IPEDS **2020-21 Data Collection System**

Institutional Characteristics 2020-21

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 have 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.

Data Reporting Reminder:
- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.

Changes to reporting for 2020-21:
- The term 'dual credit' has been replaced with the term 'dual enrollment'

Common Errors
Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- 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.

Resources:
- To download the survey materials for this component: Survey Materials
- To access your prior year data submission for this component: Reported Data

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

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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: https:// ▾   lfcc.edu/about-lfcc/mission-statement/

◯ Mission Statement:

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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 box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

We have removed the 'Recognized veteran organization' for 20/21, as we had an active group last year (19/20), but they have not been active this year (20/21).

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Part C - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]

☑ <u>Dual enrollment</u>

☑ <u>Credit for life experiences</u>

☑ <u>Advanced placement (AP) credits</u>

☐ None of the above

2. What types of special learning opportunities are offered by your institution? [Check all that apply]

☐ ROTC

    ☐ Army   ☐ Navy   ☐ Air Force

☐ <u>Study abroad</u>

☑ <u>Weekend/evening college</u>

☐ <u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level)
    Do not include certifications to teach at the postsecondary level.

    ☐ Students can complete their preparation in certain areas of specialization

    ☐ Students must complete their preparation at another institution for certain areas of specialization

    ☐ This institution is approved by the state for the initial certification or licensure of teachers

☐ None of the above

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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]

☑ <u>Remedial services</u>

☑ Academic/career <u>counseling services</u>

☑ <u>Employment services for current students</u>

☐ <u>Placement services for program completers</u>

☐ On-campus <u>day care</u> for children of students

☐ None of the above

5. Which of the following <u>academic library</u> 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

☐ <u>Tuition guarantee</u>

☑ <u>Prepaid tuition plan</u>

☑ <u>Tuition payment plan</u>

☐ Other (specify in box below)

...

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Part C - Student Services - Distance Education

Reporting Reminders:

- When reporting distance education offerings, do not include remote learning implemented in response to Coronavirus Pandemic unless the program anticipates maintaining this modality permanently. Allowing program completion via distance education is not the same as having planned full distance education programs.

ⓘ **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	☑	☑	☐

ⓘ **8. Are all the programs at your institution offered exclusively via distance education programs?**

Select No if all programs at your institution are offered exclusively via distance education only temporarily in response to Coronavirus Pandemic.

⦿ No
◯ Yes

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Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2019 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

○ 3 percent or less

◉ More than 3 percent: ⟨ 4 ⟩ %

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Part D - Student Charges Questions

1. Are all <u>full-time</u>, <u>first-time</u> degree/certificate-seeking students required to live on campus or in institutionally controlled housing?

If your institution typically has this requirement but such requirement is temporarily suspended due to Coronavirus Pandemic, please answer Yes.

*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 <u>tuition</u> for <u>in-district</u>, <u>in-state</u>, or <u>out-of-state</u> 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 <u>institutionally-controlled housing</u> (either on or off campus)?

If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

*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 <u>housing capacity</u> for academic year 2020-21

    [ ]

4. Do you offer <u>board</u> or meal plans to your students?

If your institution typically offers board or meal plans but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

*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
Undergraduate application fee	0	0

5. Charges to full-time undergraduate students for the full academic year 2020-21

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	4,620	4,620	4,620	9,918	9,918
Required fees	119	119	119	119	824	824

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.).
Do not include fees.

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge	154	154	154	154	331	331

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Part D - Student Charges - Cost of Attendance

11. Cost of attendance for <u>full-time</u>, <u>first-time</u> undergraduate students:

Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (e.g., Pell, Direct Loans), you must provide all information. Estimates of expenses for books and supplies, room and board, and other expenses are those from the COA report used by the financial aid office in determining financial need. Please confirm with your institution's financial aid office the correct values for these COA categories, as its staff are most familiar with federal guidance (e.g., Federal Student Aid Handbook) and professional standards in determining COA.

Notes:
- If your institution offers room (housing) but does not offer board, refer to your institution's COA budgets to report an estimate of how much students would spend on board.
- Similarly, if your institution offers board but does not offer room (housing), refer to your institution's COA budgets to report an estimate of how much students would spend on room.

ⓘ If the **2020-21 tuition and/or fees as reported on this page** for *full-time, first-time students* are covered by a <u>tuition guarantee</u> 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	2017-18	2018-19	2019-20	2020-21	ⓘ Tuition Guarantee *(check only if applicable to **entering students in 2020-21**)*	Guaranteed increase %
Published <u>tuition</u> and <u>required fees</u>:						
<u>In-district</u>						
Tuition	4,253	4,620	4,620	4,620	☐	
Required fees	374	☑ 119	119	119	☐	
Tuition + fees total	4,627	4,739	4,739	4,739		
<u>In-state</u>						
Tuition	4,253	4,620	4,620	4,620	☐	
Required fees	374	☑ 119	119	119	☐	

Tuition + fees total	4,627	4,739	4,739	4,739		
Out-of-state						
Tuition	9,551	9,918	9,918	9,918	☐	
Required fees	1,004	749	824	824	☐	
Tuition + fees total	10,555	10,667	10,742	10,742		
Books and supplies	1,390	1,420	1,440	1,460		
Off-campus (not with family):						
Room and board	8,060	8,400	8,660	8,990		
Other expenses	4,030	4,190	4,170	4,240		
Room and board and other expenses	12,090	12,590	12,830	13,230		
Off-campus (with family):						
Other expenses	4,030	4,190	4,170	4,240		

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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	◉ No ◯ Yes-Specify	Select One ▾
Basketball	◉ No ◯ Yes-Specify	Select One ▾
Baseball	◉ No ◯ Yes-Specify	Select One ▾
Cross country and/or track	◉ No ◯ Yes-Specify	Select One ▾

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Prepared by

Prepared by

Reporting Reminders:
- 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:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	○	Academic Library Contact	◉	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?
2.00 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	6.00 hours	hours	hours	hours
Other offices	hours	hours	hours	hours

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Summary

Institutional Characteristics Component Summary

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 2020.

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.

Academic Year Reporters

GENERAL INFORMATION					
Mission Statement	https://lfcc.edu/about-lfcc/mission-statement/				
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	4%				
PRICING INFORMATION					
Estimated expenses for academic year for full-time, first-time students		2017-18	2018-19	2019-20	2020-21
	In-district tuition and fees	$4,627	$4,739	$4,739	$4,739
	In-state tuition and fees	$4,627	$4,739	$4,739	$4,739
	Out-of-state tuition and fees	$10,555	$10,667	$10,742	$10,742
	Books and supplies	$1,390	$1,420	$1,440	$1,460

	Off-campus room and board	$8,060	$8,400	$8,660	$8,990
	Off-campus other expenses	$4,030	$4,190	$4,170	$4,240
	Off-campus with family other expenses	$4,030	$4,190	$4,170	$4,240

Average student tuition and fees for academic year 2020-21		Tuition		Fees	
		$4,620		$119	
	In-state	$4,620		$119	
	Out-of-state	$9,918		$824	
Alternative tuition plans		Prepaid tuition plan Tuition payment plan			

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Edit Report

Institutional Characteristics

Source	Description	Severity	Resolved	Options
Screen: Services for Servicemembers and Veterans				
Screen Entry	Services and programs for servicemembers and veterans are not expected to change from the prior year. Check your answer or provide an explanation. (Error #11326)	Explanation	Yes	
Reason	We have removed the 'Recognized veteran organization' for 20/21, as we had an active group last year (19/20), but they have not been active this year (20/21).			
Screen: Other Student Services				
Perform Edits	You have selected that your institution has a staff trained to provide and interpret library materials, but you reported 0 librarians in last year's HR component. Please correct your data or explain. (Error #11332)	Explanation	Yes	
Reason	As of October 5, 2020, we continue to have a Library Director and two Librarians working at Lord Fairfax Community College. They have been classified as one 11-9033 Education Admin, with a title of Director and two 11-9030 Education Admin, with a title of Librarians.			
Screen: Cost of Attendance				
Screen Entry	This value is expected to be within 40% of the prior year amount. Please correct your data or explain. (Error #11304) This edit and explanation were retained from the prior year (for reference) and do not need to be re-explained in the current year edit report.	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) This edit and explanation were retained from the prior year (for reference) and do not need to be re-explained in the current year edit report.	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.			