

Data Element / Term	Definition
Academic Advisement	Plan under which each student is assigned to a faculty member or a trained advisor, who, through regular meetings, helps the student plan and implement immediate and long-term academic and vocational goals.
Academic Year	Based on state funding is summer-fall-spring; Based on Financial Aid is fall-spring-summer; Based on KBOR Performance agreements is fall-spring
Accelerated program	Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during the regular academic term.
Accreditation	Academic Quality Improvement Plan (AQIP)
Admitted Student	Applicant who is offered admission to a degree-granting program at your institution.
Adult student services	Admission assistance, support, orientation, and other services expressly for adults who have started college for the first time, or who are re-entering after a lapse of a few years.
American Indian or Alaskan Native	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
Applicant (first-time, first year)	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn (by applicant or institution)
Articulation Agreement	An articulation agreement is an officially approved agreement that matches coursework between schools. These agreements are designed to help students make a smooth transition between schools.
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
Associate's Degree	An award that normally requires at least two but less than four years of full-time equivalent college work.
Award Type	
Bachelor's Degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least four years 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. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also, it includes bachelor's degrees in which the normal four years of work are completed in three years.
Birth Date	Date of Birth
Black, non-Hispanic	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
Board (charges)	Assume average cost for 19 meals per week or the maximum meal plan
BSEP	Basic Skills Enhancement Program - college classes for military service members and their families that are designed to enhance basic math, reading, and writing skills.
BTE Business, Training and Enrichment	KBOR data collection done annually to collect student activity that is not already collected in KSPSD from public institutions. Types of Courses maintained in BTE: Adult Short-Term, Business and Industry, Continuing Education, Enrichment
Business Intelligence Tool	Application software designed to retrieve, analyze and report data.
Calendar System	The method by which an institution structures most of its courses for the academic year.
Calendar Year	January - December
CAM	Curriculum Approval Matrix
Career and Placement Services	A range of services, including (often) the following: coordination of visits of employers to campus; aptitude and vocational testing; interest inventories, personal counseling; help in resume writing, interviewing, launching the job search; listings for those desiring student employment and those seeking permanent positions; establishment of a permanent reference folder; career resource materials.
Career and Technical Education Student	A Student with a CTE major as determined by Kansas Board of Regents. Reports are also generated based off of Perkins concentrators and participants.
Carnegie units	Year of study or the equivalent in a secondary school subject.
CC Benefits - EMSI	<a href="#">EMSI provides integrated regional economic and labor market data, web-based analysis tools, data-driven reports, and consulting services. EMSI specializes in detailed information about regional economics for assessment and planning purposes, bringing together industry, workforce, and education perspectives.</a>
CCSSE	<a href="#">CCSSE's survey instrument, The Community College Student Report, provides information on student engagement, a key indicator of learning and, therefore, of the quality of community colleges.</a>
CEP	Concurrent Enrollment Partnership
Certificate	Requires completion of an organized program of study at the post-secondary level (below the baccalaureate degree) in at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.
Certificate A (CERT A)	Postsecondary Technical Certificate A. Requires completion of a organized program of study in a technical area of at least 16 but less than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree).
Certificate B (CERT B)	Postsecondary Technical Certificate B. Requires completion of an organized program of study in a technical area of at least 30 but less than 45 credit hours in length, at the postsecondary level (below the baccalaureate degree).
Certificate C (CERT C)	Postsecondary Technical Certificate C. Requires completion of an organized program of study in a technical area of at least 45 but less than 60 credit hours in length, at the postsecondary level (below the baccalaureate degree).
CIP Code	<a href="#">Classification of Instructional Programs (CIP) is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity.</a>
Class Rank	The relative numerical position of a student in his or her graduating class, calculated by the high school on the basis of grade-point average, whether weighted or unweighted.
Clock Hour	<a href="#">IPEDS - A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour.</a>
COHORT	A generational group as defined in demographics, statistics, or market research.
College preparatory program	Courses in academic subjects (English, history and social studies, foreign languages, mathematics, science, and the arts) that stress preparation for college or university study.
Common Application	The standard application form distributed by the National Association of Secondary School Principals for a large number of private colleges who are members of the Common Application Group.
Community Service Program	Referral center for students wishing to perform volunteer work in the community or volunteer activities coordinated by academic departments.
Commuter	A student who lives off campus in housing that is not owned by, operated by, or affiliated with the college. This category includes students who commute from home and students who have moved to the area to attend college.
COMPLETER (Perkins)	<a href="#">Career Education Completer: A Career Education concentrator who receives a certificate of completion or earns a degree in the reporting year. Perkins definitions</a>
Concentrator (Perkins)	<a href="#">A Concentrator is a postsecondary student who: (1) within the current academic year and the prior two academic years, completed at least 12 CTE credits within a single program area sequence that is comprised of 16 or more academic and technical credits and terminates in the award of an industry-recognized credential, a certificate, or a degree; or (2) completes a short-term stand-alone parent program (SAPP). Perkins concentrator definition site</a>
Concentrator 09 (C09)	Concentrator - student with 12+ hours in a program 2008-09
Concentrator 09100 (C09100)	Concentrator who has completed certificate/program 2008-09
Concentrator 10 (C10)	Concentrator - student with 12+ hours in a program 2009-10
Concentrator 10100 (C10100)	Concentrator who has completed certificate/program 2009-10
Concurrent Enrollments	It is the policy of the Kansas Board of Regents (KBOR) to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling K.S.A 2000 Supp. 72-11a01 through 72-11a05 provide for these opportunities through the Kansas Challenge to Secondary School Pupils Act. The act commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Different types of concurrent enrollment can be included under the statute. In one type, a high school student may enroll at a postsecondary institution at any time without any formal agreement between the high school and the postsecondary institution. (This type of concurrent enrollment would include 11th and 12th grade students enrolling pursuant to K.A.R. 88-26-3, as amended, and any non-degree-seeking student.) In another type, a high school teacher teaches a college-level course to high school students at the high school during the regular high school day. The latter must conform to section b. of this policy.

<b>Contact Hour</b>	IPEDS - A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
<b>Continuous basis (for program enrollment)</b>	A calendar system classification that is used by institutions that enroll students at any time during that academic year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
<b>Cooperative (work-study plan) program</b>	A program that provides for alternate class attendance and employment in business, industry, or government.
<b>Cooperative housing</b>	College-owned, -operated, or -affiliated housing in which students share room and board expenses and participate in household chores to reduce living expenses.
<b>Core Curriculum</b>	A specified number of courses or credits in the humanities, social sciences, life sciences, and/or physical sciences required of all students, regardless of major, to ensure a basic set of learning experiences.
<b>Correspondence Education</b>	Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the students. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.
<b>Counseling Service</b>	Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
<b>Course Inventory</b>	KBOR data collection of courses offered at institutions.
<b>Credit</b>	Recognition of attendance or 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.
<b>Credit Course</b>	A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
<b>Credit Hour</b>	<a href="#">IPEDS - A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.</a>
<b>Cross-registration</b>	A system whereby students enrolled at one institution may take courses at another institution without having to apply to the second institution.
<b>Deferred Admission</b>	The practice of permitting admitted students to postpone enrollment, usually for a period of one academic term or one year.
<b>Degree</b>	An award conferred by a college, university, or other post-secondary education institution as official recognition for the successful completion of a program of studies.
<b>Degree-seeking students</b>	Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.
<b>Differs by program (calendar system)</b>	A calendar system classification that is used by institutions that have occupational/vocational programs of varying length. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a two-month program in January, March, May, September, and November; and a three-month program in January, April, and October.
<b>Distance Education</b>	IPEDS: Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. HLC: Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include: The Internet. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices. Audio conferencing. Video cassettes, DVDs and CD-ROMs, if the cassettes, DVDs or CD-ROMs are used in a course in conjunction with any of the technologies listed above. KBOR: A "distance education course" is one in which faculty and students are physically separated in place or time and in which two-thirds or more of the instruction is provided via some form of mediated delivery system (i.e., 10 or more hours of instruction per credit hour are delivered via audio or video recording, live interactive video, CDROM, the Internet or World Wide Web, etc.). A "distance education program" is one in which fifty percent or more of the program is delivered via distance education courses.
<b>Distance Learning</b>	An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.
<b>Doctoral Degree</b>	The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Judicial Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related field of medicine or in sanitary engineering.
<b>Double Major</b>	Program in which students may complete two undergraduate programs of study simultaneously.
<b>DPTMS</b>	Director/Directorate of Plans, Training, Mobilization and Security
<b>Dual Enrollment</b>	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 your college in order to participate. See also Concurrent Enrollments.
<b>Early Action Plan</b>	An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll; the student may reply to the offer under the college's regular reply policy.
<b>Early Admission</b>	A policy under which students who have not completed high school are admitted and enroll full time in college, usually after completion of their junior year.
<b>Early Decision Plan</b>	A plan that permits students to apply and be notified of an admission decision (and financial aid offer if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions for early decision applicants: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.
<b>ECompanion</b>	An eCompanion course shell is not a full online course or a hybrid course; the class meets Face to Face, 100% of its scheduled time, on a campus. eCompanion is used as an online supplement to enhance, not replace, classroom experiences. Faculty can craft the use of eCompanion supplements in any manner that enhances their classroom/course delivery. The idea is to improve instruction and administration. There is no extra cost or fee for courses with an online eCompanion shell. They are the same price as an on campus class.
<b>Employment Type</b>	College-owned, -operated, or -affiliated housing in which students share room and board expenses and participate in household chores to reduce living expenses College-owned, -operated, or -affiliated housing in which students share room and board expenses and participate in household chores to reduce living expenses.
<b>English as a Second Language (ESL)</b>	A course of study designed specifically for students whose native language is not English.
<b>Excel to CTE</b>	Senate Bill 155 effective July 1, 2012, the Bill provides new state dollars to pay college tuition for high school students earning college credits in technical courses and at the same time, earn industry credential.
<b>Exchange Student Program - Domestic</b>	Any arrangement between a student and a college that permits study for a semester or more at another college in the United States without extending the amount of time required for a degree. See also Study abroad.
<b>External Degree Program</b>	A program of study in which students earn credits toward a degree through independent study, college courses, proficiency examinations, and personal experience. External degree programs require minimal or no classroom attendance.
<b>Extracurricular Activities (As Admission Factor)</b>	Special consideration in the admissions process given for participation in both school and non school-related activities of interest to the college, such as clubs, hobbies, student government, athletics, performing arts, etc.
<b>Faculty FTE</b>	Number of faculty credit hours taught divided by 15.
<b>FAST</b>	Functional Academic Skills Training
<b>Financial Aid Dashboard</b>	Static data with important indicators for financial aid.
<b>First Professional Certificate (Post-Degree):</b>	An award that requires completion of an organized program of study designed for persons who have completed the first professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.
<b>First Professional Degree</b>	An award in one of the following fields: Chiropractic (DC, DCM), dentistry (DDS, DMD), medicine (MD), optometry (OD), osteopathic medicine (DO), rabbinical and Talmudic studies (MHL, Rav), Pharmacy (B. Pharm, Pharm.D), podiatry (PodD, DP, DPM), veterinary medicine (DVM), law (LLB, JD), divinity/ministry (BD, MDiv).
<b>First Time Freshman</b>	<a href="#">IPEDS - A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. Includes students enrolled in a academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).</a>

<b>First-time Student</b>	A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a post-secondary institutions for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).
<b>First-time, first-year (freshman) student</b>	A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).
<b>First-year student</b>	A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.
<b>Fiscal Year</b>	July 1st - June 30th
<b>Formal Award</b>	A program of 16 or more hours or a KBOR approved stand-alone parent program.
<b>Freshman</b>	Barton - Undergraduate student with less than 30 post-secondary credit hours. A first-year undergraduate student. IPEDS - Discretion of the Institution. KBOR - Undergraduate student with less than 30 post-secondary credit hours.
<b>Freshman/New Student Orientation</b>	Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college. May be a few hours or a few days in length; at some colleges, there is a fee.
<b>Full Time Equivalent</b>	FTE - A number derived by dividing the total student credit hours for students in a given category by the appropriate divisor. If calculating for only one semester divide by 15, if calculating for Academic Year or Fiscal Year divide by 30.
<b>Full-time Student</b>	A student enrolled for 12 or more credit hours in any one semester (Fall, Spring, or Summer).
<b>Fuzion Class</b>	Courses have scheduled meeting day(s) and time(s). Students will attend during those time(s) either in person or online via zoom.
<b>Gender</b>	Male or Female
<b>Geographical Residence (as admission factor)</b>	Special consideration in the admission process given to students from a particular region, state, or country or residence.
<b>Grade Distribution Report</b>	The Grade Distribution Report begins by pulling all classes and students for the term. Then grades are pulled for each student from the grade history tables. The class GPA is calculated and the number of students with each possible grade are counted. Developmental courses are also identified. The output will list each course and CRN by alphabetical order along with the grade mode, developmental status, primary instructor, location, building code, college code, schedule type, session description, total enrollment, grade with count of students, and gpa.
<b>Grade-point average (academic high school GPA)</b>	The sum of grade points a student has earned in secondary school divided by the number of courses taken. The most common system of assigning numbers to grades counts four points for an A, three points for a B, two points for a C, one point for a D, and no points for an E or F. Unweighted GPA's assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses.
<b>Graduate Student</b>	A student who holds a bachelor's or first professional degree, or equivalent, and is taking courses at the post-baccalaureate level.
<b>Headcount</b>	Any student taking a class.
<b>Health Services</b>	Free or low cost on-campus primary and preventive health care available to students.
<b>High School Diploma or Recognized Equivalent</b>	A document 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) or another state specified examination.
<b>Hispanic</b>	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<b>Honors Program</b>	Any special program for very able students offering the opportunity for educational enrichment, independent study, acceleration, or some combination of these.
<b>Hybrid</b>	No more than 50% of the course is taught online, the balance is done in the Face to Face classroom time. Hybrid split is a minimum of 1/2 of the published seat time rules. Most hybrid classes are 50/50, but they can be 80/20, 75/25 etc. with the first number being the percent of time in a classroom "seat".
<b>Independent Study</b>	Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.
<b>Inflation Rate</b>	Rate of price changes usually calculated on a monthly or annual basis. Consumer Price Index and the Producer Price Index.
<b>In-State Tuition</b>	The tuition charged by institutions to those students who meet the state's or institution's residency requirements.
<b>Instructional Fiscal Review (IFR)</b>	Instructional Fiscal Review Report (IFR) Can only be run after the 30th of July after the close of the year. Setup by Main Campus, Fort Riley, BartOnline, EduKan and Outreach
<b>Instructional Methods</b>	Field in Banner used to select classes by method
<b>International Student</b>	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.
<b>Internship</b>	Any short-term, supervised work experience usually related to a student's major field, for which the student earns academic credit. The work can be full or part time, on- or off-campus, paid or unpaid.
<b>IPEDS</b>	<a href="#">IPEDS is the core post secondary education data collection program for NCES. Data are collected from all primary providers of post secondary education in the country in areas including enrollments, program completions, graduation rates, faculty, staff, finances, institutional prices, and student financial aid. These data are made available on our web site to students, researchers and others.</a>
<b>Kan-ed</b>	KBOR Unit created by the Kansas legislature and is administered through KBOR. It's mission is to be the leader in facilitating statewide technology solutions for Higher Education Institutions, Hospitals, K-12 Schools, and Libraries.
<b>Kansas Board of Regents (KBOR)</b>	Governing board for the state's universities and the statewide coordinating board for the state's public higher education institutions. The board administers the state's student financial aid, adult education, GET, and career and technical education programs. The board also private proprietary schools and out-of-state institutions ro operate in Kansas, and administers the Kan-ed network, a statewide network that provides broadband Internet access and distance learning capabilities for schools, hospitals and libraries. Also known as KSBOR.
<b>KBOR - Banner to Program Inventory Match</b>	Program Code = STVMAJR Major Code
<b>KBOR - Basic Counts</b>	The Basic Counts function will return Counts of records by various categories and should be used to reconcile your totals. This function can be run at any time after all files have been loaded.
<b>KBOR - CTE Basic Counts</b>	The CTE Basic Counts function will return basic counts of records by various categories for Career and Technical Education students only. These counts should be used to reconcile your totals.
<b>KHEDS</b>	Kansas Higher Education Data System Encompasses data from all data collections
<b>KHEER</b>	Kansas Higher Education Enrollment Report Every fall and spring semester, all postsecondary educational institutions within the state of Kansas are asked to report to KBOR information regarding their enrolled students.
<b>KHERS</b>	Kansas Higher Education Reporting System KBOR business intelligence reporting tool.
<b>KS Study</b>	<a href="#">The Kansas Study is the first national study of community college instructional costs and productivity.</a>
<b>KSPSD</b>	Kansas Postsecondary Database KBOR system of collecting, maintaining and providing data analysis through a uniform postsecondary education database
<b>Learning Center</b>	Center offering assistance through tutors, workshops, computer programs or audiovisual equipment in reading, writing, math, and skills such as taking notes, managing time, taking tests.
<b>Legal Services</b>	Free or low cost legal advice for a range of issues (personal and other).
<b>Liberal arts/career combination</b>	Program in which a student earns undergraduate degrees in two separate fields, one in a liberal arts major and the other in a professional or specialized major, whether on-campus or through cross-registration.
<b>Linked Course</b>	A course that is similar to a program but NOT part of the curriculum for ANY program
<b>LiveOnline Course</b>	Course(s) have a scheduled meeting day(s) and time(s). All students will meet during those time(s) online via Zoom.
<b>LSEC</b>	Leader Skills Enhancement Training - is designed to assist in the Training of Noncommissioned Officers and soldiers demonstrating leadership potential in the advanced skills needed to perform at a higher-level leadership and staff positions.
<b>Major</b>	Student selected field.
<b>Master's Degree</b>	An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.
<b>Memorandum of Understanding (MOU)</b>	Is an agreement regarding instructional services/location between Barton and another entity.
<b>Minority Affiliation (as admission factor)</b>	Special consideration in the admission process for members of designated racial/ethnic minority groups.
<b>Minority Student Center</b>	Center with programs, activities, and/or services intended to enhance the college experience of students of color.
<b>Mover (Perkins)</b>	A Mover is a postsecondary student who moved from a CTE program to a non-CTE program over the course of the Academic Year, after reaching concentrator status in the CTE program, but before completing the CTE program.
<b>Mover 09 (M09)</b>	Mover - a student who has completed 12+ hours in a CTE certificate/program then moved into another degree 2008-09
<b>Mover 09100 (M09100)</b>	Mover who has completed the certificate/program before moving 2008-09.
<b>Mover 10 (M10)</b>	Mover - a student who has completed 12+ hours in a CTE certificate/program then moved into another degree 2009-10
<b>Mover 10100 (M10100)</b>	Mover who has completed the certificate/program before moving 2009-10

NCCBP	<a href="#">The National Community College Benchmark Project provides community colleges with opportunities to report outcomes and effectiveness data in critical performance areas, receive reports of benchmarks, and compare results with those of other colleges.</a>
NCDLN	North Central Distance Learning Network
Noel Levitz	<a href="#">Noel-Levitz helps campuses and systems reach and exceed their goals for enrollment, marketing, and student success.</a>
Non-Credit Course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
Non-repeatable course	A non-repeatable course will apply only once toward graduation requirements and the most recent grade earned will be used to calculate the student's grade point average.
Nonresident Alien	A person who is not a citizen or national of the United States who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Non-Tiered Course	Any postsecondary credit-bearing course offered by an eligible institution and identified by the state board as not meeting the definition of a tiered technical course. Non-tiered courses include courses that are generally designed to:
Non-traditional student	An adult or non-traditional student is not defined only by age (usually over 24), they are also students with life circumstances different from the typical traditional student. These circumstances include, but are not limited to students who are: Parents, Married, Divorced, Single, Caring for elderly parents, Veteran, returning after a period of time in the work force, ENtering for the first time-not right after HS, distance learners
ODBC	Open Database Connectivity
On-Campus Day Care	Licensed day care for children of students (usually 3 and up); usually for a fee
Open admission	Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.
Open Education Resources (OER)	Creative commons and/or public domain teaching, learning, and research resources. - Web-Low Textbook Cost - \$50 or less for course materials. - Web-No Textbook Cost - No additional cost for course materials.
Other expenses (costs)	Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings.
Out-of-State Student	A student who is not a legal resident of the state in which he/she attends school
Out-of-State Tuition	The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.
PABLO	Portal for Adult Basic Literacy Outreach Ongoing data collection by KBOR of student information for adult education. Also known as ABE - Adult Basic Education
Participant (Perkins)	A Participant is a postsecondary student who has earned one (1) or more credits in any CTE program area during the current acadmic year.
Participant 09 (P09)	Participant - student with 1 - 11 hours within a program 2008-09
Participant 10 (P10)	Participant - student with 1 - 11 hours within a program 2009-10
Part-time Student	A student enrolled for less than 12 credit hours per semester in any one semester (Fall, Spring, or Summer).
Pell Grant Recipient	Pell Grants are awarded to low-income undergraduate and certain postbaccalaureate students who are citizens or eligible non-citizens. Students may use their grants at any one of approximately 6,000 participating postsecondary institutions. The grants do not have to be repaid. Grant amounts are dependent on the student's expected family contribution (EFC), the cost of attending the institution, whether the student attends full-time or part-time, and whether the student attends for a full academic year or less. The maximum award amount is set by the U.S. Congress, and the program is administered by the U.S. Department of Education.
Personal Counseling	One-on-one or group counseling with trained professionals for students who want to explore personal, educational, or vocational problems.
Post-Baccalaureate Certificate	An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees carrying title of master.
Post-Master's Certificate	An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.
Post-secondary award, certificate, or diploma (at least one but less than two academic years)	Requires completion of an organized program of study at the post-secondary level (below the baccalaureate degree) in at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.
PREP student	A student who is taking pre-reqs to be accepted into a program with a conditional acceptance.
Private Institution	An educational institution controlled by a private individual(s) or by a non-governmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.
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 those affiliated with a religion
Program Assessment	A program (as defined by IPEDs) establishes and assesses student learning outcomes (SLOs). The SLO's are aligned with the individual program mission statement and the curriculum through 'curricular mapping'. Program Assessment is an annual assessment report of the SLO's and are reviewed as part of the Program Review.
Program Review	A program (as defined by IPEDs) should undertake a comprehensive review every three years. Program Assessment is just one piece of the review information. Fiscal reports, persistence, completion, and retention data (to name a few) should also be reviewed. Program needs and measurable goals should be identified to address any concerns that are evident in the data. There should be a clear connection between the program goals and the overall goals of the college.
Proprietary 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 those affiliated with a religion.
Public Institution	An educational institution whose programs and activities are operated by publicly elected or appointed school officials, and which is supported primarily by public funds.
Quarter Calendar System	A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.
Race/Ethnicity	<a href="#">U.S. Department of Education</a>
Race/ethnicity unreported	Category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic category.
Religious affiliation/commitment (as admission factor):	Affiliation with a certain church or faith/religion, commitment to a religious vocation, or observance of certain religious tenets/lifestyle
Religious Counseling	One-on-one or group counseling with trained professionals for students who want to religious problems or issues.
Remedial Services	Instructional courses designed for students deficient in the general competencies necessary for a regular post-secondary curriculum and educational setting.
Remediation Report	Report shows how the college fulfills its essential skills responsibility by testing and providing remediation for those students needing it.
Repeatable Course	A repeatable course can be repeated an additional three times in order to satisfy credit requirements for graduation.
Reporting Year (Perkins)	<b>Reporting Year:</b> The most recent academic year data is available. Placement will be from one year before the most recently completed year. The current reporting year for Perkins III is July 1, 2006 to June 30, 2007 for all performance indicators with the exception of placement, which will be for students who completed between July 1, 2005 and June 30, 2006.
Required Fees	Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is the exception. Do not include application fees, registration fees, student activity, or health fees.
Residence	<a href="#">IPEDS - A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.</a>
Resident Alien or Other Eligible Non-Citizen	A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).
Retention Rate	IPEDS definition - Retention rates examine the percentage of first-time degree/certificate seeking students enrolled at your institution in the fall of the prior year (including those enrolled for the first time the preceding summer term and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year <b>OR</b> that have completed the program by the fall of the current year.
Room and Board (Charges) - on campus	Assume double occupancy in institutional housing and 19 meals per week (or maximum meal plan).

<b>Scheduling Matrix</b>	The scheduling matrix is a Microsoft Excel spreadsheet listing all classes scheduled for a team. It shows the status of each class as of the day and time indicated on the header displayed on printed pages. (Or the user can click on View, then Header and Footer to see the header information with date and time.) The user can find date, day, time, location, instructor and any special fee information related to the classes. It also shows number of enrollments. Other columns contain information related to schedule type, grade mode, session type, cross list, link, fee and other information for those users who need it. The default sort order is course, subject code, course number, then individual class CRN. Occasionally a class will be listed on two or more rows. This is due to multiple combinations of day/time/building/room for the class. For this reason, totals for columns will be deceptive unless a person first ensures that all duplicate entries by CRN have been removed.
<b>Secondary School Record (as admission factor)</b>	Information maintained by the secondary school that may include such things as the student's high school transcript, class rank, GPA, and teacher and counselor recommendations.
<b>Semester Calendar System</b>	A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.
<b>Sophomore</b>	Barton - undergraduate student with 30 or more post-secondary credit hours. IPEDS - Discretion of the Institution. KBOR - undergraduate student with 30 or more post-secondary credit hours but less than 64 credit hours.
<b>Stand Alone Parent Program (SAPP)</b>	A certificate of completion award earned by completing a KBOR - designated stand-alone parent program. A stand-alone parent program (1) is less than 16 credit hours, (2) is not associated with another program of 16+ credit hours and (3) (generally) leads to an industry recognized credential, license, or certification.
<b>State of Residence</b>	The state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.
<b>Strategic Plan</b>	Broadly - defined plan aimed at creating a desired future.
<b>Student Classification</b>	Freshmen, Sophomore, Junior, Senior, 5th year, UG Spec, 1st Prof, MA
<b>Student ID</b>	A nine (9) digit number assigned by college to identify student.
<b>Student-Designed Major</b>	A program of study based on individual interests, designed with the assistance of an adviser
<b>Study Abroad</b>	Any arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
<b>Subordinate Credential</b>	Institutions requesting subordinate credentials need only submit the items in blue per the CA-1 New Program Request Form. For example, an institution with an approved AAS credential has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS program.
<b>Summer Session</b>	A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have 2 or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.
<b>Surveys</b>	Barton - online surveys through web or eCollege. Web surveys can be submitted to email or database.
<b>Talent/ability (as admission factor)</b>	Special consideration given to students with demonstrated talent/abilities in areas of interest to the institution (e.g., sports, the arts, languages, etc.)
<b>Teacher Certification Program</b>	Program designed to prepare students to meet the requirements for certification as teachers in elementary and secondary schools.
<b>Tech Prep (Perkins)</b>	Tech Prep: A student is considered a Tech Prep student when they initially enroll in a DESE approved Career Education course(s) portion of a program and when they make a commitment to pursue completion of an associate or baccalaureate degree, two-year postsecondary certificate, or two-year plus apprenticeship program in a specific career field. Tech Prep students (Line 20 of each form) are included in the total (Line 1 of each form) for each performance measure. [Note: In order to count a student as Tech Prep at the postsecondary level the student must have completed at least two (2) years of secondary instruction linked to a two-year or four-year postsecondary institution through a non-duplicative sequence of courses in a DESE approved occupational Career Education program. Institutions should maintain copies of the signed articulation agreement for each student.]
<b>Technical Program</b>	Any program of study comprised of a sequence of tiered technical courses and non-tiered courses, which program is identified by the state board as a technical program for funding purposes. Technical programs must: (1) Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advanced degree; (2) Lead to technical skill proficiency, an industry-recognized credential, a certificate or an associate degree; and (3) Be delivered by an eligible institution.
<b>Term</b>	Barton - academic year then fall/spring/summer example 200901 is fall 08 - 200902 is spring 09 - 200903 is summer 09
<b>Tied Course</b>	A required or elective course for any program.
<b>Tiered Technical Course</b>	A postsecondary credit-bearing course included in the sequence of courses comprising a technical program, which course is itself designed to provide competency-based applied instruction to prepare individuals with occupationally specific knowledge and skills necessary for employment, which the state board has identified as a tiered technical course.
<b>Traditional Student</b>	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school). "Students Ages 18 - 24 are considered "traditional students" even if they delay enrollment until several years after high school graduation" (as defined by the Federal Student Aid Conference).
<b>Transfer and Articulation Agreements</b>	Barton has many Transfer and Articulation Agreements with four year colleges that specifically direct your studies in certain programs for seamless transition from Barton to the transfer school.
<b>Transfer Applicant</b>	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has previously attended another college or university and earned college-level credit.
<b>Transfer Student</b>	A student entering the institution for the first time but known to have previously attended a post-secondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.
<b>Transient/Guest Student</b>	A transient student is a student who is seeking a degree or certificate at one college or university (home institution), but taking classes at another college or university (host institution) that will count towards their degree or certificate at their home institution.
<b>Transportation (costs)</b>	Assume two round trips to student's hometown per year for students in institutional housing or daily travel to and from your institution.
<b>Trimester Calendar System</b>	Academic year consisting of 3 terms of about 15 weeks each
<b>Tuition</b>	Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
<b>Tutoring</b>	May range from one-to-one tutoring in specific subjects to tutoring in an area such as math, reading, and writing. Most tutors are college students; at some colleges, they are specially trained and certified.
<b>Undergraduate</b>	A student enrolled in a four- or five-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
<b>Undergraduate (UG) Special</b>	KBOR - Undergraduate student with 64 or more post-secondary credit hours
<b>Unduplicated Head Count</b>	Unique enrolled students
<b>Unit</b>	A standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).
<b>Veteran's Counseling</b>	Helps veterans and their dependents obtain benefits for their selected program and provides certifications to the Veteran's Administration. May also provide personal counseling on the transition from the military to a civilian life
<b>Visually Impaired</b>	Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance.
<b>Volunteer work (as admission factor)</b>	Special consideration given to students for activity done on a volunteer basis (e.g., tutoring, hospital care, working with the elderly or disabled) as a service to the community or the public in general.
<b>Wait List</b>	List of students who meet the admission requirements but will only be offered a place in the class if space becomes available.
<b>Weekend College</b>	A program that allows students to take a complete course of study and attend classes only on weekends.
<b>White, Non-Hispanic</b>	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
<b>Work Experience (as admission factor)</b>	Special consideration given to students who have been employed prior to application, whether for relevance to major, demonstration of employment-related skills, or as explanation of student's academic and extracurricular record.