

## GLOSSARY

**ACADEMIC PROGRAM.** Instructional program leading toward a bachelor, master, doctoral, or first-professional degree or resulting in credits that can be applied to one of these degrees.

**ACADEMIC YEAR.** The period of time that generally extends from August to May, usually equated to two semesters.

**ACCREDITING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs determine the extent to which the standards are met, and publicly announce their findings.

**ACT (AMERICAN COLLEGE TESTING) PROGRAM.** The ACT assessment program measures educational development and readiness to pursue college-level coursework in English, mathematics, natural sciences, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.

**ADMISSIONS TEST SCORES.** Scores on standardized admissions tests or special admissions tests. (See ACT, SAT)

**AMERICAN INDIAN OR ALASKAN NATIVE.** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**ASIAN OR PACIFIC ISLANDER.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

**AUDIT/AUDITING (A CLASS).** This occurs when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award. Since this activity is not credit bearing, it is not counted in the IPEDS Institutional Characteristics survey, Instructional Activity. The students are not counted as part of IPEDS Fall Enrollment if they are exclusively auditing their classes.

**AUXILIARY ENTERPRISES (EXPENDITURES).** Expenditures for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Includes mandatory and non-mandatory transfers. Examples are residence halls, food services, student health services, college stores, and barber shops.

**AUXILIARY ENTERPRISES (REVENUES).** Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, though not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.

**BACHELOR DEGREE.** An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least four but NOT more than five years of full-time equivalent college-level work. Also, includes bachelor's degrees in which the normal four years of work are completed in three years.

**BLACK, NON-HISPANIC.** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

**BOOK VALUE.** Book value of a physical asset is the dollar amount of the value of the physical asset at the time of construction or purchase of that asset, or, if the asset is a gift, the market value of the asset at the time of the gift. It may also be thought of as the difference between the balance of a plant asset account and its related accumulated depreciation account.

## GLOSSARY (continued)

**BRANCH.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses, i.e., Gadsden Center and Maxwell Air Force Base.

**BRANCH LIBRARY.** Auxiliary library service outlets with quarters separate from the central library of an institution that have a basic collection of books and other materials, a regular staffing level, and an established schedule.

**CAPITAL OUTLAY.** The costs of acquiring plant assets, adding to plant assets, and adding utility to plant assets for more than one accounting period.

**CARNEGIE FOUNDATION CLASSIFICATION.** The classification was developed by the Carnegie Foundation for the Advancement of Teaching to categorize accredited colleges and universities in the United States and outlying areas, based largely on academic mission. The 1994 structure classified approximately 3,600 institutions into the following categories.

Research Universities I (*see definition below*)

Research Universities II (*see definition below*)

Doctoral Universities I (*see definition below*)

Doctoral Universities II (*see definition below*)

Master's (Comprehensive) Colleges and Universities I

Master's (Comprehensive) Colleges and Universities II

Baccalaureate (Liberal Arts) Colleges I

Baccalaureate Colleges II

Associate of Arts Colleges

Specialized Institutions:

- Theological seminaries, Bible colleges and other institutions offering degrees in religion
- Medical schools and medical centers
- Other separate health profession schools
- Schools of engineering and technology
- Schools of business and management
- Schools of art, music, and design
- Schools of law
- Teacher's college
- Other specialized institutions
- Tribal colleges and universities

In 2000, the Carnegie Foundation revised the categories as follows.

- Doctoral/Research Universities-Extensive (*see definition below*)
- Doctoral/Research Universities-Intensive (*see definition below*)
- Master's (Comprehensive) Colleges and Universities I
- Master's (Comprehensive) Colleges and Universities II
- Baccalaureate Colleges-Liberal Arts
- Baccalaureate Colleges-General
- Baccalaureate/Associate's Colleges
- Associate's Colleges
- Specialized Institutions
- Tribal Colleges and Universities

**CEU (CONTINUING EDUCATION UNIT).** One continuing education unit is normally defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS).** A numerical taxonomy and standard terminology for secondary and postsecondary instructional programs developed by the National Center for Education Statistics (NCES). The latest revision occurred in 2000.

**CIP CODE.** This is a six-digit code in the form xx.xxxx. See CIP definition above.

**COLLEGE WORK-STUDY PROGRAM (CWS).** (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

## GLOSSARY (continued)

**COOPERATIVE (WORK-STUDY PLAN) PROGRAM.** A program that provides for alternate class attendance and employment in business, industry, or government.

**CREDIT HOUR.** A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

**CURRENT FUNDS EXPENDITURES (AND TRANSFERS).** The costs incurred for goods and services used in the conduct of the institution's operations. Includes the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operation departments for such purposes. Includes:

- (1) Educational and general expenditures and transfers for --
  - ◆ Instruction
  - ◆ Research
  - ◆ Public services
  - ◆ Academic support
- (2) Auxiliary enterprises
- (3) Hospitals
- (4) Independent operations
  - ◆ Student Services
  - ◆ Institutional support
  - ◆ Operation and maintenance of plant
  - ◆ Scholarships and fellows

**CURRENT FUNDS REVENUES.** Unrestricted gifts, grants, and other resources earned during the reporting period and restricted resources to the extent that such funds were expended for current operating purposes. Excludes restricted current funds received but not expended because these revenues have not been earned. Includes current funds revenues from the following.

- ❖ Tuition and fees
- ❖ Government appropriations (Federal, state, and local)
- ❖ Government grants and contracts (Federal, state, and local)
- ❖ Private gifts, grants, and contracts
- ❖ Endowment income
- ❖ Sales and services of educational activities
- ❖ Auxiliary enterprises
- ❖ Hospitals
- ❖ Independent operations
- ❖ Other sources

**DEGREE.** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

**DEGREE-SEEKING STUDENTS.** Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

**DOCTORAL DEGREE.** The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

**Doctoral/Research Universities-Extensive.** These institutions offer a wide range of baccalaureate programs and are committed to graduate education through the doctorate. They award 50 or more doctoral degrees per year across at least 15 disciplines.

## GLOSSARY (continued)

**Doctoral/Research Universities-Intensive.** These institutions offer a wide range of baccalaureate programs and are committed to graduate education through the doctorate. They award 10 or more doctoral degrees per year across 3 or more disciplines, or at least 20 doctoral degrees per year over all.

**DOCTORAL UNIVERSITIES I (CARNEGIE).** These institutions offer a full range of baccalaureate programs and are committed to graduate education through the doctorate. They award at least 40 doctoral degrees annually in five or more disciplines.

**DOCTORAL UNIVERSITIES II (CARNEGIE).** The institutions offer a full range of baccalaureate programs and are committed to graduate education through the doctorate. They award annually at least 10 doctoral degrees (in three or more disciplines), or 20 or more doctoral degrees in one or more disciplines.

**DORMITORY CAPACITY.** The maximum number of students that the institution can accommodate with residential facilities, whether on or off campus.

**ELEVEN/TWELVE-MONTH SALARY CONTRACT.** The contracted teaching period of faculty employed for the entire year, usually a period of 11 months.

**EMPLOYEE FRINGE BENEFITS.** Cash contribution in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.

**ENDOWMENT ASSETS.** Consists of gross investments of endowment funds, term endowment funds, and funds functioning as endowment for the institution and any of its foundations and other affiliated organizations.

**ENDOWMENT FUNDS.** Funds, whose principal is non-expendable (true endowment), and that are intended to be invested to provide earnings for institutional use. Also includes term endowment and funds functioning as endowment.

**ENDOWMENT INCOME.** Consists of: (1) the unrestricted income of endowment and similar funds; (2) restricted income of endowment and similar funds to the extent expended for current operating purposes; and (3) income from funds held in trust by others under irrevocable trusts. Excludes capital gains or losses unless the institution has adopted a spending formula by which it expends not only the yield but also a prudent portion of the appreciation of the principle. Gains spent for current operations are treated as transfers rather than endowment income.

**EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL.** Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (Note: Includes supervisors of professional employees, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are included within the specific categories of the personnel they supervise.)

**EXTENSION DIVISION.** A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional database). It does not grant either degree-credit or degrees, but these may be awarded by the institution for instruction provided through the extension division.

**FACULTY (INSTRUCTION/RESEARCH/ PUBLIC SERVICE).** Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If the principal activity is instructional, this category includes dean, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Student teachers or research assistants are not included in this category. (Note: This definition pertains only to the Fall Staff survey and

## GLOSSARY (continued)

the staff portion of the Consolidated survey. It is different from the definition of full-time Instructional Faculty used for the Institutional Characteristics survey and the survey of Salaries, Tenure, and Fringe Benefits of full-time Instructional Faculty.)

**FALL TERM.** That part of the academic year that begins between late August and November 1.

**FEDERAL GOVERNMENT GRANTS AND CONTRACTS (REVENUES).** Revenues from Federal governmental agencies that are for training programs, research, or public service activities for which expenditures are reimbursable under the terms of a government grant or contract. Includes Pell Grants.

**FELLOWSHIPS.** Grants-in-aid and trainee stipends to graduate students. Excludes funds for which services to the institution must be rendered, such as payments for teaching. Excludes loans.

**FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE).** An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

**FIRST-PROFESSIONAL DEGREE.** An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least two years of college work prior to entering the program; and (3) a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following fields:

- ◆ Chiropractic (D.C. or D.C.M.)
- ◆ Dentistry (D.D.S. or D.M.D.)
- ◆ Law (L.L.B., J.D.)
- ◆ Medicine (M.D.)
- ◆ Optometry (O.D.)
- ◆ Osteopathic Medicine (D.O.)
- ◆ Pharmacy (PharmD.)
- ◆ Podiatry (D.P.M., D.P., or Pod.D.)
- ◆ Theology (M.Div., M.H.L., B.D., or Ordination)
- ◆ Veterinary Medicine (D.V.M.)

**FIRST-PROFESSIONAL STUDENT.** A student enrolled in any of the professional degree programs listed above.

**FIRST-TIME FIRST-PROFESSIONAL STUDENT.** A student enrolled for the first time in a first-professional degree program. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term.

**FIRST-TIME FRESHMAN.** An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

**FIRST-TIME GRADUATE LEVEL STUDENT.** A person enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who attended graduate school in the prior summer term.

**FIRST-TIME UNDERGRADUATE TRANSFER STUDENT.** An undergraduate student entering the reporting institution for the first time, but is known to have previously attended another postsecondary institution at the undergraduate level. The student can transfer in with or without credit.

**FRESHMAN.** A first-year undergraduate student.

**FRINGE BENEFITS.** (See Employee Fringe Benefits.)

**FRINGE BENEFITS EXPENDITURES.** Cash contribution (of the institution) as supplementary or deferred compensation other than salary. Excludes the employee's contribution.

**FULL-TIME INSTRUCTIONAL FACULTY.** Instruction/Research staff employed full-time (as defined by the institution) and whose major regular assignment is instruction, including those with released time for research. (Note: This definition

## GLOSSARY (continued)

pertains only to the surveys of Institutional Characteristics and Salaries, Tenure, and Fringe Benefits of full-time Instructional Faculty. It does not pertain to Faculty (Instructional/Research/Public Service) on the Fall Staff and Consolidated surveys.

**FULL-TIME STAFF (EMPLOYEES).** Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll.

### **FULL-TIME STUDENT.**

**Undergraduate.** A student enrolled for 12 or more semester hours, or 12 or more quarter hours, or 24 or more contact hours a week each term.

**Graduate.** A student enrolled for 9 or more semester hours, or students involved in thesis or dissertation preparation that are considered full-time by the institution.

**First-Professional.** As defined by the institution.

**FUNDS FUNCTIONING AS ENDOWMENT (QUASI-ENDOWMENT FUNDS).** Funds established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. These funds represent non-mandatory transfers from the current fund rather than a direct addition to the endowment fund, as occurs for the true endowment categories.

**GED.** Normally refers to the Tests of General Educational Development, which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.

**GOVERNMENT APPROPRIATIONS (REVENUES).** Revenues received by an institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs. Examples are the state's general appropriation and the federal land grant appropriation.

**GOVERNMENT DOCUMENTS.** Materials in all formats that are published by a government agency.

**GOVERNMENT GRANTS AND CONTRACTS (REVENUES).** Revenues from governmental agencies that are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Includes Pell Grants and reimbursement for costs of administering federal financial aid programs.

**GRADUATE STUDENT.** A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduate programs.

**HISPANIC.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**INDEBTEDNESS ON PHYSICAL PLANT.** These are liabilities associated with the debt incurred in financing the institution's physical plant. Included as part of the total is the institution's indebtedness associated with auxiliary enterprises. Excluded is indebtedness issued and backed by the government.

**IN-STATE STUDENT.** A student who is a legal resident of the state in which he/she attends school.

**IN-STATE TUITION.** The tuition charged by institutions to those students who meet the state's or institution's residency requirement.

**INSTITUTIONAL SUPPORT (EXPENDITURES).** Expenditures for the day-to-day operational support of the institution. Includes expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and public relations and development. Excludes expenditures for physical plant operations.

## GLOSSARY (continued)

**INSTRUCTIONAL EXPENDITURES.** Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted are included in this category. Includes expenditures for credit and non-credit activities. Excludes expenditures for academic administration where the primary function is administration (e.g., academic deans). Also includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students.

**INSTRUCTION/RESEARCH ASSISTANTS.** Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions. Students in the College Work-Study Program are not included in this category. Employees hired on a full-time basis (not students) are considered "other professionals."

**INSTRUCTIONAL FACULTY.** Instruction/Research staff employed by the institution and whose major regular assignment is instruction, including those with released time for research. Employment status (full-time or part-time) is as defined by the institution. (See also Full-time Instructional Faculty.)

**IPEDS.** The Integrated Postsecondary Education Data System conducted by the National Center for Education Statistics. IPEDS began in 1986 and involves annual data collections. Survey questionnaires are sent to all postsecondary institutions eligible for federal student financial aid, as determined by the Office of Postsecondary Education, U.S. Department of Education. IPEDS also surveys approximately 4,000 schools that are not eligible for federal student aid using the Institutional Characteristics form **only**.

IPEDS consists of the following surveys (by target audience):

For **ALL** postsecondary institutions:  
Institutional Characteristics

For institutions eligible for aid that are accredited at the college level\*:  
Fall Enrollment (including age and residence data)  
Completions  
Finance  
Salaries of full-time Instructional Faculty  
Fall Staff  
Academic Libraries

For institutions eligible for aid that are not accredited at the college level:  
Consolidated survey

**LIBRARY.** An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition, which are part of a learning resource center. (See also Academic Library.)

**LOAN FUNDS.** Funds that have been loaned, or are available for loans to students, faculty, and staff.

**MANDATORY TRANSFERS.** Those transfers that must be made to fulfill a binding legal obligation of the institution. Includes mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Also includes the institutional matching portion for Perkins Loans when the source of funds is current revenue.

**MANUSCRIPTS.** Handwritten or typed documents, including photocopies and carbon copies.

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\*Institutions must be accredited by an agency recognized by the Secretary, U. S. Department of Education. In addition, these surveys are also sent to any other institution that awards a bachelor, master, doctoral, or first-professional degree **and** to all for-profit institutions with an enrollment greater than 1,000 students.

## GLOSSARY (continued)

**MASTER'S DEGREE.** An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

**NINE/TEN-MONTH SALARY CONTRACT.** The contracted teaching period of faculty employed for two semesters, three quarters, two trimesters, two four-month sessions, or the equivalent.

**NON-EDUCATIONAL AND GENERAL CURRENT FUNDS EXPENDITURES.** Includes self-supporting operations of the institution that furnish a service to students, faculty, or staff and charge a fee related to the service. Also includes funds expended for operations that are independent of the mission of the institution.

**NON-CREDIT COURSE.** A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

**NON-DEGREE-SEEKING STUDENTS (OTHER STUDENTS ENROLLED FOR CREDIT).** Students enrolled in courses for credit who are not recognized by the institution as seeking a degree or formal award.

**NON-MANDATORY TRANSFERS.** Those transfers from current funds to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, funds functioning as endowment, general or specific plan additions, voluntary renewals and replacement of plant, and prepayments on debt principal.

**NON-RESIDENT ALIEN.** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

**OFF-CAMPUS CENTERS (EXTENSION CENTERS).** Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

**OFF-CAMPUS FACILITY.** A teaching facility located some distance away from the educational institution that operates it.

**OPERATION AND MAINTENANCE OF PLANT (EXPENDITURES).** Expenditures for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Specific expenditures include expenditures for utilities, fire protection, property insurance, and similar items. Excludes expenditures made from the institutional plant funds account.

**OTHER EDUCATIONAL AND GENERAL EXPENDITURES AND TRANSFERS.** These are current funds expenditures not included elsewhere. Examples are expenditures for libraries, administration, academic computing, career guidance, admissions, registrar activities, executive planning, legal and fiscal operations, and public relations.

**OTHER SOURCES (REVENUES).** Revenues not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Also includes revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time).

## GLOSSARY (continued)

**OUT-OF-STATE STUDENT.** A student who is not a legal resident of the state in which he/she attends school.

**OUT-OF-STATE TUITION.** The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.

**PART-TIME STAFF (EMPLOYEES).** Persons on the payroll of the institution (or reporting unit) and classified by the institution as part-time. Students in the College Work-Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff.

### **PART-TIME STUDENT.**

**Undergraduate.** A student enrolled for less than twelve semester hours.

**Graduate.** A student enrolled for less than nine semester hours.

**PELL GRANT PROGRAM.** (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

**PERIODICALS.** Publications in any medium intended to appear indefinitely at regular or stated intervals, generally more frequent than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Does not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings.

**PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS).** (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

**POST-MASTER'S CERTIFICATE.** An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctor's level.

**PRIMARY OCCUPATIONAL ACTIVITY.** The principal activity of a staff member as determined by the institution. If an individual participated in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows:

Executive, Administrative, and Managerial  
Faculty (Instructional/Research/Public Service)  
Instruction/Research Assistants  
Other Professionals (Support/Service)  
Technical and Paraprofessionals  
Clerical and Secretarial  
Skilled Crafts  
Service/Maintenance

(See separate definitions.)

**PRIVATE GIFTS, GRANTS, AND CONTRACTS (REVENUES).** Revenues from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the donor as stipulation for receipt of the funds. Includes only those gifts, grants, and contracts that are directly related to instruction, research, public service or other institutional purposes; monies received as a result of gifts, grants, or contracts from a foreign government; and the estimated dollar amount of contributed services.

**PROFESSIONALS (NON-FACULTY).** Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, student personnel workers, counselors, systems analysts, computer programmers, and coaches.

## GLOSSARY (continued)

**PROGRAM.** A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

**PUBLIC SERVICE (EXPENDITURES).** Funds budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community and expenditures for community services and cooperative extension services.

**RACE/ETHNICITY.** Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic

**RACE/ETHNICITY UNKNOWN.** Category used to classify students or employees whose race/ethnicity is not known and institutions are unable to place them in one of the specified racial/ethnic categories.

**REMEDIAL COURSES.** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

**RESEARCH (EXPENDITURES).** Funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Does not include non-research expenditures (e.g., training).

**RESEARCH UNIVERSITIES I (CARNEGIE).** These institutions offer a full range of baccalaureate programs, are committed to graduate education through the doctorate, and give high priority to research. They award 50 or more doctoral degrees each year. In addition, they receive annually \$40 million or more in federal support.

**RESEARCH UNIVERSITIES II (CARNEGIE).** These institutions offer a full range of baccalaureate programs, are committed to graduate education through the doctorate, and give high priority to research. They award 50 or more doctoral degrees each year. In addition, they receive annually between \$15.5 million and \$40 million in federal support.

**RESIDENT ALIEN (AND OTHER ELIGIBLE NON-CITIZENS).** A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-55 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

**RESTRICTED CURRENT FUNDS.** Those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Includes only restricted resources that were expended for current operating purposes.

**SALES AND SERVICES OF EDUCATIONAL ACTIVITIES (REVENUES).** Revenues from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, sales of scientific and literary publications, testing services, university presses, dairy products, machine shop products, data processing services, cosmetology services, and sales of handcrafts prepared in classes.

**SAT (SCHOLASTIC APTITUDE TEST).** An examination administered by the Educational Testing Service and used to predict the facility with which an individual will progress in learning college-level academic subjects.

**SCHOLARSHIPS.** Grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students.

## GLOSSARY (continued)

**SCHOLARSHIPS AND FELLOWSHIPS (EXPENDITURES).** Expenditures made in the form of outright grants-in-aid, tuition and fee waivers, prizes, and trainee stipends to individuals enrolled in formal undergraduate or graduate coursework, either for credit or non-credit. Includes Pell Grants and aid to students in the form of tuition or fee remissions. Excludes those remissions that are granted because of faculty or staff status, or for which services to the institution must be rendered, such as payment for teaching, or student loans. Also excludes College Work-Study Program expenses.

**SECRETARIAL/CLERICAL STAFF.** Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. Also includes sales clerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians.

**SEMESTER SYSTEM.** A system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

**SERIALS.** Publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (e.g., reports, yearbooks), memoirs, proceedings, and transactions of societies. Serials also include monographic and publishers' series.

**SERVICE/MAINTENANCE STAFF.** Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel.

**SKILLED CRAFTS STAFF.** Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters.

**STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS).** (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate, and first-professional students at eligible postsecondary institutions.

**STATE AND LOCAL GOVERNMENT GRANTS AND CONTRACTS (REVENUES).** Revenues from state and local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state or local government grant or contract.

**STUDENT SERVICES (EXPENDITURES).** Funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise).

**SUMMER SESSION.** A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

**SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG).** (Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education which select students for the awards.

## GLOSSARY (continued)

**TECHNICAL/PARAPROFESSIONAL STAFF.** Persons whose assignments require specialized knowledge or skills that may be acquired through experience or academic work, such as offered in many two-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories that are institutionally defined as technical assignments.

**TENURE.** Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

**TENURE TRACK.** Status of personnel positions that lead to consideration for tenure.

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL).** Standardized test designed to determine an applicant's ability to benefit from instruction in English.

**TITLES.** Publications that form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. Applies equally to printed materials, such as books and periodicals, as well as to sound recordings, film and video materials, microforms, and computer files.

**TRANSFER STUDENT.** A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level. (e.g., undergraduate, graduate). The student may transfer with or without credit.

**TUITION AND FEES (REVENUES).** Revenues from charges assessed against students for educational purposes. Includes tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Includes tuition and fees that are remitted to the state as an offset to the state appropriation. Excludes charges for room, board, and other services rendered by auxiliary enterprises.

### **TUITION AND REQUIRED FEES.**

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

**Required Fees:** Fixed sums charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay the charge is an exception.

**UNCLASSIFIED STUDENT.** A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report.

**UNDERGRADUATE.** A student enrolled in a four- or five-year bachelor's program.

**UNDUPLICATED COUNT.** The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

**UNRESTRICTED CURRENT FUNDS.** All funds, including institutional funds, received for which no stipulation was made by the donor or the external agency as to the purpose for which the funds should be expended.

**VOLUME.** Any printed, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, that has been cataloged, classified, or otherwise made ready for use.

**WHITE, NON-HISPANIC.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Source: National Center for Education Statistics, *Integrated Postsecondary Education Data System - Glossary*