



2009 Survey of Graduate Aid Policies, Practices, and Procedures

Thank you for participating in the 2009 Survey of Graduate Aid Policies, Practices, and Procedures (SOGAPPP). The survey project is sponsored by NASFAA's Graduate and Professional Issues Committee and the Research Committee. The results of the SOGAPPP will be used by NASFAA in its research and the summary results will be communicated to the membership and to participating non-member responders to better inform best practices in graduate and professional aid administration. Financial aid offices serving professional and graduate students may also find the results useful for their own benchmarking use and self-assessment purposes.

Important: All responses to this survey should be based on financial aid awards, policies, and practices during the 2007-08 academic year. Please keep in mind that the data you provide should be based on financial aid policies and practices you followed for distributing funds to graduate and/or professional students. These students are defined as those seeking a degree or certificate above a bachelor's degree during the appropriate year. The results of the survey data will be most useful in impacting future practice when they are reported in a discipline-specific fashion. If your institution offers several graduate/professional disciplines, (for example, Medicine, Law, and Business) **a survey will need to be completed for each discipline.**

All NASFAA member respondents will be eligible for a drawing to win a complimentary registration to the 2009 NASFAA National Conference in San Antonio, TX. As an incentive for non-NASFAA member schools, NASFAA will also offer a complimentary NASFAA one-year school membership as a separate drawing. Responses must be received by February 28 2009, in order to be eligible for the drawings.

All responses to this survey will be kept completely confidential. If, however, there is a question you find objectionable, please skip it and answer the remaining questions.

It is not necessary to complete the entire survey in one setting. If you are interrupted with other tasks while responding to the survey, click on the "Save" button of the screen and your responses from that page and all previous pages will be saved automatically. You can then exit the survey and resume responding at a later time.

If you have any questions on the 2009 SOGAPPP project or results, please do not hesitate to contact Dr. Meihua Zhai, NASFAA's Director of Research and Policy Analysis, at zhaim@nasfaa.org or (202) 785-6952. **Remember to respond by February 28, 2009 in order to become eligible for the drawings (free 2009 conference registration for NASFAA members, free one-year institutional NASFAA membership for non members).**

I. Your Institution and Your Program

In order to keep this survey shorter, please provide your institution's 8 digit Office of Postsecondary Education Identifier (OPE ID) to enable us to obtain other information from other federal sources such as IPEDS. The information you provide will be kept strictly confidential by NASFAA.

1. What is your institution's 8 digit OPE ID? _____

2. Which of the following best describes the institution for which you are providing data?

- a. Public College or University
- b. Private, Non-Profit College or University
- c. Private, For-Profit (Proprietary) College or University
- Other (please specify)

3. In which state is the institution that you are providing data for located?



If "Other" (Please specify): _____

4. Which of the following best describes the discipline for which you are reporting data in this survey?

(If you administer financial aid for a program that does not easily fit into any of the categories, please check "other" and clearly define the program on which you will be reporting data. Remember, once you select a program on which to report you must complete the remainder of the survey items for that program only. **Please use a separate survey to report data for a different program.** We encourage you to report data for each of the programs for which you administer aid.)

- Graduate Master's Degree (e.g. M. Ed., M.P.A., MA, MS)
- Ph.D., Ed.D.
- Medicine (M.D., etc.)
- Dentistry (D.M.D., etc.)
- Veterinary Science (D.V.M., etc.)
- Law (J.D.)
- Business (M.B.A.)
- Theology (M.Div., D. Div.)
- Other Health Professions
- Other (please specify): _____

II. Cost of Attendance

5. Please indicate the cost and other education-related expenses for full-time, full-year, first-time entering state resident graduate/professional students in your program.

- a. Tuition and fees \$ _____
- b. Room and board/living expenses \$ _____
- c. Books, equipment, and educational supplies \$ _____
- d. Transportation \$ _____
- e. Other education-related expenses \$ _____
- f. Other personal expenses \$ _____

6. Are tuition and fee charges for non-state residents in your program normally higher than charges to state residents?

Yes No (if "No", skip to Q8)

7. Please indicate the cost and other education-related expenses for full-time, full-year, first-time entering non-state resident graduate/professional students in your program.

- a. Tuition and fees \$ _____
- b. Room and board/living expenses \$ _____
- c. Books, equipment, and educational supplies \$ _____
- d. Transportation \$ _____
- e. Other education-related expenses \$ _____
- f. Other personal expenses \$ _____

III. Program Enrollment

8. In 2007-2008, what was the total unduplicated headcount enrollment of graduate/professional students in your program?

Total unduplicated headcount: _____

9. Of the total unduplicated headcount enrollment (from the previous question), approximately how many students were:

a. Full-time/full-year (i.e., enrolled full-time for at least 8 months during the 2007-2008 academic year) _____

b. Non-state residents including naturalized citizens and U.S. Permanent Residents (Do not include international students) _____

c. International students (not including naturalized citizens and U.S. Permanent Residents) _____

IV. Financial Aid and Aid Recipients

Financial aid recipients and total amounts in the next few questions are based on the number of students in your program who received aid during the **2007-08** award year (as indicated in Question 8 of this survey). (For aid amounts, include amounts actually disbursed to students. Please write in a zero [0] for any aid program for which no graduate/professional students from your program received aid. Please do not include commas in your number.)

10. Of the unduplicated headcount of students enrolled in your program, approximately how many received financial aid from any source known to you? (Include the unduplicated count of students who received any grant, scholarship, or fellowship; teaching, graduate, or research assistantship; work-study, student loan, or any other aid type known to you, whether or not your office directly selected the recipients.)

Unduplicated headcount of aid recipients: _____

For your program, please indicate the number of aid recipients and the total amount of financial aid awarded from each of the following programs:

	Number of Recipients	Total Amount of Aid
11. Title IV		
Federal Perkins Loans	_____	\$ _____
Federal Work-Study	_____	\$ _____
Subsidized Stafford (Direct Loans and/or FFEL)	_____	\$ _____
Unsubsidized Stafford (Direct Loans and/or FFEL)	_____	\$ _____
Graduate PLUS Loan	_____	\$ _____
12. Title VII/VIII		
SDS (Scholarships for Disadvantaged Students)	_____	\$ _____
Loans (PCL, HPSL, NSL, LDS)	_____	\$ _____
Title IX (GANN, Javitz, etc.)	_____	\$ _____

	Number of Recipients	Total Amount of Aid
13. State Aid Programs		
Grants, Scholarships, & Fellowships	_____	\$ _____
State Loans (including Loan Forgiveness/Loan Repayment Programs)	_____	\$ _____
State Work-Study	_____	\$ _____

14. Institutional Aid Programs		
Grants, Scholarships, Fellowships	_____	\$ _____
Tuition Remission/Waivers	_____	\$ _____
Stipends	_____	\$ _____
Loans	_____	\$ _____
Work-Study/Student Employment (including teaching, graduate and research assistantships)	_____	\$ _____

15. Private or Alternative Loans:	_____	\$ _____
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16. Please indicate the number of aid recipients in your program who received aid from each of the following federally-sponsored programs and the total amount received during the 2007-08 award year:

	Number of Recipients	Total amount of Awards
a. Other federally-sponsored grants, fellowships, and loans (e.g., National Science Foundation, Indian Health Service, National Institutes of Health, Armed Forces Scholarships, National Health Service Corps, Americorps, etc).	_____	\$ _____
b. Veteran's Benefits	_____	\$ _____

17. Please indicate the number of aid recipients in your program who received aid and the total amount received from each of the following **outside/private grants/scholarships** fellowships, and loans (e.g., local or community organizations, employer-sponsored, etc.) during the 2007-08 award year:

	Number of Recipients	Total amount of Awards
a. Grants/Scholarships	_____	\$ _____
b. Tuition Remission	_____	\$ _____
c. Loans (including forgivable loans)	_____	\$ _____

V. Financial Aid Application Process

18. Does your institution require graduate/professional students in your program to complete any financial aid forms in addition to the FAFSA (e.g., PROFILE, Need Access, etc.)?

- Yes No (If no, skip to Q20)

19. What additional information do you collect from student aid applicants or their parents/legal guardians via the additional aid application forms? (Check all that apply.)

	Students	Parents
a. Additional income information (e.g., interest or dividend income)	<input type="checkbox"/>	<input type="checkbox"/>
b. Home equity data	<input type="checkbox"/>	<input type="checkbox"/>
c. Other asset data (e.g., retirement accounts, trust information, car value)	<input type="checkbox"/>	<input type="checkbox"/>
d. Information on special circumstances	<input type="checkbox"/>	<input type="checkbox"/>
e. More detailed biographical information	<input type="checkbox"/>	<input type="checkbox"/>
f. Data used to determine eligibility for institutional grants.	<input type="checkbox"/>	<input type="checkbox"/>
g. Federal certification statements	<input type="checkbox"/>	<input type="checkbox"/>
h. Information on dependents other than a spouse	<input type="checkbox"/>	<input type="checkbox"/>
i. Other information	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments: _____

20. Assuming there were no significant changes in aid recipients' financial circumstances or academic situations, how did the percentage of grant/scholarship/fellowship, loan, and work-study/assistantship awards normally provided to continuing graduate/professional students in your program compare with what they received as first-year entering students? (Please choose one response for each item.)

	Normally Higher	About the Same	Normally Lower	We do not award this aid type
a. Grants/Scholarships/Fellowships	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Work-study/Assistantships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. What criteria does your institution use to award institutional scholarship/fellowship/grant aid to new/entering graduate/professional students in your program?

- a. Demonstrated financial need exclusively
- b. A combination of financial need and non-need criteria (e.g. academic merit, state of residence, academic program, race/ethnicity, etc.)
- c. Non-need criteria exclusively (e.g. academic merit, state of residence, academic program, race/ethnicity, etc.)
- d. We do not award any institutionally funded scholarship/fellowship/assistantship aid to graduate/professional students in this program

22. Which of the following need analysis methodologies do you use to award need-based institutional scholarship/fellowship/grant aid to your **new/entering** students (Choose all that apply)?

- a. Federal Methodology
- b. Institutional/ Alternative Methodology

23. What criteria does your institution use to award institutional scholarship/fellowship/grant aid to returning graduate/professional students in your program?

- a. Demonstrated financial need exclusively
- b. A combination of financial need and non-need criteria (e.g. academic merit, state of residence, academic program, race/ethnicity, etc.)
- c. Non-need criteria exclusively (e.g. academic merit, state of residence, academic program, race/ethnicity, etc.)
- d. We do not award any institutionally funded scholarship/fellowship/assistantship aid to graduate/professional students in this program

24. Which of the following need analysis methodologies do you use to award need-based institutional scholarship/fellowship/grant aid to your **returning/continuing** (Choose all that apply)?

- a. Federal Methodology
- b. Institutional/ Alternative Methodology

25. In award year 2007-2008, what financial aid programs did your institution include in its packaging for state *resident* graduate/professional student-aid recipients in your program?

- Institutional funds, Subsidized & Unsubsidized Stafford Loans
- Institutional funds, Subsidized & Unsubsidized Stafford and Graduate PLUS Loans
- Subsidized & Unsubsidized Loans
- Subsidized & Unsubsidized Stafford, Graduate PLUS Loans
- Subsidized & Unsubsidized Stafford, Graduate PLUS and private/alternative Loans
- Other (please specify) _____

26. In award year 2007-2008, what financial aid programs did your institution include in its packaging for non-*state resident* graduate/professional student-aid recipients in your program?

- Institutional funds, Subsidized & Unsubsidized Stafford Loans
- Institutional funds, Subsidized & Unsubsidized Stafford and Graduate PLUS Loans
- Subsidized & Unsubsidized Loans
- Subsidized & Unsubsidized Stafford, Graduate PLUS Loans
- Subsidized & Unsubsidized Stafford, Graduate PLUS and private/alternative Loans
- Other (please specify) _____

VI. Professional Judgment Practices

27. Which statement best describes your institution's use of professional judgment practices?

- a. We normally review the need analysis data for all aid applicants and exercise professional judgment, if warranted.
- b. We normally review the need analysis data at the student's request and exercise professional judgment, if warranted
- c. We do not exercise professional judgment.

28. How often do the following actions trigger a professional judgment review?

	1 Never	2 Rarely	3 Sometimes	4 Frequently	5 Always
a. Review of FAFSA data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Information collected on a financial aid application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Edit messages on the federal output document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Tax returns submitted by the student and/or parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Student appeal after receipt of additional information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Significant reduction in estimated year income vs. base year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Information on dependents other than a spouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Any other new information from students or their parents/guardians (e.g., change in marital status)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Unexpected changes in students' total cost of attendance (e.g., increases or decreases in living costs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments: _____

VII. Student Borrowing

29. Please rank the top 3 student loans do you routinely package (i.e., award without a specific request from the student) for graduate/professional aid recipients in your program?

- a. Stafford Subsidized Loans (from the Direct and/or FFEL Programs)
- b. Stafford Unsubsidized Loans (from the Direct and/or FFEL Programs)
- c. Federal Perkins Loans
- d. Institutional Loans
- e. Graduate PLUS Loans (from the Director and/or FFEL Program)
- f. Health Professional's Loans
- g. Private or Alternative Loans
- h. We do not routinely package student loans

30. Of the unduplicated headcount of graduate/professional aid recipients in your program in 2007-2008 (as reported in Question 8 of this survey), how many received *at least one* student loan from any source known to you? (Include the unduplicated count of all student aid recipients from your program who received at least one federal student loan, state loan, institutional loan, private/alternative loan, or educational loan from any other source. Include private/alternative loans for which parents or legal guardians were cosigners, but do **NOT** include home equity loans, credit cards, or personal lines of credit.)

Unduplicated count: _____

31. Please indicate the estimated percentage of the graduate/professional students who completed degrees or *certificates from your program in 2007-2008* and left with any student loan debt and the average cumulative debt (If possible, include the average cumulative debt for all levels of education— that is, amounts borrowed for undergraduate and graduate/professional education—from federal, state, institutional, and private/alternative student loans [except Federal Parent PLUS]. Do **NOT** include debt from credit cards or home equity loans. Please base your answers on students who left your program with student loan debt, not the total number of all students.)

	% With Loan Debt	Average Cumulative Amount of Loan Indebtedness
Graduate loan debt:	_____	\$ _____
Graduate & undergraduate debt:	_____	\$ _____

32. For the program for which you are reporting, how many suggested-lenders do you use for FFELP?

- a. We do not participate in the FFELP
- b. We do not use a suggested-lender list for FFELP
- c. One
- d. Two to Five
- e. Six or more

33. For the program for which you are reporting, how many suggested-lenders do you use for private/alternative loans?

- a. No students in this program received private/alternative loans
- b. We do not use a suggested-lender list for private/alternative loans
- c. One
- d. Two to Five
- e. Six or more
- Other (please specify) _____

34. Does your institution participate in the school-as-lender program?

- Yes
- No
- Other (Please specify): _____

35. To the best of your knowledge, rank the top 3 most frequently cited reasons by students in your program for receiving private/alternative student loans in 2007-2008?

- a. Ineligible for federal student loans
- b. Ineligible for any federal financial aid
- c. Insufficient federal student loans, needed the additional funds from private/alternative loans to pay their remaining postsecondary education expenses
- d. Borrowers not wanting to apply for federal financial aid
- e. Borrowers believing it was easier to get private/alternative loans than it was to get federal student loans
- f. Borrowers believing the loan repayment terms and interest rates for private/alternative loans were better than those for federal student loans

36. Do you provide any assistance to your graduate/professional students in any of the following areas? (Check all that apply.)

- a. Financial planning
- b. Debt management
- c. Credit counseling (credit cards, car loans, and other forms of consumer debt)
- d. Budgeting

37. Does your school offer programs that require loan entrance and/or exit counseling?

- Yes
- No (If "No", skip to Q40)
- Other (please specify) _____

38. Please rank the top 3 most frequently used formats for your loan entrance counseling.

- a. Individual in person
- b. Group in person
- c. Video
- d. PC- or Web-based
- e. U.S. Mail
- f. Telephone/voice response
- g. We are not required to do loan entrance counseling

39. Please rank the top 3 most frequently used formats for your loan exit counseling.

- a. Individual in person
- b. Group in person
- c. Video
- d. PC- or Web-based
- e. U.S. Mail
- f. Telephone/voice response

40. Do your students prefer Graduate PLUS loans over private/alternative loans?

- Yes
- No
- Other (please specify) _____

VIII. Financial Aid Office Management Issues

41. Which of the following student information management systems does your institution use? (Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> a. Banner | <input type="checkbox"/> i. Powerfaids |
| <input type="checkbox"/> b. CAMS | <input type="checkbox"/> j. Power Campus |
| <input type="checkbox"/> c. CARS | <input type="checkbox"/> k. SARA |
| <input type="checkbox"/> d. Datatel | <input type="checkbox"/> l. Sigma |
| <input type="checkbox"/> e. Exeter | <input type="checkbox"/> m. SIS plus |
| <input type="checkbox"/> f. Homegrown | <input type="checkbox"/> n. EDE |
| <input type="checkbox"/> g. Oracle | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> h. People Soft | |

42. Please estimate the number of *professional* staff in the financial aid office who provide services to graduate or professional students in your program. **Please record your answer in two decimal places, e.g., 3.00 or 2.25.** (If a staff person works part-time with both graduate and undergraduate students, use percent of staff time with graduate students.)

Total Full-Time Equivalent (FTE) Professionals: _____

43. Please estimate the number of *support* staff in the financial aid office who provide services to graduate or professional students in your program. **Please record your answer in two decimal places, e.g., 3.00 or 2.25.** (If a staff person works part-time with both graduate and undergraduate students, use percent of staff time with graduate students.)

Total Support Staff (FTE): _____

44a. Choose the one response that is best at describing the financial aid environment for graduate/professional students in your program.

Our financial aid office is responsible for:

- a. All aspects of financial aid services and reporting for one specifically defined graduate/professional program.
- b. All aspects of financial aid services and reporting for several graduate/professional or other programs.
- c. Some aspects of services to students in this graduate/professional program, but students also receive financial aid services from a centralized aid office on campus.
- Other (please specify) _____

4b. If your school uses financial aid consultants, please tell us about the type of services you hire the consultants for (leave it blank if you do not use financial aid consultants):

45. Which of the following closely matches your current position title?

- Chief Financial Aid Officer/Director
- Chief Fiscal Officer/Director
- Dean of Enrollment & Financial Aid
- Dean of Student Services
- Administrative Director
- Associate/Assistant Director
- Manager/Supervisor
- Counselor
- Associate/Assistant Counselor
- Other (please specify) _____

46. Are you the chief financial aid administrator for the program?

- Yes No

47. Are you the chief financial aid officer for the institution?

- Yes No

48. Which of the following closely matches the title of the chief financial aid officer for your institution?

- a. Chief Financial Aid Officer/Director
- b. Chief Fiscal Officer/Director
- c. Dean of Enrollment & Financial Aid
- e. Dean of Student Services
- f. Administrative Director
- g. Associate/Assistant Director
- h. Manager/Supervisor
- i. Counselor
- j. Associate/Assistant Counselor
- Other (please specify): _____

49. Which of the following closely matches the title of the official to whom the chief financial aid administrator at your program reports?

- President/Chancellor/CEO
- Chief Academic Officer (Vice President/Vice Chancellor/Provost)
- Associate/Assistant Vice Chancellor/Provost
- Dean
- Associate/Assistant Dean
- Director/Executive Director
- Associate/Assistant Director
- Other (please specify): _____

50. How many total years of experience in financial aid administration does the chief financial aid administrator of your program have? (Include any years spent as a student worker or intern in a financial aid office and any previous professional financial aid experience at any institution.)

Years of experience in FA: _____

51. In addition to student financial aid administration, what other areas of responsibility does the chief financial aid administrator of your program have at the institution? (Check all that apply.)

- a. Admissions
- b. Registrar
- c. Student Services
- d. Career Services
- e. Academic Instruction
- f. Academic Advising
- g. None
- Other (please specify): _____