

Fort Hay State University Data Dictionary

Data Term	Term Definition
FHSU DATA TERMS	
Student Level	<p>Student level defines a student's primary academic level of classification at each academic period for all students enrolled on an official day capture (20th day or final day).</p> <p>Undergraduate - A student that is classified as a high school, freshman, sophomore, junior, senior, or fifth year student. Graduate - A student that has completed their baccalaureate credential and is classified as a first year or second year student. (*This does not include accelerated program students until they complete their baccalaureate credential)</p>
Enrollment Type	<p>Enrollment type defines a student's primary method of instruction and is determined at each academic period for all students enrolled on an official day capture (20th day or final day)</p> <p>On-Campus - A student that is enrolled in at least one on-campus course during that academic period. (*This includes our domestic students as well as our international partnership students; AUPP, DUNIS, SIAS) On-Line - A student that is enrolled in courses <u>exclusively</u> delivered online during that academic period. (*This includes our domestic students, high school concurrent students, as well as our international partnership students; AUPP, UNIVALLE, EPIE) IP - Students taking courses <u>at</u> SIAS Campus or SNU Campus during that academic period.</p>
Retention and Persistence Rates	<p>All retention and persistence rates are calculated by new student cohorts. (first-time entering, new transfer, new graduate)</p> <p>Retention Rate - Measures the rate at which each new student cohort enrollment count, by starting fall academic period, are again enrolled the following fall academic period. Persistence Rate - Measures the rate at which each new student cohort enrollment count, by starting fall academic period, continue to enroll each following academic period.</p>
New Student Cohorts	<p>First-Time Entering - A student who has no prior postsecondary experience (except as noted below) attending any institution for the first-time at the undergraduate level, regardless of classification. This includes students who entered with college credits earned before graduating high school. (*A student who is still attending high school is not considered a first-time entering student, with the exception of our KAMS and AMS students who are approved by</p>

	<p>KBOR to be reported as first-time entering as soon as they enroll at FHSU.</p> <p>New Transfer - A student entering our institution for the first time as an undergraduate but known to have previously attended a postsecondary institution at the undergraduate level.</p> <p>New Graduate - A first time entering graduate student for which admission can be gained only through possession of a bachelor's degree.</p>
NUMERIC TERMS	
12-Month Enrollment (E12)	<p>This data was collected in the Enrollment component prior to the 2007 IPEDS collection. Data are collected for the entire 12-month academic year, while enrollment data collected in the Fall Enrollment component are fall data. Institutions report an unduplicated head count for the total number of students by gender, attendance status (full-time, part-time), race/ethnicity, level (undergraduate, graduate, first-professional), first-time (entering), transfer-in (non-first-time entering), continuing/returning, and degree/certificate-seeking statuses enrolled throughout the reporting period. Students included are those enrolled in any courses leading to a degree or other recognized postsecondary credential, as well as those enrolled in courses that are part of a terminal vocational or occupational program. Institutions also report the total instructional activity for the same 12-month period for both undergraduate and graduate programs. Instructional activity data are reported in units of clock hours or credit hours. Starting with the 2023-24 data collection, institutions will also report data on dual enrollment.</p>
12-Month Period	<p>A 12-month period defined by an institution for reporting a full year of activity (All institutions must use the July 1 - June 30 reporting period). This time period should be consistent across all IPEDS data collections and from year-to-year.</p>
A	
Academic Calendar	<p>The Academic Calendar of the university shall provide for an academic year minimally consisting of two, sixteen week, semesters totaling no fewer than 146 instructional days plus five final exam days each semester.</p>
Academic Libraries (AL)	<p>This annual component of IPEDS collects information on library collections, expenses, and services from degree-granting postsecondary institutions. Institutions with library expenses less than \$100,000 annually report their collections and circulation or usage to IPEDS. Specific library collection items</p>

	include physical and electronic/digital books, media, and databases (applicable to electronic only). Institutions with library expenses equal to or greater than \$100,000 annually report both their collections and circulation or usage and details about their expenses to IPEDS. Detail expense categories include library salaries and wages, fringe benefits, materials and service costs, and operations and maintenance costs.
Academic Program	An instructional program leading toward an associate's, bachelor's, master's, doctorate, or first-professional degree or resulting in credits that can be applied to one of these degrees.
Academic Rank	A status designated by the institution according to the institution's policies. The IPEDS HR survey includes the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer.
Academic Year	An academic year is defined as consecutive Summer + Fall + Spring terms.;
Academic Year	The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.
Accelerated Programs	Completion of a college program of study in fewer than the usual number of years, most often by attending summer session and carrying extra courses during the full academic term.
Accrediting Agencies	Organizations (or bodies) 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	ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.
Active Student	A status code (AS) assigned to a student who has a standing of active, meaning that they are eligible to enroll in courses in a given term.
Adjunct Instructional Staff	Non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach are medial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time instructional staff (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may

	<p>teach individual courses (such as a dean or academic advisor), and appointees who teach noncredit courses exclusively.</p>
Adjusted Cohort	<p>The result of removing any allowable exclusions from a cohort (or subcohort). For the Fall Enrollment component, it is the cohort for calculating retention rate; for the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; and for the Outcome Measures component, these are the four cohorts (first-time, full-time; first-time, part-time; non-first-time, full-time; or non-first-time, part-time) for which outcomes rates are calculated at 4, 6, and 8 years.</p>
Admissions	<p>This annual component is required of all currently operating Title IV postsecondary institutions in the United States and other areas that do not have an open admissions policy. Eligibility for Admissions is determined using a screening question in the Institutional Characteristics Header component and open admissions institutions will not see the component. Admissions data are collected for the current fall reporting period. Data are collected on admissions requirements, the number of applicants admitted, the number of admitted students that subsequently enrolled, and percentiles for ACT and SAT test scores. The number of applicants, admitted, and enrolled students is disaggregated by gender; enrolled students are further disaggregated by part-time and full-time status. Prior to the 2014-15 data collection cycle, Admissions was part of the Institutional Characteristics components. In 2014-15, it became part of the Winter data collection.</p>
Admissions Test Scores	<p>Scores on standardized admissions tests or special admissions tests.</p>
Admitted Students	<p>Applicants that have been granted an official offer to enroll in a postsecondary institution.</p>
Advanced Placement (AP) Courses	<p>College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate, or other recognized postsecondary credential.</p>
Age	<p>Student's age as of term of enrollment.</p>

Aid Received	For the purposes of the IPEDS Student Financial Aid (SFA) component, aid received refers to financial aid that was awarded to, and accepted by, a student. This amount may differ from the aid amount that is disbursed to a student. For example, a student may accept aid that was awarded by the institution but then leave the institution prior to the aid being disbursed. In this case, because the student accepted the aid, the aid would be reported to IPEDS, even though it was NOT actually disbursed to the student.
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Applicant	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, non -admission, placement on waiting list, or application withdrawn by applicant or institution.
Application Fee	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.
Archivists, Curators, and Museum Technicians	An occupational category based on the broad occupation in the 2018 Standard Occupational Classification (SOC) Manual called "Archivists, Curators, and Museum Technicians" (SOC code 25-4010). For detailed information, refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#25-0000 .
Asian	Asian includes any student who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Asian/Pacific Islander (old definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, and Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
Associate's Degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

Average Cost of Attendance	The average of the actual or average allowable costs as defined by the Higher Education Act of 1965, as amended, used to determine a student's eligibility for Title IV and other financial aid programs. The average may be based on all students or different categories of students such as undergraduates or graduates. Other student categories may include enrollment status, academic program, or residency. For IPEDS reporting purposes, cost of attendance is only reported for full-time, first-time students.
AY	<p>Abbreviation for academic year; the academic year for the Regents institutions (and the state) refers to a sequence of Summer, Fall, Spring, the given year being the year in which the spring semester occurs (i.e. the 2021 Academic Year for data collection, covers Summer 2020 + Fall 2020 + Spring 2021). This is referred to as the data collection academic year.</p> <p>* For tuition and fees only, "Academic Year" refers to a sequence of Fall, Spring, and Summer, the given year being the year in which the spring and summer semesters occur (i.e. the 2021 Academic Year for tuition, covers Fall 2020 + Spring 2021 + Summer 2021).</p> <p>*Please note that the difference in academic year is for tuition and fees only, and all other tables or notes referencing AY in this publication are referring to data collection academic year.</p>
B	
Baccalaureate Degree	<p>a) A degree requiring the equivalent of at least four academic years of full-time postsecondary study consisting of courses totaling a minimum of 120 semester credit hours in the liberal arts, sciences, or professional fields.</p> <p>b) Incorporating in its program design the equivalent of two or more academic years of full-time study consisting of courses totaling a minimum of 60 semester credit hours from institutions that have a majority of degree conferrals at or above the baccalaureate level, and a minimum of 45 semester credit hours in upper division courses.</p> <p>c) The degree shall require distinct specialization, i.e., a "major," which should entail approximately the equivalent of one academic year of work in the main subject plus one academic year in related subjects, or two academic years in closely related subjects within a liberal arts interdisciplinary program.</p> <p>d) The equivalent of the first two academic years of full-time study (associate degree programs ordinarily require 64, but in</p>

	some cases may extend up to 72, semester credit hours) may be from institutions that have a majority of degree conferrals below the baccalaureate level.
Bachelor's Degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.
Bachelor's or Equivalent Degree-Seeking Subcohort	In the GR component of IPEDS, a cohort of students who were seeking a bachelor's or equivalent degree upon entry.
Black or African American	Black or African American includes any student who has origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American"
Black or African American	A person having origins in any of the black racial groups of Africa.
Books and Supplies	The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.
C	

<p>Calculated Value (CV)</p>	<p>Calculated value (CV) is used to designate fields that are generated (or calculated) based on data provided on other lines within the same part of a survey component. For example, a "balance" line or "other (detail)" line will be calculated as the difference between the total line and the sum of the remaining detail.</p>
<p>Calculation of FTE Students (using fall student headcounts)</p>	<p>The number of FTE students is calculated based on fall student headcounts as reported by the institution on the IPEDS Enrollment (EF) component (Part A). The full-time equivalent (headcount) of the institution's part-time enrollment is estimated by multiplying the factors noted below times the part-time headcount. These are then added to the full-time enrollment headcounts to obtain an FTE for all students enrolled in the fall. This formula is used to produce an FTE that is used annually in the Digest of Education Statistics.</p> <p>Part-time undergraduate enrollment Public 4-year (.403543) Private (not-for-profit and for-profit) 4-year (.392857) Public 2-year and <2-year (.335737) All other institutions (.397058)</p> <p>Part-time graduate enrollment Public 4-year (.361702) Private (not-for-profit and for-profit) 4-year (.382059)</p>
<p>Calculation of FTE Students (using instructional activity)</p>	<p>The number of FTE students is calculated based on the credit and/or clock hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the IC Header component. The following table indicates the level of instructional activity used to convert the credit and/or clock hours reported to an indicator of full-time equivalents (FTE students):</p> <ul style="list-style-type: none"> -Quarter calendar system <ul style="list-style-type: none"> -Enrollment level (One FTE over 12-month period) <ul style="list-style-type: none"> -Undergraduate 45 credit hours, 900 clock hours -Graduate 36 credit hours -Semester/trimester/4-1-4plan/other calendar system <ul style="list-style-type: none"> -Enrollment level (one FTE over 12-month period) <ul style="list-style-type: none"> -Undergraduate 30 credit hours 900 clock hours -Graduate 24 credit hours <p>For institutions with continuous enrollment programs, FTE is determined by dividing the number of clock hours attempted by 900.</p> <p>The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or</p>

	reported graduate FTE and reported Doctor's Professional Practice FTE.
Calendar System	The method by which an institution structures most of its courses for the academic year.
Calendar Year	The twelve month period running from January 1 through December 31.

Carnegie Classification	<p>An institutional classification coding structure developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. The 2000 Carnegie Classification categorizes selected institutions as:</p> <ul style="list-style-type: none"> *Doctoral/Research Universities-Extensive *Doctoral/Research Universities-Intensive *Master's Colleges and Universities I *Master's Colleges and Universities II *Baccalaureate Colleges-Liberal Arts *Baccalaureate Colleges-General *Baccalaureate/Associate's Colleges *Associate's Colleges *Specialized Institutions: <ul style="list-style-type: none"> Theological seminaries and other specialized faith-related institutions 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 Teachers colleges Other specialized institutions *Tribal Colleges and Universities
Census Day/20th Day	The designated day in an academic term, after most drops/adds have been completed, when the institution takes official enrollment counts. The census data is defined as the 20th day of classes in a semester.
Certificate	A recognized postsecondary credential that is conferred upon the satisfactory completion of a postsecondary education program.
CEU	One CEU (Continuing Education Unit) is normally defined as 10 clock hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
CIP Code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
Citizenship	Citizenship status; ex: Non U.S. Citizen, U.S. Citizen, Permanent Resident.
Classification	Based on cumulative hours earned; ex: Freshman, Sophomore, Junior, Senior, Master's Candidate.

Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.
Cohort	A specific group of students established for tracking purposes.
Cohort Year	The year that a cohort of students begins attending college.
Collection Year	The academic year in which IPEDS data was collected. Most Institutional Characteristics, Human Resources, Fall Enrollment, and Admissions data are collected for the current year; Completions, 12-Month Enrollment, Student Financial Aid, Academic Libraries and Finance data collections cover the prior year. Graduation Rates and Outcome Measures cover cohorts from prior years that completed college by August 31 of the most recent fall.
College	College of a course, program of study or degree awarded.
College Navigator	A web tool accessed through http://nces.ed.gov/collegenavigator that provides selected IPEDS data to assist students, parents, high school counselors, and others obtain information about nearly 7,000 postsecondary institutions in the United States and other areas. It offers a wide range of information including programs offered, retention and graduation rates, aid available, campus safety, accreditation, and estimated student expenses. NOTE: Replaces the College Opportunities Online Locator (IPEDS COOL).
Common Data Set (CDS)	Standardized method of compiling and reporting of information by academic institutions. Information presented in the CDS includes: enrollments and degrees conferred, profile of first-year students, statistics and policies on transfers, academic offerings and policies, student life, annual expenses, financial aid, faculty and class sizes.
Completer	A student who receives a degree, diploma, certificate, or other recognized postsecondary credential. In order to be considered a completer, the degree/award must actually be conferred.
Completers Within 150% of Normal Time	Students who completed their program within 150% of the normal (or expected) time for completion.
Completion	Completion refers to a series of reports and graphs designed to measure students who achieved a particular credential type or graduated with a particular degree. Graphs and charts have been designed to look at completions by a variety of categories

	including credential type, program type, age groups, race/ethnicity, gender, and residency status.
Completions ©	This annual component of IPEDS collects the number of degrees and other recognized postsecondary credentials (certificates) conferred. These data are reported by level (associate's, bachelor's, master's, and doctorate's), as well as by length of program for some. Both are reported by race/ethnicity and gender of recipient, and the field of study, using the Classification of Instructional Programs (CIP) code. Institutions report all degrees and other awards conferred during an entire academic year, from July 1 of one calendar year through June 30 of the following year. Completions data by race/ethnicity at the 2-digit CIP level became an annual collection in 1990; since the 1995 collection, race/ethnicity is collected at the 6-digit CIP level. In 2001, IPEDS began collecting completers of double majors by level, 6-digit CIP code, and by race/ethnicity and gender of recipient.
Concurrent Undergraduate Student	Students who are enrolled in high school and are taking courses as a part-time student at Emporia State University.
Contact Hour (old definition)	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
Contact Hour	A unit of measurement that represents an hour of scheduled instruction given to students.
Cost of Attendance (for IPEDS reporting purposes)	The amount of tuition and fees, room and board, books and supplies, and other expenses that a full-time, first-time degree/certificate-seeking student can expect to pay to go to college for an academic year. Costs reported to IPEDS by the institution are those amounts used by the financial aid office to determine a student's financial need for the academic year, which is typically nine months.
Cost per SCH	Total end of year expenditures (departmental expenditures + fall and spring adjunct salaries) divided by total student credit hours generated (fall and spring) by department.
County	County of residency
Course Credit	Hours of credit for an individual course.

Course Delivery Method	<p>The assignment of delivery method type as identified in the Banner relational database. The codes are assigned at the course section level.</p> <p>TL2 = Telenet2 (Not used) P = Practicum TO = Test Out N = Internship B = Lab C = Lecture/Lab L = Lecture T = Television I = Independent Study MLC = ESU-KC IDL = Internet Distance Learning PDS = Prof Development Series WEB = Web-Based / BlackBoard VID = Video Tape OCL = Off-Campus Lecture D = Discussion DS = Directed Studies ITV = Interactive Television S = Studio OOS = Out of State On Site IDT = IDT/IT Hybrid 1 CT = Competency Test TH = Thesis ST = Student Teaching SA = Study Abroad AP = Applied Music AC = Activity/Performance Course SPR = SLIM Professional Development</p>
Course Enrollment	Number of students enrolled in each course as of the census data for the semester.
Course Level	Level of a course (lower level UG, upper level UG, masters level, doctoral level).
Course Levels	<p>As per the course numbering system:</p> <p>000-099 No credit courses (Hours may not be included in the 120 hour requirement for degree.) 100-299 Lower division, undergraduate. Designed as first-year and sophomore courses. 300-499 Upper division, undergraduate. Designed as junior and senior courses. 500-699 Upper division, undergraduate. Primarily for juniors and seniors, with enrollment of less than 50% Graduate I students. 700-799 Graduate and upper division. For Graduate I students primarily, with enrollment of less than 50% undergraduate students. 800-899 Designed primarily for Graduate I students. 900-999 Designed primarily for Graduate II students.</p>
Course Number	4-digit number of a course.

Course Numbering	A student is advised to select classes appropriate to their classification; however, any course may be taken within the limits imposed by other regulations of the departments, colleges, schools or the university.
Course Title	Title of a course.
Credential Type	The credential type is the particular certificate or degree type a student earns in a given academic year. Credential types include short-term certificates, certificates, associate degrees, bachelor's degrees, master's degrees and doctoral degrees.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Credit Course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Credit Hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other recognized postsecondary credential.
Credit Hour Activity	The provision of coursework to students which can be measured in terms of credit hours.
Credit Hours Attempted	Total number of credit hours, to the nearest tenth, in which the student is enrolled for the reporting term. It includes all courses and their prerequisites that count toward earning an award, degree or Certificate of Completion from a stand-alone program.
Cumulative Credit Hours Earned	The cumulative credit hours earned at the current level (Undergraduate or specific graduate award level) as of the end of the academic year.
D	
Data Dictionary	A file or a list that contains all known information about variables such as format, data type, field width, and source.
Database	Collection of electronically stored data or unit records (facts, bibliographic data, and texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic. Each database is counted individually even if access to several databases is supported through the same vendor interface.

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 Name	Full name of degree and program awarded.
Degree Type	Type of degree awarded; ex: BA, BS.
Degree/Certificate-Seeking Students	<p>Students enrolled in courses for credit who are seeking a degree, certificate, or other recognized postsecondary credential. This includes students who:</p> <ul style="list-style-type: none"> - received any type of federal financial aid, regardless of what courses they took at any time; - received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution <p>High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</p>
Degree-Seeking Students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Department	Department of a course, program of study or degree awarded
Distance Education	<p>Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.</p> <p>Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.</p>
Distance Education Course	A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
Distance Education Program	A program for which all the required coursework for program completion is able to be completed via distance education courses.

Distance Learning	An option for earning course credit at off-campus locations via cable television, Internet, satellite classes, videotapes, correspondence courses or other means.
Distance Learning Credit	One distance learning credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for an on-campus class as defined in an on-campus credit.
Doctoral Level	All doctoral level courses (7000 - 7999 course numbers).
Doctor's Degree	<p>a) A degree granted to those who successfully complete an educational program requiring three or more academic years of full-time study or the equivalent in part-time attendance beyond the baccalaureate degree and may be either a research degree or a professional practice degree. For the research degree and the professional practice degree:</p> <p>(i) Study for a closely related master's degree may be counted toward doctoral requirements.</p> <p>(ii) The doctor's degree shall represent a student's ability to perform independently basic or applied research at the level of the professional scholar or to perform independently the work of a profession that involves the highest levels of knowledge and expertise.</p> <p>(iii) Requirements for the degree shall include demonstration of mastery of a significant body of knowledge through comprehensive examination, unless a graduate must pass a similar examination in order to be admitted to professional practice in Kansas.</p> <p>b) In addition, for the research degree:</p> <p>(i) Evidence of competence in independent research, usually in the form of a doctoral dissertation is required.</p> <p>(ii) The curricular program shall be appropriately broad and shall manifest full understanding of the level and range of doctoral scholarship, the function of a dissertation and its defense, the nature of comprehensive examination, and the distinction between matriculation and degree candidacy.</p>
Doctor's 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.

<p>Doctor's Degree- Professional Practice</p>	<p>A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.</p>
<p>Doctor's Degree- Research/Scholarship</p>	<p>A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.</p>
<p>Double Major</p>	<p>Program in which students may complete two undergraduate programs of study simultaneously.</p>
<p>Dual Admission</p>	<p>Students who intend to pursue a bachelor's degree at UTC may have the option to be admitted at both their Community College (Cleveland State and Chattanooga State) and UTC. They must meet their community college's admissions criteria, earned 29 or fewer college level hours (excluding dual studies and prior learning credit), a cumulative GPA of 2.0 or greater and must complete an Intent to Participate form submitted to their community college. Dual admit students will have the option to use UTC services (Library, ARC, etc) while enrolled at their community college and will receive priority registration for the semester after graduation from their community college. Students will also have access to personalized advising from UTC during their time at the community college to make sure their coursework is in line to transfer appropriately. More information about the dual admission process can be found on UTC's Dual Admission webpage.</p>
<p>Dual Credit</p>	<p>A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits.</p>

Dual Enrollment	<p>Refers to students who enroll in college courses offered by an institution of higher education while enrolled in high school or seeking a recognized equivalent. Student performance is recorded on a college transcript and postsecondary credit is awarded for a passing grade in the course.</p> <p>- Includes: All postsecondary courses, independent of course delivery mode, course location, course instructor, whether secondary credit is also offered, and whether the student enrolls through a formal state/local program or enrolls outside a formal state/local program.</p> <p>- Excludes: Credit-by-exam models such as Advanced Placement and International Baccalaureate in which the student is not enrolled in a postsecondary institution.</p>
E	
Education Program	A substantial component of a University's budget consisting of the sum of (1) the Instruction Program, (2) the Academic Support Program, (3) the Student Services Program and (4) the Institutional Support Program.
Educational Offerings	Educational programs offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as postsecondary education programs OR recreational or a vocational, adult basic, remedial instruction, high school equivalency, or high school programs that are not deemed postsecondary.
Educational Specialist Degree	A degree granted to those who successfully complete an educational program requiring not less than one year of academic work or the equivalent in part-time attendance beyond the master's degree in the field of education.
English Proficiency Test	A test of English language abilities required for admission from incoming international students that are not from an English proficiency exempt country (as defined by the institution). Examples include but are not limited to: the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), The Cambridge Certificate of Advanced English (CAE), and Duolingo.
Enrolled Count	The number of students enrolled in the course section as of the term census date. It includes students who withdrew after the census date. It does not include students that dropped prior to the beginning of the course.

Enrolled for Credit	Credit can be measured in units such as clock hours or credit hours. Credit is the recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other recognized postsecondary credential, irrespective of the activity's unit of measurement.
Enrolled Student	Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day, provided they are still enrolled as of the course's census day.
Enrollment Report	An informational document compiled by the Office of Institutional Effectiveness which provides a detailed representation of the current day/term enrollment metrics. The report provides a year-to-year/term-to-term/date-to-date comparison snapshot of enrollment data as related to headcounts, student credit hours, full-time equivalencies (FTE), residency status, student type, student level, student classification, and delivery mode including online, off-campus, and on-campus.
Entering Students (undergraduate)	Students at the undergraduate level, both full-time and part-time, coming into the institution for the first time in the fall term (or the prior summer session who returned again in the fall). This includes all first-time undergraduate students, students transferring into the institution at the undergraduate level for the first time, and non-degree/non-certificate-seeking undergraduates entering in the fall.
Entrance Year	The Entrance Year is defined as the year in which a student or group of students first entered Kansas' higher education system by enrolling in one of the system's 32 institutions.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates, Outcome Measures, and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.

F	
Faculty	<p>Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category.</p>
Faculty Status	<p>A status designated by the institution according to the institution's policies. "Faculty" may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation "faculty" is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. For IPEDS reporting, graduate assistants do not have faculty status.</p>
Fall Cohort	<p>The group of students entering in the fall term, established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.</p>
Fall Enrollment (EF)	<p>This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other recognized postsecondary credential; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit. Institutions report annually the number of full - and part-time students, by gender, race/ethnicity, and level (undergraduate, graduate, first-professional); the total number of undergraduate entering students (first-time, full-and part-time students, transfer-ins, and non-degree students); and retention rates. In even-</p>

	<p>numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. Also in even numbered years, 4-year institutions are required to provide enrollment data by gender, race/ethnicity, and level for selected fields of study. In odd-numbered years, data are collected for enrollment by age category by student level and gender.</p>
Fall Staff (S)	<p>This data, now part of the IPEDS Human Resources (HR) component, was previously a separate collection. Only institutions with 15 or more full-time employees are required to report annually (prior to 2016-17, data was collected biennially, for odd-numbered years). Institutions report the numbers of full- and part-time employees as of November 1 of the reporting year; full-time faculty by contract length and salary class intervals; number of other persons employed full-time by primary occupational activity and salary class intervals; part-time employees by primary occupational activity; tenure of full-time faculty by academic rank; and new hires by primary occupational activity. Most data are provided by race/ethnicity and gender. Prior to 2001, this collection also requested the number of persons donating (contributing) services or contracted for by the institution. Between 1987 and 1991, the Fall Staff data were collected in cooperation with the U.S. Equal Employment Opportunity Commission (EEOC). Beginning in 1993, all schools formerly surveyed by EEOC (using the EEO-6 survey form) reported through IPEDS Fall Staff.</p> <p>(Term used in IPEDS HR survey component prior to 2012-13)</p>
Fall Term	<p>The part of the academic year that begins between late August and November 1.</p>
FASB (Financial Accounting Standards Board)	<p>Financial Accounting Standards Board (FASB) is recognized by the American Institute of Certified Public Accountants (AICPA) as the body authorized to establish accounting standards. In practice it defers to the Governmental Accounting Standards Board (GASB) for the setting of accounting standards for local and state government entities.</p>
Federal Grants	<p>Transfers of money or property from the Federal government to the education institution without a requirement to receive anything in return. These grants may take the form of grants to the institutions to undertake research, or they may be in the form of student financial aid. (Used for reporting on the Finance component)</p>

Federal Grants (grants/educational assistance funds)	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally sponsored educational benefits programs. (Used for reporting on the Student Financial Aid component)
Federal Supplementary Educational Opportunity Grants (FSEOG)	(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 Supplementary Educational Opportunity Grants (SEOG) are made directly to institutions of higher education, which select students for the awards.
Federal Work Study (FWS)	A part-time work program awarding on- or off-campus jobs to students who demonstrate financial need. FWS positions are primarily funded by the federal government (federal share), but are also partially funded by other organizations, including the institution (non-federal share). FWS is awarded to eligible students by the college as part of the student's financial aid package. The maximum FWS award is based on the student's financial need, the number of hours the student is able to work, and the amount of FWS funding available at the institution. This is a type of Title IV Aid, but it is not considered grant or loan aid to students.
FICE (Federal Interagency Committee on Education) code	A 6-digit identification code, originally created by the Federal Interagency Committee on Education (FICE). The code was used to identify all schools doing business with the Office of Education during the early sixties. This code is no longer used in IPEDS; it has been replaced by the Office of Postsecondary Education (OPE) ID code.
Financial Aid	Federal Work Study, grants, loans to students (government and/or private), assistant ships, scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans to parents.
First Generation Student Status	First generation student status is self-reported on the admissions application. First generation status is identified by a student declaring that neither of their parents has ever enrolled in postsecondary education.

First Term Enrolled	The term that a student enrolled for the First-Time at ESU. This term date is applicable to students who are becoming a true postsecondary student. High School students are not identified in this category, as they have yet to graduate from high school.
First-Time Entering Student	A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).
First-Time Graduate	A student who has not previously enrolled for work creditable toward an advanced degree at any university, and who is enrolled for work creditable toward such a degree. A first-time graduate student may be a full-time or part-time student.
First-Time Graduate Student	A student entering the institution as a graduate student during the reporting term.
First-Time Student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer session, and students who entered with advanced standing (college credits or recognized postsecondary credential earned before graduation from high school).
First-Time Undergraduate	A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduation from high school).
First-Time, First-Year Freshman Student	A student attending any institution for the first time at the undergraduate level. 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).
Fiscal Year	The twelve-month period spanning from July 1st through the following June 30th. For degrees awarded reporting, the terms included are Summer, Fall and Spring. For example: FY 2014 would include Summer 2013, Fall 2013 and Spring 2014.
Four-Year Institution	A postsecondary institution that offers programs of at least 4 years duration or one that offers programs at or above the baccalaureate level. Includes schools that offer postbaccalaureate certificates only or those that offer graduate

	programs only. Also includes free-standing medical, law or other first-professional schools.
Freshman	A first-year undergraduate student.
FT/PT Status	Undergraduate: Full-time status for undergraduate students is equal to or greater than 12 SCH, whereas part-time status for undergraduates is less than 12 SCH.
FTE	Abbreviation for full time equivalent. For fall enrollment, one FTE student is represented by 15 semester credit hours for undergraduate and 12 semester credit hours for graduate students. For academic year enrollment, one FTE is represented by 30 credit hours of enrollment in an academic year for undergraduates and 24 credit hours of enrollment for graduate students in an academic year.
FTE of Students	The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.
FTE Staff	The full-time-equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) component and adding one-third of the total number of part-time staff.
Full-Time Equivalency (FTE)	Faculty: A budgetary term that represents one full-time faculty position (i.e., two people each serving in half-time faculty positions would together equal one F.T.E faculty). Student: The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. There are two standard calculations of FTE students used for most institutional reporting, one using fall student headcounts (full-time + 1/3 part-time) and the other using instructional activity $((UG\ SCH/15) + (GR\ SCH/12))$.
Full-Time Equivalency (FTE) Enrollment	The Full-Time Equivalency (FTE) enrollment is a calculated metric that is derived by dividing the total number of credit hours generated in an academic year by a predetermined number based on the level of credit hours produced. To determine the Undergraduate level Full-Time Equivalency enrollment, the total number of annual undergraduate credit hours generated is divided by 30. To calculate the Graduate level Full-Time Equivalency enrollment, the total number of annual graduate level credit hours generated is divided by 24.

Full-Time Staff (employees)	As defined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time.
Full-Time Status - Graduate Student	Full-time graduate load is 9 hours in the fall, spring and summer semesters for enrollment verification and Financial Aid purposes.
Full-Time Status - Undergraduate Student	Full-time undergraduate load is 12 hours in the fall and spring semesters and 9 hours in the summer session for financial aid and enrollment verification purposes.
Full-Time Student	Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more clock hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Doctor's degree - Professional practice - full-time as defined by the institution.
Full-Year Cohort	This is a group of students entering at any time during the 12-month period for tracking and reporting. For Graduation Rate (GR), a full-year cohort is from September 1 through August 31 and is used primarily by institutions that offer occupational programs of varying lengths. Students must be full-time and first-time to be considered in the cohort. For Outcome Measures (OM) component, all degree-granting institutions report on a full-year cohort from July 1 through June 30. Students are reported once in one of the four OM cohorts: first-time, full-time; first-time, part-time; non-first-time, full-time; or non-first-time, part-time.
Functional Expense	A functional expense classification is a method of grouping expenses according to the purpose for which the costs are incurred. The classifications tell why an expense was incurred rather than what was purchased. (NACUBO FARM section 700)
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 nonmandatory transfers from the current fund rather than a direct addition to the endowment fund, as occurs for the true endowment categories.
FY	Abbreviation for fiscal year; the fiscal year for the Regents institutions (and the state) covers the period July 1 through the following June 30.

G	
Grade Points	A computed number based on assigned grade. A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 D = 1.0 F = 0.0 XF = 0.0
Grades	A = Superior B = Good C = Average D = Poor F = Failure XF = Failure - Academic Dishonesty AW = Administrative Withdrawal W = Withdrawal I = Incomplete IP = In Progress - class is still in progress N = No Credit P = Passing S = Satisfactory - completion of course - credits do not count toward degree U = Unsatisfactory V = Visitor or Audit - successful audit of a course VN = All conditions of the audit were not met Y = Instructor did not turn in grade
Graduate Assistant	Graduate level student employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research.
Graduate Assistants (Other)	Graduate assistants not included in the graduate assistant teaching or research sections.
Graduate Assistants (Research)	Graduate assistants whose specific assignments customarily are made for the purpose of conducting research.
Graduate Assistants (Teaching)	Graduate assistants who assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching related duties, such as teaching lower-level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers.

Graduate Degree-Seeking Student	A student enrolled in courses at the graduate level who are recognized by the institution as seeking a Masters' degree, Education Specialist degree, or Doctorate degree.
Graduate Non-Degree Seeking Student	A student enrolled in courses above the undergraduate level who is not seeking a graduate degree. This would include those in Post-Baccalaureate Certificate programs, Licensure programs, and those not seeking any formal degree or award.
Graduate Student	A student who holds a bachelor's or equivalent and is taking courses at the post-baccalaureate level.
Graduation Rate	The rate required for disclosure and/or reporting purposes under the Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.
Graduation Rates (GR)	This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically related student aid, were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.
H	
Headcount	Headcount is defined as the number of students enrolled in one or more postsecondary courses.
High School Student	A student enrolled in secondary school or pursuing a high school diploma or recognized equivalent. Includes students who have not received but are pursuing a high school diploma or recognized equivalent and taking college coursework concurrently. Also includes home-schooled students.

Higher Education General Information Survey (HEGIS)	The Higher Education General Information Survey (HEGIS) system was conducted by the NCES between 1966 and 1985. This system was comprised of several surveys of institutions that were accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These surveys collected institution-level data on such topics as institutional characteristics, enrollment, degrees conferred, salaries, employees, financial statistics, libraries, and others. HEGIS surveys were sent to approximately 3,400 accredited institutions of higher education.
Hispanic (old definition)	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
Hispanic/Latino	An individual who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish cultures, regardless of the race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino".
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Honors Program	Any special program for very able students offering the opportunity for educational enrichment, independent study, acceleration or some combination of these.
Housing Capacity	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.
Human Resources (HR)	This component of IPEDS was formed in 2006 by combining three previously separate components: Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA). This was done to avoid (or at least reduce) conflicting data which had occurred when collected separately. The information collected has remained basically the same. The fall staff data was collected biennially in odd-numbered years prior to 2016-17, but is now collected annually similar to the other HR components.
I	
Initial Cohort	A specific group of individuals, established for tracking purposes. For the Graduation Rates (GR) and Outcome Measures (OM) components of IPEDS, the initial cohort is defined as the enrollment count before removing revisions and exclusions of all degree/certificate-seeking students who enter in either (1) the fall term of a given academic year, or (2) between September 1st and August 31st of the following year.

	For the GR component of IPEDS, the initial cohort is only for full-time, first-time students. For OM, all undergraduates are placed in one of four initial cohorts: full-time, first-time; part-time, first time; full-time, non-first-time; and part-time, non-first time.
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 requirements.
Institution of Higher Education	A term formerly used in IPEDS and HEGIS to define an institution that was accredited at the college level by an agency or association recognized by the Secretary, U.S. Department of Education. These schools offered at least a one-year program of study creditable toward a degree and they were eligible for participation in Title IV Federal financial aid programs.
Institutional Characteristics (IC)	This annual component is the core of the IPEDS system and is required of all currently operating Title IV postsecondary institutions in the United States and other areas. As the control file for the entire IPEDS system, IC constitutes the sampling frame for all other NCES surveys of postsecondary institutions. It also helps determine the specific IPEDS screens that are shown to each institution. This component collects the basic institutional data that are necessary to sort and analyze not only the IC DATA, but also all other IPEDS DATAs. IC data are collected for the academic year, which generally extends from September of one calendar year to June of the following year. Specific data elements currently collected for each institution include: institution name, address, telephone number, control or affiliation, calendar system, levels of degrees and awards offered, types of programs, application information, student services, and accreditation. The IC component also collects pricing information including tuition and required fees, room and board charges, books and supplies and other expenses for release on College Navigator.
Institutional Grants	Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution, (i.e., instruction, research, public service) that may contribute indirectly to the enhancement of these programs . Includes scholarships targeted to certain individuals (e.g., based on state of residence, major field of study, athletic team participation) for which the institution designates the recipient.

Institutional Scholarships and Grants	Endowed scholarships, annual gifts and tuition funded grants for which the institution determines the recipient.
Instruction	A functional expense category that includes expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Includes general academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and regular, special, and extension sessions. Also includes expenses for both credit and noncredit activities. Excludes expenses for academic administration where the primary function is administration (e.g., academic deans). Information technology expenses related to instructional activities if the institution separately budgets and expenses information technology resources are included (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Instructional Activity	The total number of credit and clock hours all students are engaged in during the specified period.
Instructional Staff	An occupational category that is comprised of staff who are either: 1) Primarily Instruction or 2) Instruction combined with research and/or public service. The intent of the Instructional Staff category is to include all individuals whose primary occupation includes instruction at the institution.
Instructor	Faculty members who are appointed through a search for a tenure-track faculty position but do not hold the terminal degree at the time of appointment. Upon completion of the terminal degree, the instructor will be promoted to Assistant Professor for the following year at which time he/she will begin the tenure-track probationary period.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR);

	Outcome Measures (OM); Finance (F); and Academic Libraries (AL).
International Student	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.
IPEDS	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system.
IPEDS Coordinator	The person responsible for Integrated Postsecondary Education Data System (IPEDS) survey related coordination activities for a specified group of schools within a state or system. This person has certain viewing, verifying and locking privileges on the data collection system.
IPEDS Data Center	The IPEDS Data Center is the single entry point for retrieving IPEDS data. Using the data center, one can easily download data files for one or more institutions with information from any of the IPEDS components or download complete data files, produce a variety of reports, or create group statistics. The data center replaces the old IPEDS Peer Analysis System and Dataset CuttingTool, and features improvements in navigation, institution selection, and variable selection, as well as increased on-screen help.
J	
K	
Keyholder	The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.

<p style="text-align: center; font-size: 2em; margin: 0;">L</p>	
<p>Laboratory Credit</p>	<p>One laboratory credit is defined as a minimum of 2 class hours of work each week in a laboratory under the supervision of a lab supervisor or instruction and an expectation of 1 class hour of additional out-of-class student work each week.</p>
<p>Lecturer</p>	<p>Faculty members who hold the appropriate degree for their discipline (or professional equivalent) and who are appointed for full or part-time teaching.</p>
<p>Level</p>	<p>Undergraduate or Graduate student or course level.</p>
<p>Level (of institution)</p>	<p>A classification of whether an institution's programs are 4-year or higher (4 year), 2-but-less-than 4-year (2 year), or less than 2-year.</p>
<p>Levels of Offering</p>	<p>Information collected in the Institutional Characteristics Header component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to offer recognized postsecondary credentials. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.</p>
<p>Library</p>	<p>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.</p>
<p>Library Collections</p>	<p>Comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems.</p>

Load	The normal load for an undergraduate student is 15 or 16 hours of credit per semester.
Locked	The survey status obtained when a keyholder has resolved all edits/errors and has decided that data are ready to "submit" to IPEDS. Once locked, the system becomes read only and the keyholder no longer has access to the system to alter data.
Lower UG (Lower Division) Courses	All lower division courses (0001 - 2999 course numbers).
M	
Major Enrollment	Headcount of every major enrolled for specified term. Students with multiple majors are counted under each program declared.
Major	Program of study.
Major-Concentration	Program and concentration of study.
Majors Per FTE	Total majors (undergraduate and graduate) divided by total faculty FTE for specified department.
Majors Report	A document compiled and distributed internally to inform constituents of the number of students enrolled in their respective first majors. The report includes disaggregation of students by level (UG/GR), college/school, department, and major discipline of study. The major's report is a complementary report that is disseminated with the enrollment report during peak recruitment cycle time frames. This report is intended to align with the enrollment report and does not include a student's second major, minor, or concentration of study. The report identifies key areas where enrollment emphasis can be identified and to inform continuing student enrollment strategies.
Master's Degree	<p>a) A degree granted to those who successfully complete an educational program in the liberal arts and sciences or a professional field, and</p> <p>b) Requiring not less than one year of academic work or the equivalent in part-time attendance beyond the baccalaureate degree.</p> <p>c) The curriculum shall specialize in a single discipline or single occupational or professional area and culminate in a demonstration of mastery such as a research thesis, a work of art, or the solution of a practical professional problem.</p> <p>d) A professional practice master's degree may be authorized for study beyond fulfillment of undergraduate requirements</p>

	approved by the Office if the total period of study is at least five academic years.
Master's Degree	An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.
Master's level	All Master's level courses (5000 - 6999 course numbers).
Matriculation Term	The first term in which a student attends Emporia State University.
Minor	Declared minor.
N	
Nation	Country of residency or permanent residency.
National Center for Education Statistics (NCES)	The National Center for Education Statistics (NCES), in the Institute of Education Sciences, is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education.
Native Hawaiian or Other Pacific Islander	Includes any student who has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Need-Based Aid	College-funded or college-administered award from institutional, state, federal or other sources for which a student must have financial need to qualify. This includes both institutional and noninstitutional student aid (grants, jobs and loans).
Need-Based Scholarship or Grant Aid	Scholarships and grants from institutional, state, federal or other sources for which a student must have financial need to qualify.
New Transfer Student	A student who is new to the institution, but who has previously attended another postsecondary institution after completion of high school.
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.

Noncredit Course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other recognized post secondary credential.
Noncredit Customized Training	Contract training that is more specifically tailored to the client organization's needs in terms of content or schedule.
Noncredit Education	Courses or activities carrying no academic credit applicable toward a degree, diploma, certificate, or other recognized postsecondary credential at the institution or within the postsecondary educational system.
Non-Degree-Seeking Student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or recognized postsecondary credential.
Non-First-Time Entering Student (undergraduate)	A student who has prior postsecondary experience before attending the reporting IPEDS institution. This cohort of students may closely reflect the transfer-in (non-first-time entering) enrollment from Fall Enrollment (EF), 12-month Enrollment (E12) and Outcomes Measures (OM) components.
Nonresident 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.
Non-Resident Status	A person who does not meet the residency definitions as presented in K.S.A. 76-729 Statute. Persons enrolling at the state educational institutions under the control and supervision of the state board of regents who, if such persons are adults, have been domiciliary residents of the state of Kansas or, if such persons are minors, whose parents have been domiciliary residents of the state of Kansas for less than 12 months prior to enrollment for any term or session at a state educational institution are non-residents for fee purposes.
Normal Time to Completion	The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer sessions) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer sessions) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.
Not on Tenure Track	Personnel positions that are considered non-tenure earning positions.

Number of Credit Hours Passed	Of the number of credit hours attempted, how many of those hours were passed or completed successfully in the case where grades are not issued, as of the end of the Reporting Term.
O	
Off-Campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-Campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-Campus Facility	A teaching facility located some distance away from the educational institution which operates it.
Off-Campus Housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
Office and Administrative Support Occupations	An occupational category based on the major group in the 2018 Standard Occupational Classification (SOC) Manual called "Office and Administrative Support Occupations." For detailed information refer to the following website: https://www.bls.gov/soc/2018/major_groups.htm#43-0000 .
Official Fall Reporting Date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.
On-Campus Housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Online Student	Student enrolled 100% in online program; effective Fall 2013.
OPE ID	Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution.
Open Admission	Admission policy whereby the school will accept any student who applies.

Other Specialized Institutions (Carnegie)	An institutional classification developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. Other Specialized Institutions include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category, but award a majority of degrees in a specialized area not separately identified.
Outcome Measures (OM)	This annual component aims to improve the collection of student progression and completion data on a more diverse group of undergraduate students at degree-granting institutions. Award and enrollment statuses are collected on four cohorts (first-time, full-time; first-time, part-time; non-first-time, full-time; and non-first-time, part-time) and on eight subcohorts (based on Pell Grant recipient status) of degree/certificate-seeking students at three points of time (four-, six-, and eight-years after entering the institution).
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.
P	
Part-Time (adjunct) Faculty	Non-tenure track faculty serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis.
Part-Time Graduate Student Status	Student is enrolled in <9 Hours in the fall, spring and summer semesters for enrollment verification and Financial Aid purposes
Part-Time Staff (employees)	As determined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) are not considered part-time staff.
Part-Time Student	Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 clock hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.
Part-Time Undergraduate Student Status	Student is enrolled in <12 Hours in the spring and fall semesters or <9 Hours in the summer session for enrollment verification and Financial Aid purposes.

Peer Analysis System (PAS)	An early IPEDS data access tool, no longer available. All the functions in the Peer Analysis System have been incorporated into the IPEDS Data Center.
Pell Grant Program	(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.
Perkins Loan program	(Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Formerly known as National Direct Student Loans (NDSL), the Perkins Loan program provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.
Post 9/11 GI Bill	A federal education benefit program for veterans who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies, and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postbaccalaureate Certificate	An award that requires completion of an organized program of study beyond the bachelor's degree. It is designed for persons who have completed a baccalaureate degree, but do not meet the requirements of a master's degree. NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Post-Master's Certificate	An award that requires completion of an organized program beyond the master's degree but does not meet the requirements of academic degrees at the doctor's level.
Postsecondary Education	The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes vocational and adult basic education programs.
Postsecondary Education Institution	An institution which has as its sole purpose or one of its primary missions, the provision of postsecondary education.

Professor	Faculty who meet the following requirements: doctorate or equivalent degree; established reputation as a teacher or librarian; established record in research and scholarly or professional attainment; established record of effective participation in professional activities other than teaching and research; established ability to relate effectively to students and professional colleagues.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Program Category	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Program Review Indicators	These year-to-year comparison and 5-year trend data indicators provide a detailed set of metrics for each program of study at ESU. The metrics include student enrollment, credit hour enrollment, full-time equivalency enrollment, credit hour production by majors/non-majors, fall-to-fall freshman retention, retention by program and by department, degree/program completion, teaching faculty by department, instructional full-time equivalencies, credit-hour production by faculty type, FTE student by faculty type, student credit hour equivalency by faculty type, full-time student equivalency by faculty type, academic instruction expenditures, cost per credit hour, and cost per full-time equivalency student.
Program Specialty	A specific instructional program that can be identified by a 6-digit Classification of Institutional Programs (CIP) Code.
Program with no recognized Postsecondary Credential	Any formally organized program with stated educational objectives and well-defined completion requirements that does not lead to a recognized postsecondary credential.
Public Institution	An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Q	
Qualified Admissions Type	Students are coded based on the qualified admissions category in which they are admitted to a regents institution. TEST = Kansas Resident or nonresident, under the age of 21, with fewer than 24 transfer credit hours, and student was admitted with a 21 ACT or higher OR 980 SAT or higher RANK = Kansas Resident or nonresident under the age of 21, with fewer than 24 transfer credit hours, and student did not have a 21 ACT or 980 SAT but was in the top one-third of their high school class upon completion of 7 or 8 semesters.

	<p>CURR = Kansas Resident or nonresident, under the age of 21, with fewer than 24 transfer credit hours and student did not have a 21 ACT or 980 SAT, was not in the top one-third of their high school class, but did take the qualified admissions curriculum with at least a 2.00 GPA on 4.00 scale for nonresidents.</p> <p>EXCP = The student was admitted in the exception group.</p> <p>GED = Kansas resident, regardless of age with fewer than 24 transfer credits who were admitted because they earned GED with prescribed minimum scores. OR Nonresident 21 year of age or older with fewer than 24 credit hours who were admitted because they earned GED with prescribed minimum scores</p> <p>AGE = Student is over 21 years of age with fewer than 24 transfer credit hours AND Resident with diploma from accredited or non-accredited high school.</p> <p>TRNS = Student completed 24 hours of transferable college level work with at least a 2.00 GPA</p> <p>NONE = Should be used when the student is not being reported on the QA survey. For example: NDU students and international students.</p>
R	
Race / Ethnicity (student)	<p>Starting in fall 2010, state universities were required to report student's race/ethnicity according to definitions and parameters established by U.S. Department of Education (IPEDS). According to these new definitions, universities are now able to report student's race/ethnicity in four newly created or modified categories: Black or African American, Asian, Native Hawaiian/Pacific Islander, and Two or more races. The other race/ethnicity reporting categories are White, Non-resident Alien, American Indian/Alaska Native, Asian, and Unknown. The Hispanic ethnicity category includes all students who reported a Hispanic ethnicity, regardless of their race selection. Due to these race/ethnicity modifications, starting in fall 2010, the students in the Hispanic ethnicity category increased; the students in the "Unknown" category decreased.</p>
Race and Ethnicity Unknown	<p>The category used to report students or employees whose race and ethnicity are not known.</p>

Race/Ethnicity	Category 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.
Race/Ethnicity	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are 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. The designations are used to categorize U.S. citizens, residents, and other eligible non-citizens.</p> <p>Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> - Hispanic or Latino or - Not Hispanic or Latino <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> -American Indian or Alaska Native -Asian -Black or African American -Native Hawaiian or Other Pacific Islander -White
Race/Ethnicity (old definition)	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/Alaska Native, Asian/Pacific Islander, Hispanic, White, non-Hispanic.
Race/Ethnicity Unknown	Category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic categories.
Received Aid	For the purposes of the IPEDS Student Financial Aid (SFA) component, aid received refers to financial aid that was awarded to, and accepted by, a student. This amount may differ from the aid amount that is disbursed to a student. For example, a student may accept aid that was awarded by the institution but then leave the institution prior to the aid being disbursed. In this case, because the student accepted the aid, the aid would be reported to IPEDS, even though it was NOT actually disbursed to the student.

Recognized Postsecondary Credential	A recognized postsecondary credential includes any credential that is received after completion of a program that is eligible for Title IV federal student aid or that is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.
Registered Hours	Enrolled credit hours of student for term of enrollment; also referred to as Student Credit Hours.
Registered Student	A student who is currently registered in the term of inquiry. The registration status type is determined by assigned code in the Banner relational database. RE = Registered RW = Web Registered AU = Audit
Remedial Courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Remedial Education	Courses or programs designed to develop the reading, writing, and/or math skills of students who are determined—typically by a standardized test—to be academically underprepared for college-level, credit-bearing courses.
Remedial Services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Reporting Period	The term in which a course is offered. Codes: SU = Summer FA = Fall SP = Spring
Reporting Term GPA Credit Hours	The credit hours attempted during the reporting term, to the nearest tenth, which are used in the calculation of the student term GPA. Does not include credit hours attempted towards developmental courses.
Required Fees	Fixed sum 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.
Research	A functional expense category that includes expenses 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. The category includes institutes and

	<p>research centers, and individual and project research. This function does not include nonresearch sponsored programs (e.g., training programs). Also included are information technology expenses related to research activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.</p>
Residence	<p>A person's permanent address, determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.</p>
Resident (and other eligible non-citizens)	<p>A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident status (and who holds either a registration card (Form I-551 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).</p>
Resident Alien	<p>A person who is not a citizen or national of the United States, but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status, a Temporary Resident Card, or an Arrival-Departure Record with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian.</p>
Resident Status	<p>Persons enrolling at the state educational institutions under the control and supervision of the state board of regents who, if such persons are adults, have been domiciliary residents of the state of Kansas or, if such persons are minors, whose parents have been domiciliary residents of the state of Kansas for at least 12 months prior to enrollment for any term or session at a state educational institution are residents for fee purposes.</p>
Retention Rate	<p>A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.</p>

Retention Rate (1st to 2nd Year Rate)	The percentage of degree-seeking, first-time, first-year freshman students who enrolled for the first time in college, who begin their studies in a specified fall term (defined as a cohort) and return in the subsequent year fall term.
Reverse Transfer	Students who transfer from a community college to a 4-year institution prior to receiving an Associate's degree have the option to be awarded that degree once they meet the all the course requirements. Eligible transfer students are notified each semester. Students must opt-in once contacted to be eligible to receive the degree from the community college they transferred from. Students who opt-in but do not meet all the course requirements are informed of the courses they lack and are contacted each following semester until the requirements are met and a degree can be awarded. More information about the Reverse Transfer process can be found on the TN Reverse Transfer Website.
S	
SAT	Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.
SCH per FTE	Total departmental student credit hour production divided by department's faculty FTE.
Scholarship per T/TT Faculty FTE	Total scholarships reported for a department (excluding Works Cited) divided by the department's tenured and tenure-track faculty FTE.
Scholarships	Grants-in-aid, trainee stipends, tuition and required fee waivers, prizes or other monetary awards given to undergraduate students.
Scholarships and Fellowships	Outright grants-in-aid, trainee stipends, tuition and fee waivers, and prizes awarded to students by the institution, including Pell grants. Awards to undergraduate students are most commonly referred to as "scholarships" and those to graduate students as "fellowships." These awards do not require the performance of services while a student (such as teaching) or subsequently as a result of the scholarship or fellowship. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted to a parent of a student because of the parent's faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution.

Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session. Note: the standard term length range is defined by the Office of Postsecondary Education. More information can be found at: https://ifap.ed.gov/electronicannouncements/110519RevisionGuidelinesApplicableStandardTerms
Service Occupations	An occupational category based on the following five major groups in the 2018 Standard Occupational Classification (SOC) Manual: 1) Healthcare Support Occupations (https://www.bls.gov/soc/2018/major_groups.htm#31-0000); 2) Protective Service Occupations (https://www.bls.gov/soc/2018/major_groups.htm#33-0000); 3) Food Preparation and Serving Related Occupations (https://www.bls.gov/soc/2018/major_groups.htm#35-0000); 4) Building and Grounds Cleaning and Maintenance Occupations (https://www.bls.gov/soc/2018/major_groups.htm#37-0000); and 5) Personal Care and Service Occupations (https://www.bls.gov/soc/2018/major_groups.htm#39-0000).
Special Admissions Tests	Tests prepared by or for a particular institution, or state (for some state institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.
Special Undergraduate Student	The special undergraduate student classification is for individuals without bachelor's degrees, who take a few college courses without the intention of counting the credits toward a degree at Emporia State. This attribute is typical of students pursuing enjoyment or personal improvement, taking courses to complement their studies at another institution, or attend workshops, seminars, summer camps and summer institutes.
Specialized Accreditation	Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies accredit professional schools and other specialized or vocational or other postsecondary institutions which are free standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies

	accredit educational programs within non-educational settings, such as hospitals.
Specialized Institutions (Carnegie)	These institutions offer degrees ranging from the bachelor's to the doctorate, and typically award a majority of degrees in a single field or combination of related fields.
Sport	Sport student is involved in; populated beginning Fall 2012.
Sport Status	Active or Inactive sport status for a term.
Stafford 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 or academic undergraduate, graduate, and first-professional students at eligible postsecondary institutions.
Standard Term	For Title IV purposes, a standard term is a semester, quarter, or trimester
Standardized Admissions Tests	Tests prepared and administered by an agency that is independent of any postsecondary education institution. Tests provide information about prospective students and their academic qualifications relative to a national sample. Examples are the SAT and the ACT.
State	State of residency or permanent residency.
State and Local Government Grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG). (Used for reporting Student Financial Aid data)
State and Local Grants	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIG's); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. Local government grants include scholarships or gift-aid awarded directly to the student. (Used for reporting Finance data for private for-profit institutions)
State of Residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.
State Unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.
Status Date	In the collection of Graduation Rates data, institutions report on the status of the students in their cohort as of August 31 of the reporting year.
Stop Out	A student who left the institution and returned at a later date.

Student Counts	The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution.
Student Credit Hours (SCH)	<p>Course: Total student credit hours for all students enrolled in an individual course; may also be referred to as Generated Credits.</p> <p>Student: Enrolled credit hours of student for term of enrollment; may also be referred to as Registered Hours.</p>
Student Financial Aid (SFA)	This annual component of IPEDS began with a pilot test in 1999, and collected both institution price and student financial aid data. The 2000-01 data collection included questions regarding the total number of full-time first-time degree/certificate-students receiving financial assistance for the previous year, the number of those students who received financial assistance by type of aid, and, for aid recipients, the average amounts. The tuition and other price items are now part of the Institutional Characteristics (IC) component; the student financial aid questions remain part of SFA.
Student Level Codes ESU	<p>UG = Undergraduate Student</p> <p>SB = Undergraduate Student pursuing a Second Bachelor's degree</p> <p>GR = Graduate Student Degree Seeking</p> <p>GA = Graduate Student in Accelerated Program</p> <p>00 = Non-Degree/No Major Graduate Student or UG credit taken as Grad</p>
Student Level Codes KHEDS	<p>AUD = Audit-only undergraduate student. A student auditing undergraduate courses.</p> <p>NDU = Non-Award Seeking/Non-Degree Seeking Undergraduate. A student who does not intend to earn an undergraduate degree or other formal award but is taking undergraduate courses.</p> <p>NCU = Not otherwise Classified Award/Degree Seeking Undergraduate. A student who has not completed the requirements for a baccalaureate degree but does not fit into one of the other categories. Also, students who have completed a baccalaureate program and are returning to work on another baccalaureate degree.</p> <p>FR = Award-Seeking/Degree-Seeking Freshman. An undergraduate student who has completed less than 30 postsecondary credit hours.</p> <p>SO = Award-Seeking/Degree-Seeking Sophomore. An undergraduate student who has completed at least 30 but less than 60 postsecondary credit hours.</p> <p>JR = Award-Seeking/Degree Seeking Junior. An undergraduate student who has completed at least 50, but less than 90 postsecondary credit hours.</p>

	<p>SR = Award-Seeking/Degree-Seeking Senior. An undergraduate student who has completed at least 90 postsecondary credit hours.</p> <p>5th = Award-Seeking/Degree-Seeking Senior in the 5th year of a five-year undergraduate program.</p> <p>AUG = Audit-only graduate student. A student auditing graduate courses.</p> <p>MA = Degree-Seeking Master's Level. A student pursuing a master's degree.</p> <p>SP = Degree-Seeking Specialist Level. A student pursuing an educational specialist degree.</p> <p>PMC - Post-Master Certificate. A student pursuing an award that requires completion of an organized program of study beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.</p> <p>DFP = Doctoral, First Professional, Post First Professional Level. Includes:</p> <p>Doctoral: A student pursuing a doctoral degree even if they have not received a master's degree yet.</p> <p>NDG = Non-Degree Seeking Graduate. A student who does not intend to earn a graduate degree but is taking graduate courses.</p> <p>NCG = Not Otherwise Classified Degree-Seeking Graduate. A student who has not been officially accepted to a graduate program but is taking graduate courses.</p> <p>DEC = Deceased</p>
Student Right-to-Know Act	<p>Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. This data is also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically related student aid. The Graduation Rates component of IPEDS was developed specifically to help</p>

	institutions respond to these requirements. See Graduation Rates for the current description of data collected.
Student Services	A functional expense category that includes expenses 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 include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal administration, and student records. Intercollegiate athletics and student health services may also be included, except when operated as self-supporting auxiliary enterprises. This may also include information technology expenses related to student service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Student Status	A student's status in the term of inquiry. Student status is determined by assigned code in the Banner relational database. AS = Active Student Status IS = Inactive Student Status IG = Inactive Student Status due to Graduation EA = EMAS Applicant Student Status
Student Type Codes	Every student enrolled in a term is assigned a student type code. C = Continuing (an undergraduate student who has attended ESU previously) H = High School Concurrent (enrolled in college credits but has not from graduated high school) S = Special (UG student who is non-degree seeking and is taking courses for a specific purpose) I = Inactive Status (a student who is not currently enrolled) A = Re-Admit (an undergraduate student who has been readmitted to the institution) 2 = Second Bachelors (a previous ESU completer who is studying a second bachelor's degree) L = Lifelong Learning (a student enrolled in self-improvement or audit courses) N = New First Time Undergraduate (a UG student who is enrolled at ESU for the first time) G = New First Time Graduate (a GR student who is enrolled at ESU for the first time)

	T = Transfer Student (a new UG transfer student entering ESU for the first time)
Student Type	For KBOR reporting purposes, the student type is a descriptor identifying whether a student is entering a postsecondary institution for the first-time or is a transferring student. High school students are not included in this designation type for KHEDS reporting purposes. F = First-time Student (these are First-Time entering students, regardless of classification) T = Transfer
Student-Designed Major	A program of study based on individual interests, designed with the assistance of an adviser.
Student-to-Faculty Ratio	The ratio of FTE students to FTE instructional staff , i.e., students divided by staff. Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are excluded from both full-time and part-time counts. "Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs). Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.
Study Abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Subcohort	A predefined subset of the initial cohort or the revised cohort established for tracking purposes. Degree/certificate-seeking students in the bachelor's degree-seeking group in the Graduation Rates (GR) component and Pell-Grant, non-first-time, part-time students in the Outcome Measures (OM) component are examples of subcohorts.
Subject Code	Subject of a course.

T	
Teacher Certification Program	A program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.
Teaching Overload	Full-time faculty who have been approved to teach over their contracted instructional load (generally 4 courses or 12 hours). Teaching overload FTE is based on the faculty load assigned by the department (ex: a 3 credit course would equate to a .25 FTE).
Technology Type	<p>A descriptor for the primary type of technology used in course delivery.</p> <p>ONE - One Way Real-Time Communications. Instructional activity is one-way in that it is seen or heard as it is being broadcast. It is also one way from instructor to students, and student generally do not use the technology to communicate with the faculty member Includes: Video broadcast TV (over air, satellite, cable) Radio (FM/AM, IP, satellite) Audio broadcasting</p> <p>TWO - Two Way Real-Time Communications. Students use technology to communicate with the instructor or other students; however, all members must be present at one time to interact. Includes: Video conferencing (desktop, point-to-point, full-mesh, scheduled video, direct dial video call, web based, satellite, and ISDN) Audio conferencing (IP based or traditional telephone based) Online chat or instant messaging Real-time E-mail chat</p> <p>WEB - Course is primarily taught via Internet-based or Intranet-based web sites. Includes web boards such as WebCT and Blackboard.</p> <p>OTH - Other telecommunications methods. Students and instructors primarily communicate using technology at different times. Large amounts of information can be stored and used as needed by the student. Can contain elements of real time communication methods (chat function, for example), but the primary method is not real-time. Includes: Virtual Reality (Second Life, etc.) or video game-based learning Video or Audio Tape, CD-ROM or DVD-ROM Wiki, Blog, RSS Feeds, Podcasts, or Vodcasts</p>

	<p>Listserv Electronic Discussion Board Mobile Device (DA, Smartphone, MP3 Player)</p>
Tenure	Status of a personnel position with respect to permanence of the position.
Tenure Track	Personnel positions that lead to consideration for tenure.
Term	A semester (or part of academic year). Each term is identified with a six digit number -- Year (YYYY) and then a 30 for summer (i.e. 201830), a 50 for fall (i.e. 201850), and 10 for spring (i.e. 201910).
Test of English as a Foreign Language (TOEFL)	A standardized test designed to determine an applicant's ability to benefit from instruction in English.
Title IV Aid	Title IV aid to students includes grant aid, work study aid, and loan aid. Current and historical programs include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan (formerly the National Direct Student loan or NDSL program), Subsidized and Unsubsidized Federal Family Education Loan (FFEL) also known as the Stafford Loan (formerly the Guaranteed Student Loan or GSL program), and Subsidized and Unsubsidized William D. Ford Direct Loan.
Title IV Institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Total Cost of Attendance	The sum of the cost of attendance components used to compute the average net price for first-time, full-time degree or certificate seeking students for IPEDS reporting purposes. This amount is typically based on a nine-month period for institutions using a traditional academic calendar. Program reporters provide one month of costs that are annualized in the system for IPEDS reporting purposes.

Total Student Charges	The total amount on the student's bill from the institution—account balance. For students and parents, this includes all charges and financial assistance applied to the student's account at the institution. It may or may not include all financial aid credit balance check amounts or refunds the institution pays back to the financial aid program, student, parent, or other payee when applicable. All award amounts the student was eligible to receive, including credit balance checks and refund amounts, should be reported to IPEDS.
Transcript	An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.
Transfer of Credit	The policies and procedures used to determine the extent to which educational experiences or courses undertaken by a student while attending another institution may be counted for credit at the current institution.
Transfer Student	A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit. A transfer student is only a transfer student for the term in which the student transferred into the school. After that term, the student is continuing. A new transfer student beginning attendance in the summer should be reported as a new transfer in the fall record.
Transfer-in (non-first-time entering) 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). This includes new students enrolled in the fall term who transferred into the reporting institution the prior summer session. The student may transfer with or without credit. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-in students upon entering an institution from another institution within the same coordinated system.
Transfer-in 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). This includes new students enrolled in the fall term who transferred into the institution the prior summer term. The student may transfer with or without credit.

Transfer-out Rate	Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort.
Transfer-Out Student	A student that leaves the reporting institution and enrolls at another institution. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-out students when leaving an institution to enroll into another institution within the same coordinated system.
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
Tuition and Fees	The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.
Tuition Guarantee	A program where the institution guarantees, to entering first-time students, that tuition will not increase for the years they are enrolled. These guarantees are generally time-bound for four or five years.
Tuition Payment Plan	A program that allows tuition to be paid in installments spread out over an agreed upon period of time, sometimes without interest or finance charges.
Tuition Plan (restricted)	Plans for dependents (including spouses) of faculty members which restrict the beneficiary to attendance at only the institution where the faculty member is employed. Term used prior to 2011-12 in the Human Resources component.
Twelve Month Period	A 12-month period defined by an institution for reporting a full year of activity (All institutions must use the July 1 - June 30 reporting period). This time period should be consistent across all.
U	
U.S. Nonresident	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.

Unclassified Student	A student taking courses creditable toward a degree or other recognized postsecondary credential 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 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
Undergraduate Non-Degree Seeking Student	A student enrolled in courses for credit who are not seeking a bachelor's degree and are not recognized as a degree-seeking student.
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.
Unknown Race and Ethnicity	The category used to report students or employees whose race and ethnicity are not known.
Upper UG (Upper Division)	All upper division courses (3000 - 4999 course numbers).
V	
Veterans Administration (VA) Education Benefits	Those benefits, available to military personnel and their families for financial assistance at approved postsecondary education institutions. There can be three types of beneficiaries: Surviving spouses and children; Discharged veterans; and Active military personnel in special programs.
W	
White	Any student having origins in any of the original peoples of Europe, the North Africa, or the Middle East
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
White, Non-Hispanic (old definition)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
Work Study and Employment	Federal and state work study aid, and any employment packaged by your institution in financial aid awards.
X	

Y	
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill® coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.
Z	

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