

## Institutional Characteristics 2018-19

Institution: Lord Fairfax Community College (232575)

User ID: P2325756

### 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

There are no changes for the 2018-19 collection period.

#### 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.

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="www.lfcc.edu/about-lfc"/>
<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"/> | <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"/>  | 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 type="checkbox"/>  | <u>Teacher certification</u> (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   |

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

4. Which of the following selected student services are offered by your institution? [Check all that apply]

- Remedial services
- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus day care for children of students
- None of the above


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

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

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

- No  
 Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- 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.

We participate with the 529 Virginia Prepaid Program (as a third party).

### 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 checked="" 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 2017 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 2018-19

### 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	

**5. Charges to full-time undergraduate students for the full academic year 2018-19***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	4,620	4,253	4,620	4,253	9,918	9,551
Required fees	119	374	119	374	749	1,004

**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	154	142	154	142	331	318

**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 2018-19 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	2015-16	2016-17	2017-18	2018-19	Tuition Guarantee (check only if applicable to entering students in 2018-19)	Guaranteed increase %
<b>Published tuition and required fees:</b>						
<u>In-district</u>						
Tuition	4,050	4,133	4,253	4,620	<input type="checkbox"/>	
Required fees	374	374	374	119	<input type="checkbox"/>	
Tuition + fees total	4,424	4,507	4,627	4,739		
<u>In-state</u>						
Tuition	4,050	4,133	4,253	4,620	<input type="checkbox"/>	
Required fees	374	374	374	119	<input type="checkbox"/>	
Tuition + fees total	4,424	4,507	4,627	4,739		
<u>Out-of-state</u>						
Tuition	9,348	9,431	9,551	9,918	<input type="checkbox"/>	
Required fees	914	974	1,004	749	<input type="checkbox"/>	
Tuition + fees total	10,262	10,405	10,555	10,667		
<u>Books and supplies</u>	1,600	1,600	1,390	1,420		
<b>Off-campus (not with family):</b>						
Room and board	7,706	8,004	8,060	8,400		
Other expenses	3,962	4,032	4,030	4,190		
Room and board and other expenses	11,668	12,036	12,090	12,590		
<b>Off-campus (with family):</b>						
Other expenses	3,962	4,032	4,030	4,190		

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 checked="" type="radio"/> Other |

Name: Janet Ping

Email: jping@lfcc.edu

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

7.00 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	7.00 hours	1.00 hours	1.00 hours	1.00 hours
Other offices	2.00 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 2018.

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://www.lfcc.edu/about-lfcc/mission-statement/">https://www.lfcc.edu/about-lfcc/mission-statement/</a>
Are all the programs at your institution offered exclusively via distance education programs?	No
Special Learning Opportunities	Weekend/evening college
Student Services	Remedial services Academic/career counseling services Employment services for current students
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	2015-16	2016-17	2017-18	2018-19
In-district tuition and fees	\$4,424	\$4,507	\$4,627	\$4,739
In-state tuition and fees	\$4,424	\$4,507	\$4,627	\$4,739
Out-of-state tuition and fees	\$10,262	\$10,405	\$10,555	\$10,667
Books and supplies	\$1,600	\$1,600	\$1,390	\$1,420
Off-campus room and board	\$7,706	\$8,004	\$8,060	\$8,400
Off-campus other expenses	\$3,962	\$4,032	\$4,030	\$4,190
Off-campus with family other expenses	\$3,962	\$4,032	\$4,030	\$4,190
Average undergraduate student tuition and fees for academic year 2018-19	Tuition		Fees	
In-district			\$4,620	\$119
In-state			\$4,620	\$119
Out-of-state			\$9,918	\$749
Alternative tuition plans	Prepaid tuition plan Tuition payment plan			

**Institutional Characteristics****Lord Fairfax Community College (232575)**

Source	Description	Severity	Resolved	Options
<b>Screen: Undergrad Tuition</b>				
Screen Entry	This value is expected to be within 20% of the prior year amount. Please correct your data or explain. (Error #11110)	Explanation	Yes	
Reason:	In prior years, Virginia community colleges assessed a per-credit-hour technology fee of \$8.50. This technology fee is now incorporated into the tuition charge, causing tuition to increase with a corresponding decrease in fees.			
Screen Entry	This value is expected to be within 20% of the prior year amount. Please correct your data or explain. (Error #11110)	Explanation	Yes	
Reason:	In prior years, Virginia community colleges assessed a per-credit-hour technology fee of \$8.50. This technology fee is now incorporated into the tuition charge, causing tuition to increase with a corresponding decrease in fees.			
Screen Entry	This value is expected to be within 20% of the prior year amount. Please correct your data or explain. (Error #11110)	Explanation	Yes	
Reason:	In prior years, Virginia community colleges assessed a per-credit-hour technology fee of \$8.50. This technology fee is now incorporated into the tuition charge, causing tuition to increase with a corresponding decrease in fees.			
<b>Screen: Price of Attendance</b>				
Screen Entry	This value is expected to be within 40% of the prior year amount. Please correct your data or explain. (Error #11304)	Explanation	Yes	
Reason:	In prior years, Virginia community colleges assessed a per-credit-hour technology fee of \$8.50. This technology fee is now incorporated into the tuition charge, causing tuition to increase with a corresponding decrease in fees.			
Screen Entry	This value is expected to be within 40% of the prior year amount. Please correct your data or explain. (Error #11304)	Explanation	Yes	
Reason:	In prior years, Virginia community colleges assessed a per-credit-hour technology fee of \$8.50. This technology fee is now incorporated into the tuition charge, causing tuition to increase with a corresponding decrease in fees.			