

Appendix C: Glossary of Data Terms

Introduction

This tenth edition of the Glossary of Data Terms represents the latest attempt to establish uniform definitions for the State System of Higher Education. The long-term goal of this project, supported by the Chancellor and University presidents, is to publish a comprehensive publication containing standard data definitions for all terms used in data collection and reporting throughout the System. The Glossary of Data Terms is widely distributed, both electronically and in hard-copy form. New terms in this edition are highlighted in boldface type.

The definitions are listed alphabetically, and have been adapted from these sources: Board of Governors Policies; Annual Data Collection Plan; National Center for Education Statistics; Joint Commission on Accountability Report; Collective Bargaining Agreement; National Association of College and University Business Officers; Facilities Manual; Data Warehouse Institute; Diversity Database, University of Maryland; and the Internal Revenue Service.

While many of the definitions that follow are consistent with existing data processes, others will require changes in how data are collected and reported. Because of this, it is expected that some definitions will not be implemented until System universities have sufficient time to review them and make appropriate changes.

Review, Approval, and Audit process

This document represents an important step in establishing a comprehensive dictionary of uniform terms. Once definitions are accepted, data audits will be conducted periodically to ensure compliance with them.

Although every attempt has been made to completely and correctly define the terms contained herein, it is very likely that the document includes an occasional mistake. In order to continuously improve this process, please pass along information about corrections to your Director of Institutional Research.

1. Abroad: Any geographic location not in the aggregate United States, which includes the 50 States, the District of Columbia, and U.S. territories. Linkage: international student exchange.
2. Academic Program/Major: Instructional program leading toward an associate's, bachelor's, master's, doctor's, first-professional degree or certificate or resulting in credits that can be applied to one of these degrees or certificates. Linkages: associate's degree, bachelor's degree, master's degree, doctor's degree, first-professional degree, certification student. The following categories define the various components of these terms. **Major**: A major is a program of study taken by students, usually within a discipline or group of related disciplines, consisting of a specified number of courses, credits, or achievements of increasing sophistication, subject to requirements of the degree under which it is authorized. The undergraduate major typically consists of one-third to one-half of the baccalaureate degree requirement. **Minor**: A minor shares the primary definition with the major; it may or may not complement the student's major field; its requirements typically

- include most of the required core of courses of a major, but fewer electives, and include at least 18 and up to 30 credits. Like the major, it is expected to have coherence, and increasing sophistication, and not be just a collection of courses with a common theme. **Concentration:** A concentration is a sub-specialization or emphasis within a major field, usually taken by a student majoring in that discipline. For designation, it should consist of at least one-third of the major requirement, and should be within, not in addition to, the major requirements. For example, the Biology major may concentrate in botany, the physics major in astronomy, or the Business major in Finance. In some cases, a concentration may be elected by a student with a different, but related major: e.g., a Drama major might elect to complete a concentration in Greek and Roman Tragedy, offered in a literature program, or in dance, offered with Physical Education. Other: Terms such as track, emphasis, specialization, focus, option, and sub-major are variously used in place of concentration.
3. Academic Year: The period of time generally extending from August to May usually equated to two semesters and including winter sessions or inter-sessions.
 4. Accountability: Ability to explain the worth or importance of an organization and its efforts.
 5. Accrediting Agencies: Agencies that establish standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.
 6. ACT score: Previously known as the American College Testing Program, these scores are used for admission purposes. For the State System, the highest score is reported for all first time, full-time, baccalaureate degree-seeking students who take this test. Scores do not need to be reported for students who are out of high school for more than two years, for transfer students, or for international students. Field: ACT
 7. Address, Local: A student's local address is the temporary point of contact during an academic term year.
 8. Address, Military: A student's non-US address while serving in the military. Typically these are APO and FPO. Notes: For reporting purposes, use AP, AE or AA for the state code. Country code for these should be US. County code should be 01-67 or 98.
 9. Address, Permanent: A person's permanent address is determined by evidence such as a driver's license, voter registration, or tax forms. This address may be the legal residence of a parent or guardian. Fields: ADD1, ADD2, CITY, STATE, COUNTY, COUNTRY
 10. Adjusted Cohort: An institution's cohort minus any allowable exclusions. Exclusions include students removed from the cohort for reasons of death, military service, permanently disabled, foreign aid service (i.e., Peace Corps), or official church missions.
 11. Administrative Unit: The administrative office in any multi-campus environment. This may also apply to the parent or lead campus or office in a system with one or more branch campuses.

12. Admission Decision: Status of an applicant who has completed an application for admission to a State System university.
13. Admission Decision Category: There are seven types of admissions decisions, each of which is described below. Regular admit: applicant admitted without restrictions. Non-degree: a student enrolled in courses for credit who is not seeking a degree or formal award. Admitted with restrictions: special classification for admitted applicants (e.g., June-January, special admit, conditional, provisional, trial, EOP, Act 101, early admit high school). Waiting list admit: applicant admitted contingent on space availability basis. Denied admission: applicant not permitted to enroll. Withdrawn: applicant who has been offered admission to the institution but chooses not to accept it. Cancelled: an applicant who has been offered admission but does not enroll for any reason. Field: ADMITSTAT
14. Admission Inquiry: Any student-initiated action to obtain admissions information about a State System university.
15. Admission Prospect: A potential applicant who has indicated interest in programs and/or activities available at a State System university.
16. Admissions Test Scores: Scores on standardized admissions tests or special admissions tests. Fields: SATM, SATV, SATC, ACT
17. Admitted Student: Applicant who is offered admission to a State System university.
18. Admitted With Restrictions: See admission decision category.
19. Adult Basic Education: According to the federal government, these are courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program.
20. Advanced Placement: Assigning students newly admitted from secondary schools to advanced courses for which they qualify on the basis of private study or test scores. Advanced placement has two types--with credit, sometimes referred to as Advanced Credit Plan, and without credit.
21. Advanced Standing: Credit hours awarded to first-time freshman at the time of admission.
22. African American: Refers to Black individuals living in the United States with African ancestry. Also refers to individuals of African heritage living in the United States having similar experiences, cultural heritage, and ancestry of former slaves. Linkage: ethnic/racial categories. Note: the federal government uses the term Black instead of African American.
23. Aggregate: Consolidating data detail to a higher level in a database. Linkage: drill down.
24. Allocation Formula: see Funding Formula.

25. Alumni: Former students of a member of the State System of Higher Education who may or may not have graduated from a System university. Linkage: degree alumni.
26. American Indian or Alaska Native: See Native American.
27. Animal Courses – Courses that utilize live animals for instruction or research. For the State System, typically Zoology, Biology, Psychology, and Health Sciences. These are reported as part of the facilities data collection process.
28. Annualized Year: The period of time generally extending from July to June; usually equated to summer session, two semesters and including winter sessions or inter-sessions.
29. Applicant for Admission: An individual who has submitted an application for initial admission to a State System university as a new student at your institution. Linkages: completed application, admission decision, admission inquiry, admission prospect, application fee, enrollment deposit, readmitted student.
30. Application Fee: Required fee paid by the applicant or third party to a State System university to pay for the processing of the application for admission. Linkage: waiver
31. Applied Research: An investigation used to gain knowledge or understanding necessary for determining means by which a recognized and specific need may be met.
32. Appropriations: Moneys received from and made available to the System through acts of a legislative body that have been approved by an executive body. Note: contracts and grants are not appropriations. Unrestricted: Appropriations for the purpose of meeting current operating expenses and generally not for specific projects or programs. Restricted: Moneys which have been appropriated with limitations or stipulations placed on their use for a specific purpose or project. For example, special purpose appropriations. Linkage: capital appropriation.
33. Articulation Agreements: Letters of understanding which facilitate the transfer of students with or without credits.
34. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent. Linkage: ethnic/racial categories.
35. Assets: Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events. For example, cash, furniture, equipment, library holdings.
36. Assignable Square Feet: See square feet.
37. Assistantship: A paid appointment awarded on a semester/annual basis to a qualified graduate student that requires the performance of certain services defined by a college of university. This may include teaching, research, or other instructional support. Linkage: graduate assistant. Field: FAASSIST
38. Associate's Degree: An award that normally requires at least two but less than four years of full-time equivalent college work.

39. Athletically-related Student Aid: Any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. This definition supersedes the NCAA definition for Athletic Grant-in-Aid.
40. Augmentation: Revenues in addition to State appropriations that are necessary to meet the Educational and General Expenditure requirements of the System or institution. For example, tuition, fees, gifts and contracts.
41. Auxiliary Enterprises: An operation that exists to furnish goods or services to students, faculty, or staff, and charges a fee directly to the users that is intended to cover the costs of providing the goods or services. The operation must be designed to be self-supporting. Once an operation is deemed auxiliary in nature, the annual profitability must not be a factor for inclusion or exclusion on the university's audited financial statements. Activity related to residence halls, food service, student centers, and student recreational centers (as it relates to the building and its operating expenses) must be considered auxiliary enterprises. Linkage: auxiliary facility.
42. Auxiliary Facility: A facility that is financially supported by an auxiliary enterprise operation. Residence halls, dining halls and snack bars, student centers, and student recreational centers are examples of auxiliary facilities. Linkages: facility, auxiliary enterprises.
43. Avocational Programs: Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.
44. Bachelor's Degree: An award (baccalaureate or equivalent degree) that normally requires at least four but not more than five years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a five-year Cooperative (work study plan) program. Also includes bachelor's degrees in which the normal four years of work are completed in three years. Linkage: academic program.
45. Board Charges: The charge for an academic year for meals, for a specified number of days or meals per week. Unless otherwise specified, the reported board plan should be the most common plan. Fields: BOARD, FABOARD
46. Board of Governor's Scholars: A scholarship program whereby each university president may waive basic fees or tuition for not more than two percent of the university's full-time equivalent enrollment (based on the previous fall's enrollment). At least 50 percent of a university's additional waivers will be targeted for enrolling increased numbers of students in mathematics, the sciences, and technology, including those in science and mathematics teacher education programs and programs designed to serve urban or deeply rural communities. Each university develops criteria for awarding waivers. All Pell, PHEAA, and other aid should be exhausted and the difference then waived. Institutions must pay for all amounts waived. Linkages: full-time equivalence, PHEAA, federal Pell grant program. Fields: BDGOV, FABOG

47. Board of Governors: The governing board of the State System of Higher Education, as established in Act 188.
48. Branch Institution (campus): A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study including degrees, not just courses. All branch campuses of the State System of Higher Education must be approved by the Board of Governors.
49. Cancelled: See admission decision category.
50. Capital Appropriation: Moneys that are released by the Governor for capital (facility) projects that have been previously authorized by the Legislature. Capital appropriations are not included in the current unrestricted/restricted funds.
51. Certificate Student: A student seeking a formal award, other than a degree, which certifies the satisfactory completion of a postsecondary education program.
52. Certificate: see postsecondary award.
53. Certification Student: A student enrolled in an undergraduate or graduate academic program that leads to an award which enables licensure, membership, or eligibility for employment in a professionally defined area.
54. Certification Program: A program of study which leads to professional education licensure. Certification programs may or may not be credit bearing and offered at the undergraduate or graduate level.
55. Chief Administrator: The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.
56. CIP Code: A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. Linkage: Classification of Instructional Programs.
57. CIP Codes, High Cost: The following CIP codes are considered high cost by the State System for funding purposes: (03) Renewable Natural Resources, (04) Architecture and Environmental Design, (14) Engineering, (15) Engineering and Technology, (26) Life Sciences (40) Physical Sciences, (48) Precision & Productivity, (50) Visual and Performing Arts, (51) Health Professions and 45.0702, Cartography.
58. Classification of Instructional Programs (CIP): An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. The CIP code is the accepted government standard for program coding in all education information surveys. Linkage: CIP code.
59. Class Rank: The relative position of each student scholastically with other students in their high school graduating class. Class rank is based on a student's cumulative grade point average. For the State System, class rank is reported by quintile for all

- first-time, full-time, baccalaureate degree-seeking students. Class rank is calculated by dividing rank in class by class size.
60. CLEP: College level examination program that awards college credits to students who achieve a certain passing score on a specific subject area test.
 61. Clerical and Secretarial: All persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes persons who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, sales clerks (bookstores) and library clerks not recognized as librarians.
 62. Clock Hour: See contact hour.
 63. Cohort: An aggregation of individuals along some common factor. Linkages: For specific applications of cohorts in retention and graduation studies, see those definitions.
 64. Cohort Year: The year that full-time students enter college for the first time. For the State System, students who attend university summer sessions as first-time students or who enter with advanced standing are counted as first-time freshmen on fall reports to comply with Office of Civil Rights definitions. Linkages: first-time freshman, retention cohort.
 65. Collaborative: Academic instruction offered by more than one System university that is (1) an academic program of study leading to a formal award (degree or certificate), or (2) one or more credit courses not leading to an award. If the collaborative results in a formal award, it is conferred by the lead university. Note: Collaboratives are different than collaborative programs, which may involve any non-System institution(s). Linkages: shared collaborative, lead university, non-lead university.
 66. College Work Study Program: see Federal College Work Study Program or State Commonwealth Work Study Program.
 67. Compensation for Services Provided: Cash or non-cash remuneration that represents a payment for past, present, or future teaching, research, or the performance of other services.
 68. Completed Application: The application for admission is ready for a decision by the Admissions Office.
 69. Computer Literacy: An understanding of computer characteristics, capabilities, and applications, as well as the ability to implement this knowledge in a skillful, effective use of computer applications.
 70. Contact Hour: A unit of measurement that represents the amount of time a faculty member spends in scheduled instruction with students during a week. A unit of measure representing an hour (50 minutes) of scheduled instruction.
 71. Contract Hour: see faculty contract hour.

72. Continuing Education Unit (CEU, non-credit): One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
73. Continuing Education: There are two types of continuing education courses. Courses for credit: Courses that are a regular part of University curriculum and whose credits may be applied towards degree requirements. Non-credit courses: Courses which provide for general interest, skill advancement, or maintenance of professional status. They may provide CEU's as a measurement of participation in an educational program.
74. Continuing Professional Education: Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry, or social work) to obtain additional training in their particular field of study or to meet continuing licensure requirements.
75. Continuous Improvement: An extended and prolonged process without interruption or cessation through which an organization seeks achievement of improved quality.
76. Contracted Services: Any services obtained through contracts with outside vendors.
77. Correspondence Course: Method of instruction with students receiving structured units of information and accompanying material primarily through the mail.
78. Council of Trustees: A governing board consisting of 11 individuals appointed at each of the 14 State System universities who provide advice and approval to the president as well as recommendations to the Chancellor regarding university policy matters.
79. Counseling Service: Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
80. Country: Country of residency for all students (not citizenship for resident aliens). For reporting purposes, resident aliens and U.S. citizens should be reported with a US value. Non-resident aliens must have a non-US country code. Field: COUNTRY
81. County: County of permanent address for students. Context: Pennsylvania county codes are from 01-67. Non-residents of Pennsylvania are coded as 98. Resident aliens are 01-67 or 98. Non-resident aliens are 99. US citizens in the military serving in non-US locations are coded 01-67 or 98. Linkage: residency. Field: COUNTY
82. Credit by Examination: Credit granted for satisfying the requirements of a course by written or oral examination, without the student having been formally enrolled for the course. Linkages: CLEP, Advanced Placement.
83. Credit Course: A course that, if successfully completed, can be applied toward meeting the requirements of achieving a degree, diploma, certificate, or other award.
84. Credit Hour: A unit of measurement representing progress made toward completion of the requirements of a degree, diploma, certificate or other formal award. Typically, one credit hour roughly equals 15 contact hours, and represents an hour (50 minutes) of instruction per week over a 15-week period in a semester or trimester or

- a 10-week quarter. Fields: CREDATT, CURRCRED, TOTALCREDGRAD, TOTATTCREDGRAD, TOTCREDMAJOR, TOTSEM
85. Credit: Recognition of attendance and performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
 86. Credit, Work Experience: Credit accepted towards graduation in curricula that include courses that duplicate one's experience.
 87. Current Funds Expenditures and Transfers: The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes.
 88. Current Funds Revenues: This includes: (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended. Current fund revenues do not include restricted current funds received but not expended because these revenues have not been earned.
 89. Dantes: College level exam program for military personnel. Linkage: CLEP
 90. Data Dictionary: A collection of information about the data in a relational database. Linkage: metadata.
 91. Data Granularity: Coarseness or fineness of levels of data (aggregate). For example, fine granularity would be a social security number. Coarse granularity would be degree completion requirements. Linkage: data warehouse.
 92. Data Mart: A subset of the data warehouse that focuses on one or more specific subject areas. The data is usually extracted from the data warehouse and further mapped to support intense usage by targeted customers. Linkage: data warehouse.
 93. Data Mining: Techniques for finding patterns and trends in large data sets. Linkages: drill down, aggregate.
 94. Data Model: The functional roadmap to the data in a database. This includes the source of the tables and columns, the meanings of the keys, and the relationships between the tables.
 95. Data Primitive: Lowest level of granularity of a data element. Linkage: data granularity.
 96. Data Warehouse: A database built to support information access. Typically, a data warehouse is fed from one or more transaction databases. The data needs to be cleaned and restructured to support queries, summaries, and analyses. Linkage: data mart.
 97. Day Care Service: A service designed to provide appropriate care and protection of infants, preschool, and school-age children.

98. Date of Birth: For data reporting, the date (YYYYMMDD) is used to compute student age. Birthdays are computed as of September 1. Note: Students who do not report birth date will have a code of 99999999 assigned. Field: BIRTHDAY
99. Decision Support: Data access targeted to provide the information needed by decision makers.
100. Decision Support System: Database(s), warehouse(s), and/or mart(s) in conjunction with reporting and analysis software optimized to support timely decision-making.
101. Deferred Maintenance: Maintenance projects that cannot be funded from existing revenue sources and therefore must be postponed to future years for completion.
102. Degree Candidate: Defined by the IRS as a full or part-time student pursuing a degree at any college or university accredited to provide a program that is acceptable for full credit toward a baccalaureate or higher degree. Linkage: degree.
103. Degree Alumni: Persons who have graduated from a degree program of any university of the State System of Higher Education.
104. 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. Degrees offered by the State System of Higher Education include associate, baccalaureate, masters, first professional, and doctorate. Linkages: associate degree, bachelor's degree, first-professional degree, doctoral degree, master's degree.
105. Degree-seeking Students: Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this includes students enrolled in vocational or occupational programs. Linkage: non-degree seeking students.
106. Denied Admission: See admission decision category.
107. Designated Funds: Unrestricted resources that have been internally allocated by the governing board or management to be used for specific purposes. Any internal allocation can be changed at any time. Unrestricted resources can be designated within specific fund groups (e.g., Current unrestricted, unexpended plant, renewal and replacement).
108. Diploma: A formal document certifying the successful completion of a prescribed program of studies.
109. Disabled Persons: The term disability means with respect to an individual: (1) a physical or mental impairment that substantially limits one or more major life activities; (2) a record or such an impairment; or (3) being regarded as having such an impairment. Types of disability include: emotional/psychological, medical/health, mobility (ambulatory), mobility (wheelchair), hearing impaired, visual impaired, learning disabled, traumatic brain injury. Fields: PRIMDIS, SECDIS
110. Distance Education: Any method for instructional delivery that occurs when students are not at the same location (i.e., classroom) as the instructor when the instruction is

- received. Examples include: cable television, Internet, satellite classes, videotapes, correspondence courses, or other means. Linkage: Interactive Television. Fields: CRSLVL, CRSNUM, CRSPREFIX, CRSTITLE, DISTEDCR, DISGRADE, YEAR
111. Diversity: Representation of multiple groups within a prescribed environment, such as a university or workplace. It most commonly refers to differences between cultural groups, although it is also used to describe differences within cultural groups. Current usage emphasizes accepting and respecting cultural differences by recognizing that no single culture is intrinsically superior to any other. Linkage: ethnic/racial categories.
112. Doctor's Degree: The highest award a student can earn for graduate study. The doctor's degree classification for the State System includes Doctor of Education and Doctor of Philosophy.
113. Doctoral Student: A post-baccalaureate student enrolled in a graduate program that leads to an approved doctoral degree. Linkage: doctoral degree.
114. Donated (contributed) Services: Services provided by volunteers, members of religious orders, or by the Office of the Chancellor to an institution for which there is no charge to the campus.
115. Dormitory Capacity (on-campus): The maximum number of students for which the institution can provide on-campus housing facilities. Linkage: student-housing capacity. Field: ONCAMPUS
116. Drill down: A process for expanding detail in data. Linkage: aggregate.
117. Dual Enrollment: A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the university in order to participate. Linkages: first-time student, transfer student.
118. Educational and General Expenditures: A functional classification for expenditures and fund transfers that is a subset of total expenditures and fund transfers. It includes current unrestricted and restricted expenditures within the major functional programs of Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Operation and Maintenance of Plant, and Scholarships and Fellowships. It does not include expenditures of Auxiliary Enterprises, Hospitals or Independent Operations. Context: Educational and General Expenditures usually refer to only the current unrestricted expenditures and fund transfers within the above-mentioned major functional programs.
119. Educational Assistance program: Defined by the IRS as a plan of an employer for the exclusive benefit of its employees to provide such employees with educational assistance. An example is a tuition waiver for employees and dependents.
120. Employee Fringe Benefits: Any form of employee compensation for services rendered other than direct wages or salary. Employee benefits include retirement plans; health care plans; supplemental health care plans such as dental, vision, and prescription drug plans; life insurance plans; disability income; health and welfare plans; life insurance plans; housing; child care; social security; worker's

- compensation; unemployment compensation; tuition waiver plans; payments for time not worked such as vacation, sick leave, personal leave, sabbatical, educational, military and other paid leaves; and other benefits in kind.
121. Employee: Person on the employee payroll of the State System of Higher Education. This definition excludes student employees.
 122. Employment Services for Current Students: Activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.
 123. End of Term: Official enrollment reporting date for final data reported. Includes financial aid information and student grades. Linkages: freeze date; official enrollment reporting date
 124. Enrolled Student: See matriculated student.
 125. Enrollment Deposit: An advance deposit credited towards tuition indicating an admitted student's intention to enroll.
 126. Estimated expenses for full-time on-campus resident undergraduates: According to the PHEAA Need Analysis/Cost Option guidelines, this total includes books, supplies, transportation, and miscellaneous expenses. Linkage: student charges.
 127. Ethnicity: A quality assigned to a specific group of people historically connected by a common national origin or language. Ethnic classification is used for identification rather than differentiation. In cases where ethnicity changes, for data reporting purposes, ethnicity used is always the last one reported. The exception to this is those students whose ethnicity is changed to unknown but previously had a known ethnicity. In those cases, final ethnicity reported is the last known. Linkage: ethnic/racial categories.
 128. Ethnic/Racial Categories: Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. These categories do not denote scientific definitions of anthropological origins. A person may be counted in only one racial/ethnic group. The groups used to categorize U.S. citizens, resident aliens and other non-citizens are as follows: American Indian/Alaska Native: A person having origins in any of the native peoples of North or South America and who maintains cultural identification through tribal affiliation or community recognition. Asian/Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. Black (Non-Hispanic): A person having origins in any the black racial groups of Africa (except those of Hispanic Origin). White (Non-Hispanic): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, (except those of Hispanic origin). 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. Hispanic: All persons having their origins in the peoples of Cuba, Mexico, Central or South America, the islands of the Caribbean, or other Spanish culture or origin, regardless of race. Multi-racial: A person who indicates more than one ethnic or racial category. For reporting at the state and federal level this is considered the same as unknown. Unknown: A person who does not indicate an ethnic or racial category above. Field: ETHNIC

129. Exchange Student: A temporary attendance status that includes any student who is registered in courses at an affiliated institution. These transient students can either be native students or from other institutions but are reported on student file submissions.
130. Executive, Administrative, and Managerial: All employees whose assignments require primary responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. Report all officers with titles such as president, vice president, dean, director, or equivalent, as well as those subordinate, such as associate dean, executive officer, etc.
131. Expenditures: Expending of resources of the current funds group in pursuit of the objectives of that group.
132. Extension Division: A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. It generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in their own institutional data base). It does not grant either degree-credit or degrees, but these may be awarded by the institution for instruction provided through the extension division. Context: Dixon University Center.
133. External Support: Revenues, other than appropriations and student charges. Linkages: appropriations, student charges, revenues.
134. Facility: Any building structure, infrastructure, utility or improvement placed or naturally occurring in or above the real estate (land) at Dixon University Center, a State System university, branch campus, or environmental center.
135. Faculty: All persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. Include executive officers of academic departments (chairpersons, heads, or the equivalent). Do not include student teachers or research assistants. Linkage: instruction/research assistants.
136. Faculty Contract Hour: 1/24th of a full-time faculty workload requirement for an academic year. Linkages: academic year, faculty workload.
137. Faculty Workload: The sum total of faculty activity during the academic year on behalf of the university. This includes instruction, instructionally related activities, service, research, governance participation and professional activities. Linkages: academic year, faculty contract hour.
138. Fall Term: The semester that begins as early as August but no later than November 1.

139. Federal Work Study Program: Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students. Field: FAWORKSTUDY
140. Federal Pell Grant Program: Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses. Field: FAPELL
141. Federal Perkins Loan Program (formerly National Direct Student Loans): Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional) with demonstrated financial need to help meet educational expenses. Field: FAPERKINS
142. Federal Stafford Loans: Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate, and first-professional students at eligible postsecondary institutions. Field: FASTAFFORD, FASTAFFORDUN
143. Federal Supplemental Educational Opportunity Grants (SEOG): A federal program that provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards. Field: FASEOG
144. Fees: see mandatory fees, non-mandatory fees, student charges.
145. FICE Code: The Federal Interagency Commission on Education code that is used by the Department of Education to identify institutions. Field: UNIV
146. Financial Aid: Grants, loans, waivers, scholarships, or other funds awarded to students to support their education. Fields: FAATHLETIC, FAINSTACAD, FAPAGRANT, FAPARENT, FAASSIST, FABOARD, FABOG, FADEPENDENT, FAEMPLOYEE, FAINTERNATSTU, FAOTHER, FANEWECONTECH, FALOANS, FANONWORKSTUDY, FAOTHGRANT, FAOTHINST, FAOTHWAIVER, FAPELL, FAPERKINS, FAPHEAA, FAROOM, FASEOG, FASTAFFORD, FASTAFFORDUN, FAVETERAN, FAWORKSTUDY
147. FIPS Code: The Federal Information Processing Standards (FIPS) code used throughout the federal government as a state identification code.
148. First Enrolled: See new student.
149. First-Professional Certificate (Post-degree): An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples: refresher courses or additional units of study in a specialty.
150. First-Professional Degree: According to the NCES, an award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession, (2) at least 2 years of college work prior to entering the program and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees are usually

- awarded in the following fields: Chiropractic, Dentistry, Medicine, Optometry, Osteopathic Medicine, Pharmacy, Podiatry, Veterinary Medicine, Law, Theology. For the State System, currently any degree awarded by the following programs: Slippery Rock--Doctor of Physical Therapy (DPT) and Indiana--Doctor of Psychology (PSYD). For Common Cost Accounting, these degrees are classified as first professional, but for external reporting they are classified as masters. Linkages: first professional program, first professional student.
151. First-Professional Program: For the State System, a program of study that leads to a first-professional degree. Linkages: first-professional student, first-professional degree.
 152. First-Professional Student: A post-baccalaureate student enrolled in an academic program that leads to a first-professional degree. Linkage: first-professional degree, first-professional program.
 153. First-time First-Professional Student: A student enrolled for the first time in a first professional degree program. Includes first-professional students enrolled in the Fall term who entered the institution in the prior Summer term.
 154. First-time Freshman: An entering freshman who has never attended any postsecondary education institution. Includes students enrolled in the Fall term who entered the institution in the prior Summer term, or students who enrolled previously but withdrew before the freeze date. Also includes students who entered with advanced standing (college credits earned before graduating from high school). Linkages: dual enrollment, cohort year.
 155. First-time Graduate-level Student: A person enrolled at the graduate level for the first time. Includes graduate students enrolled in the Fall term who attended graduate school in the prior Summer term.
 156. First Time In College (FTIC): A student who is enrolled in his/her initial term at any post-secondary institution. For dual enrolled students, FTIC refers to the first course they take at any postsecondary institution. Linkages: first-time freshman, dual enrollment.
 157. First-Time Student: An entering student who is admitted and matriculated at the undergraduate, masters, first professional, or doctoral level for the first time, and who is not known to have taken coursework elsewhere at that level. Linkages: first time in college, first-time freshman, program levels, retention cohort, cohort year. Note: A first-time student who takes credit courses as a non-degree student and then becomes degree seeking at the same institution is counted as first time when they first enroll and are not counted in the retention cohort. They are not first time when they become degree seeking. Dual enrolled students who take colleges courses while in high school are considered first-time the first term that they enroll following their high school graduation. Non-lead universities in collaborative programs should not count these students as first-time. Includes both full and part-time students. Field: FIRSTTIM
 158. Fixed Operating Costs: Those current unrestricted educational and general expenditures and transfers that require multi-year financial commitments of the universities and over which senior management has little discretion to change in the

- short term. For the State System, fixed operating costs include the following expenditures and transfers: total personnel expenses (major object 500) less all wages (minor object 506), overtime (minor object 581), unfunded postretirement benefits and unfunded compensated absences; all utilities (minor objects 640-646); leases (minor objects 650-651); postage/freight (minor object 605); telecommunications (minor object 606); insurance (minor object 635); other current charges (minor object 690); and mandatory transfers (minor object 801). Usage: This calculation is to be used in the Budgetary Flexibility Performance Indicator. Linkage: Current Funds Expenditures and Transfers.
159. Four-one-four Plan: The 4-1-4 academic calendar consists of 4 courses taken for 4 months, 1 course for 1 month, and 4 courses for 4 months. Also, there may be summer session.
160. Fourth Year and Beyond: See Senior.
161. Freeze Date: See official enrollment reporting date. Note: There may be more than one freeze date each term or semester when the data warehouse is operational. Linkages: End of term, official enrollment reporting date.
162. Freshman: An undergraduate student with less than 30 transcribed credit hours.
163. Freeze Date: See official enrollment reporting date. Note: There may be more than one freeze date each term or semester when the data warehouse is operational.
164. Fringe Benefits: See employee fringe benefits.
165. Full-time Employee: Persons on the payroll of the institution who are expected to work the normal number of yearly hours for that position. Includes faculty on sabbatical leave and persons on leave who are on the payroll. Employees whose services are paid by an outside contractor or persons who volunteer or donate these services to the institution are not considered full-time staff. Linkages: Full-time Equivalent Complement (FTEC). Context: Used for headcount calculations, not FTE.
166. Full-time Equivalence (FTE): A measure that combines full and part-time student credit loads or faculty and staff workloads and equates those totals to a full-time number by using a specific formula. For faculty, one FTE equals 12 contract hours per semester and 24 per year. For staff, one FTE is the number of normal hours worked in a fiscal year. For students, one undergraduate FTE equals 15 credit hours per semester and 30 per year. One graduate FTE equals 12 credit hours per semester and 24 per year. FTE can be measured for a single semester, an academic year (fall and spring), or a fiscal year (annualized: summer, fall, spring, and inter-sessions). There is one type of faculty/staff FTE, complement, and two types of faculty FTE: instructional and workload. Complement (FTEC): The sum of FTE non-faculty and FTE faculty. An FTE non-faculty equals 1950 hours (37.5 hours x 52 weeks or a 12 month appointment). An FTE faculty equals one full-time 9-month appointment. Excludes wage employees and vacant positions. Instructional Faculty (FTEIF): The FTE calculation applied to the total number of faculty instructional contract hours. Workload (FTEW): The FTE calculation applied to the total number of faculty contract hours including equivalent contract hours. There are two types of student FTE, generated and by program. Students Generated (FTESG): A measure of departmental productivity. Credit hours generated are based on an organizational

- unit from which the credit hours are generated and are taken within the official enrollment reporting data for a defined period (semester, academic year, annualized year). Students by Program (FTESP). A measure of student enrollment, which is the total number of credit hours generated. Credit hours are based on the academic program in which the student is enrolled and are taken within the official enrollment reporting date for a defined period (semester, academic year, and fiscal year). Linkages: credit hours, CIP code, organizational unit, and official enrollment reporting date. Parameters: Examples of organizational units include, Classification of Instructional Program (CIP), faculty member, academic department or college, university. The organizational unit will be specified with each request for FTESG data.
167. Full-time Student: *Undergraduate*: A student enrolled for 12 or more semester credits, or 24 or more contact hours a week each term. *Graduate*: A student enrolled for 9 or more semester hours at the master's, first-professional, or doctoral level, or students involved in thesis or dissertation preparation that are considered full-time by the institution. Linkages: student, undergraduate student, graduate student, and part-time student. Context: used for headcount calculations, not FTE.
168. Funding Formula: The methodology adopted by the Board of Governors for distribution of revenues among the System universities.
169. Gender: System of sexual classification based on the social construction of the categories "men" and "women" as opposed to sex which is based on biological and physical differences which form the categories "male" and "female". Linkage: sex.
170. Governmental Entity: An organization that is a public corporation (or body corporate and politic) is a governmental organization. Other organizations are considered governmental entities if a majority of their officers are elected through popular vote or appointed by a state or local government; or if the organization can be dissolved by a government with the net assets of the organization reverting to a government; or if the organization has the power to enact and enforce a tax levy. The State System is a governmental entity because it is a body corporate and politic, created by Act 188.
171. Grade: Numeric or letter assessment awarded to each student for every credit course taken. Grades can also include administrative grades (pass/fail, withdrawn, incomplete, grade deferred, or no grade submitted). Fields GRADE, TOTQPA, FINAL
172. Graduate Assistant: An individual enrolled in post-baccalaureate studies who has been selected by the graduate department to perform certain services for the university in exchange for cash compensation and/or tuition remission. Linkage: assistantship.
173. Graduate Level: See masters and doctoral student definitions.
174. Graduate Student Worker: A student enrolled in a graduate program of the State System and working part-time for the State System. Linkages: student, master's student, doctoral student.
175. Graduate Student: A student who holds at least a bachelor's or first professional degree and is enrolled at the post baccalaureate level. This includes non-degree

- students in graduate courses who may or may not be admitted to a graduate program. Fields: INSTGRAD, GRPAFRST
176. Graduate Transfer Student: See transfer student.
177. Graduation Rate: The total number of graduated cohort students divided by the total number of the cohort within the period of measurement. Graduation rates are calculated separately by degree level. Linkages: Graduation, retention cohort, retention, retention rate. Note: Universities are not permitted to report estimated graduation dates. Only students who have officially graduated should be included and reported.
178. Graduation: Formal recognition given an individual for the successful completion of a prescribed academic program. Linkages: Graduation rate, retention, retention cohort, retention rate, Student Right to Know Act legislation, student advancement. Fields: DATEGRAD, AWARD, TYPAWRDF
179. Health Education Assistance Loan (HEAL): Federally insured loans to students attending eligible health professions schools.
180. Hearing Impaired: See disabled person.
181. High School Diploma (or Recognized Equivalent): A document from a recognized agency certifying the successful completion of a prescribed secondary school program of studies or the attainment of satisfactory scores on the Tests of General Educational Development (GED). Fields: DATEHSGD, HSCODE, HSRANK, HSSIZE
182. High School Home Schooling: An alternative educational process which can lead to completion of an approved curriculum by the local school district or recognized agency of the state which satisfies secondary education requirements per the home school charter. May qualify the student for admission to a university.
183. Home Study: Method of postsecondary instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit. Linkage: correspondence course.
184. Improvement: The act of advancing to a better state of quality.
185. In-state Student: A student who is a legal resident of Pennsylvania.
186. Institution of Higher Education: Includes all institutions offering educational instruction above the level of the secondary school, specifically the four-year institutions (universities, liberal arts colleges, and independently organized graduate or professional schools), and the two-year institutions (community colleges, junior colleges, technical institutions, and semiprofessional schools).
187. Institutional Effectiveness: Achieving the intended or expected result or outcome. For organizations, effectiveness can be defined in terms of vision, mission, and goals.

188. Institutional Expenses: Total unrestricted educational and general expenditures.
189. Institutional System: Two or more institutions of higher education under the control or supervision of a single administrative body.
190. Instruction/research assistants: All students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions usually have titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in a Federal College Work-Study Program. Linkages: Federal College Work-Study Program, graduate student worker.
191. Instructional Activity: The provision of coursework to students which can be measured.
192. Instructional Costs: Expenses associated with teaching courses. For the State System, the sum of all general academic instructional expenditures as calculated by the Common Cost Accounting Report.
193. Integrated Postsecondary Education Data System (IPEDS): The government has developed over the years a series of surveys (formerly HEGIS) called the Integrated Postsecondary Education Data System (IPEDS). There are three IPEDS collection periods—fall, winter, and spring, and the following reports are required: Postsecondary Completions, Fall Staff, Employees by Assigned Position, Fall Enrollment, Salaries, Tenure, and Fringe Benefits of Full-time Instructional Faculty, and Graduation Rate Survey (GRS).
194. Interactive Television (ITV): Compressed interactive video technology, distance technology or interactive television is a mechanism for delivery of distance education at a remote site. It can be used for credit bearing instruction, meetings, conferences, classroom enrichment, and other purposes. Linkage: distance education.
195. International Agreement: Agreement to formalize the cooperative activities that exist between a System university and a foreign postsecondary institution for the reciprocal exchange of students, faculty, and scholars. Context: this could be a one for one exchange, where students pay tuition at their own institution but attend another exchange university, or where students attending the exchange university pay tuition and fees to that institution. Linkage: international student exchange.
196. International Student Exchange: An exchange of students (one for one) among member institutions from the United States and other countries. Linkage: international agreement.
197. International Student: A person who is not a citizen or permanent resident of the United States, and who is in this country on a student visa or temporary basis and does not have the right to remain indefinitely.
198. Internships: Formal arrangements designed to provide opportunities for students to study and experience professional career interests outside the university but under supervision by the appropriate academic department or program. All internships must have faculty and departmental approval. Fields: CRSLVL, CRSNUM, CRSRFX, CRSTITLE, INTERN, INTGRADE, INTURED, LOC1, LOC2, LOC3, YEAR, SSN, STUDSS

199. Job Training Partnership Act (JTPA): Legislation that enables Private Industry Councils in service areas defined within each state to support job-training programs.
200. Junior: An undergraduate student with 60-89.9 transcribed credit hours. Linkage: third year student.
201. Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. Linkage: ethnic/racial categories. Note: the federal government uses the term Hispanic instead of Latino.
202. Learning Disabled: See disabled persons.
203. Less Than 9 Month Salary Contract: The contracted teaching period of faculty employed for less than two semesters, or two four-month sessions.
204. Level: Any structure that sequentially organizes students, courses, or programs. For student level, see Freshmen, Sophomore, Junior, or Senior. For course level, see Lower and Upper division. Linkages: Program Level.
205. Liabilities: Probable future sacrifices of economic benefits arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events. For example, debt, unearned income.
206. Library: An organized collection of printed, microform, electronic, 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 employees. Includes units meeting the above definition which are part of a learning resource center.
207. Lead university: The university that has responsibility for all academic and administrative processes in a collaborative including: recording keeping, reporting, awarding degrees, program and curriculum development, program admissions and registration. Linkages: collaborative, shared collaborative, non-lead university.
208. Load: A measure of courses taught by faculty or taken by students. Linkages: contract hour, credit hour, contact hour.
209. Local Education Agency (LEA): A public board of education or other public authority legally constituted within a state for either administrative control of or direction of, or to perform service functions for public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state (or any agency or institution that has administrative control and direction of a vocational or elementary or secondary education program).
210. Lower Division (or level) Student: A student with less than 60 credit hours completed. Linkages: undergraduate student, freshman, sophomore.
211. Maintenance: The work performed routinely on a facility to prevent premature failure of the components used to construct the facility and/or the return of failed components to useful service without complete repair or replacement of the

- component or a major portion thereof. Maintenance work does not add value to the facility but helps to retain the current value.
212. Mandatory Fees: The price charged by a System University to all of its students for various services, other than general rendering of educational services, at the time of registration or through the normal billing process. Included in this category are such fees as: activity fees, student union fees, academic support fees, instructional equipment fees, etc. Linkages: student charges, non-mandatory fees. Field: MANDFEES
213. Mandatory transfer: See transfer of funds.
214. Master's Student: A post-baccalaureate student enrolled in a graduate program that leads to a master's degree or post-baccalaureate certification. Also includes post-baccalaureate students enrolled in at least one master's course who have not been admitted to a masters program. Linkages: masters degree.
215. Masters Degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of one or more two academic years of work beyond the bachelor's degree. Linkage: masters student.
216. Matriculated Student: A student who is enrolled in at least one credit-bearing course and for whom tuition has been paid, waived, or otherwise accounted.
217. Metadata: Descriptions of what kind of information is stored, where, how it is encoded, how it is related to other information, where it comes from, and how it is related to your business. Linkage: data dictionary.
218. Middleware: Hardware and software used to connect clients and servers, to move and structure data, and/or to prepare data for use by queries and reports.
219. Military Installations: One or more buildings or sites owned or operated by the Army, Navy, Air Force, Marine Corps, or Coast Guard, including reserves and national guard.
220. Mobility Impaired: See disabled person.
221. National Student Exchange: An exchange of students (one for one) among member institutions within the United States.
222. Native American: 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. Note: the federal government uses the term American Indian.
223. New Student: A student who has been admitted and matriculated at the university for the first time, regardless of whether or not they have attended another post secondary institution. The first enrolled date should match the first term of transcribed credits for any student. A student who enrolled but withdrew before the freeze date should be considered new if they enroll in a subsequent term. The first enrolled date should only change in this instance and when an undergraduate student continues as a graduate student. Students who take college courses while in high school have their first enrollment date changed to reflect their first enrollment

- after they graduate from high school. Linkage: admitted student, matriculated student. Note: If an undergraduate student continues at the institution as a graduate student, the student is classified as new. Field: FIRSTENR
224. Nine Month Salary Contract: The contracted teaching period of faculty employed for two semesters, two four-month sessions, or the equivalent.
225. Noncredit Course: A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
226. Non-Degree Seeking Student: A student enrolled in courses for credit who is not seeking a degree or formal award. Linkages: degree-seeking student, admission decision category.
227. Non-lead university: A participating university in a collaborative program that provides credit instruction but does not have academic or administrative responsibilities for that program. Linkages: lead university, collaborative, shared collaborative.
228. Non-Mandatory Fees: The price charged (or listed) to students who opt to receive specific services for those specific purposes. Included in this category are such fees as: room, board, lab fees, etc. Linkages: student charges, mandatory fees. Field: NONMAND
229. Non-Mandatory Transfer: See transfer of funds.
230. Non-Resident Alien: See Ethnic/Racial categories. Field: NRA
231. Nonresident Student: Student who is not a legal resident of Pennsylvania. The sum of out-of-state students and international students. Linkages: residency, out-of-state student, international student.
232. Non-Traditional Student: An undergraduate student who is defined as being a member of a cohort defined primarily by age. For the State System, any undergraduate age 25 or older as of September 1 of each academic year. Linkages: cohort, undergraduate student.
233. Occupational Program: A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform a specific job.
234. Off-campus Centers (Extension Centers): Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. Linkage: extension division.
235. Off-campus Facility (site): A teaching facility located some distance away from the educational institution that operates it.
236. Office Space Allocation: The total number of assignable square feet per employee or student worker. Linkages: assignable square feet, student worker, clerical and secretarial, executive, administrative, and managerial.

237. Official Census and Inventory Dates: Points in time at which information is captured for reporting purposes. Linkages: official enrollment reporting dates, official employee reporting date.
238. Official Employee Reporting Date: October 31.
239. Official Enrollment Reporting Dates: These dates are the days by which a snapshot of enrollments is reported. For fall and spring, all universities will use the end of the 15th day of classes. These data should be reported by the dates in the Annual Data Collection Plan. For summer and intersessions, the official reporting date is the end of the session. Note: Sessions that begin after these dates should be reported on the sweep submissions. Linkages: freeze date, end of term. Field: EXTTYPE
240. On-Line Analytical Processing (OLAP): Real time access and analysis of data.
241. On-Line Transactional Processing (OLTP): Data entry and retrieval of transactions.
242. Open Admission: A policy for admission under which normally all secondary school graduates or students with GED equivalency diplomas are admitted without regard to a student's academic record, test scores, or other qualifications.
243. Organizational Unit: A component of the larger organizational whole. Each university is a unit of the State System of Higher Education. University units include, for example, divisions, colleges, schools, departments, offices, and employees.
244. Other Insurance Benefits (Cafeteria Plan): An insurance plan that gives an employee the option of selecting a combination of health care and insurance benefits.
245. Other professionals (Support/Service): All persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, systems analysts, computer programmers, research associates, and coaches.
246. Other than Nine Month and Twelve Month Salary Contracts: The contracted teaching period of faculty employed for other than two semesters, two four-month sessions, or twelve months, but still considered a full-time employee (institutionally defined).
247. Out-of-state Centers: Sites in the United States where courses or programs are offered that are not in Pennsylvania.
248. Out-of-state Student: A student who is not a legal resident of Pennsylvania, but is a legal resident of the United States. Note: international students are not included.
249. Overload: A term used to describe compensation beyond the base salary for faculty. Overload can be for credit hour overload or preparation overload. Credit hour overload is paid at the rate of 1/30th of the academic year base salary for each academic credit in excess of 15 in any one term or 24 during the academic year. Preparation overload is paid for each preparation beyond 3 in a given academic term. Preparation overload equals 1.5% of the faculty member's annual base salary.

250. Partnership Programs/Collaborative Ventures: Any cooperative program that involves one or more System institution(s), or a System institution(s) and an external organization(s).
251. Part-time Employees: Persons on the payroll of the institution, excluding students and wage employees, and classified by the institution as less than full-time. Linkage: full-time employee.
252. Part-time Student: An undergraduate student enrolled for less than 12 academic credits in an academic year term; a graduate student enrolled for less than 9 credits in an academic year term. Linkages: student, undergraduate student, graduate student, full-time student.
253. Pell Grant Program: See Federal Pell Grant Program.
254. Peer Institutions: A group of comparable public Carnegie Classification institutions as follows: Doctoral 1 (Doctoral/Research intensive), Master's I (MA1) and Master's 2 (MA2) or historically black colleges, that are similar to State System universities. Context: While other institutions may be used for comparisons with the State System when appropriate, these universities or a subgroup of them should be used whenever possible, and particularly for the System Accountability Plan. Context: While other institutions may be used for comparisons with the State System when appropriate, these universities or a subgroup of them should be used whenever possible and always with the System Accountability Plan. Parameters: Master's I (institutions which offer a full range of baccalaureate programs and are committed to graduate education through the master's degree. They award 40 or more master's degrees annually in three or more disciplines), Master's II (institutions which award at least 20 master's degrees); Doctoral I (institutions which offer a full range of baccalaureate programs and are committed to graduate education through the doctorate. They award at least 10 degrees in three separate fields or 20 doctoral degrees annually). Linkages: peer systems, System Accountability Plan.
255. Plant Courses: Courses that utilize plants for instruction or research. For the State System, typically Chemistry, Ecology, Botany, and Biology. These are reported as part of the facilities data collection process.
256. Pennsylvania Higher Education Assistance Agency (PHEAA): Financial aid agency that distributes grants and loans directly to students for use at Pennsylvania and out-of-state institutions. Field: FAPHEAA
257. People of Color: A term used to describe all non-white racial or ethnic groups.
258. Peer Systems: A group of 17 comparable public systems of higher education that include institutions that are MA1, MA2, Doctoral 1, or historically black colleges, and as such are similar to the State System. The following systems are included: California State, Connecticut State, University System of Florida, University System of Georgia, Kansas Board of Regents, Board of Trustees for State Colleges and Universities of Louisiana, Massachusetts Higher Education Council, University of Maryland System, Minnesota State University System, Mississippi Public University System, University of North Carolina, State University of New York, Tennessee Board of Regents, Texas A&M University System, Texas State University System, University of Texas System, and University of Wisconsin System. Context: While other systems

- may be used for comparisons with the State System when appropriate, these systems or a subgroup of them should be used whenever possible. Parameters: Master's I (institutions which offer a full range of baccalaureate programs and are committed to graduate education through the master's degree. They award 40 or more master's degrees annually in three or more disciplines), Master's II (institutions which award at least 20 master's degrees); Doctoral I (institutions which offer a full range of baccalaureate programs and are committed to graduate education through the doctorate. They award at least 10 degrees in three separate fields or 20 doctoral degrees annually). Linkage: peer institutions.
259. Performance Indicators: Any of a number of statistical, quantitative, or qualitative values that provide insight into the way an organization functions.
260. Perkins Loan Program: see Federal Perkins Loan Program.
261. Permanent Faculty: Persons who have tenure or have been appointed to a tenure-track position as specified by the collective bargaining agreement with APSCUF. Linkages: temporary faculty, tenure, tenure status, tenure track.
262. Personnel Expenditures: Total educational and general compensation expenditures less unfunded post-retirement liability and uncompensated absence.
263. Persistence Rate: The number of cohort students still enrolled at the institution divided by the total number in the cohort group. Linkages: Persisting student, retention cohort, retention, retention rate, SRTK, student advancement.
264. Persisting Student: Cohort student still enrolled in the institution during the term in which student advancement is calculated and reported. Linkages: Retention, retention rate, persistence rate, SRTK, student advancement.
265. Placement, Advanced: See advanced placement.
266. Placement and Employment Rate: The proportion of graduates in employment, military service, or continuing education at least nine months after completion of educational studies. Placement categories include: employed full-time in field of study; employed full-time in other field; employed part-time in field of study; employed part-time in other field; not employed; continuing education. Context: source is self-reported survey data.
267. Post-baccalaureate Certificate: An award that requires completion of an organized program of study requiring at least 18 credit hours beyond the bachelor's; designed for baccalaureate degree recipients who are not seeking admission to a program of study leading to a master's degree.
268. Post baccalaureate Student: A student with a bachelor's degree. Linkage: bachelor's degree.
269. Post-master's Certificate: 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 first-professional or doctor's level.

270. Postsecondary Award, Certificate, or Diploma: Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree). There are three categories of awards: **Less than one academic year**: student must complete program in less than one academic year (two semesters or three quarters) or in less than 900 contact hours by a student enrolled full-time. **At least one but less than two years**: Same as above but lasts from one to less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours or at least 900 but less than 1800 contact hours. **At least two but less than four years**: Same as above but lasts from two to less than four full-time equivalent academic years, or designed for completion in at least 60 but less than 100 credit hours or at least 1800 but less than 3600 contact hours. **Linkage**: contact hour.
271. Postsecondary Education Institution: An institution that has as its sole purpose, or one of its primary missions, the provision of postsecondary education. **Linkage**: postsecondary education.
272. 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 avocational and adult basic education programs. **Linkage**: postsecondary education institution.
273. Predominant Calendar System: The method by which an institution structures most of its courses for the academic year.
274. Private for-profit (Profit-making) Institution: A private institution in which the individual(s) or agency in control receives compensation other than wages, rent or other expenses for the assumption of risk.
275. Private Institution: An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by private funds, and operated by other than publicly elected or appointed officials.
276. Private Nonprofit Institution: A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and religious ones.
277. Probationary Non-Tenured Faculty: A tenure-track faculty member who has not yet been granted tenure. See the APSCUF Collective Bargaining Agreement for additional information.
278. Program Category: A group of related instructional programs designated by the first 2 digits of its appropriate CIP code. **Linkage**: CIP code.
279. Program Level: A structure that organizes academic programs according to degree level. For the State System of Higher Education, the following levels are used: (A) non-degree undergraduate, (B) non-degree graduate, (C) undergraduate certificate (D) graduate certificate, ~~(E) unclassified undergraduate, (F) unclassified graduate~~, (G) associate degree, (H) bachelor's degree, (I) master's degree, (J) doctoral degree, (K)

- first-professional degree. Linkages: degrees, academic programs, lower division, upper division. Field: LEVEL
280. Program Specialty: A specific instructional program that can be identified by a six-digit CIP code. Linkage: CIP code.
281. Program with no Formal Award: Any formally organized program with stated educational objectives and well defined completion requirements that does not lead to a formal award. Fields: MINOR1, MINOR2, MINOR3
282. Program: A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. Linkage: academic program/major. Fields: MAJORP, MAJORS
283. Public Institution: An educational institution whose programs and activities are operated by publicly elected or appointed officials and which is significantly supported by public funds.
284. Race: Classification of humans based on genetic characteristics. Classification of people based on common nationality, history, or experiences. Linkage: ethnic/racial categories.
285. Readmitted Student: Former student who has not been in attendance for one or more semesters who has reapplied for admission and has been readmitted. Note: these students should not be counted as new applicants or new students. Linkage: applicant for admission.
286. Regular Admit: See admission decision category.
287. Remedial Services: Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
288. Required Fees: See mandatory fees.
289. Reserve Collection: Those materials that have been removed from the general library collection and set aside so that they will be on hand for a certain course of study or activity in process. Usually, the circulation and the length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them.
290. Residence Hall: Student housing controlled and operated by the university.
291. Residency: A person's permanent address is determined by evidence such as (1) continuous residence in Pennsylvania for a period of 12 months prior to registration as a student, (2) living with parents who are legal residents if the student is less than 22 years old, (3) government or military employees who were domiciled in Pennsylvania before entry into service who have maintained Pennsylvania as a legal residence, or (4) nonresidents stationed in Pennsylvania for military service. There are many forms of evidence to prove residency, such as a Pennsylvania driver's license, motor vehicle registration, employment, voter registration, or tax forms. Residence may be the legal residence of a parent or guardian. Note: See Board of

- Governors Policy 1995-03 for more detail. Linkages: address, permanent, permanent resident. Field: RESIDE
292. Resident Alien: Any non-US citizen who holds a permanent resident (green) card.
293. Restricted Current Funds: Those funds available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds.
294. Retention Cohort: New full time degree seeking students at the institution, enrolled in the fall or preceding summer who are included in the institution's official fall enrollment data submission. There are three possible subsets of retention cohorts, freshmen, transfer and graduate. Retention rates are calculated separately by degree level. Linkages: Retention, retention rate, graduation, graduation rate, persisting student, persistence rate, official enrollment reporting dates, cohort year. Context: Student Right-to-Know Act legislation. Note: For freshmen, must be first time, full time baccalaureate degree. Do not include first time students who started as non-degree at your institution and later became degree seeking.
295. Retention Rate: The total number of graduated cohort students (for 3rd year retention or more) plus the number of cohort students still enrolled at the institution divided by the total number in the cohort group. Linkages: Graduation, graduating rate, retention, persisting student, persistence rate, retention cohort. Context: Student Right to Know Act legislation.
296. Retention: Term used to describe extent to which students maintain continuous enrollment or graduate. Linkages: Graduation, graduation rate, persisting student, persistence rate, retention rate, retention cohort.
297. Revenues: Inflows or the enhancements of assets of an entity or settlements of its liabilities (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the entity's ongoing major or central operations (see NACUBO).
298. Room Charges: The charges for an academic year for rooming accommodations of the most commonly used plan. Field: FAROOM
299. Room Use Code: Numerical designation assigned to rooms within a State System facility based on the primary functional use of the space. Linkages: facility, State System of Higher Education Facilities Manual, Volume VI-A.
300. Sabbatical leave: A leave of absence for a period not to exceed eighteen (18) University calendar weeks with full pay in accordance with current scheduling practice, or a leave of absence for a period not to exceed thirty-six University calendar weeks with half pay, in accordance with current scheduling practices. Context: a faculty member on leave for a full academic year at full pay has been granted two sabbatical leaves. Note: there is currently no uniform way to count sabbaticals.
301. SAT Scores: A student's Scholastic Assessment Test results. These scores are used for admission purposes. For the State System, the highest combined scores for Math, Verbal and Writing tests are reported for all first time, full-time, baccalaureate

- degree-seeking students. Scores do not need to be reported for students who are out of high school for more than two years, for transfer students, or for international students. Fields: SATM, SATV, SATW, SATC
302. Scholarship: An amount paid for the benefit of a student to aid in the pursuit of studies. Linkages: waiver, student grant.
303. Second-year Student: See sophomore.
304. Semester: A portion of the academic year usually comprised of 15 weeks of instruction.
305. Senior: An undergraduate student with 90 or more transcribed credit hours. Linkage: credit hours.
306. Service Maintenance: All persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include cafeteria workers, drivers, custodial personnel, groundskeepers, security personnel, construction laborers, and refuse collectors.
307. Sex: System of sexual classification based on biological and physical differences, such as primary and secondary sexual characteristics, forming the categories "male" and "female". Linkage: gender.
308. Shared Collaborative: An academic program of study leading to a formal award offered by more than one system university. All participating universities confer the degree. One university is designated as the administrative site for official record-keeping and reporting. As of Spring 2004, the only shared collaborative in the System is the MSN program among Clarion, Edinboro, and Slippery Rock. Linkages: collaborative, lead university, non-lead university.
309. Shared Library: A facility housing an organized collection of printed, microform, audiovisual and electronic materials, and (a) is jointly administered by more than one educational institution or (b) whose funds or operating expenditures have been received from more than one educational institution. Location of the facility is not a determining factor.
310. Site: Remote location where instruction is delivered. For the State System this includes any non-main campus location. Fields: SITE, SITECRED
311. Skilled Crafts: All persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics, repairers, electricians, carpenters, and plumbers.
312. Sophomore: An undergraduate student with 30-59.9 transcribed credit hours. Linkage: credit hours.

313. Specialized Accreditation: Specialized accreditation normally applies to 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 program within a discipline. While most specialized accrediting agencies review units in an institution accredited by a regional accrediting commission, certain agencies do accredit professional schools and other specialized or vocational or other postsecondary institutions which are freestanding in their operations. Some specialized accrediting agencies also accredit educational programs in non-educational settings, such as hospitals. Linkage: academic program/major.
314. Square Feet (Gross, Net, and Net Assignable): A unit of measurement used to determine the space available within a given set of parameters. Gross Square Feet (GSF): The sum of all square footage on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, however insignificant, for circulation and shaft areas that connect one floor to another. Net Square Feet (NSF): The sum of all square footage on all floors of a building excluding structural space, i.e., the space occupied by exterior and interior walls. Includes space that is not assignable to an occupant or for a specific purpose, such as building service areas, circulation areas and mechanical areas. Net Assignable Square Feet (NASF): The sum of all square footage on all floors of a building that is assigned to, or available for assignment to an occupant or specific use. For example, offices and classrooms.
315. Stafford Loans: See Federal Stafford Loans.
316. Stakeholders: Individuals or groups that have a share or interest in some organization or enterprise; stakeholders of the State System of Higher Education include its students, students' relatives, alumni, employees, organizational members and boards, employers, communities, public officials, and citizens of the Commonwealth.
317. Standardized Admissions Tests: Tests prepared and administered to prospective students by an agency independent of any postsecondary education institution, for purposes of making available information about the students' academic potential relative to a national sample such as the SAT or ACT. Fields: SATV, SATM, SATC, ACT
318. Star Schema: A standardized technique for designing the summary tables of a data warehouse, "fact" tables each joined to a number of "dimensional" tables. These tables may be partially mapped for performance, but most queries will still need to join one of more star tables.
319. State Commonwealth Work Study Program: A program that provides part-time employment to eligible post-secondary students to help meet educational expenses while attending a Pennsylvania institution of higher education.
320. State of Residence: See residency.
321. State Unknown: Status used when the reporting institution is unable to determine from existing records the home state or state of residence of the student.

322. Study Abroad (incoming): A temporary attendance status that includes any student living outside of the United States who is registered in courses at a state system institution.
323. Study Abroad (outgoing): A temporary attendance status that includes any native student who is registered in courses at an approved institution outside of the United States.
324. Student: See matriculated student.
325. Student Advancement Rate: The overall student advancement rate is the sum of enrolled students plus graduated students plus transferred students divided by the number of students in the retention cohort group. Linkages: cohort, retention, retention rate, retention cohort, persistence, persistence rate, graduation, graduation rate, student advancement.
326. Student Advancement: Term used to describe students who are still enrolled at the institution, have transferred to another institution, or have graduated. Linkages: cohort, retention, retention rate, retention cohort, persistence, persistence rate, graduation, graduation rate, student advancement rate. Context: This definition is from the Joint Commission on Accountability Reporting document.
327. Student Charges: The sum of tuition, mandatory fees, room charges, and board charges. Excludes other non-mandatory fees. Linkages: tuition, mandatory fees, room charges, board charges, non-mandatory fees.
328. Student/Faculty Ratio: Full Time Equivalent Student (FTES) divided by Full Time Equivalent Instructional Faculty (FTEIF). Most commonly calculated for a fiscal (annualized) year, but may be calculated for academic year or any term. Context: The Common Cost Accounting Report requires that FTEIF include department chair release time. Linkage: Full-time Equivalent (FTE).
329. Student Fees: See mandatory fees, non-mandatory fees, student charges.
330. Student Grant: Gift aid programs that require neither repayment nor work obligation from students.
331. Student Headcount: The number of matriculated students, regardless of the number of courses in which they are enrolled. Linkage: matriculated student.
332. Student Housing Capacity: The maximum number of students that can be housed in university-owned facilities. This may include off-campus housing.
333. Student Outcomes Assessment: The collection, analysis, study, and integration of data which measures the natural result of a process, primarily the educational experiences of students. According to Middle States Association of Colleges and Universities, the purposes of outcomes assessment are improvement, institutional effectiveness, and accountability.
334. Student Worker: A student employed part-time in the State System. Linkages: student, part-time employee, undergraduate student, graduate student.

335. Student-Right-to-Know Act (SRTK): Legislation enacted by Congress which requires postsecondary institutions receiving Title IV funds to make available to prospective students, parents, and the public comparable graduation rate statistics by sex and race for all full-time, first-time certificate or degree-seeking undergraduate students. Beginning with the 1991 cohort, institutions must annually report these rates for each entering class, including specific information for all students who received athletically related financial aid by their primary sport. Linkages: cohort, graduation, graduation rate.
336. Summer Session: A summer session is typically shorter than a regular semester and not considered part of the academic year. The institution may have two or more sessions occurring in the summer months. Linkage: academic year.
337. Supplemental Educational Opportunity Grant Program: See Federal SEOG Program.
338. System Accountability Plan: An annual comprehensive evaluation of university performance composed of three sections—a qualitative Narrative Assessment Statement, a qualitative University Performance Plan, and a quantitative Accountability Matrix with measures as of 2004 that included degrees, accreditation, diversity, transfers, retention rates, graduation rates, terminal degree faculty, productivity, fund raising and endowment, instructional costs, personnel ratio, and low graduated majors. Universities are evaluated based on attainment of targets for each measure and performance compared to peer institutions or a System average.
339. Technical and Paraprofessional: All persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many two-year technical institutes, junior colleges, or through equivalent on-the-job training. Include computer programmers and operators, licensed nurses, technicians, and similar occupational activity categories which are institutionally defined as technical.
340. Technology Tuition Fee: A tuition charged or listed specifically for instructional technology purposes, as established by the Board of Governors. The fee revenue must be used to acquire, install and maintain up-to-date and emerging technologies for the purpose of enhancing student-learning outcomes; to provide equitable access to technology resources, and to ensure graduates are competitive in the technologically-sophisticated workplace.
341. Temporary Faculty: Persons who have received a temporary appointment. Temporary appointments may be for full-time or part-time. The collective bargaining agreement with APSCUF contains provisions limiting the number of part-time temporary faculty an institution may appoint. These limits do not apply to full time temporary faculty. Note: Persons serving in temporary appointments are not eligible for consideration for the award of tenure. Linkage: permanent faculty.
342. Tenure Status: Term used to describe the employment status of faculty. Faculty may be tenured, probationary or temporary. Only probationary faculty may be entitled to consideration for the award of tenure. Temporary faculty may not, under the current, collective bargaining agreement, be considered for or awarded tenure. Linkages: tenure, tenure track, permanent faculty.

343. Tenure Track: Positions that lead to consideration for tenure. Linkages: tenure, tenure track, permanent faculty.
344. Tenure: Status of a personnel position, or a person occupying a position or occupation with respect to permanence of position. Tenure means the right of a faculty member to hold his/her position and not to be removed there from except for just cause, or as provided for elsewhere in the collective bargaining agreement with APSCUF. Linkages: tenure track, tenure status, permanent faculty.
345. Terminal Degree: The highest attainable degree in an academic discipline.
346. Test of English as a Foreign Language (TOEFL): Standardized test designed to determine an applicant's ability to benefit from instruction delivered in English.
347. Third-year Student: See junior.
348. Transcribed Credits: Course credits that are officially recorded on a student's transcript.
349. Transfer of Funds: Resources that may be moved between fund groups to be used for the objectives of the recipient fund group. Transfers can be either non-mandatory or mandatory. Non-mandatory transfers are made at the discretion of the governing board of management to serve a variety of objectives such as additions to plant. Mandatory transfers are made as a result of a binding legal agreement related to the repayment of debt and interest, grant agreements with the federal government, and matching funds for certain loan programs.
350. Transfer Student (Incoming): A student entering the reporting institution after previously attending another post secondary institution at the same level (e.g., undergraduate, graduate). These students should be coded in the TRANI field as A, D, or T. The student may transfer with or without credit. A student who began at your university as non-degree seeking, attended another institution, and returns as degree-seeking is a transfer. Any degree-seeking student who attends the reporting institution, then leaves for another institution and subsequently returns to the reporting institution retains their original TRANI code. The FIRSTENR session corresponds to the first term students are enrolled at the reporting institution and does not change when the student returns. Students who earn college credits prior to the first semester of enrollment in college (while attending high school, advanced placement courses, or during the summer immediately preceding enrollment) are not considered transfers. If a student moves from one administrative unit of an institution to another within the same institution, that student is not considered a transfer. Linkages: new student, student. Fields: ADMITTRANS, TRANI, TRANSFER, TRANSLOC
351. Tuition Plan (restricted): Plans for dependents (including spouses) of employees that restrict the beneficiary to attendance at System universities.
352. Tuition: The price charged or listed for rendering educational services, as established by the Board of Governors. Field: TUITION
353. Tuition Waiver: See waiver.

354. Twelve Month Salary Contract: The contracted teaching period of faculty employed for the year.
355. Typical Student Cost: Academic year charges for a full-time student for the sum total of tuition, mandatory fees, room, board, and books, and miscellaneous costs. Room and board rates used should be the most common plans unless otherwise specified. Linkages: student charges, tuition, mandatory fees, room charge, board charge.
356. Unclassified Student: A student taking courses credited toward a degree or other formal award that cannot be classified by program level. This could include a transfer student whose earned credits have not been determined at the time of the official reporting date. Linkage: program level.
357. Undergraduate Student: A student in a bachelor's degree program, in an associate's degree program, a vocational or technical program below the baccalaureate level; or a non-degree seeking student matriculated in a lower or upper division course. Linkages: lower division student, upper division student, program level, matriculated student.
358. 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.
359. Unrestricted Current Funds: All funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended.
360. Upper Division (or level) Student: A student with 60 or more transcribed credit hours completed who does not already hold a bachelor's degree or any post-baccalaureate student who is currently enrolled in another baccalaureate program or taking undergraduate courses. Linkage: junior, senior, post-baccalaureate student, undergraduate student.
361. Vested Retirement Plan: One in which the full amount of the contribution by the institution and the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.
362. Veterans Administration Education Benefits: Those benefits paid for student assistance at approved postsecondary education institutions for surviving spouse and children, discharged veterans, and active duty military personnel in special programs. Field: FAVETERAN
363. Visiting Student: Any State System student in good standing who has completed at least 27 credits at the home university who enrolls at a sister institution for a limited period of time to take advantage of courses, programs, or experiences not available at the home institution. A visiting student may complete up to 18 credits per semester or 16 credits in the summer. A visiting student may take courses at the home institution and visiting institution simultaneously. Linkage: Board of Governors Policy 1991-03, Visiting Student Program.

364. Voluntary Support: Private gifts and contributions received in the form of cash, securities, company products, and other property from individuals and organizations, including foundations, corporations, and other businesses. Voluntary support does not include public or government funds, nor does it include earnings on investments held or unfulfilled pledges.
365. Waiting List: see admission decision category.
366. Waiver: The full or partial reduction of tuition and/or fees assessed by a university for enrollment. Fields: FADEPENDENT, FAEMPLOYEE, FAOTHWAIVER, FAINTISTU, FAOTHER, EMPLOYEEYPE, REASONS FOR WAIVER, TOTALDOLLARS, UNIONCODE, WAIVERTYPE, YEAR
367. Weekly Scheduled Contact Hours: Total number of contact hours each week during fall semester.
368. Withdrawal from a Course: Action taken by a student to officially remove his/herself from class attendance after the course has been transcribed. A withdrawal grade carries no credit hour value.
369. Withdrawal from a University: There are two types of withdrawal for students who leave a university: (1) Voluntary Withdrawal occurs when formal notification is received by the university that a student chooses to withdraw. (Formal application may be necessary for a student to be re-admitted). (2) Involuntary Withdrawal occurs when a student does not meet academic standards or is in violation of some rule or policy because of misconduct and is dismissed from the university.
370. Withdrawn: See admission decision category.
371. Workforce FTE: The sum of all full-time equivalent positions that are currently filled or intended to be filled. Excludes wage positions. Linkage: FTE complement.
372. Work Study Program: Financial aid program that provides money to students based on the number of hours they work in campus jobs. Fields: FANONWORKSTUDY, FAWORKSTUDY
373. Zip Code: This is the zip code of the student's permanent residence. This code may change over time if the student's permanent residence changes. Field: ZIP – All U.S. citizens and resident aliens must have a valid ZIP code entered. Use 99999 for all non-resident aliens. Note: The HOMEZIP field has been eliminated.

(Page numbers may not exactly reflect the page numbers from the complete Annual Data Collection Plan 2007-2008.)