

## Overview

### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data have been reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to reporting for 2019-20

- The term 'contact hour' has been replaced with the term 'clock hour'
- The term 'formal award' has been replaced with the term 'recognized postsecondary credential'
- There is a new instruction to exclude students participating in Experimental Pell (See <https://experimentalsites.ed.gov/exp/approved.html>)

For 2020-21 changes, please review the preview screens available on the [Survey Materials](#) page.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- Part C, question 8 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

### Part A - Mission Statement

1. Provide the institution's mission statement or a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.

|   |                      |   |
|---|----------------------|---|
| <input checked="" type="radio"/> Mission Statement URL: | https://             | <input type="text" value="administration.wvutech"/> |
| <input type="radio"/> Mission Statement:                | <input type="text"/> |   |

## Part B - Services and Programs for Servicemembers and Veterans

### 1. Which of the following are available to veterans, military servicemembers, or their families?

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Department of Defense Voluntary Educational Partnership Memorandum of Understanding
- None of the above



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

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

#### 1. Does your institution accept any of the following? [Check all that apply]

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Dual credit (college credit earned while in high school) |
| <input checked="" type="checkbox"/> | Credit for life experiences                              |
| <input checked="" type="checkbox"/> | Advanced placement (AP) credits                          |
| <input type="checkbox"/>            | None of the above  |

#### 2. What types of special learning opportunities are offered by your institution? [Check all that apply]

|   |   |                                     |      |                          |      |                          |           |
|---|---|-------------------------------------|------|--------------------------|------|--------------------------|-----------|
| <input checked="" type="checkbox"/>                                       | ROTC  | <input checked="" type="checkbox"/> | Army | <input type="checkbox"/> | Navy | <input type="checkbox"/> | Air Force |
| <input checked="" type="checkbox"/>                                       | Study abroad  |                                     |      |                          |      |                          |           |
| <input type="checkbox"/>  | Weekend/evening college   |                                     |      |                          |      |                          |           |
| <input type="checkbox"/>  | Teacher certification (for the elementary, middle school/junior high, or secondary level)           |                                     |      |                          |      |                          |           |
| Do <b>not</b> include certifications to teach at the postsecondary level. |   |                                     |      |                          |      |                          |           |
| <input type="checkbox"/>  | Students can complete their preparation in certain areas of specialization                          |                                     |      |                          |      |                          |           |
| <input type="checkbox"/>  | Students must complete their preparation at another institution for certain areas of specialization |                                     |      |                          |      |                          |           |
| <input type="checkbox"/>  | This institution is approved by the state for the initial certification or licensure of teachers    |                                     |      |                          |      |                          |           |
| <input type="checkbox"/>  | None of the above   |                                     |      |                          |      |                          |           |

#### 3. 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 |
|-----------------|------------|

### Part C - Student Services: Other Student Services

4. 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 type="checkbox"/>            | On-campus <u>day care</u> for children of students |
| <input type="checkbox"/>            | None of the above                                  |

5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Physical facilities   |
| <input checked="" type="checkbox"/> |  An organized collection of printed materials                          |
| <input checked="" type="checkbox"/> |  Access to digital/electronic resources                                |
| <input checked="" type="checkbox"/> | A staff trained to provide and interpret library materials  |
| <input checked="" type="checkbox"/> | Established library hours   |
| <input checked="" type="checkbox"/> |  Access to library collections that are shared with other institutions |
| <input type="checkbox"/>            | None of the above   |

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

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

 You may use the space below to provide context for the alternative tuition plans you've reported above.

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

### Part C - Student Services - Distance Education

7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.

|                     | Distance education courses          | Distance education programs | Does not offer Distance Education |
|---------------------|-------------------------------------|-----------------------------|-----------------------------------|
| Undergraduate level | <input checked="" type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/>          |


8. Are all the programs at your institution offered exclusively via distance education programs?

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="radio"/> No |  |
| <input type="radio"/> Yes           |  |

### Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2018 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

|                                  |                      |    |
|----------------------------------|----------------------|----|
| <input type="radio"/>            | 3 percent or less    |    |
| <input checked="" type="radio"/> | More than 3 percent: | 7% |

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part D - Student Charges Questions

### 1. 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 (D11).

*This is only a screening question, and your response does not show up on College Navigator.*

*If you make any exceptions to this rule, and have even one full-time, first-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.*

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

### 2. 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.

*Please only select **Yes** if you really charge different tuition rates, or you will be reporting the same numbers 3 times.*

No

Yes

### 3. 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 (D10).

No

Yes

Specify housing capacity for academic year 2019-20  
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### 4. 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 (D10).

No

Yes - Enter the number of meals per week in the maximum meal plan available

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> | 0      | 0          |

#### 5. Charges to full-time undergraduate students for the full academic year 2019-20

Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.).

|                                      | In-district | Prior year | In-state | Prior year | Out-of-state | Prior year |
|--------------------------------------|-------------|------------|----------|------------|--------------|------------|
| All full-time undergraduate students |             |            |          |            |              |            |
| Average tuition                      | 7,560       | 7,464      | 7,560    | 7,464      | 18,912       | 18,648     |
| Required fees                        | 0           | 0          | 0        | 0          | 0            | 0          |

#### 6. Per credit hour charge for part-time undergraduate students

Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.).

|                        | In-district | Prior year | In-state | Prior year | Out-of-state | Prior year |
|------------------------|-------------|------------|----------|------------|--------------|------------|
| Per credit hour charge | 315         | 311        | 315      | 311        | 788          | 777        |

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

#### 10. What are the typical room and board charges for a student for the full academic year 2019-20?

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

*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

| Room and board charges   | Amount | Prior year |
|--|--------|------------|
| ? Room charge (Double occupancy)   | 7,116  | 7,010      |
| ? Board charge (Maximum plan)  | 4,512  | 4,380      |
| Combined room and board charge<br>(Answer only if you CANNOT separate room and board charges.) | NA     |            |

## Part D - Student Charges - Price of Attendance

### 11. Cost 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. **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. Please talk to your financial aid office to get these numbers to ensure that you are reporting correctly.**

**?** If the **2019-20 tuition and/or fees as reported on this page** for full-time, first-time students are covered by a **tuition guarantee** program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.*

| Charges for full academic year              | 2016-17 | 2017-18 | 2018-19 | 2019-20 | <b>?</b> Tuition Guarantee<br>(check only if applicable to entering students in 2019-20) | Guaranteed increase % |
|---|---------|---------|---------|---------|--|-----------------------|
| <b>Published tuition and required fees:</b> |         |         |         |         |  |                       |
| <u>In-district</u>                          |         |         |         |         |  |                       |
| Tuition                                     | 6,648   | 6,960   | 7,464   | 7,560   | <input type="checkbox"/>   |                       |
| Required fees                               | 0       | 0       | 0       | 0       | <input type="checkbox"/>   |                       |
| Tuition + fees total                        | 6,648   | 6,960   | 7,464   | 7,560   |  |                       |
| <u>In-state</u>                             |         |         |         |         |  |                       |
| Tuition                                     | 6,648   | 6,960   | 7,464   | 7,560   | <input type="checkbox"/>   |                       |
| Required fees                               | 0       | 0       | 0       | 0       | <input type="checkbox"/>   |                       |
| Tuition + fees total                        | 6,648   | 6,960   | 7,464   | 7,560   |  |                       |
| <u>Out-of-state</u>                         |         |         |         |         |  |                       |
| Tuition                                     | 16,728  | 17,544  | 18,648  | 18,912  | <input type="checkbox"/>   |                       |
| Required fees                               | 0       | 0       | 0       | 0       | <input type="checkbox"/>   |                       |
| Tuition + fees total                        | 16,728  | 17,544  | 18,648  | 18,912  |  |                       |
| <u>Books and supplies</u>                   | 900     | 900     | 900     | 950     |  |                       |
| <b>On-campus:</b>                           |         |         |         |         |  |                       |
| Room and board                              | 9,814   | 11,304  | 11,390  | 11,628  |  |                       |
| Other expenses                              | 2,620   | 2,620   | 2,620   | 2,750   |  |                       |
| Room and board and other expenses           | 12,434  | 13,924  | 14,010  | 14,378  |  |                       |
| <b>Off-campus (not with family):</b>        |         |         |         |         |  |                       |
| Room and board                              | 8,340   | 8,340   | 8,340   | 8,580   |  |                       |
| Other expenses                              | 2,620   | 2,620   | 2,620   | 2,750   |  |                       |
| Room and board and other expenses           | 10,960  | 10,960  | 10,960  | 11,330  |  |                       |
| <b>Off-campus (with family):</b>            |         |         |         |         |  |                       |
| Other expenses                              | 2,620   | 2,620   | 2,620   | 2,750   |  |                       |

**+** You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

**Part E - Athletic Association**

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

- No
- Yes - Check all that apply
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

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

| Sport                      | NCAA or NAIA member      |  | Conference                   |
|----------------------------|--------------------------|--|------------------------------|
| Football                   | <input type="radio"/> No | <input checked="" type="radio"/> Yes-Specify | Select One                   |
| Basketball                 | <input type="radio"/> No | <input checked="" type="radio"/> Yes-Specify | Independent Mid-South Region |
| Baseball                   | <input type="radio"/> No | <input checked="" type="radio"/> Yes-Specify | Independent Mid-South Region |
| Cross country and/or track | <input type="radio"/> No | <input checked="" type="radio"/> Yes-Specify | Independent Mid-South Region |

**Prepared by**

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

**This survey component was prepared by:**

|                                       |  |  |
|---------------------------------------|--|--|
| <input type="radio"/> Keyholder       | <input type="radio"/> SFA Contact              | <input type="radio"/> HR Contact       |
| <input type="radio"/> Finance Contact | <input type="radio"/> Academic Library Contact | <input checked="" type="radio"/> Other |
| Name: Debbie Wilson                   |  |  |
| Email: debbie.wilson@mail.wvu.edu     |  |  |

**How many staff from your institution only were involved in the data collection and reporting process of this survey component?**

|      |                                      |
|------|--------------------------------------|
| 2.00 | Number of Staff (including yourself) |
|------|--------------------------------------|

**How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?**

*Exclude the hours spent collecting data for state and other reporting purposes.*

| Staff member  | Collecting Data Needed | Revising Data to Match IPEDS Requirements | Entering Data | Revising and Locking Data |
|---------------|------------------------|---|---------------|---------------------------|
| Your office   | 1.00 hours             | hours                                     | 0.50 hours    | hours                     |
| Other offices | 1.00 hours             | hours                                     | hours         | hours                     |

**Summary****Institutional Characteristics Component Summary  
Academic Year Reporters**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2019.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org).

**GENERAL INFORMATION**

|  |   |
|--|---|
| Mission Statement  | <a href="https://administration.wvutec.edu/mission-vision">https://administration.wvutec.edu/mission-vision</a>                                   |
| Are all the programs at your institution offered exclusively via distance education programs?  | No  |
| Special Learning Opportunities   | ROTC (Army)<br>Study abroad   |
| Student Services   | Remedial services<br>Academic/career counseling services<br>Employment services for current students<br>Placement services for program completers |
| Credit Accepted  | Dual credit (college credit earned while in high school)<br>Credit for life experiences<br>Advanced placement (AP) credits                        |
| Undergraduate students enrolled who are formally registered with office of disability services | 7%  |

**PRICING INFORMATION**

| Estimated expenses for academic year for full-time, first-time students  | 2016-17              | 2017-18  | 2018-19  | 2019-20  |
|--|----------------------|----------|----------|----------|
| In-district tuition and fees   | \$6,648              | \$6,960  | \$7,464  | \$7,560  |
| In-state tuition and fees  | \$6,648              | \$6,960  | \$7,464  | \$7,560  |
| Out-of-state tuition and fees  | \$16,728             | \$17,544 | \$18,648 | \$18,912 |
| Books and supplies   | \$900                | \$900    | \$900    | \$950    |
| On-campus room and board   | \$9,814              | \$11,304 | \$11,390 | \$11,628 |
| On-campus other expenses   | \$2,620              | \$2,620  | \$2,620  | \$2,750  |
| Off-campus room and board  | \$8,340              | \$8,340  | \$8,340  | \$8,580  |
| Off-campus other expenses  | \$2,620              | \$2,620  | \$2,620  | \$2,750  |
| Off-campus with family other expenses                                    | \$2,620              | \$2,620  | \$2,620  | \$2,750  |
| Average undergraduate student tuition and fees for academic year 2019-20 | Tuition              |          | Fees     |          |
| In-district  | \$7,560              |          | \$0      |          |
| In-state   | \$7,560              |          | \$0      |          |
| Out-of-state   | \$18,912             |          | \$0      |          |
| Alternative tuition plans  | Tuition payment plan |          |          |          |

## Institutional Characteristics

West Virginia University Institute of Technology (237950)

**There are no errors for the selected survey and institution.**