Introduction

BEST COLLEGES
Data Collection

U.S. News has begun collecting data for the 2019 edition of Best Colleges. The U.S. News surveys ask about many aspects of your institution that are important to potential college applicants across the country, other educational intuitions, and the public at large.

Survey Deadline: May 10th, 2018

There are 3 steps in the U.S. News data collection process:

Step 1: Data - Fill in as much of the survey as possible.

Step 2: Assessment - After filling in your data, navigate to the 'Main Survey Assessment' section. The assessment runs a comparison between your current data and the data submitted last year. The assessment will identify potential errors between the two years of data. For more information please go to the main assessment section.

Step 3: Verification - After reviewing the assessment and fixing any remaining errors, navigate to the section titled 'Verification'. This is where the survey submission takes place. Please take some time to review your survey data one last time. When you are ready, please select the check box, fill out the identification information and hit the red 'Submit Survey' button.

Important Icons

* The red asterisk located next to a few question numbers indicated that the question is mandatory. If the question is not answered you will be unable to submit the survey. All assessment flags are mandatory and must be addressed.

× The red x indicates that you have not filled out the question correctly. There will be a line of text that accompanies the icon letting you know what the exact problem is. Once the issue is corrected, the x will disappear. All failed validations must be fixed before the survey can be submitted.

▱ The gold shield indicates that the question has been used in past U.S. News Best Colleges rankings calculations or is under consideration for future use.

❖ The question mark indicates a tip on how to answer that particular question.

☐ The checkbox indicates the assessment section of the survey.

▲ The upward arrow indicates the verification section of the survey. This is where the submission button is located.

USNEWS to IPEDS Key

Public using GASB
Tuition and Fees - Refer to Finance Survey, Part B, Line 01
Investment Income - Refer to Finance Survey, Part B, Line 17
Value of Endowment assets - Refer to Finance Survey, Part H, Line 2
Instructional Expenditures - Refer to Finance Survey, Part C, Line 01
Research Expenditures - Refer to Finance Survey, Part C, Line 02
Public Service Expenditures - Refer to Finance Survey, Part C, Line 03
Academic Support Expenditures - Refer to Finance Survey, Part C, Line 05
Student Services Expenditures - Refer to Finance Survey, Part C, Line 06
Institutional Support Expenditures - Refer to Finance Survey, Part C, Line 07
Scholarship and Fellowship Expenditures - Refer to Finance Survey, Part C, Line 10
Auxiliary enterprises - Refer to Finance Survey, Part C, Line 11
Hospital Services - Refer to Finance Survey, Part C, Line 12
Independent Operations Expenditures - Refer to Finance Survey, Part C, Line 13
Other expenses and deductions - Refer to Finance Survey, Part C, Line 14
Total expenses & Deductions - Refer to Finance Survey, Part C, Line 19

Private, not for profit & Public using FASB
Value of Endowment assets - Refer to Finance Survey, Part H, Line 2
Instructional Expenditures - Refer to Finance Survey, Part E, Line 1
Research Expenditures - Refer to Finance Survey, Part E, Line 2
Public Service Expenditures - Refer to Finance Survey, Part E, Line 3
Academic Support Expenditures - Refer to Finance Survey, Part E, Line 4
Student Services Expenditures - Refer to Finance Survey, Part E, Line 5
Institutional Support Expenditures - Refer to Finance Survey, Part E, Line 6
Auxiliary enterprises - Refer to Finance Survey, Part E, Line 7
Net grant aid to students - Refer to finance survey, Part E, Line 8
Hospital Services - Refer to Finance Survey, Part E, Line 9
Independent Operations Expenditures - Refer to Finance Survey, Part E, Line 10
Other expenses and deductions - Refer to Finance Survey, Part E, Line 12
Total expenses & Deductions - Refer to Finance Survey, Part E, Line 13

Private, for Profit
Instructional Expenditures - Refer to Finance Survey, Part E, Line 01
Research Expenditures - Refer to Finance Survey, Part E, Line 02a
Public Service Expenditures - Refer to Finance Survey, Part E, Line 02b
Academic Support Expenditures - Refer to Finance Survey, Part E, Line 03a
Student Services Expenditures - Refer to Finance Survey, Part E, Line 03b
Institutional Support Expenditures - Refer to Finance Survey, Part E, Line 03c
Auxiliary enterprises - Refer to Finance Survey, Part E, Line 04
Net grant aid to students - Refer to finance survey, Part E, Line 05
Hospital Services - Refer to Finance Survey, Part E, Line 10
Other expenses and deductions - Refer to Finance Survey, Part E, Line 06
**Total expenses & Deductions** - Refer to Finance Survey, Part E, Line 07

**Entering Data**
To move between fields, you may either click on the field you wish to move to or press the Tab key until you reach that field. To move between individual pages of the survey, click on the "Next" or "Previous" links at the bottom of the page. You may also click on the section links listed in the index on the right-hand side of the screen and go to any page in the survey.

**Saving Data**
Saving data happens when a few actions are taken. One, you select the ‘Next’ button at the bottom of the page. Two, you select and navigate to another section in the question index. Three, you hit the ‘Save’ button at the bottom of a page. If you plan on leaving the survey before completion, please hit the save button before exiting the survey.

**Getting Help**
If you have questions or encounter problems while you are completing the survey, click the "Help" button on the top right-hand side of the screen. This will direct you to the data collector assigned to your institution.

**The Common Data Set**
U.S. News is again using questions from the Common Data Set (CDS). The CDS initiative is a collaborative effort among data providers in the higher education community and publishers as represented by the College Board, Thomson Peterson's, and U.S. News & World Report. We hope that this effort to standardize data definitions makes it easier to complete our questionnaire.

For easy reference, all CDS items are noted throughout the Main and Financial Aid surveys. The CDS does not cover any of the questions on the Finance survey. Please note that some of the questions used in the Best Colleges rankings are unique to the U.S. News survey and are not included on the CDS. After you have submitted your CDS, you will have an opportunity to submit information for these questions.

*All CDS submissions must be received by May 2nd 2018 in order to allow enough time for data entry and processing in-house. Please contact your data collector for more information.*

**New Questions**
- **Main Statistical Survey**
  - 46 - admissions by residency
  - 86 - CLEP and DSST
  - 106 - gap year
  - 162 - part-time instructional faculty salaries
  - 174 - 2016-2017 graduate salaries among those employed part-time
  - 240 - formal internship program
  - 241 - internship compensation

- **Financial Aid Survey**
  - 16, 17 - no loan financial aid policy

**Questions Used in the Best Colleges Ranking**
The questions or question areas listed below are the data points that are used in the U.S. News Best Colleges ranking calculations. More details on the U.S. News Best Colleges rankings can be found here: https://www.usnews.com/education/best-colleges/articles/how-us-news-calculated-the-rankings

Please note: The primary factor used to determine whether a school will be eligible to be ranked in the 2019 edition of the U.S. News Best Colleges rankings is question 57: Does your institution make use of SAT, ACT, or SAT Subject Test scores in admission decisions for first-time, first-year, degree-seeking applicants? The answer to this question must be "Yes" in order for a school to be ranked in the 2019 edition of the U.S. News Best Colleges rankings. A school that answers "No" will not be included in the rankings and will be listed as an "Unranked School." Test optional schools should answer question 57 as Yes. Only schools that don't use SAT or ACT test at all in admission should answer as No.

If you have questions on the Best Colleges ranking methodology, which schools qualify to be ranked or unranked, U.S. News publications or how these statistical surveys are used in the rankings, contact Bob Morse, Chief Data Strategist, at rmorse@usnews.com.

Main Statistical Survey
- 2017 Fall enrollment: 26-29
- 2016 Fall enrollment: 30-33
- Six-Year Graduation rates: 36, 37, 41
- Income-based Six-Year Graduation Rates: 36,37
- First-year (freshman) retention rates: 42, 43
- First-year (freshman) applications and acceptances: 45
- SAT and ACT scores and testing polices: 57, 58, 67-71, 73, 77
- SAT/ACT score reporting inclusion for all scores: 78
- SAT/ACT score reporting inclusion for all students: 79
- High school class standing: 81
- Undergraduate alumni giving: 153,155
- Total number of instructional faculty (current year): 156 all three columns
- Total number with doctorate or other terminal degree (current year): 156 full-time column
- Total number of instructional faculty (last year): 157 all three columns.
- Total number with doctorate or other terminal degree (last year): 157 full-time column
- Student to faculty ratio: 158-159
- Full-time faculty salaries: 160, 161
- Part-time faculty salaries: 162 (in consideration for future use)
- Class sections: 163

Note: Not all last year's ranking indicators listed above are used in the calculation. Some are used only when current year data is not provided.

Financial Ad Survey
Number of pell grants received in 2016-2017: 19

Finance Survey
All expenditure questions from both years. This information is used to compute the financial resources per student variable in the Best Colleges rankings.
Diversity Rankings
Uses column labeled "Degree-Seeking Undergraduates" in question 37, Enrollment by Racial & Ethnic Category) from the Main statistical survey.

Best Values Rankings
- Estimated expenses for a typical full-time undergraduate students: question 10 (both residents columns)
- Need-Based Aid for full-time undergraduate students: question 14 only current year actual or estimated is accepted In state/Out-of-state student aid awarded: question 43-45 (public institutions only)
- Percentage of students with need whose need is fully met: question 14h and 14i

Best Colleges for Veterans
- Military enrollment: 123
- G.I. Bill certified: 124
- Yellow Ribbon participant: 125
- In-state tuition for active servicemen: 9 (financial aid survey)

Important Notice: U.S. News in its discretion will attempt to do cross-checking of data from what information schools have submitted on their Fall 2017 IPEDS Institutional Characteristics survey that appears on the U.S. Department of Education's College Navigator web site http://nces.ed.gov/collegenavigator/ or can be downloaded from the IPEDS website, provided that the schools are ultimately responsible for the accuracy of the data that they submit. If you need more details on how the cross-checking or missing data fill-ins will work, contact Bob Morse at rmorse@usnews.com.

On behalf of the data collectors, reporters, and editors here at U.S. News and our many appreciative readers, thank you for your time and effort.

Matthew Mason, Data Collection Manager
Robert J. Morse, Chief Data Strategist
Eric Brooks, Senior Data Analyst
U.S. News & World Report

General Information

Best College Finance Survey Contacts
The contacts below receive all communication (URL for the survey, passwords, user names, etc.) regarding the Best Colleges finance survey for your institution. Please review and if an update is necessary, please contact your data collector and they will assist you.

Name

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Carol Diem</td>
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Job Title

<table>
<thead>
<tr>
<th>Job Title</th>
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</thead>
<tbody>
<tr>
<td>Director of Institutional Analysis</td>
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</tbody>
</table>

Email


Accounting Standard

1.) Please select which accounting standard your institution used in Fiscal Year 2017 *

This data is rolled over from last year.
GASB standard

Public institution using FASB reporting standards

No Answer

Current Year Finance Data

For U.S. News to IPEDS key, see the Introduction section.

1.) Institutional Control: Pub

2.) Tuition and Fees: (FY 2017)

$ 

3.) Investment Income: (FY 2017)

$ 

4.) Value of Endowment assets: (FY 2017)

$ 

5.) Instruction Expenditures: (FY 2017)

This question is used in the Rankings calculation.

$ 

6.) Research Expenditures: (FY 2017)

This question is used in the Rankings calculation.

$ 

7.) Public Service Expenditures: (FY 2017)

This question is used in the Rankings calculation.

$ 

8.) Academic Support Expenditures: (FY 2017)

This question is used in the Rankings calculation.

$
9.) Student Services Expenditures: (FY 2017)
This question is used in the Rankings calculation.

$ 

10.) Institutional Support Expenditures: (FY 2017)
This question is used in the Rankings calculation.

$ 

11.) Scholarship and Fellowship Expenditures: (FY 2017)

$ 

12.) Auxiliary enterprises: (FY 2017)

$ 

14.) Hospital Services: (FY 2017)

$ 

15.) Independent operations: (FY 2017)

$ 

16.) Other expenses and deductions: (FY 2017)

$ 

17.) Total expenses and deductions: (FY 2017):

$ 

Last Year Finance Data

18.) Tuition and Fees: (FY 2016)
This data is rolled over from last year.

$ 948750865 

19.) Investment Income: (FY 2016)
20.) Value of Endowment assets: (FY 2016)
This data is rolled over from last year.

$ 44877366

21.) Instruction Expenditures: (FY 2016)
This question is used in the Rankings calculation. This data is rolled over from last year.

$ 3004445263

22.) Research Expenditures: (FY 2016)
This question is used in the Rankings calculation. This data is rolled over from last year.

$ 1347789710

23.) Public Service Expenditures: (FY 2016)
This question is used in the Rankings calculation. This data is rolled over from last year.

$ 44699196

24.) Academic Support Expenditures: (FY 2016)
This question is used in the Rankings calculation. This data is rolled over from last year.

$ 862027249

25.) Student Services Expenditures: (FY 2016)
This question is used in the Rankings calculation. This data is rolled over from last year.

$ 453789831

26.) Institutional Support Expenditures: (FY 2016)
This question is used in the Rankings calculation. This data is rolled over from last year.

$ 54059700

27.) Scholarship and Fellowship Expenditures: (FY 2016)
This data is rolled over from last year.
28.) Auxiliary enterprises: (FY 2016)
This data is rolled over from last year.
$ 484762931

30.) Hospital Services: (FY 2016)
This data is rolled over from last year.
$ 1397816981

31.) Independent operations: (FY 2016)
This data is rolled over from last year.
0

32.) Other expenses and deductions: (FY 2016)
This data is rolled over from last year.
0

33.) Total expenses and deductions: (FY 2016)
This data is rolled over from last year.
$ 5106841473

Respondent Information

34.) Respondent Information

Name

Title

Phone Number

Phone Extension
Assessment

The following section contains a brief analysis of the total expenses submitted on this year's Finance statistical survey. All flagged data (identified by the red asterisk *) must be addressed in order to submit your survey. To acknowledge that the flagged data is in fact correct, please select the confirmation checkbox associated with item in question. Once every flagged assessment item has been either confirmed or corrected, please proceed to the verification section.

**Making Data Changes** – If you notice an incorrect current year value please go back into the survey and correct the data point. The question numbers are listed for your reference. Changing last year’s data must be done through your data collector. Please contact them with the updated information and a brief description as to why it needs changing. We will analyze the requested changes on a case by case basis and get back to you.

Below is a list of some terminology you may encounter:

**Large Change** - For the questions(s) indicated, the data submitted for the current year are significantly larger or smaller than the data supplied for the previous year. If the data supplied are correct as entered, please check the box. If the data is incorrect, please go back into the survey and supply new data.

**Missing** - No information has been submitted for this indicator. If the question does not apply to your institution, or if you cannot supply the data requested, please check the box. If you can supply the missing data, please go back into the survey and enter the new data. If you wish to add in missing previous year data, please contact your data collector with that information.

**High Value** - The data submitted are significantly higher than the norm. Please either correct the figure or verify that the data are correct as submitted.

35.) Instructional Expenditures (Question 5, Question 21):

<table>
<thead>
<tr>
<th>Current Year:</th>
<th>Last Year:</th>
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<tbody>
<tr>
<td>No Value Entered</td>
<td>1347789710</td>
</tr>
</tbody>
</table>

You are missing a current year value for Instructional Expenditures. Please confirm this is correct or go back and add a value. *

☐ I confirm to be missing the current year value

36.) Research Expenditures (Question 6, Question 22):
Current Year:    Last Year:
No Value Entered  862027249

You are missing a current year value for Research Expenditures. Please confirm this is correct or go back and add a value.*

☐ I confirm to be missing the current year value

37.) Public Service Expenditures (Question 7, Question 23):

Current Year:    Last Year:
No Value Entered  44699196

You are missing a current year value for Public Service Expenditures. Please confirm this is correct or go back and add a value.*

☐ I confirm to be missing the current year value

38.) Academic Support Expenditures (Question 8, Question 24):

Current Year:    Last Year:
No Value Entered  453789831

You are missing a current year value for Academic Support Expenditures. Please confirm this is correct or go back and add a value.*

☐ I confirm to be missing the current year value

39.) Student Services Expenditures (Question 9, Question 25):

Current Year:    Last Year:
No Value Entered  54059700

You are missing a current year value for Student Services Expenditures. Please confirm this is correct or go back and add a value.*

☐ I confirm to be missing the current year value

40.) Institutional Support Expenditures (Question 10, Question 26):

Current Year:    Last Year:
No Value Entered  306446541

You are missing a current year value for Institutional Support Expenditures. Please confirm this is correct or go back and add a value.*

☐ I confirm to be missing the current year value

Verification
40.
The data verification is the final opportunity you have to make changes to your statistical data before it is published in U.S. News products and/or distributed by U.S. News, or used in the Best Colleges ranking calculations. Please review this survey carefully, paying particular attention to any blank fields on your survey. A blank field may indicate that data were not submitted or that the response submitted did not pass our system error checks.
If all data are accurate and no changes are needed, please select the verification check box, fill out the identification information and hit the ‘Submit Survey’ button.
If you have any questions about your verification or this procedure, please contact Keke Ellis at kellis@usnews.com or 202-955-2048
On behalf of U.S. News and its many readers, thank you for the time and effort you have given to supply and verify this information.

☐ I verify that, to the best of my knowledge, the information on this survey is accurate, and accurately describes my institution.

40.) Identification:

Name:

Title:

Date: