Institutional Characteristics 2012-13

Institution: CUNY Borough of Manhattan Community College (190521)
User ID: 36C0021

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. 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
**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:**

www.bmcc.cuny.edu/a

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

**Mission Statement**

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

- [ ] Yes
- [x] No
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

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.

[Blank space for context notes]
## Part B - Estimated 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.

<table>
<thead>
<tr>
<th>Level Description</th>
<th>Full-time</th>
<th>FT PY Enrollment</th>
<th>Part-time</th>
<th>PT PY Enrollment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (academic or occupational programs)</td>
<td>16,039</td>
<td>15,881</td>
<td>5,131</td>
<td>8,582</td>
<td>24,400</td>
</tr>
<tr>
<td>Of undergraduates, those who are first-time, degree/certificate-seeking students</td>
<td>5,268</td>
<td>5,131</td>
<td>949</td>
<td>1,139</td>
<td>6,217</td>
</tr>
<tr>
<td>Graduate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Part C - Student Services - Special Learning Opportunities

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

<table>
<thead>
<tr>
<th>Acceptance Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Dual credit (college credit earned while in high school)</td>
</tr>
<tr>
<td>✔️ Credit for life experiences</td>
</tr>
<tr>
<td>✔️ Advanced placement (AP) credits</td>
</tr>
<tr>
<td>✗ None of the above</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ ROTC</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>✔️ Study abroad</td>
</tr>
<tr>
<td>✔️ Weekend/evening college</td>
</tr>
<tr>
<td>✔️ Teacher certification (for the elementary, middle school/junior high, or secondary level)</td>
</tr>
<tr>
<td>✔️ Students can complete their preparation in certain areas of specialization</td>
</tr>
<tr>
<td>✔️ Students must complete their preparation at another institution for certain areas of specialization</td>
</tr>
<tr>
<td>✔️ This institution is approved by the state for the initial certification or licensure of teachers</td>
</tr>
<tr>
<td>✗ None of the above</td>
</tr>
</tbody>
</table>


Part C - Student Services - Distance Opportunities

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

- Remedial services
- Academic/career counseling services
- Placement services for program completers
- Employment services for current students
- On-campus day care for children of students
- 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?

- Have our own library
- Do not have our own library but contribute financial support to a shared library
- Neither 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)

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

- Undergraduate
- Graduate
- 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.
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).

<table>
<thead>
<tr>
<th>Percentage</th>
<th>3 percent or less</th>
<th>More than 3 percent:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>%</td>
</tr>
</tbody>
</table>

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 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.

<table>
<thead>
<tr>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No, and we do not make ANY (even one) exceptions to this rule</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
<tr>
<td>Specify housing capacity for academic year 2012-13</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Yes - Enter the number of meals per week in the maximum meal plan available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)</td>
</tr>
</tbody>
</table>
## Part D - Undergraduate Student Charges

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

<table>
<thead>
<tr>
<th>Undergraduate application fee</th>
<th>Amount</th>
<th>Prior year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

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.).*

<table>
<thead>
<tr>
<th>In-district</th>
<th>Prior year</th>
<th>In-state</th>
<th>Prior year</th>
<th>Out-of-state</th>
<th>Prior year</th>
</tr>
</thead>
<tbody>
<tr>
<td>All full-time undergraduates</td>
<td>3,600</td>
<td>3,600</td>
<td>5,760</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average tuition</td>
<td>3,900</td>
<td>3,900</td>
<td>6,240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required fees</td>
<td>318</td>
<td>318</td>
<td>318</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.).*

<table>
<thead>
<tr>
<th>In-district</th>
<th>Prior year</th>
<th>In-state</th>
<th>Prior year</th>
<th>Out-of-state</th>
<th>Prior year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit hour charge</td>
<td>165</td>
<td>165</td>
<td>260</td>
<td>240</td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Charges for</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Published tuition and required fees:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In-district</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>3,150</td>
<td>3,150</td>
<td>3,600</td>
<td>3,900</td>
</tr>
<tr>
<td>Required fees</td>
<td>318</td>
<td>318</td>
<td>318</td>
<td>318</td>
</tr>
<tr>
<td>Tuition + fees total</td>
<td>3,468</td>
<td>3,468</td>
<td>3,918</td>
<td>4,218</td>
</tr>
<tr>
<td><strong>In-state</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>3,150</td>
<td>3,150</td>
<td>3,600</td>
<td>3,900</td>
</tr>
<tr>
<td>Required fees</td>
<td>318</td>
<td>318</td>
<td>318</td>
<td>318</td>
</tr>
<tr>
<td>Tuition + fees total</td>
<td>3,468</td>
<td>3,468</td>
<td>3,918</td>
<td>4,218</td>
</tr>
<tr>
<td><strong>Out-of-state</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>5,040</td>
<td>5,040</td>
<td>5,760</td>
<td>6,240</td>
</tr>
<tr>
<td>Required fees</td>
<td>318</td>
<td>318</td>
<td>318</td>
<td>318</td>
</tr>
<tr>
<td>Tuition + fees total</td>
<td>5,358</td>
<td>5,358</td>
<td>6,078</td>
<td>6,558</td>
</tr>
<tr>
<td><strong>Books and supplies</strong></td>
<td>1,070</td>
<td>1,146</td>
<td>1,179</td>
<td>1,248</td>
</tr>
<tr>
<td><strong>Off campus (not with family):</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room and board</td>
<td>10,382</td>
<td>10,361</td>
<td>10,900</td>
<td>11,902</td>
</tr>
<tr>
<td>Other expenses</td>
<td>4,664</td>
<td>4,724</td>
<td>4,823</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Room and board and other expenses</td>
<td>15,046</td>
<td>15,085</td>
<td>15,723</td>
<td></td>
</tr>
<tr>
<td>Off campus (with family):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room and board and other expenses</td>
<td>15,046</td>
<td>15,085</td>
<td>15,723</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Sport</th>
<th>NCAA or NAIA member</th>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>No</td>
<td>Select One</td>
</tr>
<tr>
<td>Basketball</td>
<td>No</td>
<td>City University of New York Ath Conf</td>
</tr>
<tr>
<td>Baseball</td>
<td>No</td>
<td>City University of New York Ath Conf</td>
</tr>
<tr>
<td>Cross country and/or track</td>
<td>No</td>
<td>Select One</td>
</tr>
</tbody>
</table>
Prepared by

<table>
<thead>
<tr>
<th>This survey component was prepared by:</th>
<th>Keyholder</th>
<th>SFA Contact</th>
<th>HR Contact</th>
<th>Finance Contact</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How long did it take to prepare this survey component? 20 hours 0 minutes

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.
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

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all the programs at your institution offered completely via distance education?</td>
<td>No</td>
</tr>
</tbody>
</table>
| Special Learning Opportunities | Study abroad  
Weekend/evening college |
| Student Services | Remedial services  
Academic/career counseling services  
Employment services for current students  
Placement services for program completers  
On-campus day care for children of students |
| Credit Accepted | Dual credit (college credit earned while in high school)  
Advanced placement (AP) credits |
| Undergraduate students enrolled who are formally registered with office of disability services | 3 percent or less |

### PRICING INFORMATION

<table>
<thead>
<tr>
<th>Estimated expenses for academic year for full-time, first-time students</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-district tuition and fees</td>
<td>$3,468</td>
<td>$3,468</td>
<td>$3,918</td>
<td>$4,218</td>
</tr>
<tr>
<td>In-state tuition and fees</td>
<td>$3,468</td>
<td>$3,468</td>
<td>$3,918</td>
<td>$4,218</td>
</tr>
<tr>
<td>Out-of-state tuition and fees</td>
<td>$5,358</td>
<td>$5,358</td>
<td>$6,078</td>
<td>$6,558</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,070</td>
<td>$1,146</td>
<td>$1,179</td>
<td>$1,248</td>
</tr>
<tr>
<td>Off Campus Room and Board</td>
<td>$10,382</td>
<td>$10,361</td>
<td>$10,900</td>
<td>$11,902</td>
</tr>
<tr>
<td>Off Campus Other Expenses</td>
<td>$4,664</td>
<td>$4,724</td>
<td>$4,823</td>
<td>$4,940</td>
</tr>
</tbody>
</table>
### PRICING INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average undergraduate student tuition and fees for academic year 2012-13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off Campus with family Other Expenses</td>
<td>$3,672</td>
<td>$3,682</td>
</tr>
<tr>
<td>In-district</td>
<td>$3,900</td>
<td>$318</td>
</tr>
<tr>
<td>In-state</td>
<td>$3,900</td>
<td>$318</td>
</tr>
<tr>
<td>Out-of-state</td>
<td>$6,240</td>
<td>$318</td>
</tr>
</tbody>
</table>

**Alternative tuition plans**
- Prepaid tuition plan
- Tuition payment plan

### ADMISSIONS INFORMATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Open admission</td>
<td>Yes</td>
</tr>
</tbody>
</table>
There are no errors for the selected survey and institution.