



*Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097*

**Deadline for submitting this Profile: January 18, 2008**

**INSTITUTIONAL PROFILE  
FOR GENERAL INFORMATION  
AND ENROLLMENT DATA  
FALL 2007**

**General Instructions**

Before completing the Fall 2007 Profile, please

Carefully read all directions

Assign responsibility for the completion and accuracy of the form to the Accreditation Liaison.

Before returning the completed Fall 2007 Profile, please review the last page of this document to ensure that checklists are complete. Send one complete set (printed and bound copy, CD or disk copy) of current catalogs (undergraduate, graduate and professional) with your signed, original Profile. Catalogs are retained in the Commission's library, thus providing a catalog website address is not acceptable. Thank you for your prompt attention.

Please direct questions to Mrs. Donna Barrett at [dbarrett@sacscoc.org](mailto:dbarrett@sacscoc.org) or (404) 679-4501, ext. 574.

# SECTION ONE: General Information

## Part I:

### A. Institutional Information

1. Institution's Official Name	College of Charleston
2. Institution's Mailing Address <i>(Include street address, city, state, zip code. If institution has P.O. Box number, also include street address used for express mail.)</i>	66 George Street Charleston, SC 29424
3. Main Switchboard Telephone Number	843-953-5507
4. Institution's home Web Site Address <i>(Do not include http://)</i>	www.cofc.edu
5. Institutional Governance or Control <i>(Private Not-For-Profit; Private For-Profit; or Public)</i>	Public
6. Institutional Religious Affiliation, if applicable <i>(please provide complete name)</i>	None
7. Calendar System <i>(semester, quarter, or other unit)</i>	Semester
8. Name of Governance System <i>(if applicable)</i> <i>(If public, Include name of governing board system, <b>not</b> state coordinating board)</i>	Board of Trustees

**Part II:****A. Chief Executive Officer**

9. Name	P. George Benson
10. Title	President
11. Office Mailing Address (street, city, state, zip code) (Do not include institution's name)	College of Charleston President's Office, Randolph Hall 66 George Street Charleston, SC 29424
12. Telephone Number	843-953-5500
13. Fax Number	843-953-5811
14. E-Mail Address	BensonG@cofc.edu

**B. Chair of the Governing Board**

15. Name	Robert W. Marlowe
16. Mailing Address (street, city, state, zip code)	College of Charleston President's Office, Randolph Hall 66 George Street Charleston, SC 29424
17. Fax Number	843-953-5811
18. Term of office as Chair (Indicate ending date of term)	2010

### C. Institution's Accreditation Liaison

The Commission asks each institution to appoint an Accreditation Liaison to serve as contact person for the Commission, supervise completion of institutional profiles, serve as a resource person for the institution's internal review process, work with follow up associated with review, serve as a resource person on accreditation standards and policies, and work with the institution's assigned commission staff to coordinate visits. This person should be an employee of the institution, not a consultant hired to assist with the institution's review, in accord with the *Principles for Accreditation*.

As Accreditation Liaison, this individual will be contacted if questions arise during review of this document. Therefore, the Accreditation Liaison should be knowledgeable about the information used to complete this Profile and should attest to its accuracy by completing "Signatures of Verification" on the last page of this document.

19. Name of Accreditation Liaison	Pamela I. Niesslein, Ph.D.
20. Title	Associate Vice President for Accountability and Accreditation
21. Office Mailing Address <i>(Include street address, city, state, zip code) (If a P.O. Box number is the current mailing address, also include the street address used for express mail.) (Do not include institution's name)</i>	Office of Accountability, Accreditation, Planning, and Assessment (AAPA) College of Charleston Randolph Hall, Suite 208 66 George Street Charleston, SC 29424
22. Telephone Number	843-953-7526
23. Fax Number	843-953-7525
24. E-Mail Address	niessleinp@cofc.edu

## SECTION TWO: Enrollment Information (for FTE and Headcount)

### A. Instructions for calculating FTE

Please report your institution's enrollment for the 2007 fall term in the right-hand column. When tabulating the total, include all degree and non-degree students, wherever instruction occurs. This applies to students enrolled in course work delivered at the main campus, off-campus sites, branch campuses, and course work delivered electronically. For the purpose of Commission use, please use the following definitions for your computation of FTE and not your institution's definition.

**A full-time undergraduate student is one enrolled for 12 or more credit hours.**

**A full-time post-baccalaureate/graduate student is one enrolled for 9 or more credit hours.**

### For-Credit, Full-Time Undergraduate and Post-Baccalaureate Students

1. Total <u>number</u> of full-time undergraduate students (those taking 12 or more credit hours):	<u>9034</u>
2. Total <u>number</u> of full-time post-baccalaureate (master's or doctoral programs, or other for-credit programs) students (those taking 9 or more credit hours):	<u>299</u>

### For-Credit, Part-Time Undergraduate and Post-Baccalaureate Students

3.a. Total <u>hours</u> of all undergraduate students carrying fewer than 12 credit hours (definition of part-time student): <u>5158</u> (hours)	
b. Divide the total hours in 3a by 12, rounding to the nearest whole number:	<u>430</u>
4.a. Total <u>hours</u> of all post-baccalaureate students (master's or doctoral programs, or other for-credit programs) carrying fewer than 9 credit hours (definition of part-time student): <u>3783</u> (hours)	
b. Divide total hours in 4a by 9, rounding to the nearest whole number:	<u>420</u>
5. Total of lines 1, 2, 3b, and 4b:	<u>10183</u>

**Non-Credit (Include continuing education. Do not include non-credit courses taken by for-credit students as part of a for-credit program such as labs, chapels, student success courses, remedial courses, etc. Count these under for-credit.)**

6.a. For <b><u>each</u></b> non-credit course offered <i>in the 2007 fall term</i> , multiply the total number of contact hours for the course (as determined by your institution) by the total number of students enrolled in the course. Add resulting figures for all non-credit courses (See example below).	<b><u>6998</u></b>
b. Divide combined total in 6a by 168 if your institution is on a semester or trimester system (12 hours/week x 14 weeks), <u>or</u> by 120 if your institution is on a quarter system (12 hours/week x 10 weeks). Round the quotient to the nearest whole number	<b><u>42</u></b>

**Total**

<b>7. Total of lines 5 and 6b:</b>	<b><u>10225</u></b>
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**Example for calculating 6a above:**

An institution has five non-credit courses. Course one has 17 students and 20 course contact hours; course two has 11 students and 15 contact hours; course three has 10 students and 15 contact hours; course four has 16 students and 5 contact hours; and course five has 14 students and 10 contact hours.

Calculation for Part 6a.	Students	Contact Hours			
Course one:	17	x	20	=	340
Course two:	11	x	15	=	165
Course three:	10	x	15	=	150
Course four:	16	x	5	=	80
Course five:	14	x	10	=	<u>140</u>

Calculation Total for Part 6a. = 875

**B. Instructions for calculating Enrollment Headcount**

Using your institution's definition, please report in the right hand column your enrollment **headcount** for the **2007 fall term**. When tabulating the total, **include all degree and non-degree students, wherever instruction occurs**. This applies to students enrolled in course work delivered at the main campus, off-campus sites, branch campuses, and course work delivered electronically.

Headcount Number of students taking courses for credit:

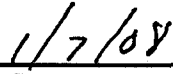
1. Total number of students enrolled as Full-Time Undergraduate Students	<b><u>9034</u></b>
2. Total number of students enrolled as Full-Time Post-Baccalaureate Students	<b><u>299</u></b>
3. For-Credit, Part-Time Undergraduate Students	<b><u>889</u></b>
4 For-Credit, Part-Time Post-Baccalaureate Students	<b><u>1094</u></b>
5. Total headcount number of students enrolled for credit courses (Total of lines 1-4)	<b><u>11316</u></b>

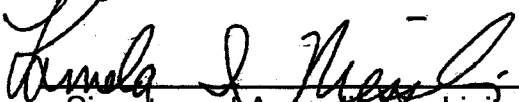
All Students enrolled in <u>non-credit</u> courses (total number enrolled in all non-credit courses)	<b><u>519</u></b>
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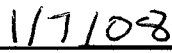
## SIGNATURES OF VERIFICATION:

We certify that the information provided in this Profile is correct.

  
\_\_\_\_\_  
Signature of Chief Executive Officer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Accreditation Liaison

  
\_\_\_\_\_  
Date

## COMPLETION CHECKLIST :

Are all sections of this Profile complete?

Have the Accreditation Liaison and Chief Executive Officer provided signatures for verification?

NOTE: If you desire proof your submission has been received, please send it by a method which allows tracking and/or confirmation of receipt. Due to the volume of profiles received, and the December annual meeting of the COC, phone calls requesting confirmation of receipt will not be returned until after the holidays.

## RETURN CHECKLIST:

The original signed copy of this Profile. (Retain a copy for your records)

One (1) complete set of current catalogs  
(undergraduate, graduate and professional).  
(printed and bound, or CD or disk copy)

Return this completed Profile and all required materials to:

**Commission on Colleges**  
**ATTN: Institutional Profiles**  
**Southern Association of Colleges and Schools**  
**1866 Southern Lane**  
**Decatur, Georgia 30033-4097**

**DUE: January 18, 2008**