



# MIDAS Data Glossary

## Version: Spring 2022

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## **About the MIDAS Data Glossary**

The Management Information and Data Analytics (MIDAS) Data Glossary is compiled by Institutional Research and Decision Support (IRDS) through a collaborative process in consultation with other offices across campus. The scope of the Data Glossary is not intended to be comprehensive, but is anticipated to incrementally expand as more areas are engaged in the process of creating definitions.

### **Amendment process and timeline**

Additions and revisions to the Data Glossary are collected through MIDAS on a continuous basis and compiled into a summative “amendment” near the end of each semester. Once finalized, amendments to the Data Glossary are sent for review and approval, first, by the MIDAS Data Group and, then, by the MIDAS Steering Committee. Approved amendments are incorporated into the Data Glossary for publication the semester after they are approved (e.g. Version: Spring 2022 was approved in Fall 2021).

## **Reporting concepts**

### **Census Data**

Census or Freeze data is a semester “snapshot” of detailed university information collected and stored on students. The Freeze data are arranged in files that are “frozen” at the same week each semester. In general, Freeze data are captured by the 8th day of class each semester, typically the first Monday after the add/drop registration period ends (summer terms are currently captured at the end of the term).

The Census data files contain demographic and academic data for each student enrolled for a given term and are static. These data are used for official reporting purposes both inside and outside the university.

## **Contents**

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## Student Definitions

### Credit Hour

One “credit hour” is defined in line with the amended Higher Education Act of 1965 as equivalent to one hour of instruction and two or more hours of additional student work per week over a fifteen-week semester, or an equivalent amount of instruction/student work over a different amount of time.

### Registered Credit Hours

Credit Hour totals will contain the number of credit hours attempted or earned for coursework counting towards a degree, certificate, or other formal award, including remedial courses.

- **Attempted Credit Hours** – Refers to a student’s registered credit hours as captured at Census before a final grade is known.
- **Earned Credit Hours** – Refers to a student’s registered credit hours for which a passing final grade was received at the completion of the term.

### Student Credit Hours (SCH)

Student Credit Hour totals (SCH) are the sum of attempted or earned credit hours, regardless of student full-/part-time status or location, that are registered and paid for the semester.

### Enrollment Status

Each student is determined to be full-time or part-time in a semester based on their academic level and the number credit hours they are attempting, as captured at Census. Statuses are determined as follows:

Enrollment Status	Registered Credit Hours
<i>Undergraduate</i>	
Full-time	Greater than or equal to 12
Part-time	Less than 12
<i>Graduate</i>	
Full-time	Greater than or equal to 9
Part-time	Less than 9

Enrollment reporting to the National Student Clearinghouse uses the following set of detailed enrollment statuses:

NSC Enrollment Status	Registered Credit Hours
<i>Undergraduate</i>	
Full-time	Greater than or equal to 12
Three-quarters time	Greater than or equal to 9 but less than 12
Half-time	Greater than or equal to 6 but less than 9
Less than half-time	Less than 6
<i>Graduate</i>	
Full-time	Greater than or equal to 9
Three-quarters time	Greater than or equal to 6.75 but less than 9
Half-time	Greater than or equal to 4.5 but less than 6.75
Less than half-time	Less than 4.5

**Full-time Equivalent (FTE) Student calculation:**

Student Semester FTE is a unit of measure derived from the Student Credit Hour (SCH). Generally, one undergraduate semester FTE is equivalent to 15 student credit hours and one graduate semester FTE is equivalent to 12 student credit hours.

**Total Undergraduate Student Credit Hours / 15 = Undergraduate Full-time Equivalent Students (FTES)**  
**Total Graduate Student Credit Hours / 12 = Graduate Full-time Equivalent Students (FTES)**  
**Annualized FTE**

The undergraduate Annualized FTE is calculated as the sum of annual student credit hours for the academic year divided by 30. The graduate Annualized FTE is calculated as the sum of annual student credit hours divided by 24.

**Headcount Enrollment**

Headcount Enrollment is the number of students enrolled for at least one course counting towards a degree, certificate, or other formal award, including remedial courses. Students enrolled solely in audit courses and non-degree-seeking students are not counted in official headcounts. Official headcounts include all students registered at Census, regardless of full-time or part-time status.

**Unduplicated Headcount Enrollment**

The total number of students enrolled for credit within a given reporting period where each individual is only counted once.

**First-time Undergraduate**

First-time Undergraduates are students who enroll at the undergraduate level for the first time in a given term. First-time Undergraduates entering each fall term constitute a group of central importance for federal reporting compliance, see “First-time Cohort” below. First-time undergraduates include the following:

- A student who has earned no previous college credit hours;
- A student who has earned college credits while in high school through joint enrollment in college courses;
- A student who enrolls in college the summer between graduating from high school and fall matriculation. The summer and fall enrollments may be in different institutions.

**Degree-Seeking Student**

Degree-seeking students are students who declare the objective of earning a certificate or degree when they enroll for their first term in college. That includes students seeking less-than-one-year and one-year certificates, associate's degrees, and bachelor's degrees. Degree-seeking students that are seeking a bachelor's degree may be referred to as “bachelor's-seeking”.

**First-time Cohort**

The group of students defined by the federal government for official retention and graduation rate calculations that are required for compliance with federal IPEDS reporting. A First-time Cohort is the group of students who are first-time, full-time, bachelor's-seeking students in a given fall term (or preceding summer). Under certain circumstances, students may be excluded from a cohort for the purposes of calculating retention or graduation rates, see “IPEDS Exclusions”.

Usage of “cohort” in official reports refers to the “first-time, full-time, bachelors-seeking undergraduate cohort”, unless otherwise noted.

### **Exclusions**

Students may be removed from the numerator and denominator of a retention or graduation rate calculation if they experience any of the following circumstances within the time period relevant to the calculation: death or total and permanent disability; service in the armed forces; service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions. Students who leave for service in the armed forces, a foreign aid service, or church mission, but return to enrollment or are able to graduate within the relevant timeframe are not excluded.

### **Retention Rate**

The federal measure of a student’s continued study at a particular academic institution. Retention Rate is defined as the percentage of a First-time Cohort who are enrolled again the next fall. Usage of “retention rate” in official reports refers to this federal definition, unless otherwise noted.

Following the same logic, the “1-, 2-, or 3-year Retention Rate” corresponds to the percentage of a First-time Cohort who are enrolled again in a fall term 1, 2, or 3 years after their cohort term, respectively.

### **Graduation Rate**

The official federal measure of student degree attainment enacted in the Student Right-to-Know Act and required for compliance with IPEDS reporting. Graduation Rate is defined as the percentage of students within an First-time Cohort who receive a bachelor’s-level award within 150% of normal time (i.e. 6 years).

Following the same logic, the “4-, 5-, or 6-year Graduation Rate” corresponds to the percentage of an First-time Cohort who receive a bachelor’s-level award within 4, 5, or 6 academic years since their matriculation, respectively. Graduates are counted through the summer of the corresponding year. The 4-year Graduation Rate is also called the “On-time Graduation Rate”.

### **Transfer Student**

A student entering the institution for the first time who 1) is not already classified as a First-time Undergraduate and 2) is known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit(s).

### **Continuing Student**

A student enrolled at the institution in any term after their entering term as either a first-time student or new transfer student.

### **IPEDS Race/ethnicity Categories**

Racial/ethnic group classification indicating general racial or ethnic heritage. Race/ethnicity data are based on the Hispanic ethnic category and the race categories listed below. There are six single-race/ethnicity categories as well as “Two or more races”, “Nonresident alien”, and “Unknown”.

Race categories exclude persons of Hispanic ethnicity unless otherwise noted.

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Used interchangeably with the shortened term Hispanic.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Used interchangeably with the shortened term Black.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Prior to 2010–11, the Common Core of Data (CCD) combined Asian and Pacific Islander categories.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Prior to 2010–11, the Common Core of Data (CCD) combined Asian and Pacific Islander categories. Used interchangeably with the shortened term Pacific Islander.
- **Two or more races:** A non-Hispanic person identifying themselves as of two or more of the following race groups: White, Black, Asian, Native Hawaiian or Other Pacific Islander, or American Indian or Alaska Native. “Two or more races” was introduced in the 2000 United States Census and became a required category for IPEDS reporting in the 2010-11 collection year.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Nonresident alien:** A person who is not a citizen or national of the United States or permanent resident alien and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
- **Unknown:** The category used to report individuals whose race and ethnicity are not known.

#### **Historically underrepresented race/ethnicity**

One of the following federal categories: Hispanic, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, and two or more races. Does not include individuals classified as nonresident alien or unknown.

## **Online Learning Definitions**

#### **Online Course (or Distance Education Course)**

A course where instruction is delivered primarily through online/distance education methods. Online courses may still require a small percentage of the total work or course requirements to be met through in-person activities (e.g., testing).

- **Synchronous Online Course** – An online course where instruction or meetings between students and instructors are designed to be held in real-time.
- **Asynchronous Online Course** – An online course where instruction is not delivered in real-time but delivered through means such as pre-recorded lectures.

### **Attendance Modality in a Term**

A student is considered attending online in a term if they are taking 80% or more of their non-audit registered credit hours through online courses.

### **Academic Program**

A course of study and/or set of requirements approved by the Indiana Commission for Higher Education (ICHE) which, when completed, result in conferral of a degree, certificate, or other formal award. Ball State University's ICHE-approved program offerings are listed in the Academic Program Inventory.

- **On-campus Only Program** – An academic program that does not carry ICHE approval to be delivered primarily or exclusively online.
- **Online Program (or Distance Education Program)** – An academic program approved by ICHE to be delivered primarily, but not necessarily exclusively, through online courses. Students pursuing a degree program online may still choose, when applicable, to enroll in face-to-face courses.

### **Students Pursuing an Online Program**

A student is considered pursuing a program online if they are pursuing an ICHE-approved online program and carry an online "site" code on their record from either a) being admitted as an online student or b) transitioning to being an online student at a later time. Note that, in general, this group is different than the group of students who happen to be attending online in a given term, as defined by credit hour delivery in "Attendance Modality in a Term".

### **Online Program Completers**

A student is considered to have completed their program online if 1) they have been conferred a degree in an ICHE-approved online academic program, and 2) they carry the online "site" code at the time of graduation.

### Distance Education Reporting for ICHE, IPEDS, and NC-SARA

Reporting to the Indiana Commission of Higher Education (ICHE), the Integrated Postsecondary Education Data System (IPEDS), and the National Council for State Authorization Reciprocity Agreements (NC-SARA) requires categorizing each student's distance education status in a term as:

- Enrolled exclusively in online courses
- Enrolled in some, but not only, online courses
- Enrolled in no online courses

## **Admissions definitions**

### **Applicant**

An individual who has submitted an application, complete or incomplete, to pursue study at Ball State University.

- **Admission (Admitted Applicant)** – An applicant whose application has been accepted and who has been notified of their eligibility to continue towards matriculation.
- **Conditional Admission (Conditionally Admitted Applicant)** – An applicant whose application has been accepted but who must satisfy particular requirements as a condition of matriculation.

## Application

An application is the submission of information and materials for consideration of admission into a degree-/certificate-granting program or for study as a special/non-degree-seeking student.

Undergraduate applicants can only submit one application per term of entry, whereas graduate applicants must submit an application to each sought after graduate program.

- **Incomplete Application** – A submitted application that does not include all the required materials needed for an admission decision to be made.
- **Complete Application** – A submitted application that includes all required information and materials needed for an admission decision to be made.
- **Cancelled Application** – An application that, at any stage of the admissions process, has been withdrawn from consideration by the applicant or institution.
- **Decided Application** – An application for which an admissions decision has been reached.

## Unduplicated Headcount of Applicants

A count of applicants in which each applicant is only counted once within the given time frame.

## Application Program

The academic program that an applicant declares on their application.

## The Admissions “Funnel”

The typical stages that a new prospective undergraduate student moves through on the way to becoming an enrolled student are described as the admissions “funnel”, so called because the total number of individuals tends to decrease from the first stage to the last. Note that, for the purpose of making comparisons to other universities, IPEDS only collects counts of “Applicants”, “Admitted applicants”, and “Students Enrolled at Census”.

Stage	Criteria to enter stage
Applicant	A prospective student submits an application.
Admitted applicant or “Admit”	An applicant’s application is accepted.
Confirmed applicant or “Confirm”	An admitted applicant expresses their intention to enroll at Ball State. Deferral – An admitted applicant that opts to delay entry.
Applicants with deposit paid	A confirmed applicant pays a monetary deposit to secure a place in the entering class.
Matriculated student or “Matric”	A confirmed applicant becomes a matriculated student and is eligible to register for courses.
<i>Orientation</i>	
Registered for orientation	A matriculated student signs up for an orientation session.
Attended orientation	A matriculated student attends orientation.
<i>Course Registration</i>	
Student Enrolled pre-Census	A matriculated student registers for classes <i>before</i> Census.
Student Enrolled at Census	A matriculated student is registered for classes <i>at</i> Census.

The following metrics are commonly used to characterize the admissions funnel:

**Admission Rate**

The percentage of applicants who are admitted.

**Yield Rate**

The percentage of admitted applicants that enroll, either pre-Census or at Census.

**Yield Rate into Application Program**

The percentage of admitted applicants that enroll in the program declared on their application. May differ from Yield Rate due to students changing majors after admission but before Census.

Application Materials for First-time Undergraduates

The following definitions describe some of the materials that first-time undergraduate applicants may be required to submit in order to document their prior academic history or readiness for university study. Some information or materials submitted by applicants, such as test scores and transcripts, may be updated on receipt of the official version from the relevant authority.

**Official High School Transcript or recognized equivalent**

A document certifying the successful completion of a prescribed secondary school program of study that includes a record of the applicant's high school course grades and cumulative grade point average (GPA). In some cases, applicants may submit a recognized equivalent to a high school diploma, such as satisfactory scores on the Tests of General Educational Development (GED).

The Indiana State Board of Education sets the requirements for valid Indiana high school diplomas, which include the following designations: General, Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors.

**Standardized Test Scores**

Scores on standardized educational tests, such as the SAT or ACT. Ball State uses "superscores" or the largest score on each test component when considering a standardized test score in admissions considerations. As a "test optional" school, Ball State permits applicants to specify whether or not their test scores will be used in their admissions decision. However, test scores are required for homeschooled students and students who attend a high school where letter grades are not awarded.

**Evidence of English Proficiency**

International applicants, or domestic applicants that have studied outside of the United States, may be required to submit materials documenting proficiency in English, such as scores from the Test of English as a Foreign Language (TOEFL) exam or a recognized equivalent (e.g. a high school diploma or university credit earned from a school in an English-speaking country).

Advanced Standing

First-time undergraduate applicants may be admitted with "advanced standing", credit earned from standardized tests, prior completion of college courses, or other work/life experience.

- **Dual Credit** – Credit from college courses attended as a high school student that can apply towards both a high school diploma and future college attendance.
- **Advanced Placement (AP) Credit** – Credit from satisfactory performance on AP exams.
- **International Baccalaureate (IB) Credit** – Credit from satisfactory performance on IB exams.

- **College Level Examination Program (CLEP) Credit** – Credit from satisfactory performance on general or subject CLEP exams.
- **Credit earned from SAT or ACT scores** – Credit towards some math or English requirements may be received based off an applicant’s SAT or ACT test scores.
- **Military Service Credit** – Credit for courses completed during military service.
- **Prior Learning Credit** – Credit awarded for knowledge gained through work or life experience, typically assessed through an exam or submission of a portfolio.

### **Transfer credit**

First-time undergraduate applicants that have earned college credit from a regionally accredited postsecondary institution may transfer credit to Ball State. This is to be distinguished from “transfer applicants” who are applying to Ball State having completed college course work post high school graduation.

## **Faculty and Employee Definitions**

### Faculty Categories

Faculty are counted according to the following categories which have been adapted from the Faculty and Professional Personnel Handbook. Individuals are categorized based on their primary employment contract or assignment, unless otherwise noted, and should only be counted once under a single category, in a given term.

- **Faculty Serving in Administrative Roles** – Faculty hired, or who have transitioned, to serve in an administrative role on a temporary or on-going basis, such as Department Chair or Assistant Dean, are counted separately from the categories below.
- **Full-time Tenure-line Faculty** – Tenure-eligible faculty hired on full-time continuing appointments to carry out the teaching, research, and/or service functions pertinent to their role and unit.
- **Full-time Non-tenure-line Faculty** – Faculty hired full-time in an academic or fiscal year who are not tenure-eligible. Includes those whose responsibilities are solely instruction or include a mix of instruction and research or service.
- **Part-time Non-tenure-line Faculty** – Faculty considered part-time in an academic or fiscal year contracts less than full-time in an academic year, including full- or part-time in a semester, basis in an academic year.

### Faculty Workload and Workload Full-time Equivalent (FTE) calculation

This section elaborates the basic concepts associated with Ball State’s system for tracking workload. Faculty are assigned “workload hours” that account for their various instructional and non-instructional responsibilities. The Faculty and Professional Personnel Handbook defines a full semester workload as 12 workload hours and a full year workload as 24 workload hours.

Workload can be assigned as **Instructional** or **Non-instructional**:

- **Instructional load** – Workload hours assigned to faculty/instructors for teaching a particular course section.
  - **Adjusted section workload** – The workload hours associated with a particular course section. Typically, the workload hours for a section equal the number of credit hours

associated with the course, but may need to be adjusted to reflect, for example, large enrollments, additional required contact time (e.g., art studio), or other factors.

- **Percent responsibility** – The portion of responsibility for a course section that is assigned to a particular instructor or faculty member. If multiple instructors are assigned to a single course section, the total percentage assigned for a section should equal 100%, with few exceptions.
- **Non-instructional load** – Faculty can also be assigned workload hours for non-instructional activities, such as providing administrative support, serving in academic leadership positions, carrying out grant- or award-supported research, and/or performing public service.

**Semester Workload Full-time Equivalent (FTE)** – A measure of assigned workload within a given semester expressed as a fraction of a full semester workload (12 workload hours). The Semester Workload FTE for a faculty member is the total of their assigned workload FTE for all instructional and non-instructional activities, which are calculated as,

**Workload FTE for one section** = (Adjusted section workload/12)\*(Percent responsibility/100)

**Workload FTE for one non-instructional assignment** = (Non-instructional Workload/12)

**Total Instructional Workload FTE** = Sum of Workload FTE for all assigned sections

**Total Non-instructional Workload FTE** = Sum of Workload FTE for all non-instructional assignments

**Semester Workload FTE** = Total Instructional Workload FTE + Total Non-Instructional Workload FTE

To calculate a faculty member's Workload FTE for an entire academic year, their total instructional and non-instructional workload hours for the year must be divided by 24, the number of workload hours considered to be a full load for an academic year, or

**Annualized Workload FTE** = (Total Workload hours)/24

**Load averaging** – To add flexibility to workload assignment, the total assigned workload for a faculty member may be averaged over multiple terms. For example, a full-time faculty member might have an under-load (less than 12 workload hours) in Fall and an over-load in Spring (more than 12 workload hours), but still maintain an Annualized Workload FTE of 1 for the academic year.

#### Headcount Full-time Equivalent (FTE)

The Integrated Postsecondary Education Data System (IPEDS) calculates the "full-time equivalent" (FTE) of employees or faculty using unduplicated headcounts of individuals and their full- or part-time employment status, as follows,

**Headcount Full-time Equivalent (FTE)** = Number of Full-time Employees + (1/3)\*(Number of Part-time Employees)

#### IPEDS Employee Reporting

The Integrated Postsecondary Education Data System (IPEDS) collects counts of all university employees according to the demographic and occupational characteristics below. Employees with multiple assignments or positions are reported according to their primary assignment.

- **Gender** – IPEDS does not currently support values other than “men” or “women”.
- **Race/ethnicity** – See “IPEDS Race/Ethnicity”.
- **Full-/part-time status** – As determined by the expected number of hours worked a week, regardless of contract length.
- **Occupational classification** – See “Occupational Classifications” below.
- **Faculty status** – A designation determined by the reporting institution. Faculty status at Ball State is described in the Faculty and Professional Personnel Handbook. See “Counting Faculty”.
- **Tenure status** – A status pertaining to the permanence of an employee’s position.
  - **Tenured** – Employees who have earned tenure status.
  - **On tenure track** – Employees eligible to earn tenure, but who are not tenured.
  - **Not on tenure track** – Employees in positions that are ineligible for tenure.
- **Academic Rank** – A designation based off of the nature of an employee’s assignment as well as their qualifications, experience, and/or history of promotion.
  - **Professor**
  - **Associate professor**
  - **Assistant professor**
  - **Instructor**
  - **Lecturer**
  - **No academic rank**
- **Contract length** – Reported for employees with faculty status that are not on tenure track. Contract length is determined by the following job assignment lengths:
  - **Multi-year contract** – An assignment that is in effect for more than one year.
  - **Annual contract** – An assignment that is in effect for one calendar, academic, or fiscal year.
  - **Less-than-annual contract** – An assignment that is in effect for a partial calendar, academic, or fiscal year, such as assignments of a single semester.
  - **Indefinite duration (continuing or at-will)** – An assignment that includes no set termination date.

### Occupational Classifications

IPEDS delineates “instructional” and “non-instructional” staff using the Standard Occupational Classification (SOC) system maintained by the U.S. Bureau of Labor Statistics. A SOC code is assigned to each employee according to their primary job duties, regardless of title, faculty/tenure status, or academic rank (i.e. employees with the same job title may be assigned different SOC codes if their duties differ).

For IPEDS data collection, employees are counted using the following SOC derived occupational categories:

- **Instructional Staff**
  - **Primarily Instructional Staff** – Employees whose assignment pertains primarily to providing instruction or teaching. These employees formally spend the majority of their time providing instruction.
  - **Instruction combined with research and/or public service staff** – Employees for which instruction and research are both integral components of their assignment. These employees formally spend the majority of the time providing instruction, research, and/or public service.

- **Non-instructional Staff**

- **Research Staff** – Employees whose assignment pertains primarily to conducting research. These employees formally spend the majority of their time conducting research.
- **Public Service Staff** – Employees whose primary responsibilities pertain to carrying out public service activities.
- **Archivists, Curators, and Museum Technicians** – Employees whose assignment pertains primarily to safeguarding historical documents and/or artifacts. These employees play a subsidiary role in research activities.
- **Librarians and Media Collections Specialists** – Employees whose assignment pertains primarily to acquiring and maintaining diverse collections of information within a variety of public and private settings.
- **Library Technicians** – Employees whose assignment pertains primarily to assisting the Librarian in daily operations. These tasks include, but are not limited to, locating and distributing materials for users, quality control, and customer service.
- **Student and Academic Affairs and Other Education Services Staff** – Employees whose assignment pertains primarily to assisting faculty and other instructional staff by performing instructional support activities. Note that graduate teaching assistantships are reported separately.
- **Management Staff** – Supervisors, executives, and other employees whose assignment pertains primarily to providing direction for activities and coordinating organizational best practice initiatives.
- **Business and Financial Operations Staff** – Business operations specialists, financial specialists, or other employees whose assignment pertains primarily to coordinating resources in the timeliest and most fiscally appropriate manner.
- **Computer, Engineering, and Science Staff** – Analysts, developers, network architects, or other employees whose assignment pertains primarily to analysis and implementation of technology. These occupations require research and the application of knowledge in environments that continually evolve.
- **Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Staff** – Employees whose assignment pertains primarily to providing services that engage the user.
- **Healthcare Practitioners and Technical Staff** – Employees whose assignment pertains primarily to examining data to develop a treatment plan or course of action.
- **Service Staff** – Employees whose assignment pertains primarily to healthcare/protective support (e.g., law enforcement officers), food preparation/serving, or building and grounds cleaning/maintenance.
- **Sales and Related Staff** – Employees whose assignment pertains primarily to offloading goods or services to individuals and/or businesses with the exchange of currency.
- **Office and Administrative Support Staff** – Employees whose assignment primarily consists tasks supporting daily business operations such as clerical, data entry, or other administrative work. Also includes supervisors of administrative employees.
- **Natural Resources, Construction, and Maintenance Staff** – Construction trades workers, electricians, or other employees whose assignment pertains primarily installation, maintenance, or repair of business equipment or facilities.

- **Production, Transportation, and Material Moving Staff** – Employees whose assignment pertains primarily to directly supervising and coordinating activities for safety in a commercial capacity.

## Additional Definitions

**ACADEMIC YEAR** - The period of time generally extending from August to July; usually equated to a sequence of three terms: fall, spring, and summer. As an example, the 2020-21 academic year includes the terms: Fall 2020, Spring 2021, and Summer 2021.

**ASSOCIATE'S AWARD** - A degree awarded for satisfactory completion of no less than 60 credit hours, or equivalent hours of college credit representing a planned sequence of learning experiences.

**BACHELOR'S AWARD** - A degree awarded for satisfactory completion of no less than 120 semester hours, or equivalent hours of college credit representing a planned sequence of learning experience. Also referred to as a "baccalaureate award".

**CLASS LEVEL** – For degree-seeking undergraduate students, denotes progress towards earning a typical 120 credit hour degree by the following stages: freshman (less than 30 hours earned), sophomore (30 to 59.9 hours earned), junior (60 to 89.9 hours earned), and senior (90 hours and above).

**DUAL CREDIT STUDENT** – A high school student who is enrolled in undergraduate courses at the institution before graduation from high school and who receives credit towards their high school diploma and/or future college attendance.

**CREDIT** - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient towards the requirements for a formal award.

**CREDIT COURSE** - A course that, if successfully completed, can be applied toward the number of courses required for achieving a formal award.

**DOCTORATE** - A degree awarded for satisfactory completion of the requirements of a program of study representing a planned sequence of learning experiences consisting of at least 2 years of study beyond the master's level, including completion of a thesis or dissertation.

**FIRST-YEAR** - A student who has completed less than the equivalent of one full year of full-time undergraduate work, i.e. less than 30 credit hours for a typical 120 credit hour program.

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

**FOURTH YEAR AND BEYOND** - A student who has completed the equivalent of three years of full-time undergraduate work, i.e. at least 90 credit hours for a typical 120 credit hour program.

**GEOGRAPHIC ORIGIN** - The permanent residence of a student at the time of application.

**GRADUATE STUDENT** - A student enrolled in a graduate degree program. Includes students taking graduate course work, whether degree-seeking or non-degree seeking.

**LOWER DIVISION COURSES** - Credit courses listed in the 100s or 200s in the Catalog, typically designed for students at the first-year (freshman) or second-year (sophomore) levels.

**MASTER'S AWARD** - A degree awarded for satisfactory completion of the requirements of a program of study representing a planned sequence of learning experiences consisting of at least 30 credit hours.

**NON-DEGREE SEEKING** - Students enrolled in courses for credit who are recognized by the institution as having no intention of seeking a degree or who have not made a declaration of degree intention.

**STUDENT ADDRESS AS OF CENSUS** - The permanent residence of a student as of the official Census date in a given term.