

**Institutional Characteristics, 237701**  
**West Virginia University-Potomac State College, 2009-10**

**Part A - Educational Offerings**

1. Which of the following types of instruction/programs are offered by your institution? (Check one or more)

If your institution does not offer occupational academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.

<input checked="" type="checkbox"/>	Occupational, may lead to a certificate, degree, or other formal award
<input checked="" type="checkbox"/>	Academic, leading to a certificate, degree, or diploma
<input type="checkbox"/>	Continuing professional (postbaccalaureate only)
<input checked="" type="checkbox"/>	Recreational or avocational (leisure) programs
<input type="checkbox"/>	Adult basic or remedial instruction or high school equivalency
<input type="checkbox"/>	Secondary (high school)

**Part A - Mission Statement**

1. Provide the institution's mission statement or a web address (URL) where the mission statement can be found.

Mission Statement URL: <http://www.potomacstatecollege.edu/about/philosophy.html>

Please begin URL with "http://" or "https://"

**Part B - Organization - Control and Level**

1. What is your institutional control or affiliation?

<input checked="" type="checkbox"/>	Public - Specify	
	Primary control	Secondary control (if applicable)
	State	Select One
<input type="checkbox"/>	Private for-profit	
<input type="checkbox"/>	Private not-for-profit independent (no religious affiliation)	
<input type="checkbox"/>	Private not-for-profit religious affiliation - Specify	
	Select One	

2. What award levels are offered by your institution? [Check all that apply]

Award

Level

**BELOW THE BACCALAUREATE:**

Postsecondary award, certificate, or diploma of less than one academic year.

\* less than 900 contact or clock hours, or

1  \* less than 30 semester or trimester credit hours, or

\* less than 45 quarter credit hours

Postsecondary award, certificate, or diploma of at least one but less than two academic years.

\* at least 900 but less than 1800 contact or clock hours, or

2  \* at least 30 but less than 60 semester or trimester credit hours, or

\* at least 45 but less than 90 quarter credit hours

3  Associates' degree

**Institutional Characteristics, 237701**  
**West Virginia University-Potomac State College, 2009-10**

Postsecondary award, certificate, or diploma of at least two but less than four academic years.

- 4  \* 1800 or more contact or clock hours, or  
 \* 60 or more semester or trimester credit hours, or  
 \* 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

- 5  Bachelor's degree or equivalent  
 6  Postbaccalaureate certificate  
 7  Master's degree  
 8  Post-master's certificate  
 17  Doctor's degree - research/scholarship  
 18  Doctor's degree - professional practice  
 19  Doctor's degree - Other  
 12  Other (Specify in box below)

**Part B - Organization - Calendar System**

*Your response to the next question determines how your institution reports Graduation Rates data in the Spring and how you report student charges in Part D of this survey.*

**3. What is the predominant calendar system at the institution? [Choose one]**

**Standard academic terms**

*Checking **Semester, Quarter, Trimester, or 4-1-4** determines that your institution will provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.*

*Checking **Other academic calendar** determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.*

- Semester  
 Quarter  
 Trimester  
 4-1-4 or similar plan  
 Other academic calendar

**Other calendar system**

*Checking one of the following determines that your institution will provide Graduate Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.*

- Differs by program  
 Continuous basis (every 2 weeks, monthly, or other period)

**Institutional Characteristics, 237701  
West Virginia University-Potomac State College, 2009-10**

**Part B - Organization - Student Enrollment**

**4. Does your institution enroll any of the following types of students?**

*Include all levels offered by your institution, even if there are no students currently enrolled at that level.*

*Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking Yes for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report pricing data (on the IC survey) and Student Financial Aid data (in the spring collection) for this cohort.*

	Full-Time			Part-Time		
Undergraduate (academic or occupational programs)	No	X	Yes	No	X	Yes
First-time, degree/certificate-seeking undergraduate	No	X	Yes	No	X	Yes
Graduate	X	No	Yes	X	No	Yes

**Estimated 2009 Fall Enrollment**

*Provide an early estimate of the institution's fall enrollment for all levels offered (levels should match those indicated 'Yes' above). Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection. Prior year (PY) Fall Enrollment counts are provided for reference. These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.*

	Full-time	FT PY Enrollment	Part-time	PT PY Enrollment	Total
Undergraduate (academic or occupational programs)	1,344	1,096	466	486	1,810
Of undergraduates, those who are first-time, degree/certificate-seeking students	717	627	7	10	724
Graduate					

**5. For Fall 2003, did your institution have any full-time first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?**

*If you answer Yes to this question, you will be required to provide Graduate Rates data for the 2003-04 cohort in the spring collection. If you answer No to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested.*

*If you reported any full-time, first-time degree/certificate-seeking undergraduates on the 2003-04 Enrollment survey, the data will be preloaded below:*

	No	This institution did not enroll full-time, first-time (undergraduate) students This institution did not offer programs at or below the baccalaureate level. This institution was not in operation in 2003-04.
X	Yes	

**Full-time, first-time degree/certificate-seeking students from 2003-04 Enrollment survey (GRS Cohort)**

**Institutional Characteristics, 237701**  
**West Virginia University-Potomac State College, 2009-10**

**Part B - Organization - System Name**

**6. System, Governing Board or Corporate Structure** (please see instructions for reporting System or Corporate data

This institution is NOT a part of a system or corporate entity.

This institution is a part of a system or corporate entity.

Specify name of the system or corporate entity.

**Part C - Admission Requirements and Services - Open Admission**

**1. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?**

*If you answer No to this question you will be expected to answer additional questions (C2, C3, and C4) regarding your admissions procedures.*

**Note: If the only requirement for admission is a high school diploma, your institution is still considered open admission.**

Yes  No

**Part C - Student Services - Special Learning Opportunities**

**5. Does your institution accept any of the following? (Check all that apply)**

Dual credit (college credit earned while in high school)

Credit for life experiences

Advanced placement (AP) credits

None of the above

**6. What types of special learning opportunities are offered by your institution? (Check all that apply)**

Distance learning opportunities (e-learning)

ROTC

Army  Navy  Air Force

Study abroad

Weekend/evening college

Teacher certification (for the elementary, middle school/junior high, or secondary level)

Students can complete their preparation in certain areas of specialization

Students must complete their preparation at another institution for certain areas of specialization

This institution is approved by the state for the initial certification or licensure of teachers.

None of the above

**Part C - Admission Requirements and Services - Student Services**

**7. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?**

Number of years  Select one

**Institutional Characteristics, 237701**  
**West Virginia University-Potomac State College, 2009-10**

**8. Which of the following selected student services are offered by your institution? (Check all that apply)**

<input checked="" type="checkbox"/>	Remedial Services
<input checked="" type="checkbox"/>	Academic/career <u>counseling services</u>
<input checked="" type="checkbox"/>	Employment services for current students
<input checked="" type="checkbox"/>	Placement services for program completers
<input checked="" type="checkbox"/>	On-Campus <u>day care</u> for children of students
<input type="checkbox"/>	None of the above

**9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?**

<input checked="" type="checkbox"/>	Have our own library
<input type="checkbox"/>	Do not have our own library but contribute financial support to a shared library
<input type="checkbox"/>	Neither of the above

**10. Indicate whether or not any of the following alternative tuition plans are offered by your institution.**

	No	X	Yes
<input type="checkbox"/>			
			Tuition guarantee
			Prepaid tuition plan
<input checked="" type="checkbox"/>			Tuition payment plan
<input type="checkbox"/>			Other (specify in box below)

**Please indicate the percentage of all undergraduate enrolled during fall 2008 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).**

<input type="checkbox"/>	3 percent or less	
<input checked="" type="checkbox"/>	More than 3 percent	<input type="text" value="7%"/>

**Part D - Student Charges Questions**

**3. Are all full-time, first-time degree/certificate-seeking students required to live on campus or in institutionally-controlled housing?**

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D13)*

<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
--------------------------	----	-------------------------------------	-----

**4. Does your institution charge different tuition for in-district, in-state, or out-of-state students?**

*If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.*

<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
--------------------------	----	-------------------------------------	-----

**Institutional Characteristics, 237701  
West Virginia University-Potomac State College, 2009-10**

**5. Does your institution offer institutionally-controlled housing (either on or off campus)?**

If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D12 and D13).

<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes
<input type="text" value="650"/>	Specify <u>housing capacity</u> for academic year 2009-10

**6. Do you offer board or meal plans to your students?**

If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D12 and D13)

<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes - Enter the number of meals per week in the maximum meal plan available <input type="text" value="19"/>
<input type="checkbox"/>	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

**Part D - Undergraduate Student Charges**

If the institution charges an application fee, indicate the amount

	Amount	Prior year
<u>Undergraduate application fee</u>		

**7. Charges to full-time undergraduate students for the full academic year 2009-10.**

	In-district	Prior Year	In-State	Prior Year	Out-of-state	Prior Year
<b>All full-time undergraduate</b>						
Average tuition	\$2,886	\$2,726	\$2,886	\$2,726	\$8,746	\$8,674
Required fees	\$0	\$0	\$0	\$0	\$0	\$0

**8. Per credit hour charge for part-time undergraduate students**

	In-district	Prior Year	In-State	Prior Year	Out-of-state	Prior Year
Per credit hour charge	\$121	\$115	\$121	\$115	\$366	\$363

**Part D - Student Charges - Room and Board**

**12. What are the typical room and board charges for a student for the full academic year 2009-10?**

If your institution offers room or board at no charge to students, enter zero

Room and board charges

Room charge (Double occupancy)

Board charge (Maximum plan)

Combined room and board charge

(Answer only if you CANNOT separate room and board charges)

	Amount	Prior Year
Room charge (Double occupancy)	\$3,860	\$2,640
Board charge (Maximum plan)	\$3,296	\$3,174
Combined room and board charge	NA	

**Institutional Characteristics, 237701**  
**West Virginia University-Potomac State College, 2009-10**

**Part D - Student Charges - Price of Attendance**

**13. Cost (price) of attendance for full-time, first-time undergraduate students.**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Leave items that do not apply blank and system will fill in as "not applicable" or indicate that more information is needed. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need.

**NEW:** If the 2009-10 tuition and/or fees for entering students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, if the guarantee is not for a 0% increase, please indicate the maximum % increase that is guarantee.

Charges for full academic year	2006-07	2007-08	2008-09	2009-10		
<b>Published <u>tuition</u> and <u>required fees</u>:</b>					Tuition Guarantee (check only if applicable to entering students in 2009-10)	Guaranteed increase %
<b>In-district</b>						
Tuition	\$2,474	\$2,596	\$2,726	\$2,886		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$2,474	\$2,596	\$2,726	\$2,886		
PY tuition + fees total	\$2,474	\$2,596	\$2,726			
<b>Charges for full academic year</b>						
	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>		
<b>Published <u>tuition</u> and <u>required fees</u>:</b>					Tuition Guarantee (check only if applicable to entering students in 2009-10)	Guaranteed increase %
<b>In-state</b>						
Tuition	\$2,474	\$2,596	\$2,726	\$2,886		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$2,474	\$2,596	\$2,726	\$2,886		
PY tuition + fees total	\$2,474	\$2,596	\$2,726			
<b>Out-of-state</b>						
Tuition	\$8,066	\$8,360	\$8,674	\$8,746		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$8,066	\$8,360	\$8,674	\$8,746		
PY tuition + fees total	\$8,066	\$8,360	\$8,674			
<b>Books &amp; Supplies</b>	\$900	\$900	\$1,160	\$1,178		
<b>On campus:</b>						
Room and board	\$4,962	\$6,494	\$6,814	\$7,154		
Other expenses	\$1,480	\$1,940	\$1,960	\$1,782		
Room & board & other expenses	\$6,442	\$8,434	\$8,774	\$8,936		

**Institutional Characteristics, 237701  
West Virginia University-Potomac State College, 2009-10**

**Part E - Athletic Association**

**1. Is this institution a member of a national athletic association?**

<input type="checkbox"/>	<b>No</b>
<input checked="" type="checkbox"/>	<b>Yes - Check all that apply.</b>
<input type="checkbox"/>	National Collegiate Athletic Association (NCAA)
<input type="checkbox"/>	National Association of Intercollegiate Athletics (NAIA)
<input checked="" type="checkbox"/>	National Junior College Athletic Association (NJCAA)
<input type="checkbox"/>	United States Collegiate Athletic Association (USCAA)
<input type="checkbox"/>	National Christian College Athletic Association (NCCAA)
<input type="checkbox"/>	Other

**2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.**

<b>Sport</b>	<b>NCAA or NAIA member</b>		<b>Conference</b>
<b>Football</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	
<b>Basketball</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	
<b>Baseball</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	
<b>Cross country and/or track</b>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes-Specify	