnic Category.

Numbers of **degree-seeking** undergraduate students reported on IPEDS Fall Enrollment Survey 1999 as of October 15, 1999. Refer to IPEDS EF-1 Part A.

	Degree-Seeking First-Time, First-Year	Degree-Seeking Undergraduates
Non-resident aliens	35	115
Black, non-Hispanic	35	138
American Indian or Alaskan Native	1	8
Asian or Pacific Islander	54	186
Hispanic	36	131
White, non-Hispanic	383	1,474
Race/ethnicity Unknown	0	0
TOTAL	544	2,052

B2.1. Non-resident Alien Graduate and First Professional Enrollment

	GRADUATE	FIRST PROFESSIONAL
Non-resident Aliens	21	0

Persistence

B3. Number of degrees awarded from July 1, 1998 to June 30, 1999.

Bachelor Degrees: 497

Master's Degrees: 27

Graduation Rates

The information in this section comes from the IPEDS Graduation Rate Survey (GRS).

B4. Initial 1993 cohort of first-time, full-time bachelor's degree-seeking undergraduate students; total of all students: 526

B5. Of the initial 1993 cohort, number who did not persist and did not graduate due to death, permanent disability, armed forces, foreign aid service of the federal government, or official church mission: 0

B6. Final 1993 cohort, after adjusting for allowable exclusions (B4 minus B5): 526

B7. Of the initial 1993 cohort, students completing program in four years or less: 467

B8. Of the initial 1993 cohort, students completing the program in more than four years but in five years or less (after August 31, 1997 and by August 31, 1998): 24

B9. Of the initial 1993 cohort, students completing the program in more than five years but in six years or less (after August 31, 1998 and by August 31, 1999): 5

B10. Total graduating within six years (sum of B7, B8, and B9): 496

B11. Six-year graduation rate for 1993 cohort (B10 divided by B6): 94.30%

Retention Rates

Reported for the cohort of all full-time, first-time bachelor's degree-seeking undergraduate students who entered in fall 1998, adjusted for departures due to death, permanent disability, armed forces, foreign aid service for federal government, or official church missions.

B22. Percentage of cohort entering in fall 1998 enrolling for fall 1999, as of October 15, 1999:
525/537=97.8%



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Freshman Admission

Applications

C1. First-time, first-year freshman students. Numbers of degree-seeking students who applied, were admitted, and enrolled (full- or part-time) in fall 1999. Includes early decision. Admitted applicants include wait-listed students who were subsequently offered admission.

Total men applied: 2,578

Total women applied: 2,429

Total men admitted: 583

Total women admitted: 574

Total men enrolled full-time: 280

Total women enrolled full-time: 264

Total men enrolled part-time: 0

Total women enrolled part-time: 0

C2. Freshman wait-listed students

Policy of placing students on waiting list: YES

Number of qualified applicants placed on waiting list (fall 1999 admissions):

Number accepting place on the waiting list (fall 1999 admissions):

Number of wait-listed students admitted (fall 1999 admissions):

Admission Requirements

C3. High school completion requirement: *High school diploma or equivalent is not required*

C3.1. Special Requirements or Advice for Home-Schooled Applicants:

C4. General college-preparatory program: *Required*

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

Total Academic Units	Required	Recommended
English		4
Mathematics		4
Lab Science		3
Foreign Language		4
Social Studies		3
History		

Other: *writing skills stressed; course work should be at highest level available, especially in major interest areas*

Basis for Selection

C6. 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? *NO*

C6.1. Brief statement about how admission decisions are reached: *School achievement record, character and personal promise, test scores, and personal essay are important. College seeks diversity of social, economic, and geographic backgrounds. Leadership and accomplishment in extracurricular activities are also considered.*

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

	very important	important	considered	not considered
ACADEMIC				
Secondary school record	X			
Class rank		X		
Recommendations	X			
Standardized test scores	X			
Essay	X			
NON-ACADEMIC				
Interview				X
Extracurricular Activities		X		
Talent/ability		X		
Character/personal qualities			X	
Alumni/ae relation			X	
Geographical residence				X
State residency				X
Religious affiliation/commitment				X
Minority status			X	
Volunteer work			X	
Work experience			X	

SAT and ACT Policies

C8. Entrance Exams.

A. Use SAT I, SAT II, or ACT scores in admission decisions for first-time, first-year, degree-seeking applicants? *YES, require SAT I or ACT and three SAT IIs; in addition, Williams uses applicants' test scores for counseling, but not placement.*

B. Use SAT I, SAT II, or ACT for placement only? *Williams does not use these tests for placement purposes*

**C. Latest date by which SAT I or ACT scores must be received for fall-term admission: *January 15*
Latest date by which SAT II scores must be received for fall-term admission: *January 15***

Freshman Profile

Includes all enrolled degree-seeking full-time and part-time, first-time, first-year students enrolled in fall 1999.

C9. Percent and number of first-time, first-year students enrolled in fall 1999 who submitted national standardized (SAT/ACT) test scores. Does not include partial test scores. SAT scores are recentered.

Percent submitting SAT scores: 98.7%

Number submitting SAT scores: 537

Percent submitting ACT scores:

Number submitting ACT scores:

	25th percentile	75th percentile
SAT I Verbal	650	760
SAT I Math	660	750
ACT Composite		
ACT English		

ACT Math		
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Percent of first-time, first-year students with scores in each range

	SAT I Verbal	SAT I Math
700-800	56%	59%
600-699	34%	32%
500-599	9%	8%
400-499	1%	1%
300-399	0%	0%
200-299	0%	0%

	ACT Composite	ACT English	ACT Math
30-36	n/av	n/av	n/av
24-29	n/av	n/av	n/av
18-23	n/av	n/av	n/av
12-17	n/av	n/av	n/av
6-11	n/av	n/av	n/av
below 6	n/av	n/av	n/av

C10. Percent of all degree-seeking, first-time, first-year students who had high school class rank within each of the following ranges (reported for those students submitting class rank).

Percent in top tenth of high school class: **84%**
 Percent in top quarter of high school class: **97%**
 Percent in top half of high school class: **99%**
 Percent in bottom half of high school class: **1%**
 Percent in bottom quarter of high school class: **0%**
 Percent submitting high school class rank: **49%**

C11. Percent of all degree-seeking, first-time, first-year students who had high school grade point averages within each of the following ranges on a 4.0 scale: **not available**

C12. Average high school GPA of all degree-seeking, first-time, first-year students who submitted GPA: **not available**
 Percent of total first-time, first-year students who submitted high school GPA: **not available**

Admission Policies

C13. Application fee: **YES**

Amount of application fee: **\$50.00**
 Waived for applicants with financial need? **YES**

C14. Application closing date: **January 1 (postmarked)**

C15. First-time, first-year students accepted for terms other than fall? **NO**

C16. Notification to applicants of admission decision sent: **by April 8**

C17. Reply policy for admitted applicants: **must reply by May 1 or within one week if notified thereafter**

C17.1. Candidates Reply Date Agreement observed: **YES**

C17.2. Deadline for Housing Deposit: **June 1; Amount of Deposit: \$200 (non-refundable)**

C18. Deferred Admission: **one-year deferral; beyond that requires special petition**

C19. Early admission of high school students: **YES**

C20. Accept Common Application distributed by the National Association of Secondary School Principals: **YES**

Are supplemental forms required: **NO**
 Member of the Common Application Group? **YES**

Early Decision and Early Action Plans

C21. Offers early decision plan for first-time, first-year applicants for fall enrollment? **YES**

Only early decision plan closing date: **November 15**
 Only early decision plan notification date: **December 15**

Number of early decision applications received in fall 1998: **505**
 Number of applicants admitted under early decision plan in fall 1998: **198**

C22. Offers nonbinding early action plan whereby students are notified of an admission decision well in advance of the regular notification date but do not have to commit to attending? **NO**



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Transfer Admission

Fall Applicants

D1. College enrolls transfer students: *YES*

Transfer students may earn advanced standing credit by transferring credits earned from course work completed at other colleges/universities: *YES*

D2. Number of students who applied, were admitted, and enrolled as degree-seeking transfer students in fall 1999:

	Applicants	Admitted Applicants	Enrolled Applicants
Men	72	6	6
Women	48	4	3
Total	110	10	9

Application for Admission

D3. Terms for which transfer may commence enrollment: *Fall or Spring*

D4. Must transfer applicants have a minimum number of credits completed to avoid applying as an entering freshman? *NO*

D5. Items required of transfer students applying to Williams:

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

D6. Minimum high school grade point average required of transfer applicants (on 4.0 scale): *not applicable*

D7. Minimum college grade point average required of transfer applicants (on 4.0 scale): *3.50*

D8. Other application requirements specific to transfer applicants: *applicants must submit one faculty letter of recommendation plus a dean's report required*

D9. Application priority, closing, notification, and candidate reply dates for transfer students:

	Priority Date	Closing Date	Notification Date	Reply Date	Rolling Admission
Fall		March 1	May 1		
Winter					
Spring		December 1	December 20		

Summer					
--------	--	--	--	--	--

D10. Does open admission policy apply to transfer students? *NO*

D11. Additional requirements for transfer admission: *None*

Transfer Credit Policies

D12. Lowest grade earned for any course that may be transferred for credit: *C-*

D13. Maximum number of credits or courses that may be transferred from a two-year institution: *Not available*

D14. Maximum number of credits or courses that may be transferred from a four-year institution: *Not available*

D15. Minimum number of credits that transfers must complete at institution to complete associate degree: *Not applicable*

D16. Minimum number of credits that transfers must complete at Williams to earn a bachelor's degree: *Two years in residence; three years of residence if entering as sophomore*

D17. Other transfer credit policies: *none*

D18. Institutions to which most students transfer? *Not available*

D19. Special services offered to students transferring *into* Williams College: *advising, orientation*

Special services offered to students transferring *out of* Williams College: *advising*

D20. Transfer students accepted at following levels: *second-semester freshman, sophomore, and junior*

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Academic Offerings and Policies

E1. Special Study Options

X	Accelerated program	X	Honors program
	Cooperative program	X	Independent study
X	Cross-registration	X	Internships
	Distance learning		Liberal arts/career combination
X	Double major	X	Student-designed major
	Dual enrollment	X	Study abroad
	English as Second Language	X	Teacher certification program
X	Exchange student program		Weekend college
	External degree program		Other _____

Other: preadmission summer program for pre-medical and science students; summer science research program; Williams in Oxford (U.K.) program; tutorial courses; 3-2 engineering program with Columbia University and Washington University.

E1.1. Off-campus study options: Oxford University program; Mystic Maritime Studies Program

E1.2. Offer GED preparation: No

GED Test Center: No

E1.3. Formal partnerships with national corporations, local businesses, or high schools:None

E1.4. Licensure preparation (e.g., aviation, dental hygiene, etc.): None

E1.5. Separate undergraduate honors college with different admission requirements and different offerings: No

E1.6. Liberal arts/career combinations: None

E1.7. Combined bachelor's/graduate programs: Engineering (in conjunction with another institution)

E2. How are distance learning programs delivered? Not applicable

E3. Academic Support Services Offered:

X	Writing Center
	Learning Center
X	Tutoring
	Remedial instruction
X	Pre-admission summer program
	Reduced course load
X	Study skills assistance

E4. Other characteristics of academic policies: Students are required to complete distribution requirement of at least three graded semester courses in each division (Languages and Arts; Social Studies; and Science and Mathematics). In addition, each student must complete one graded semester course primarily concerned with (a) the peoples and cultures of North America that trace their origins to Africa, Asia, Latin America, Oceania, or the Carribean; Native American peoples and their cultures; or (b) the peoples and cultures of Africa, Asia, Latin America, Oceania, or the Carribean. Students must complete nine to ten courses in the major discipline. Student must successfully complete thirty-two courses and four winter study courses are required to graduate.

Computing on Campus

E5. Are students required to have a personal or laptop computer? *No*

Number of college-owned workstations available for general college use: *185 (est.)*

Location of workstations: *Library, computer center, student center*

X	Dorms wired for access to campus-wide network
X	Email accounts provided to all students
X	On-line course registration for freshmen
X	Commuter/off-campus students can connect to campus network
X	Computer repair service available on-campus
X	Computer helpline available

Advanced Placement

Name of Advanced Placement Official: *Charles Toomajian, Associate Dean & Registrar*

Telephone: *(413) 597-4286*

Email address: *Charles.Toomajian@williams.edu*

E11. Number of freshmen entering in Fall 1999 who received advanced placement and/or credit on the basis of AP exams: *Not available*

E12. AP Requirements by Discipline

	Credit Grade	Credit Hours Awarded	Placement Grade
Art History	5	2 courses	5
Art Studio: Drawing	NA		
Art Studio: General	NA		
Biology	4	2 courses	none
Chemistry	5	2 courses	5, depends on dept
Computer Science A	NA		
Computer Science AB	4	1 course	4
English Lang and Comp	NA		
English Literature and Comp	4	2 courses	5
Environmental Studies	NA		
French Language	4	2 courses	requires dept. placement test
French Literature	4	2 courses	requires dept. placement test
German Language	3	1 course; 2 courses if AP>3	requires dept. placement test
German Literature	NA		
Government & Politics, US	4	1 course	4
Gov't & Politics, Comparative	4	1 course	4
History, European	4	1 course	4
History, US	4	1 course	3
Latin, Literature	4	2 courses	3
Latin, Vergil	4	2 courses	3
Macroeconomics	4	1 course	requires dept. placement test
Mathematics, Calculus AB	2	1 course; 2 courses if AP>3	requires dept. placement survey
Mathematics, Calculus BC	1	1 course; 2 courses if AP>2	requires dept. placement survey
Microeconomics	4	1 course	requires dept. placement test

Music Theory	NA		
Physics B	4	2 courses	requires dept. placement test
Physics C, Electric. & Magnetism	4	1 course	requires dept. placement test
Physics C, Mechanics	4	1 course	requires dept. placement test
Psychology	5	1 course	5
Spanish, Language	3	1 course, 2 courses if AP=5	requires dept. placement test
Spanish, Literature	3	1 course, 2 courses if AP=5	requires dept. placement test
Statistics			

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Student Life

F1. Percentage of first-time, first-year (freshman) students and all degree-seeking undergraduates enrolled in fall 1999 who fit the following categories:

	Freshmen	All Undergraduates
Percent who are from out of state (excluding non-resident aliens)	86%	85%
Percent of men who join fraternities	0%	0%
Percent of women who join sororities	0%	0%
Percent who live in college-owned, -operated, or -affiliated housing	100%	96%
Percent who live off-campus or commute (excludes study abroad and domestic exchange students)	0%	4%
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

F1.1. Percentages of Minority and International Students

	Proportion of first-time, first-year students	Proportion of degree-seeking undergraduates
Minority	23%	23%
International	6%	6%

F1.2. Is campus primarily residential or commuter? *Residential*

F2. Activities Offered:

X	Choral groups	X	Marching Band	X	Student Government
	Concert band	X	Music ensembles	X	Student newspaper
X	Dance		Musical theater	X	Student-run film society
X	Drama/theater		Opera	X	Symphony orchestra
X	Jazz band		Pep band		Television station
X	Literary magazine	X	Radio station	X	Yearbook

F2.1. Are there social fraternities and sororities? *No*

F3. ROTC programs. *None offered*

F4. Housing.

Types of college-owned, -operated, or -affiliated housing available for undergraduates at Williams College:

X	Coed dorms	Special housing for disabled students
	Men's dorms	Special housing for international students
	Women's dorms	Fraternity/sorority housing
	Apts. for married students	Cooperative housing
	Apts. for single students	Other option _____

F4.1. Housing Availability: *Guaranteed on-campus housing for all undergraduates*

F4.2. Religious observance required? *No*

F4.3. Examples of religious, political, ethnic, and social service organizations available on campus: *service and religious organizations, Black Student Union, Purple Key, Asian Link, VISTA (Hispanic students), Koreans of Williams Minority Coalition, Nonviolent Alternatives Committee, Women of Williams, Hillel, etc.*

F4.4. Other student policies and regulations: *See Student Handbook*

Athletics

F5. Intercollegiate Athletic Association Membership: *National Collegiate Athletic Association (NCAA)*

F6. Sports Offered:

Sport	Intercollegiate Men	Intercollegiate Women	Intramural Men	Intramural Women	Scholarship Men	Scholarship Women	Club Men*	Club Women*
Archery								
Badminton			X	X			X	
Baseball	X						X	
Basketball	X	X	X	X				
Basketball	X	X	X	X				
Bowling								
Boxing								
Cricket								
Cross-Country	X	X						
Diving	X	X						
Equestrian	X	X					X	X
Fencing	X	X					X	X
Field Hockey		X						
Football	X							
Football	X							X
Gymnastics								
Handball								
Ice Hockey	X	X	X					
Judo							X	X
Lacrosse	X	X						
Racquetball								
Rifle								
Rodeo								
Rowing (crew)	X	X						
Rugby							X	X
Sailing							X	X
Skiing	X	X	X	X				
Skin Diving								
Soccer	X	X	X	X				
Softball		X	X	X				
Squash	X	X						
Swimming	X	X						
Synchronized Swimming								
Table Tennis								
Tennis	X	X						
Tennis	X	X						
Triathlon								

Volleyball		X	X	X			X	
Water Polo			X	X			X	X
Weight Lifting								
Wrestling	X							

* Includes Athletic department-sponsored and student organized club sports

F7. Available Club Sports: Badminton, Baseball (M), Croquet, Curling, Cycling, Equestrian, Fencing, Golf (W), Martial Arts, Paintball, Rugby, Sailing, Ultimate Frisbee, Volleyball (M), and Water Polo

Freshman Orientation

F8. Freshman Orientation Available: YES

F9. Services Offered:

X	Adult (re-entering student services/programs)
X	Alcohol/substance abuse counseling
X	Campus ministries/chaplains
X	Career counseling
	Economically disadvantaged student services
	Employment services for undergraduates
X	Financial aid counseling
X	Health services
	Legal services
X	Minority student services
	On-campus daycare
X	Personal counseling
X	Placement service for graduates
	Veteran's counselor
	Women's services

F10. Companies recruiting on campus: Contact Career Counseling

F11. Services for physically disabled:

X	Wheelchair accessibility
X	Services and/or facilities for visually impaired
X	Services and/or facilities for hearing impaired
X	Services and/or facilities for those with speech or communication disorders

*Although the College operated no specially structured academic programs for individuals with disabilities, it is committed to providing support services and accommodations to any students who need them.

F12. Type of support services available for students with learning disabilities: Partial services available(suport services are available on an individual, as-needed basis. There is no formal program offered.



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Annual Expenses

G1. Undergraduate Full-time Tuition, Required Fees, Room and Board (1999-2000)

Tuition: \$24,619
Required Fees: \$171
Room: \$3,340
Board: \$3,390

G2. Number of credits per term a student can take for the stated full-time: *minimum of 4 courses; maximum of 5 courses*

G3. Tuition and fees vary by year of study? *NO*

G4. Tuition and fees vary by instructional program? *NO*

G5. Estimated expenses for a typical full-time undergraduate student:

	Residents	Commuters at home	Commuters not at home
Books and supplies	\$600	n/app	n/app
Room Only	\$3,340	n/app	n/app
Board only	\$3,390	n/app	n/app
Transportation	\$450	n/app	n/app
Other expenses	\$850	n/app	n/app

G6. Undergraduate per-credit-hour charges: *not applicable*

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Financial Aid

Aid Awarded to Enrolled Undergraduates (1999-2000)

H1. Total dollar amounts awarded to full-time and less than full-time degree-seeking undergraduates, including international students.

	Need-based Aid	Non-need-based Aid
Scholarships/Grants		
Federal	\$960,916	
State	\$175,880	
Institutional, excluding athletic and tuition waivers	\$13,357,552	
External sources not awarded by the College	\$656,769	
TOTAL SCHOLARSHIPS/GRANTS	\$15,151,117	
Self-Help		
Student loans from all sources	\$3,262,585	
Federal Work-Study	\$582,537	
State and other work-study/employment	\$701,151	
TOTAL SELF-HELP	\$4,546,273	
PARENT LOANS	N/App	
TUITION WAIVERS	\$0	
ATHLETIC AWARDS	\$0	

Number of Enrolled Students Receiving Aid

H2. Number of degree-seeking full-time and less than full-time undergraduates who applied for and received financial aid. Students may be counted in more than one row, and full-time freshmen are counted as full-time undergraduates.

	First-time, Full-time Freshmen	Full-time Undergrad	Less than Full-time
NEED-BASED AWARDS			
a) Number of degree-seeking undergraduate students	548	2,182	0
b) Number of students in (a) who were financial aid applicants (all types of aid)	271	982	0
c) Number of students in (b) who were determined to have financial need	242	902	0
d) Number of students in (c) who received any financial aid	242	902	0
e) Number of students in (d) who received any need-based gift aid	235	872	0
f) Number of students in (d) who received any need-based self-help aid	205	814	0
g) Number of students in (d) who received any non-need-based gift aid	0	0	0
h) Number of students in (d) whose need was fully met (excluding PLUS loans,			

unsubsidized loans and private alternative loans).	242	902	0
i) On average, the percentage of need that was met of students who received any need-based aid (excluding resources that were awarded to replace EFC, such as PLUS loans and private alternative loans).	100%	100%	N/A
j) The average financial aid package of those in line (d) (excluding PLUS loans, unsubsidized loans and private alternative loans).	\$22,020	\$21,837	N/A
k) Average need-based gift award of those in line (e)	\$19,717	\$17,375	N/A
l) Average need-based self-help award (excluding PLUS loans, unsubsidized loans and alternative private loans) of those in line (f).	\$3,392	\$5,585	N/A
m) Average need-based loan (excluding PLUS loans, unsubsidized loans and private alternative loans) of those in line (f).	\$2,202	\$4,130	N/A
NON-NEED BASED AWARDS			
n) Number of students in (a) who had no financial need who received non-need-based aid (excluding those receiving athletic awards and tuition benefits).	29	80	0
o) Average award to students in line (n)	\$3,739	\$3,913	N/A
p) Number of students in (a) who received a non-need-based athletic award.	N/A	N/A	N/A
q) Average non-need-based athletic award to those in line (p).	N/A	N/A	N/A

H3. Needs-analysis methodology used in awarding institutional aid?

☐	Federal Methodology (FM)
☒	Institutional Methodology (IM)
☐	Both FM and IM

H4. Percent of 1999 graduating undergraduate class who have borrowed through any loan programs (federal, state, subsidized, unsubsidized, private, etc.; excluding parent loans). Includes only students who borrowed while enrolled at Williams. 45%

H5. Average per-borrower cumulative undergraduate indebtedness of those in line H4; excluding money borrowed at other institutions: \$14,099

H5.1. Is need-based financial aid available to full-time students? YES

H5.2. Is need-based financial aid available to part-time students? YES

H5.3. Do you practice need-blind admissions? YES

H5.4. All financial aid based on need? YES

Aid to Undergraduate International Students

H6. Institution's policy regarding financial aid for undergraduate international (non-resident alien) students: College administered need-based financial aid is available for undergraduate international students

- **Number of undergraduate international students who received need- or non-need-based aid:** 67
- **Average dollar amount awarded to undergraduate international students:** \$31,715
- **Total dollar amount of financial aid from all sources awarded to all undergraduate international students:** \$2,124,925

Process for First-Year/Freshman Students

H7. Financial aid forms domestic first-year (freshman) financial aid applicants must submit: FAFSA, CSS/Financial Aid PROFILE

H8. Financial aid forms international (non-resident alien) first-year (freshman) financial aid applicants must submit: International Student's Financial Aid Application, International Student's Certification of Finances

H9. Filing dates for first-year (freshman) students: February 1

H10. Notification dates for first-year (freshman) students: April 1

H11. Reply date: May 1

H14. Criteria used in awarding institutional aid: Not available

H14.1. Deadline for filing required financial aid forms: March 1

H15. State regulations: Not applicable

Policies on Reducing and/or Meeting College Costs

H16. Assistance Offered:

TUITION WAIVERS			
☐	Adult students	☐	Children of alumni
☐	Senior citizens	☐	Minority students
☐	Family members enrolled simultaneously	☐	Unemployed or children of unemployed
☐	Family of clergy	☒	Employees/families of employees
TUITION GUARANTEE PLANS			
☐	Tuition at time of first enrollment guaranteed to all students for 4 (or 2) years		
☐	Tuition at time of first enrollment guaranteed only to students making advance payment		
☐	Tuition futures or advance payment program for parents of young children		
TUITION PAYMENT PLANS			
☐	Credit card payment	☒	Installment payment
☐	Prepayment discount	☐	Deferred payment
☐	External finance company	☐	

H17. Work-study program available:

- ☒ *Nights*
- ☒ *For part-time students*
- ☒ *Weekends*

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1999-2000 Common Data Set

Instructional Faculty & Class Size

Instructional Faculty, Fall 1999

Faculty Category	Full-time	Part-time
Total number of instructional faculty[1]	242	59
Total number who are members of minority groups[2]	27	6
Total number who are women	87	36
Total number who are men	155	23
Total number with doctorate, first-professional, or other terminal degree	**	**

1. from 1999 IPEDS Fall Staffing Report; **includes athletics faculty**

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

** not provided since "total number of instructional faculty" includes athletics faculty; 96% of voting faculty membership have terminal degree.

Undergraduate Class Size, Fall 1999

Class Type		<10	10-19	20-29	30-39	40-49	50-59	60-99	100+	Total
Class Sections[1]	#	80	136	75	34	18	6	10	7	366
	%	21.9%	37.2%	20.5%	9.3%	4.9%	1.6%	2.7%	1.9%	100.0%
Class Sub-Sections[2]	#	54	66	19	4	1	0	0	0	144
	%	37.5%	45.8%	13.2%	2.8%	0.7%	0.0%	0.0%	0.0%	100.0%

[1] class sections include lecture, seminar, tutorial, and studio sections; excludes graduate art history and economics sections (500-level)

[2] class sub-sections include conference and lab sections



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Degrees Offered & Awarded

J. Degrees Conferred between July 1, 1998 and June 30, 1999

Reference: IPEDS Completions, Part A

Proportion of Degrees Awarded in Each Discipline, 1999 Graduates:

Category	Diploma/certificate	Associate Degree	Bachelor's Degree	CIP Categories
Agriculture	n/app	n/app	not offered	1 & 2
Architecture	n/app	n/app	not offered	4
Area and ethnic studies	n/app	n/app	3%	5
Biological/life sciences	n/app	n/app	12%	26
Business/marketing	n/app	n/app	not offered	8 & 52
Communications	n/app	n/app	not offered	9 & 10
Computer and information sciences	n/app	n/app	3%	11
Education	n/app	n/app	not offered	13
Engineering	n/app	n/app	not offered	14 & 15
English	n/app	n/app	11%	23
Foreign languages and literature	n/app	n/app	3%	16
Health professions and related sciences	n/app	n/app	not offered	51
Home economics	n/app	n/app	not offered	19 & 20
Interdisciplinary studies	n/app	n/app	2%	30
Law/legal studies	n/app	n/app	not offered	22
Liberal arts/general studies	n/app	n/app	not offered	24
Library science	n/app	n/app	not offered	25
Mathematics	n/app	n/app	5%	27
Military science and technologies	n/app	n/app	not offered	28 & 29
Natural resources/environmental science	n/app	n/app	not offered	3
Parks and recreation	n/app	n/app	not offered	31
Personal and misc. services	n/app	n/app	not offered	12
Philosophy, religion, and theology	n/app	n/app	4%	38 & 39
Physical sciences	n/app	n/app	6%	40 & 41
Protective services/public administration	n/app	n/app	not offered	43 & 44
Psychology	n/app	n/app	9%	42
Social sciences and history	n/app	n/app	34%	45
Trade and industry	n/app	n/app	not offered	46, 47, 48, & 49
Visual and performing arts	n/app	n/app	8%	50
TOTAL	n/app	n/app	100%	



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Administrative Officers

K. Selected Administrative Staff

Chief Executive Officer: *Mr. Carl W. Vogt, President*

Chief Institutional Research Officer: *Dr. Richard S. Myers, Assistant Provost and Director of Institutional Research*

Chief Academic Officer: *Dr. David L. Smith, Dean of the Faculty & Francis Oakley Third Century Professor of English*

Enrollment Manager: *Mr. Richard L. Nesbitt, Acting Director of Admission*

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List of Majors

Bachelor's	Masters	CIP	Discipline
X		05.0102	American Studies
X		45.02	Anthropology
X	X*	50.0703 & 50.0702	Art
X		05.0103	Asian Studies
X		40.02	Astronomy
X		40.03	Astrophysics
X		26.01	Biology
X		40.05	Chemistry
X		16.0301	Chinese
X		16.1201	Classics
X		11.07	Computer Science
X	X**	45.06	Economics
X		23	English
X		16.0901	French
X		40.0601	Geosciences
X		16.0501	German
X		45.08	History
X		16.0302	Japanese
X		23.03	Literary Studies
X		27	Mathematics
X		50.0901	Music
X		38.01	Philosophy
X		40.0801	Physics
X		uncoded	Political Economy
X		45.10	Political Science
X		42	Psychology
X		38.02	Religion
X		16.0402	Russian
X		45.11	Sociology
X		16.0905	Spanish
X		50.0501	Theatre

* Graduate degree is in art history

** Graduate degree is in development economics



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CDS Definitions

Note: 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's 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: 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 vocational testing; interest inventories, personal counseling; help in resume writing, interviewing, launching the job search; listings for those students desiring employment and those seeking permanent positions; establishment of a permanent reference folder; career resource materials.

Carnegie units: One year of study or the equivalent in a secondary school subject.

Certificate: See Postsecondary award, certificate, or diploma.

Class rank: The relative numerical position of a student in his or her graduating class, calculated by the high school

on the basis of grade-point average, whether weighted or unweighted.

College preparatory program: Courses in academic subjects (English, history and social studies, foreign languages, mathematics, science, and the arts) that stress preparation for college or university study.

Common Application: The standard application form distributed by the National Association of Secondary School Principals for a large number of private colleges who are members of the Common Application Group.

***Community service program:** Referral center for students wishing to perform volunteer work in the community or participate in volunteer activities coordinated by academic departments.

Commuter: A student who lives off campus in housing that is not owned by, operated by, or affiliated with the college. This category includes students who commute from home and students who have moved to the area to attend college.

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

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.

Core curriculum: A specified number of courses or credits in the humanities, social sciences, life sciences, and/or physical sciences required of all students, regardless of major, to ensure a basic set of learning experiences.

***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 admission to the college in order to participate.

Early action plan: An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll; the student may reply to the offer under the college's regular reply policy.

Early admission: A policy under which students who have not completed high school are admitted and enroll full

time in college, usually after completion of their junior year.

Early decision plan: A plan that permits students to apply and be notified of an admission decision (and financial aid offer if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions for early decision applicants: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.

English as a Second Language (ESL): A course of study designed specifically for students whose native language is not English.

Exchange student program-domestic: Any arrangement between a student and a college that permits study for a semester or more at another college in the United States without extending the amount of time required for a degree. See also Study abroad.

External degree program: A program of study in which students earn credits toward a degree through independent study, college courses, proficiency examinations, and personal experience. External degree programs require minimal or no classroom attendance.

Extracurricular activities (as admission factor): Special consideration in the admissions process given for participation in both school and nonschool-related activities of interest to the college, such as clubs, hobbies, student government, athletics, performing arts, etc.

First professional certificate (postdegree): An award that requires completion of an organized program of study designed for persons who have completed the first professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

First professional degree: An award in one of the following fields: Chiropractic (DC, DCM), dentistry (DDS, DMD), medicine (MD), optometry (OD), osteopathic medicine (DO), rabbinical and Talmudic studies (MHL, Rav), Pharmacy (B.Pharm, Pharm.D), podiatry (PodD, DP, DPM), veterinary medicine (DVM), law (LLB, JD), divinity/ministry (BD, MDiv).

First-time student: A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

First-time, first-year (freshman) student: A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

First-year student: A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.

Freshman: A first-year undergraduate student.

***Freshman/new student orientation:** Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college. May be a few hours or a few days in length; at some colleges, there is a fee.

Full-time student (undergraduate): A student enrolled for 12 or more semester credits, 12 or more quarter credits, or 24 or more contact hours a week each term.

Geographical residence (as admission factor): Special consideration in the admission process given to students from a particular region, state, or country of residence.

Grade-point average (academic high school GPA): The sum of grade points a student has earned in secondary school divided by the number of courses taken. The most common system of assigning numbers to grades counts four points for an A, three points for a B, two points for a C, one point for a D, and no points for an E or F. Unweighted GPA's assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses.

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

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

High school diploma or recognized equivalent: A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state-specified examination.

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:** Center offering assistance through tutors, workshops, computer programs, or audiovisual equipment in reading, writing, math, and skills such as taking notes, managing time, taking tests.

***Legal services:** Free or low cost legal advice for a range of issues (personal and other).

Liberal arts/career combination: Program in which a student earns undergraduate degrees in two separate fields, one in a liberal arts major and the other in a professional or specialized major, whether on-campus or through cross-registration.

Master's degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

Minority affiliation (as admission factor): Special consideration in the admission process for members of designated racial/ethnic minority groups.

***Minority student center:** Center with programs, activities, and/or services intended to enhance the college experience of students of color.

Nonresident alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

***On-campus day care:** Licensed day care for children of students (usually 3 and up); usually for a fee.

Open admission: Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.

Other expenses (costs): Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings.

Out-of-state tuition: The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.

Part-time student (undergraduate): A student enrolled for fewer than 12 credits per semester or quarter, or fewer than 24 contact hours a week each term.

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

Post-master's certificate: An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.

Post-baccalaureate certificate: An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees carrying title of master.

Postsecondary award, certificate, or diploma (at least one but less than two academic years): Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but fewer than 60 credit hours, or in at least 900 but fewer than 1,800 contact hours.

Private institution: An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

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 category.

Religious affiliation/commitment (as admission factor): 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 student who want to religious

problems or issues.

***Remedial services:** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

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 the exception. Do not include application fees or optional fees such as lab fees or parking fees.

Resident alien or other eligible noncitizen: A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

Room and board (charges)-on campus: Assume double occupancy in institutional housing and 19 meals per week (or maximum meal plan).

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.

Study abroad: Any arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.

***Summer session:** A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have 2 or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

Talent/ability (as admission factor): Special consideration given to students with demonstrated talent/abilities in areas of interest to the institution (e.g., sports, the arts, languages, etc.).

Teacher certification program: Program designed to prepare students to meet the requirements for certification as teachers in elementary and secondary schools.

Transfer applicant: An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has previously attended another college or university and earned college-level credit.

Transfer student: A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.

Transportation (costs): Assume two round trips to student's hometown per year for students in institutional housing or daily travel to and from your institution for commuter students.

Trimester calendar system: An academic year consisting of 3 terms of about 15 weeks each.

Tuition: Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

***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's 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.

Wait list: List of students who meet the admission requirements but will only be offered a place in the class if space becomes available.

Weekend college: A program that allows students to take a complete course of study and attend classes only on

weekends.

White, non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

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

Work experience (as admission factor): Special consideration given to students who have been employed prior to application, whether for relevance to major, demonstration of employment-related skills, or as explanation of student's academic and extracurricular record.

Common Data Set Financial Aid Definitions

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

Indebtedness: Aggregate dollar amount borrowed by the student.

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

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

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

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

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

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

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

Scholarships/grants from external sources: Monies received from outside (private) sources that the student brings with them (e.g., Kiwanis, NMSQT scholarships). The institution may process paperwork to receive the dollars, but it has no role in determining the recipient or the dollar amount awarded.

Self-help aid: Need-based loans and jobs up to the level of institutionally determined need.

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

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