

Institution: Potomac State College of West Virginia University (237701)  
 User ID: 88G4404

**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 has 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 This Year's IC Component**

The following changes were implemented for the 2017-18 data collection period:

- In Part C, questions about distance education opportunities have been modified.
- In Part D, instructions about student charges for cost (price) of attendance for public program reporters have been modified.

**Common Errors**

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

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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.

Mission Statement URL:

http://potomacstatecoll


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

Mission Statement

## 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 type="checkbox"/>	ROTC				
<input 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
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### 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 Service**

9. Please indicate the percentage of all undergraduate students enrolled during fall 2016 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

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

 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 2017-18

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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  
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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 2017-18**

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	4,248	4,056	4,248	4,056	10,752	10,416
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	177	169	177	169	448	434

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

#### 10. What are the typical room and board charges for a student for the full academic year 2017-18?

*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)	3,900	3,768
? Board charge (Maximum plan)	4,276	4,132
Combined room and board charge (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 2017-18 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	2014-15	2015-16	2016-17	2017-18	Tuition Guarantee (check only if applicable to entering students in 2017-18)	Guaranteed increase %
<b>Published tuition and required fees:</b>						
<u>In-district</u>						
Tuition	3,480	3,864	4,056	4,248	<input type="checkbox"/>	
Required fees	0	0	0	0	<input type="checkbox"/>	
Tuition + fees total	3,480	3,864	4,056	4,248		
<u>In-state</u>						
Tuition	3,480	3,864	4,056	4,248	<input type="checkbox"/>	
Required fees	0	0	0	0	<input type="checkbox"/>	
Tuition + fees total	3,480	3,864	4,056	4,248		
<u>Out-of-state</u>						
Tuition	9,456	10,080	10,416	10,752	<input type="checkbox"/>	
Required fees	0	0	0	0	<input type="checkbox"/>	
Tuition + fees total	9,456	10,080	10,416	10,752		
<u>Books and supplies</u>	1,100	900	900	900		
<b>On-campus:</b>						
Room and board	8,230	8,476	7,900	8,176		
Other expenses	2,880	2,400	2,620	2,620		
Room and board and other expenses	11,110	10,876	10,520	10,796		
<b>Off-campus (not with family):</b>						
Room and board	8,230	8,476	8,340	8,340		
Other expenses	2,880	2,400	2,620	2,620		
Room and board and other expenses	11,110	10,876	10,960	10,960		
<b>Off-campus (with family):</b>						
Other expenses	2,880	2,400	2,620	2,620		

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 checked="" type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Basketball	<input checked="" type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Baseball	<input checked="" type="radio"/> No	<input type="radio"/> Yes-Specify	Select One
Cross country and/or track	<input checked="" type="radio"/> No	<input type="radio"/> Yes-Specify	Select One

**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 type="radio"/> Other
Name:		
Email:		

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

Number of Staff (including yourself)	
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**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	hours	hours	hours	hours
Other offices	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 2017.

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="http://potomacstatecollege.edu/about/mission_and_philosophy.html">http://potomacstatecollege.edu/about/mission_and_philosophy.html</a>
Are all the programs at your institution offered exclusively via distance education programs?	No
Special Learning Opportunities	Study abroad
Student Services	Remedial services Academic/career counseling services Employment services for current students Placement services for program completers
Credit Accepted	Dual credit (college credit earned while in high school) Credit for life experiences Advanced placement (AP) credits
Undergraduate students enrolled who are formally registered with office of disability services	3 percent or less

**PRICING INFORMATION**

Estimated expenses for academic year for full-time, first-time students	2014-15	2015-16	2016-17	2017-18
In-district tuition and fees	\$3,480	\$3,864	\$4,056	\$4,248
In-state tuition and fees	\$3,480	\$3,864	\$4,056	\$4,248
Out-of-state tuition and fees	\$9,456	\$10,080	\$10,416	\$10,752
Books and supplies	\$1,100	\$900	\$900	\$900
On-campus room and board	\$8,230	\$8,476	\$7,900	\$8,176
On-campus other expenses	\$2,880	\$2,400	\$2,620	\$2,620
Off-campus room and board	\$8,230	\$8,476	\$8,340	\$8,340
Off-campus other expenses	\$2,880	\$2,400	\$2,620	\$2,620
Off-campus with family other expenses	\$2,880	\$2,400	\$2,620	\$2,620
Average undergraduate student tuition and fees for academic year 2017-18	Tuition		Fees	
In-district	\$4,248		\$0	
In-state	\$4,248		\$0	
Out-of-state	\$10,752		\$0	
Alternative tuition plans	Tuition payment plan			

## Institutional Characteristics

Potomac State College of West Virginia University (237701)

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