

**Institutional Characteristics, 237701**  
**West Virginia University-Potomac State College, 2011-12**

**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/mission\\_and\\_philosophy.html](http://www.potomacstatecollege.edu/about/mission_and_philosophy.html)

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

2. Are all the programs at your institution offered completely via distance education?

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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**Part B - Admissions and Estimated Enrollment**

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

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

If your institution does not have an open admission policy, you will be expected to answer additional questions (B2, B3, and B4) regarding your admissions procedures and admissions yield.

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**Part B - Estimated Fall Enrollment**

*Estimated 2011 Fall Enrollment*

Provide an early estimate of the institution's fall enrollment for all levels offered. Levels should match those indicated 'Yes' in the IC Header survey.

	Full-time	FT PY Enrollment	Part-time	PT PY Enrollment	Total
Undergraduate (academic or occupational programs)	1,388	1,415	412	421	1,800
Of undergraduates, those who are first-time, degree/certificate-seeking students	715	699	5	11	720
Graduate					

**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"/>	Distance learning opportunities (e-learning)						
<input type="checkbox"/>	ROTC						
	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Army</td> <td><input type="checkbox"/></td> <td>Navy</td> <td><input type="checkbox"/></td> <td>Air Force</td> </tr> </table>	<input type="checkbox"/>	Army	<input type="checkbox"/>	Navy	<input type="checkbox"/>	Air Force
<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)						

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*Do not 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 - Services, Library, Tuition**

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

**5. 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

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

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

Tuition guarantee  
 Prepaid tuition plan  
 Tuition payment plan  
 Other (specify in box below)

**Part C - Disability Service**

Please indicate the percentage of all undergraduate enrolled during fall 2010 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="4%"/>

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**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)

If you make any exceptions to this rule, and have first-time, full-time students living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey.

<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>
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**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.

<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/>	<b>Yes</b>
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**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

<input type="checkbox"/>	<b>No</b>
<input checked="" type="checkbox"/>	<b>Yes</b>
<input type="text" value="680"/>	<b>Specify <u>housing capacity</u> for academic year 2011-12</b>

**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)

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

**Part D - Undergraduate Student Charges**

If the institution charges an application fee, indicate the amount

**Undergraduate application fee**

Amount	Prior year
<input type="text"/>	<input type="text"/>

**5. Charges to full-time undergraduate students for the full academic year 2011-12**

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

	In-district	Prior Year	In-State	Prior Year	Out-of-state	Prior Year
<b>All full-time undergraduate</b>						
Average tuition	\$3,058	\$2,886	\$3,058	\$2,886	\$8,990	\$8,746
Required fees	\$0	\$0	\$0	\$0	\$0	\$0

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**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, sophomores, etc.)

	In-district	Prior Year	In-State	Prior Year	Out-of-state	Prior Year
Per credit hour charge	\$129	\$121	\$129	\$121	\$376	\$366

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

**10. What are the typical room and board charges for a student for the full academic year 2011-12?**

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

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
\$3,860	\$3,860
\$3,430	\$3,296
NA	

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

**11. 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. 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 correct numbers.

If the 2011-12 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. These numbers are expected to be fairly small.

Charges for full academic year	2008-09	2009-10	2010-11	2011-12	Tuition Guarantee (check only if applicable to entering students in 2011-12)	Guaranteed increase %
<b>Published tuition and required fees:</b>						
<b>In-district</b>						
Tuition	\$2,726	\$2,886	\$2,886	\$3,058		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$2,726	\$2,886	\$2,886	\$3,058		
PY tuition+fees total	\$2,726	\$2,886	\$2,886			
<b>In-state</b>						
Tuition	\$2,726	\$2,886	\$2,886	\$3,058		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$2,726	\$2,886	\$2,886	\$3,058		
PY tuition+fees total	\$2,726	\$2,886	\$2,886			

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Charges for full academic year	2008-09	2009-10	2010-11	2011-12		
<b>Published tuition and required fees:</b>					Tuition Guarantee (check only if applicable to entering students in 2011-12)	Guaranteed increase %
<b>Out-of-state</b>						
Tuition	\$8,674	\$8,746	\$8,746	\$8,990		
Required fees	\$0	\$0	\$0	\$0		
Tuition + fees total	\$8,674	\$8,746	\$8,746	\$8,990		
PY tuition+fees total	\$8,674	\$8,746	\$8,746			
<b>Books &amp; Supplies</b>	\$1,160	\$1,178	\$1,144	\$1,140		
<b>On campus:</b>						
Room and board	\$6,814	\$7,154	\$7,154	\$7,290		
Other expenses	\$1,960	\$1,782	\$2,234	\$2,428		
Room & board & other expenses	\$8,774	\$8,936	\$9,388	\$9,718		

**Part E - Athletic Association**

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

<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes - Check all that apply.
<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.

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

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**General Information**

Mission Statement [http://www.potomacstatecollege.edu/about/mission\\_and\\_philosophy.html](http://www.potomacstatecollege.edu/about/mission_and_philosophy.html)

<b>Are all the programs at your institution offered completely via distance education?</b>		No
<b>Special Learning Opportunities</b>	Distance learning opportunities (e-learning)	
	Study abroad	
<b>Student Services</b>	Remedial services	
	Academic/career counseling services	
	Employment services for current students	
	Placement services for program completers	
	On-campus day care for children of students	
<b>Credit Accepted</b>	Dual credit (college credit earned while in high school)	
	Credit for life experiences	
	Advanced placement (AP) credits	
<b>Undergraduate students enrolled who are formally registered with office of disability services</b>		4%

**Pricing Information**

<b>Estimated expenses for academic year for full-time, first-time students</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
In-district tuition and fees	\$2,726	\$2,886	\$2,886	\$3,058
In-state tuition and fees	\$2,726	\$2,886	\$2,886	\$3,058
Out-of-state tuition and fees	\$8,674	\$8,746	\$8,746	\$8,990
Books and supplies	\$1,160	\$1,178	\$1,144	\$1,140
On-Campus Room and Board	\$6,814	\$7,154	\$7,154	\$7,290
On-Campus Other Expenses	\$1,960	\$1,782	\$2,234	\$2,428
Off-Campus Room and Board				
Off-Campus Other Expenses				
Off-Campus with family Other Expenses				
<b>Average undergraduate student tuition and fees for academic year 2011-12</b>	<b>Tuition</b>	<b>Fees</b>		
In-district	\$3,058	\$0		
In-state	\$3,058	\$0		
Out-of-state	\$8,990	\$0		
<b>Alternative tuition plans</b>	<b>Tuition payment plan</b>			

**Admissions Information**

<b>Open admission</b>	Yes
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