

Institutional Characteristics 2012-13

Institution: Lord Fairfax Community College (232575)

User ID: P2325751

Overview**Institutional Characteristics Overview**

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

Much of the data reported on IC appear on College Navigator, a college search service for students. **Please report data correctly, as College Navigator is only updated one time after IC data have been reviewed, so errors may stay on the website 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 lists.

Remember, **it is the responsibility of the keyholder to provide NCES with accurate data about the institution.** Please never hesitate to call the IPEDS Help Desk and ask for help to make sure that you are reporting correctly!

Changes to This Year's Institutional Characteristics Component:

- There is a new question that asks at what levels your institution offers distance education: undergraduate, graduate, or no distance education offered. Please carefully review the definition of distance education before responding.
- **!!** Cost of attendance data will only be collected for the current year. Any changes to prior year data need to be made in the prior year revision system. Starting next year, only one year of data will be able to be revised in prior year systems.

Reviews of the IC survey data indicate a number of places where many people make errors. Please review the common errors listed below to ensure your institution does not make any reporting errors which may affect your institution's appearance to students and others.

- **Do not try to outsmart fatal errors.** In some cases, this provides false information to students or may cause an institution to appear on the College Affordability and Transparency lists. Fatal errors are there for a reason - contact the Help Desk at 877.225.2568 and they will happily help you to figure out what you are doing incorrectly, or provide an override if necessary.
- **Admissions data are for first-time students only.**
- **Many institutions are open admission but indicate that they are not.** If your institution only requires a GED or other high school equivalent and/or an ability to benefit test, and admits almost all students that apply, your institution is open admission.

- **If your institution makes ANY (even one) exceptions to an on-campus housing requirement, you should not indicate that you require students to live on campus.** This leads to inconsistent and problematic reporting on the Student Financial Aid survey.
- **Academic year reporters need to report tuition, fees, and living expenses for the entire academic year for which they are reporting.** In order to be consistent with other institutions in IPEDS, please use the IPEDS definition of an academic year.

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

To see last year's data submission for this component: [Reported Data](#)

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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:

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

Mission Statement



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

 Yes 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.

 Yes No

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Part B - Estimated Fall Enrollment**Estimated 2012 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. If you made an error in the IC Header survey, please contact the Help Desk.

These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.

Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection (for academic institutions report an estimate of the students that are/will be enrolled as of October 15, 2012; for program reporter institutions report an estimate of students enrolled in your institution at any time between August 1 and October 31, 2012). Prior year (PY) Fall Enrollment counts are provided for reference.

	 Full-time	FT PY Enrollment	 Part-time	PT PY Enrollment	Total
<u>Undergraduate (academic or occupational programs)</u>	<input type="text" value="2,064"/>	2,107	<input type="text" value="5,174"/>	5,163	7,238
<u>Of undergraduates, those who are first-time, degree/certificate-seeking students</u>	<input type="text" value="536"/>	580	<input type="text" value="490"/>	567	1,026
<u>Graduate</u>	<input type="text"/>		<input type="text"/>		0

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Part C - Student Services - Special Learning Opportunities**1. Does your institution accept any of the following? [Check all that apply]**

<input checked="" type="checkbox"/>	<u>Dual credit</u> (college credit earned while in high school)
<input checked="" type="checkbox"/>	<u>Credit for life experiences</u>
<input checked="" type="checkbox"/>	<u>Advanced placement (AP) credits</u>
<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"/>	<input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force
<input type="checkbox"/>	<u>Study abroad</u>
<input checked="" type="checkbox"/>	<u>Weekend/evening college</u>
<input checked="" type="checkbox"/>	<u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level) Do not include certifications to teach at the postsecondary level.
<input checked="" 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

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Part C - Student Services - Distance Opportunities**4. Which of the following selected student services are offered by your institution? [Check all that apply]**

<input checked="" type="checkbox"/>	<u>Remedial services</u>
<input checked="" type="checkbox"/>	Academic/career <u>counseling services</u>
<input checked="" type="checkbox"/>	<u>Employment services for current students</u>
<input checked="" type="checkbox"/>	<u>Placement services for program completers</u>
<input type="checkbox"/>	On-campus <u>day care</u> 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="radio"/>	Have our own library
<input type="radio"/>	Do not have our own library but contribute financial support to a shared library
<input type="radio"/>	Neither 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)

7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).

<input checked="" type="checkbox"/>	Undergraduate
<input type="checkbox"/>	Graduate
<input type="checkbox"/>	The institution does not offer distance education opportunities

 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.


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Part C - Disability Service

Please indicate the percentage of all undergraduates enrolled during fall 2011 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:	<input type="text"/> %

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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).

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 first-time, full-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 YesSpecify housing capacity for academic year 2012-13**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)

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Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	 Amount	Prior year
<u>Undergraduate application fee</u>	<input type="text"/>	

5. Charges to full-time undergraduate students for the full academic year 2012-13

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

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
All full-time <u>undergraduates</u>						
Average <u>tuition</u>	<input type="text" value="3,510"/>	3,345	<input type="text" value="3,510"/>	3,345	<input type="text" value="8,808"/>	8,643
<u>Required fees</u>	<input type="text" value="330"/>	315	<input type="text" value="330"/>	315	<input type="text" value="795"/>	765

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.).

	<u>In-district</u>	Prior year	<u>In-state</u>	Prior year	<u>Out-of-state</u>	Prior year
<u>Per credit hour charge</u>	<input type="text" value="117"/>	112	<input type="text" value="117"/>	112	<input type="text" value="294"/>	288

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Part D - Student Charges - Price of Attendance

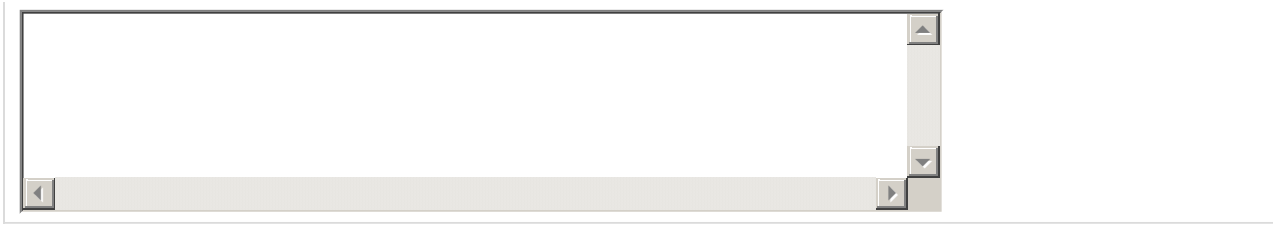
11. Cost of attendance for full-time, first-time undergraduate students:

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 **2012-13 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	2009-10	2010-11	2011-12	2012-13		
Published tuition and required fees:					Tuition Guarantee (check only if applicable to entering students in 2012-13)	Guaranteed increase %
<u>In-district</u>						
Tuition	2,616	3,090	3,345	<input type="text" value="3,510"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	228	210	315	<input type="text" value="330"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total	2,844	3,300	3,660	3,840		
<u>In-state</u>						
Tuition	2,616	3,090	3,345	<input type="text" value="3,510"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	228	210	315	<input type="text" value="330"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total	2,844	3,300	3,660	3,840		
<u>Out-of-state</u>						
Tuition	7,779	8,388	8,643	<input type="text" value="8,808"/>	<input type="checkbox"/>	<input type="text"/>
Required fees	528	720	765	<input type="text" value="795"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total	8,307	9,108	9,408	9,603		
<u>Books and supplies</u>	1,545	1,600	1,600	<input type="text" value="1,600"/>		
Off campus (not with family):						
<u>Room and board</u>	5,871	5,800	6,300	<input type="text" value="7,630"/>		
<u>Other expenses</u>	4,632	4,460	3,800	<input type="text" value="3,844"/>		
Room and board and other expenses	10,503	10,260	10,100	11,474		
Off campus (with family):						
<u>Other expenses</u>	4,632	4,460	3,800	<input type="text" value="3,844"/>		

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Part E - Athletic Association

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

<input checked="" type="radio"/>	No
<input type="radio"/>	Yes - Check all that apply
<input type="checkbox"/>	National Collegiate Athletic Association (NCAA)
<input type="checkbox"/>	National Association of Intercollegiate Athletics (NAIA)
<input 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="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

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Prepared by

This survey component was prepared by:									
<input checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact	<input type="radio"/>	Finance Contact	<input type="radio"/>	Other
Name:	<input type="text" value="John Milam"/>								
Email:	<input type="text" value="jmilam@lfcc.edu"/>								
How long did it take to prepare this survey component?									
	<input type="text"/>	hours	<input type="text"/>	minutes					
<p>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.</p> <p>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.</p> <p>Thank you for your assistance.</p>									

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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 ExPT and sent to your institution's CEO in November 2013.

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.

GENERAL INFORMATION

Mission Statement	http://www.lfcc.edu/about-the-college/mission-statement/index.html
Are all the programs at your institution offered completely via distance education?	No
Special Learning Opportunities	Weekend/evening college Teacher certification (below the postsecondary level)
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	2009-10	2010-11	2011-12	2012-13
In-district tuition and fees	\$2,844	\$3,300	\$3,660	\$3,840
In-state tuition and fees	\$2,844	\$3,300	\$3,660	\$3,840
Out-of-state tuition and fees	\$8,307	\$9,108	\$9,408	\$9,603
Books and supplies	\$1,545	\$1,600	\$1,600	\$1,600
Off Campus Room and Board	\$5,871	\$5,800	\$6,300	\$7,630
Off Campus Other Expenses	\$4,632	\$4,460	\$3,800	\$3,844
Off Campus with family Other Expenses	\$4,632	\$4,460	\$3,800	\$3,844
Average undergraduate student tuition and fees for academic year 2012-13	Tuition		Fees	
In-district	\$3,510		\$330	
In-state	\$3,510		\$330	
Out-of-state	\$8,808		\$795	
Alternative tuition plans	Tuition payment plan			

ADMISSIONS INFORMATION

Open admission	Yes
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Edit Report

Institutional Characteristics

Lord Fairfax Community College (232575)

Source	Description	Severity	Resolved	Options
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Screen: Price of Attendance

Screen Entry	Explanation	Yes
This value should be within 20% of prior year. (Error #11110)		
Reason:	The estimated cost of room and board, based on data from the College Board and VCCS institutions, was increased to bring the costs in line with the average for two-year, public, commuter schools.	