

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

IPEDS GLOSSARY

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"The purpose of the Center shall be to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations."--Section 404(a) of the National Education Statistics Act of 1994, (P.L. 103-382).

August 1995

GLOSSARY

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

Background

This glossary includes terms used in the Integrated Postsecondary Education Data System (IPEDS). IPEDS is the core postsecondary education data collection program in the U.S. Department of Education's National Center for Education Statistics (NCES). It was designed to help NCES meet its mandate to report full and complete statistics on the condition of postsecondary education in the United States. It is a single, comprehensive data collection system developed to encompass all institutions and organizations whose primary purpose is to provide postsecondary education. The IPEDS system is built around a series of interrelated surveys to collect institution-level data in such areas as enrollment, program completions, faculty, staff, finance, and libraries.

IPEDS supersedes the Higher Education General Information Survey (HEGIS), a similar set of surveys that collected data from 1966-86 from a more

limited universe of approximately 3,400 institutions that were accredited at the college level by an association recognized by the Secretary, U.S. Department of Education. The transition to IPEDS expanded the universe to include all institutions whose primary purpose is the provision of postsecondary education. IPEDS currently includes approximately 11,000 such institutions.

IPEDS uses a consistent set of common data elements which apply to all providers of postsecondary education. IPEDS also has sets of unique data elements which are applicable only to particular types of postsecondary education providers. The creation of unique sets of data elements required multiple versions of several of the IPEDS surveys. Table 1 is a key to the various IPEDS survey forms that institutions are asked to complete.

IPEDS Survey Components

The first IPEDS surveys were mailed to institutions in 1986, and the program has been operating on an annual basis since that time. The IPEDS program currently collects information from more than 11,000 postsecondary institutions using one or more of 9 survey instruments.

A brief description of each of the component surveys follows:

Institutional Characteristics (IC)

Cycle: Annual

Data Elements: Address; congressional district; county; telephone number; room and board charges; tuition and required fees; control or affiliation; calendar system; levels of awards offered; types of programs; and accreditation. In addition, the IC survey collects the instructional activity and unduplicated headcount data, which are needed to compute a standardized, full-time equivalent (FTE) enrollment statistic for the entire academic year. The FTE measure is useful for gauging the size of the educational enterprise at the institution.

Fall Enrollment: EF

Cycle: Annual

Data Elements: Full- and part-time enrollments by level (undergraduate, first-professional, and graduate), and by race/ethnicity and sex of student. Beginning in 1990, racial/ethnic data were collected annually. (Prior to 1990, race/ethnicity data were collected biennially in even-numbered years.) Age distributions are collected in odd-numbered years by student level; data on state of residence of first-time freshmen (first-year students) are collected in even-numbered years. Four-year

institutions are also required to complete enrollment data by level, race/ethnicity and sex for 11 selected fields of study in even-numbered years for the Office for Civil Rights.

Fall Enrollment in Occupationally Specific Programs: EP

Cycle: Biennial (odd-numbered years)

Data Elements: Data on numbers of students enrolled in occupationally specific programs at the subbaccalaureate level, by race/ethnicity and sex of student, and by six-digit Classification of Instructional Program (CIP) code.

Total unduplicated count of students enrolled in these programs (new in 1995).

Completions: C

Cycle: Annual

Data Elements: Degree completions by level (associate's, bachelor's, master's, doctor's, and first-professional), race/ethnicity and sex of recipient, and by 6-digit CIP code. Other formal awards based on duration of the program, also by race/ethnicity and sex of recipient and 6-digit CIP. Completion data by race/ethnicity at the 2-digit CIP level became an

annual collection in 1990; beginning in 1995, race/ethnicity is collected at the 6-digit CIP level.

Financial Statistics: F

Cycle: Annual

Data Elements: Current fund revenues by source (e.g., tuition and fees, government, private gifts); current fund expenditures by function (e.g., instruction, research, plant maintenance and operation); physical plant assets and indebtedness; and endowment investments.

Salaries, Tenure and Fringe Benefits of Full-Time Instructional Faculty: SA

Cycle: Annual

Data Elements: Number of full-time instructional faculty by rank, sex, tenure status, and length of contract; total salary outlay; and fringe benefits and number of full-time instructional faculty covered by these benefits. The survey became annual in 1990.

Fall Staff: S

Cycle: Biennial (odd-numbered years)

Data Elements: Number of full-time faculty by racial/ethnic category, sex, contract length, and salary class intervals; Number of other persons employed full time by racial/ethnic category, primary occupational activity and salary class intervals; part-time employees by primary occupational activity, racial/ethnic category and sex; tenure of full-time faculty by academic rank and new hires by primary occupational activity, both by racial/ethnic category and sex.

Academic Libraries: L

Cycle: Biennial (even-numbered years)

Data Elements: Number of libraries and branches; library staff in FTE's; library operating expenditures by category including salaries and fringe benefits; book and media collections; library services (by fiscal year and in a typical week); and electronic services.

Consolidated Form: CN

Cycle: Annual

Data Elements: Enrollments and program completions by race/

ethnicity and sex; finance data; and either fall staff or libraries. Collected from all institutions eligible for Title IV programs, that do not complete the full package of IPEDS surveys described above.

The Institutional Characteristics survey is used to define the IPEDS universe of postsecondary institutions, and is intended to be completed by or for all currently-operating postsecondary institutions. The IC data provide the basis for assigning the institution to a specific sector, which, in conjunction with its eligibility for Title IV funding, determines the selection and distribution of other IPEDS surveys forms and the specific version of each survey appropriate to the institution. Several of the surveys include different versions of the questionnaire tailored to specific sectors. This is intended to prevent, for example, a request for enrollment data on graduate students from institutions with less-than-four-year programs. The pattern of IPEDS survey distribution is indicated in the table that follows.

Who is included in IPEDS

* All institutions whose primary purpose is the provision of

postsecondary education

- * All branches of colleges, universities, and other institutions, as long as the branch offers a full program of study (not just courses)

- * Free-standing medical schools, as well as schools of nursing, schools of radiology, etc., within hospitals

- * Schools offering occupational and vocational training with the intent of preparing students for work (e.g., a modeling school training for professional modeling--not just a charm school)

Who is not included in IPEDS

- * Schools not open to the general public (i.e., training sites at prisons, military installations, corporations)

- * Hospitals offering internships or residency programs only; or hospitals that only offer training as part of a medical school program at an institution of higher education

- * Organizational entities providing only noncredit continuing

education (CEUs)

- * Schools whose only purpose is to prepare students to take a particular test, such as the CPA examination or the Bar exams

- * Branch campuses of U.S. institutions in foreign countries

Data Uses

IPEDS surveys provide the data for analyzing and reporting information such as trends in enrollment and degree completions by sex and race/ethnicity, patterns of expenditures and revenues of institutions, patterns of student costs, faculty and staff information, and types and numbers of institutions.

The data are used by NCES for annual reports on the condition of postsecondary education and for statistical digests; IPEDS also provides the frame for sampling postsecondary institutions. Federal program staff use IPEDS survey data to address various policy issues. Policymakers at the state level use IPEDS data for planning purposes and comparative analysis. Institutional staff use the data for peer analysis. In addition, many requests for information based on IPEDS and other postsecondary programs are received by NCES each year from federal agencies and officials, state agencies and officials, education associations, individual institutions, the media, and

the general public. The requests cover a broad range of data uses, educational issues, and public concerns.

NCES also encourages the use of IPEDS data and data sets in institutional research, at state and regional levels for policy analysis and planning, and by the academic research community. Students may access the institutional characteristics data, including tuition and fees and room and board charges, through several of the Career Information Delivery Systems (CIDS) networks, which provide information to over 5 million potential students each year.

Extensive statistical tables published in regular NCES reports provide access to the most frequently-used summary statistics. IPEDS data sets are available on computer tape, diskette, CD-ROM, and via INTERNET. The data are distributed to state higher education agencies and other distribution centers on an annual basis. Increasingly, NCES (through the National Data Resource Center), as well as other organizations and private vendors, provide special computer runs or more limited IPEDS data sets, some for use on microcomputers. These distribution networks and options are making IPEDS data more accessible and usable to increasing numbers of users and potential users.

Statutory Requirements for Reporting IPEDS Data

General Mandate

IPEDS is conducted by NCES as part of the Center's Congressional mandate under the National Education Statistics Act of 1994 (P.L. 103-382, Sec. 404(a)) which state that "The duties of the Center are to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations, including--

- * collecting, acquiring, compiling (where appropriate, on a state by state basis), and disseminating full and complete statistics on the condition and progress of education, at the pre-school, elementary, secondary, and postsecondary levels in the United States, ...;
- * conducting and publishing reports and analyses of the meaning and significance of such statistics;
- * collecting, analyzing, cross-tabulating, and reporting, to the extent feasible, so as to provide information by gender, race, ...; and
- * assisting public and private educational agencies, organizations, and institutions in improving and automating statistical and data collection activities..."

Vocational Education Data

IPEDS responds to certain of the requirements pursuant to Section 421(a)(1) of the Carl D. Perkins Vocational Education Act. The data related to vocational students, programs, program completions, and program enrollment are collected from postsecondary institutions known to provide occupationally specific vocation education. (EF) (EP) (C) (CN)

Data on Race/Ethnicity and Gender of Students

The collection and reporting of racial/ethnic data on students and completers are mandatory for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulation implementing Title IX of the Education Amendments of 1972. The Collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Fall Staff Data

The collection and reporting of racial/ethnic data on the Fall Staff (S) survey are mandatory for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13). The collection of data are also mandated by Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q).

Library Data

Section 406 of the General Education Provisions Act, as amended by P.L. 100-297, The Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988, requires NCES to collect data from libraries. Pursuant to this statute, NCES collects data from academic libraries.

Mandatory Reporting for Institutions with Program Participation Agreements

Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "the institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely

manner and to the satisfaction of the Secretary". That is, the IPEDS surveys are now mandatory for any institutions which participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)).

Integrated Postsecondary Education Data Systems (IPEDS)

IPEDS Survey Distribution

IPEDS	4-yr.-&-above		2-but-less-than 4-yr.			
surveys	Public	Private	Public	Private		
	Nonprofit	For-profit --	Nonprofit	For-Profit		
	Sector 1	Sector 2	Sector 3	Sector 4	Sector 5	Sector 6

| | | | |

Institutions eligible for Title IV programs accredited at the college level and non-accredited institutions granting baccalaureate and higher degrees:

Institutional Characteristics

IC..... IC IC IC IC IC IC

Fall

Enrollment EF1 EF1 EF1 EF2 EF2 EF2

Completions EP EP EP EP EP EP

Salaries, Tenure, and Fringe

Benefits of Full-Time

Instructional

Faculty... SA SA SA SA SA SA

Finance.... F1 F1A F1A F1 F1A F1A

Fall Staff.. S S S S S S

Academic

Libraries.. L L L L L L

Institutions eligible for Title IV programs accredited at the occupational/

vocational level:

Institutional Characteristics

IC..... IC IC IC IC IC IC

Consolidated

..... CN CN CN CN CN CN

Institutions not eligible for Title IV:

IC..... IC4 IC4 IC4 IC4 IC4 IC4

Part 2 of graphic

National Center for Education Statistics

Integrated Postsecondary Education Data System (IPEDS):

1993 and beyond

IPEDS Less-than-2-year

surveys

Private

Public Nonprofit For-profit

Sector 7 Sector 8 Sector8

| | |

Institutions eligible for Title IV programs accredited at the college level
and non-accredited institutions granting baccalaureate and higher degrees:

Institutional Characteristics

IC..... IC IC IC

Fall

Enrollment EF2 EF2 EF2

Completions EP EP EP

Salaries, Tenure, and Fringe

Benefits of Full-Time

Instructional

Faculty... SA SA SA

Finance.... F1 F1A F1

Fall Staff.. S S S

Academic

Libraries.. L L L

Institutions eligible for Title IV programs accredited at the occupational/
vocational level:

Institutional Characteristics

IC..... IC IC IC

Consolidated

..... CN CN CN

Institutions not eligible for Title IV:

IC..... IC4 IC4 IC4

Note: Abbreviations denote the version of a survey that an institution

receives, as determined by institutional level and control.

IPEDS Universe Definitions

for 1993 and Beyond

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.

UNIVERSE I INSTITUTIONS

(Higher Education)

1. Accredited at the higher education level by an agency recognized by the Secretary, U.S. Department of Education

UNIVERSE I INSTITUTIONS

(Other accredited)

1. Grant a degree or other award.
2. Authorized by the state to postsecondary education programs.
3. Offer programs intended for

those beyond the age of
compulsory education

UNIVERSE II INSTITUTIONS

1. Grant a degree or other award.
2. Authorized by the state to offer postsecondary education programs.
3. Offer programs intended for those beyond the age of compulsory education.

PLUS

1. Only have programs of less than 300 clock hours.

OR

2. Been established for less than 2 years.

IPEDS Glossary

ABROAD. Any geographic location not in the aggregate United States, which includes the 50 states, the District of Columbia, and the outlying areas.

(IC, IC4, IC-ADD)

ACADEMIC LIBRARY. An entity that provides all of the following:

- * An organized collection of printed or other materials, or a combination thereof;
- * A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele;
- * An established schedule in which services of the staff are available to clientele;
- * The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers. (L)

ACADEMIC PROGRAM. Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees. (IC, IC4, IC-ADD) (C)

ACADEMIC SUPPORT (EXPENDITURES). Expenditures for the support services that are an integral part of the institution's primary mission of instruction, research, or public service. Includes expenditures for libraries, museums, galleries, audiovisual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development. Also includes expenditures for veterinary and dental clinics if their primary purpose is to support the institutional program. (F)

ACADEMIC YEAR. The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan. (IC, IC4, IC-ADD)

ACCREDITING AGENCIES. Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings. (IC, IC4, IC-ADD)

ACT (AMERICAN COLLEGE TESTING PROGRAM). The ACT assessment program measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness. (IC, IC4, IC-ADD)

ADDITIONS TO PHYSICAL PLANT ASSETS. Land, buildings, improvements other than buildings, equipment, and library books that are added during the fiscal year through purchases, by gifts-in-kind from donors, and from other additions, but excludes construction in progress. (F)

ADJUNCT FACULTY. A faculty position where one has an occasional or temporary affiliation with an institution or another faculty member in performing a duty or service in an auxiliary capacity. (S)

ADMINISTRATIVE UNIT. The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses. (IC, IC4, IC-ADD)

ADMISSIONS TEST SCORES. Scores on standardized admissions tests or special admissions tests. (IC, IC4, IC-ADD)

ADULT BASIC EDUCATION. 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. (IC, IC4, IC-ADD)

ALL OTHER STUDENTS. Includes all other students except first-time students.

(CN)

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. (EF1, EF2) (EP) (C)

(S) (CN)

ANNUITY AND LIFE INCOME FUNDS. Funds carrying a stipulation that the institution make payments to one or more specific beneficiaries. (F)

APPLICATION FEE. That amount of money that an institution charges for processing a student's application for acceptance. This amount is not creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the institution. (IC, IC4, IC-ADD)

ARCHIVES. Noncurrent records of an organization or institution preserved

because of their continuing value. (L)

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. (EF1, EF2) (EP) (C) (S) (CN)

ASSOCIATE'S DEGREE. An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (IC, IC4, IC-ADD) (C) (CN)

ASSOCIATE OF ARTS COLLEGES (CARNEGIE). These institutions offer associate of arts certificate or degree programs and, with few exceptions, offer no baccalaureate degrees.

ATHLETIC AID. Athletically-related student aid is any scholarship, grant, or other form of financial assistance, the terms of which require the recipient to participate in a program of intercollegiate athletics in order to be eligible to receive such assistance. (IC)

AUDIT/AUDITING (A CLASS). This occurs when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award. Since this activity is not credit bearing, it is

not counted in the Institutional Characteristics survey, Instructional Activity. The students are not counted as part of EF-Fall Enrollment if they are exclusively auditing their classes.

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

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

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. (IC, IC4, IC-ADD)

BACCALAUREATE (LIBERAL ARTS) COLLEGES I (CARNEGIE). These institutions are

primarily undergraduate colleges with major emphasis on baccalaureate degree programs. They award 40 percent or more of their baccalaureate degrees in liberal arts fields and are restrictive in admissions.

BACCALAUREATE COLLEGES II (CARNEGIE). These institutions are primarily undergraduate colleges with major emphasis on baccalaureate degree programs.

They award less than 40 percent of their baccalaureate degrees in liberal arts fields or are less restrictive in admissions.

BACHELOR'S DEGREE. An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY 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, includes bachelor's degrees in which the normal 4 years of work are completed in 3 years. (IC, IC4, IC-ADD) (EP)

(C) (CN)

BALANCE OWED ON PRINCIPLE. Balance owed on indebtedness principal (at the beginning/end of the year) is that amount shown in the liability section of the plant fund balance sheet. (F)

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (EF1, EF2) (EP)

(C) (S) (CN)

BOARD CHARGES. The charge for an academic year for meals, for a specified number of meals per week. (IC, IC4, IC-ADD)

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

BOOKS. Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft

covers. (L)

BRANCH INSTITUTION. A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

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

CAFETERIA PLAN. See Other Insurance Benefits.

CALENDAR SYSTEM. The method by which an institution structures most of its courses for the academic year. (IC, IC4, IC-ADD)

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

CARNEGIE CLASSIFICATION CODE. Code developed by the Carnegie Foundation for the Advancement of Teaching to classify institutions based largely on academic

mission. The coding structure was revised in 1994 to classify approximately 3,600 institutions into the following categories:

Research Universities I

Research Universities II

Doctoral Universities I

Doctoral Universities II

Master's (Comprehensive) Colleges and Universities I

Master's (Comprehensive) Colleges and Universities II

Baccalaureate (Liberal Arts) Colleges I

Baccalaureate Colleges II

Associate of Arts Colleges

Specialized Institutions

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

CARTOGRAPHIC MATERIALS. Materials representing in whole or in part the Earth or any celestial body at any scale. These materials include two- and three-dimensional maps and globes.(L)

CASUAL EMPLOYEES. Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session. (S) (CN)

CERTIFICATE. A formal award certifying the satisfactory completion of a postsecondary education program. (IC, IC4, IC-ADD) (EF1, EF2) (EP) (C) (CN) **CEU.** Continuing education unit. 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. (EF1, EF2) (CN)

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.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS). An NCES publication that

provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CIP CODE. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

CIRCULATION TRANSACTIONS. The number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. Includes activities with initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction. (L) (CN)

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

CLOCK HOUR. See Contact Hour.

COLLEGE WORK-STUDY PROGRAM (CWS). (Higher Education Act of 1965, as amended,

Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al;

42 USC 2751-2756b.) Provides part- time employment to eligible postsecondary students to help meet educational expenses. This program provides grants

to institutions for partial reimbursement of wages paid to students. (IC,

IC4, IC-ADD) (S) (CN)

COMPUTER FILES (LIBRARY COLLECTIONS). Materials such as CD-ROMs, magnetic

tapes, and magnetic disks that are designed to be processed by a computer or

similar machine. Examples are U.S. Census data tapes, locally mounted

databases, and reference tools on CD-ROM, tape, or disk. (L)

CONTACT HOUR. A unit of measure that represents an hour of scheduled

instruction given to students. Also referred to as clock hour.

(IC, IC4, IC-ADD) (C) (CN)

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. (IC, IC-ADD)

CONTINUOUS BASIS (FOR PROGRAM ENROLLMENT). A calendar system classification

that is used by institutions that enroll students at any time during the 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. (IC)

(IC4) (IC-ADD)

CONTRACTED SERVICES. Services obtained through contracts with outside agencies which would normally be provided by paid employees. (S) (CN)

CONTRIBUTED SERVICES. See Donated Services.

COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A program that provides for alternate

class attendance and employment in business, industry, or government.

CORRESPONDENCE. Method of instruction with students receiving structured units of information and accompanying material completely through the mail.

(IC, IC4)

COUNSELING SERVICE. Activities designed to assist students in making plans

and decisions related to their education, career, or personal development.

(IC, IC4)

CREDIT. Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

(IC, IC4, IC-ADD) (EF1, EF2) (CN)

CREDIT COURSE. 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. (IC, IC4, IC-ADD) (EF1, EF2) (CN)

CREDIT HOUR. A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. (IC, IC4, IC-ADD)

CURRENT FUNDS EXPENDITURES (AND TRANSFERS). The costs incurred for goods and

services used in the conduct of the institution's operations. Includes the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments

for such purposes. Includes:

(1) Educational and general expenditures and transfers for --

- * Instruction
- * Research
- * Public services
- * Academic support
- * Student services
- * Institutional support
- * Operation and maintenance of plant
- * Scholarships and fellowships

(2) Auxiliary enterprises

(3) Hospitals

(4) Independent operations

(F) (CN)

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

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

(F) (CN)

CURRENT REPLACEMENT VALUE. The current costs to replace all buildings owned,

rented, or used by the institution. Represents recent appraisal value or

what is currently carried as insurance replacement value. Is not considered

the replacement values of those buildings which are a part of endowment or

other capital fund investments in real estate. This figure is not a book

value figure. (F)

DAY CARE SERVICE. A student service designed to provide appropriate care and

protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs. (IC, IC4)

DEDUCTIONS FROM PHYSICAL PLANT ASSETS. These deductions represent a decline

in the value of physical plant assets resulting from selling, razing, fire, and other hazards, or other disposition of the assets. (F)

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. (IC, IC4, IC-ADD) (EF1, EF2) (EP) (C) (CN)

DEGREE-SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. (EF1, EF2)

DIFFERS BY PROGRAM (CALENDAR SYSTEM). 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 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October. (IC) (IC4) (IC-ADD)

DIPLOMA. A formal document certifying the successful completion of a prescribed program of studies. (IC, IC4, IC-ADD) (EF1, EF2) (C) (CN)

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

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

DOCTOR'S DEGREE. The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering. (IC, IC4, IC-ADD) (C) (CN)

DONATED (CONTRIBUTED) SERVICES. Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus. (IC-ADD) (SA) (S) (L) (CN)

DORMITORY CAPACITY. The maximum number of students that the institution can provide residential facilities for, whether on or off campus. (IC, IC4, ID-ADD)

EIN (ENTITY NUMBER). The number assigned to an institution by the Internal Revenue Service for tax purposes.

11/12-MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for the entire year, usually a period of 11 months. (SA) (S)

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

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. (IC, IC4)

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

ENDOWMENT FUNDS. Funds whose principal is nonexpendable (true endowment) and

that are intended to be invested to provide earnings for institutional use.

Also includes term endowment and funds functioning as endowment. (F)

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

ENDOWMENT YIELD (DIVIDENDS, INTEREST, RENTS, ROYALTIES, ETC.).
Earnings

(not realized gains) on investments of endowments regardless of distribution made of the earnings to various institutional funds. Includes interest, dividends, and amortization of purchased discounts and premiums. (F)

ESD. The Education Statistics Division, within NCES, where IPEDS is conducted.

EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL. Persons whose assignments

require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision.

It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (Note: Includes supervisors of professional

employees, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are included within the specific categories of the personnel they supervise.) (S) (CN)

EXTENSION CENTERS. See Off-Campus Centers.

EXTENSION DIVISION. A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional 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. (IC, IC4) (EF1, EF2) (F)

FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE). Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, this category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads,

or the equivalent). Student teachers or research assistants are not included in this category. (Note: This definition pertains only to the Fall Staff survey and the staff portion of the Consolidated survey. It is different from the definition of Full-Time Instructional Faculty used for the Institutional Characteristics survey and the survey of Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty.) (S) (CN)

FALL TERM. The part of the academic year that begins between late August and November 1. (IC, IC4)

FASB. Financial Accounting Standards Board. This board is recognized by the American Institute of Certified Public Accountants, AICPA, as the body authorized to establish accounting standards. In practice it defers to GASB the setting of accounting standards for local and state government entities. (F)

FEDERAL GOVERNMENT GRANTS AND CONTRACTS (REVENUES). Revenues from

Federal governmental agencies that are for training programs, research, or public service activities for which expenditures are reimbursable under the terms of a government grant or contract. Includes Pell Grants. (F) (CN)

FELLOWSHIPS. Grants-in-aid and trainee stipends to graduate students.

Excludes funds for which services to the institution must be rendered, such as payments for teaching. Excludes loans. (F) (CN)

FICE CODE. A 6-digit identification code originally created by the Federal Interagency Committee on Education. The code was used to identify all schools doing business with the Office of Education during the early sixties; it is now used in IPEDS to identify institutions that are accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These are the traditional institutions of higher education, formerly surveyed under the Higher Education General Information Surveys (HEGIS), plus any schools that are newly accredited institutions of higher education. IPEDS uses FICE codes to track these institutions in order to maintain historical trends that began in the mid-sixties.

FILMS. Materials, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, and reel). (L)

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE). An award that requires completion of an organized program of study designed for persons who have

completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

(IC, IC4, IC-ADD) (C) (CN)

FIRST-PROFESSIONAL DEGREE. An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 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 may be awarded in the following 10 fields:

Chiropractic (D.C. or D.C.M.) Osteopathic Medicine (D.O.)

Dentistry (D.D.S. or D.M.D.) Pharmacy (Pharm.D.)

Law (L.L.B., J.D.) Podiatry (D.P.M., D.P., or Pod.D.)

Medicine (M.D.) Theology (M.Div., M.H.L., B.D., or Ordination)

Optometry (O.D.) Veterinary Medicine (D.V.M.)

(IC, IC4, IC-ADD) (C) (CN)

FIRST-PROFESSIONAL STUDENT. A student enrolled in any of the following degree

programs:

Chiropractic (D.C. or D.C.M.) Osteopathic Medicine (D.O.)

Dentistry (D.D.S. or D.M.D.) Pharmacy (Pharm.D.)

Law (L.L.B., J.D.) Podiatry (D.P.M., D.P., or Pod.D.)

Medicine (M.D.) Theology (M.Div., M.H.L., B.D., or Ordination)

Optometry (O.D.) Veterinary Medicine (D.V.M.)

(IC, IC4, IC-ADD) (EF1) (CN)

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. (EF1) (CN)

FIRST-TIME FIRST-YEAR STUDENT. A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (EF2)

FIRST-TIME FRESHMAN. An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first

time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

(EF1) (CN)

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. (EF1) (CN)

FIRST-TIME STUDENT. A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

(EF1, EF2) (CN)

FIRST-TIME UNDERGRADUATE TRANSFER STUDENT. An undergraduate student entering the reporting institution for the first time, but is known to have previously attended another postsecondary institution at the undergraduate level. The student can transfer in with or without credit. (EF1)

FIRST-YEAR STUDENT. 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.

(EF1, EF2) (CN)

FOUR-ONE-FOUR PLAN. The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session. (IC, IC4, IC-ADD)

FOURTH YEAR AND BEYOND. An undergraduate student who has completed the equivalent of 3 years of full-time undergraduate work; that is, at least 90 semester hours in a 120-hour degree program. (EF1) (CN)

FRESHMAN. A first-year undergraduate student. (IC, IC4, IC-ADD) (EF1) (CN)

FRINGE BENEFITS. See Employee Fringe Benefits.

FRINGE BENEFITS EXPENDITURES. Cash contributions (of the institution) in the form of supplementary or deferred compensation other than salary.

Excludes the employee's contribution. (SA)

FTE STAFF. Full-time-equivalent staff. The total number of full-time staff plus the full-time-equivalent of the part-time staff. The result may be the actual calculation determined by the number of hours worked by all part-time staff divided by the average number of hours worked by a full-time employee.

For example, if all part-time employees worked a total of 60 hours in one week and a full-time employee is expected to work 40 hours, the FTE is calculated as $60 \div 40 = 1.50$ FTE's. In the absence of a calculated equivalent, FTE's can be approximated by adding one-third of the total number of part-time staff to the full-time count. (L)

FULL-TIME INSTRUCTIONAL FACULTY. Instruction/Research staff employed full-time (as defined by the institution) and whose major regular assignment is instruction, including those with released time for research. (Note: This definition pertains only to the surveys of Institutional Characteristics and Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty. It does not pertain to Faculty (Instruction/Research/ Public Service) on the Fall Staff and Consolidated surveys.) (IC-ADD) (SA)

FULL-TIME STAFF (EMPLOYEES). Persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave, and persons who are on leave but remain on the payroll. (IC4, IC-ADD) (S) (CN)

FULL-TIME STUDENT.

Undergraduate - A student enrolled for 12 or more semester credits,

or 12 or more quarter credits, or 24 or more contact hours a week each term.

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

First-Professional - As defined by the institution.

(IC, IC4, IC-ADD) (EF1, EF2) (CN)

FUNDS FUNCTIONING AS ENDOWMENT (QUASI-ENDOWMENT FUNDS).
Funds

established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. These funds represent nonmandatory transfers from the current fund rather than a direct addition to the endowment fund, as occurs for the true endowment categories. (F)

GASB. Government Accounting Standards Board. This accounting standard setting board establishes accounting standards for local and state entities.

(F)

GATE COUNT. The total number of persons entering the library physically in a typical week. (L)

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

GOVERNMENT APPROPRIATIONS (REVENUES). Revenues received by an institution

through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs. Examples are the state's general appropriation and the federal land grant appropriation. (F)

GOVERNMENT DOCUMENTS. Materials in all formats that are published by a government agency. (L)

GOVERNMENT GRANTS AND CONTRACTS (REVENUES). Revenues from governmental

agencies that are for specific research projects or other types of programs.

Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Includes Pell Grants and reimbursement for costs of administering federal financial aid programs. (F)

GRADUATE STUDENT. A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level.

These students may or may not be enrolled in graduate programs.

(IC, IC4, IC-ADD) (EF1) (CN)

GRADUATES ENROLLED FOR CREDIT COURSES. A student who has earned a baccalaureate degree and is enrolled in a graduate course at an institution, but who has not yet been granted graduate student status, including students enrolled in postbaccalaureate certificate programs. (EF1) (CN)

GRAPHIC MATERIALS. Materials for viewing without sound. Materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, study prints, and the like. (L)

HEALTH EDUCATION ASSISTANCE LOAN (HEAL). Federally insured loans to students

attending eligible health professions schools. Section 730 of the Public

Health Service Act requires HEAL schools to maintain records on student loans granted under this program. (IC, IC4, IC-ADD)

HEARING IMPAIRED. Any person whose hearing loss is sufficiently severe to

adversely affect educational performance. (IC, IC4)

HBCU. Historically Black Colleges and Universities. Accredited institutions of higher education established prior to 1964 with the principal mission of educating Black Americans. Federal regulations (20 USC 1061 (2)) allow for certain exceptions to the founding date.

HEGIS. The Higher Education General Information Survey system conducted by the National Center for Education Statistics between 1966 and 1985. A system comprising several surveys of institutions that are accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These surveys included institutional characteristics, enrollment, degrees conferred, salaries, employees, financial statistics, libraries, and others. HEGIS surveys were sent to approximately 3,400 accredited institutions of higher education.

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT. 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. (IC, IC4, IC-ADD)

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American

or other Spanish culture or origin, regardless of race.

(EF1, EF2) (EP) (C) (S) (CN)

HOME STUDY. Method of 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. (IC, IC4)

HOSPITALS (EXPENDITURES). Expenditures associated with a hospital operated by the postsecondary institution, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations. (F)

HOSPITALS (REVENUES). Revenues generated by a hospital operated by the postsecondary institution. Includes gifts, grants, appropriations, research revenues, endowment income, and revenues of health clinics that are part of the hospital unless such clinics are part of the student health services program. Sales and service revenues are included net of discounts and allowances. Revenues associated with the medical school are included elsewhere. Also includes all amounts appropriated by governments (federal, state, local) for the operation of hospitals. (F)

HOUSING PLAN (RESTRICTED). Plans which restrict beneficiaries to choose from only institution-owned housing. (SA)

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

INDEPENDENT OPERATIONS (EXPENDITURES). Funds expended for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenditures of a major federally funded research and development center. Excluded are expenditures of operations owned and managed as investment of the institution's endowment funds. (F)

INDEPENDENT OPERATIONS (REVENUES). Revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category generally

includes only those revenues associated with major federally funded research and development centers. Excluded are the net profit (or loss) from operations owned and managed as investments of the institution's endowment funds. (F)

IN-DISTRICT STUDENT. A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution. (IC, IC4, IC-ADD)

IN-DISTRICT TUITION. The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution. (IC, IC4, IC-ADD)

IN-STATE STUDENT. A student who is a legal resident of the state in which he/she attends school. (IC, IC4, IC-ADD)

IN-STATE TUITION. The tuition charged by institutions to those students who meet the state's or institution's residency requirements. (IC, IC4, IC-ADD)

INSTITUTIONAL ACCOUNT. An account in which the institution maintains fiscal control of revenues or expenditures and has full knowledge of the amounts flowing through the account. (F)

INSTITUTION OF HIGHER EDUCATION. As used in IPEDS: An institution that is accredited at the college level by an accrediting agency or association recognized by the Secretary, U.S. Department of Education. These schools must offer at least a one year program of study creditable toward a degree and they are eligible for participation in Title IV Federal financial aid programs. Institutions of higher education are noted on the file by the presence of a FICE code and are the same group of schools (by definition) that were formerly surveyed by the Higher Education General Information Surveys (HEGIS), which preceded IPEDS.

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

INSTITUTIONAL SYSTEM. Two or more postsecondary institutions under the control or supervision of a single administrative body. (IC, IC4 IC-ADD) (F)

INSTRUCTION (EXPENDITURES). Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not

separately budgeted are included in this category. Includes expenditures for credit and noncredit activities. Excludes expenditures for academic administration where the primary function is administration (e.g., academic deans). Also includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (F) (CN)

INSTRUCTION/RESEARCH ASSISTANTS. Students employed on a part-time basis for

the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Students in the College Work-Study Program are not included in this category. Employees hired on a full-time basis (not students) are considered "other professionals." (S) (CN)

INSTRUCTIONAL ACTIVITY. The provision of coursework to students which can be measured in various terms. (IC, IC4, IC-ADD)

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

is as defined by the institution. (See also Full-time Instructional Faculty.)

(IC-ADD)

INTERLIBRARY LOANS. Transactions in which library materials, or copies of the materials, are made available by one library to another upon request.

Loans include providing materials and receiving materials. Libraries involved in these interlibrary loans cannot be under the same administration or on the same campus. (L)

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

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

For ALL postsecondary institutions:

Institutional Characteristics (IC)

For institutions eligible for aid that are accredited at the college level:

Fall Enrollment (including age and residence data) (EF)

Fall Enrollment in Occupationally-Specific Programs (EP)

Completions (C)

Finance (F)

Salaries of Full-Time Instructional Faculty (SA)

Fall Staff (S)

Academic Libraries (L)

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

Consolidated survey (CN)

IPEDS UNIVERSE. All postsecondary institutions known to exist at any one point in time.

JOB TRAINING PARTNERSHIP ACT (JTPA). Legislation effective beginning Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each state to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served. (IC, IC4)

LESS THAN 9/10 MONTH SALARY CONTRACT. The contracted teaching period of

faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 4-month sessions. (S)

LIBRARY. An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center. (See also Academic Library) (IC, IC4) (CN)

LIBRARY MATERIALS ACQUISITIONS (EXPENDITURES). Expenditures for all print material, microfilm, microfiche, audiovisual materials such as records and films, and computer software. Excludes expenditures for hardware of any kind (e.g., computer terminals, microfiche readers, record players, and projectors). (F)

LIBRARY OPERATING EXPENDITURES. The funds expended from the library budget regardless of when the funds may have been received from Federal, state, or other sources. Includes salaries and wages, expenditures for print materials, current serial subscriptions, microforms, machine-readable materials, audiovisual materials, other collection expenditures, preservation, furniture

and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Excludes salaries and wages for maintenance and custodial staff, microcomputer software used only by library staff, and expenditures for capital outlays. (CN)

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

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 (1) a city, county, township, school district, or other political subdivision of a state; (2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and (4) any other public institution or agency that has administrative control and direction of a vocational education program. (IC, IC4)

MANDATORY TRANSFERS. Those transfers that must be made to fulfill a binding legal obligation of the institution. Includes mandatory debt-service

provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Also includes the institutional matching portion for Perkins Loans when the source of funds is current revenue. (F)

MANUSCRIPTS. Handwritten or typed documents, including photocopies and carbon copies. (L)

MARKET VALUE. This is the value of a good as determined in the market at a specific point in time or what individuals in the market for the good are willing to pay to obtain the good at a given point in time. (F)

MASTER'S (COMPREHENSIVE) COLLEGES AND UNIVERSITIES I (CARNEGIE).

These institutions 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 (COMPREHENSIVE) COLLEGES AND UNIVERSITIES II (CARNEGIE).

These institutions offer a full range of baccalaureate programs and are committed to graduate education through the master's degree. They award 20 or more master's degrees annually in one or more disciplines.

MASTER'S DEGREE. An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

(IC, IC4, IC-ADD) (C) (CN)

MEDICAL SCHOOLS AND MEDICAL CENTERS (CARNEGIE). These institutions award

most of their professional degrees in medicine. In some instances, their programs include other health professional schools, such as dentistry, pharmacy, or nursing.

MICROFORMS. Photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification.

Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche. (L)

MILITARY INSTALLATIONS. One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard. (IC, IC4)

MOBILITY IMPAIRED. Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place, or any

person who otherwise finds stairs and other similar physical features
impediments to movement. (IC, IC4)

NATIONAL INSTITUTIONAL ACCREDITATION. Institutional accreditation normally

applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

(IC, IC4, IC-ADD)

NCES. The National Center for Education Statistics, which is the statistical branch of the Office of Educational Research and Improvement, a principal operating component of the U.S. Department of Education.

NEW HIRES. Persons who were hired for full-time permanent employment for the first time, or after a break in service, between July 1 and September 30 of the survey year. These do not include persons who have returned from sabbatical leave. (S)

NEWSPAPERS. Those serials that are designed mainly to be a primary source of written information on current events. They may also include articles as well

as illustrations, advertisements, legal notices, and vital statistics.

Newspapers appear with a masthead and are usually printed on newsprint without a cover. (L)

9/10-MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent. (SA) (S)

NON E & G CURRENT FUNDS EXPENDITURES. Includes self-supporting operations of

the institution that furnish a service to students, faculty, or staff and charge a fee related to the service. Also includes funds expended for operations that are independent of the mission of the institution. (CN)

NONCOLLEGIATE INSTITUTION. As used in IPEDS, non-collegiate schools are those

that are accredited at the occupational/vocational level (not at the college level-see definition for institution of higher education). These schools are also eligible to participate in Title IV Federal financial aid programs.

NONCREDIT COURSE. A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (IC, IC4, IC-ADD)

(EF1, EF2) (CN)

NONDEGREE SEEKING STUDENT (OTHER STUDENTS ENROLLED FOR CREDIT).

A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award. (EF1) (CN)

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

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. (EF1, EF2) (EP) (C) (S) (CN)

NONRETURNABLES. Nonreturnables are materials that the supplier/lending library does not wish to have returned, such as photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers. (L)

OCCUPATIONAL PROGRAM. A program of study consisting of one or more courses,

designed to provide the student with sufficient knowledge and skills to perform in a specific occupation. (IC, IC4, IC-ADD) (EF1, EF2) (C) (CN)

OCCUPATIONALLY SPECIFIC PROGRAM. An instructional program, below the bachelor's level, designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. (EP) (CN)

OFF-CAMPUS CENTERS (EXTENSION CENTERS). Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. (EF1, EF2) (EP) (S) (CN)

OFF-CAMPUS FACILITY. A teaching facility located some distance away from the educational institution which operates it. (IC, IC4)

OFFICIAL FALL REPORTING DATE. The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body. (IC, IC4, IC-ADD) (EF1, EF2) (EP) (CN)

ONLINE PUBLIC ACCESS CATALOGUE (OPAC). A library's catalogue of its collections in electronic form accessible by computer or other on-line work station. (L)

OPE ID. Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix which is used to identify branches, additional locations, and other entities that are part of the eligible institution.

OPEN ADMISSION. Admission policy whereby the school will accept any student who applies. (IC, IC4, IC-ADD)

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

OTHER E & G EXPENDITURES AND TRANSFERS. these are current funds expenditures

not included elsewhere. Examples are expenditures for libraries, administration, academic computing, career guidance, admissions, registrar activities, executive planning, legal and fiscal operations, and public relations. (CN)

OTHER INSURANCE BENEFITS (CAFETERIA PLAN). An insurance plan that gives an employee the option of selecting a combination of health care and insurance benefits (e.g. hospital, medical, surgical, dental care, and group life insurance). (SA)

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

OTHER SEPARATE HEALTH PROFESSION SCHOOLS (CARNEGIE). Institutions in this category award most of their degrees in such fields as chiropractic, nursing, pharmacy, or podiatry.

OTHER SOURCES (REVENUES). Revenues not covered elsewhere. Examples are

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

OTHER SPECIALIZED INSTITUTIONS (CARNEGIE). Institutions in this category include graduate centers, maritime academies, military institutes, and institutions that do not fit any other classification category.

OTHER THAN 9/10-MONTH AND 11/12-MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for other than 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or 11-12 months, but still considered full-time employees (as defined by the institution). (SA)

OUTLYING AREAS. Includes American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands.

OUT-OF-STATE CENTERS. Sites where courses or programs are offered that are in a state different from the state of the main campus. (EF1, EF2)

OUT-OF-STATE STUDENT. A student who is not a legal resident of the state in which he/she attends school. (IC, IC4, IC-ADD)

OUT-OF-STATE TUITION. The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.
(IC, IC4, IC-ADD)

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

PART-TIME STUDENT.

Undergraduate - A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term.

Graduate - A student enrolled for either 8 semester credits or less, or 8 quarter credits or less. (EF1, EF2) (CN)

PAYMENTS MADE ON PRINCIPLE. These payments are payments made on plant loan

debt to reduce the principal of the loan, regardless of the source of funds.

(F)

PELL GRANT PROGRAM. (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses. (IC, IC4, IC-ADD) (F) (CN)

PERIODICALS. Publications in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually.

Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Does not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings. (L)

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS).

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

(IC, IC4, IC-ADD)

PETS. The Postsecondary Education Telephone System, a computer-assisted telephone follow-up and response mechanism developed by the Bureau of the Census for IPEDS. Using PETS, staff can identify nonrespondents, make calls, and record and edit data on an interactive system, thus increasing productivity while reducing respondent time and burden.

PHYSICAL PLANT ASSETS. These assets consist of land, buildings, improvements other than buildings, equipment, and library books. Excluded from physical plant assets are assets that are part of endowment or other capital fund investments in real estate. Construction in progress is excluded from this total until completed. (F)

PLACEMENT SERVICES FOR PROGRAM COMPLETERS. Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution. (IC, IC4, IC-ADD)

POSTBACCALAUREATE 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 the title of master.

(IC, IC4, IC-ADD) (C) (CN)

POSTBACCALAUREATE STUDENT. A student with a bachelor's degree who is enrolled

in graduate or first-professional courses. (EF1) (CN)

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

(IC, IC4, IC-ADD) (C) (CN)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR).

Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year

(2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time. (IC, IC4, IC-ADD) (C) (CN)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS

THAN 2 ACADEMIC YEARS). Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 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. (IC, IC4, IC-ADD) (C) (CN)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS

THAN 4 ACADEMIC YEARS). Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours. (IC, IC4, IC-ADD) (C) (CN)

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.

POSTSECONDARY EDUCATION INSTITUTION. An institution which has as its sole purpose, or one of its primary missions, the provision of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students 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.

PREDOMINANT CALENDAR SYSTEM. See Calendar System.

PRESERVATION. Activities associated with maintaining library and archival material for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration. (L)

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

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

(See separate definitions). (S) (CN)

PRINT MATERIALS. All materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification (e.g., books, government documents, braille materials, and ephemeral print materials).

Excludes serial subscriptions and microforms. (L)

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. (IC, IC4, IC-ADD)

PRIVATE GIFTS, GRANTS, AND CONTRACTS (REVENUES). Revenues from private

donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services. (F)

PRIVATE INSTITUTION. An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by

other than public funds, and operated by other than publicly elected or appointed officials. (IC, IC4, IC-ADD)

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 religious organization. (IC, IC4, IC-ADD)

PROGRAM. A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. (IC, IC4, IC-ADD) (EF1, EF2) (EP)

(C) (CN)

PROGRAM CATEGORY. A summary of groups of related instructional programs designated by the first 2 digits of its appropriate CIP code.

PROGRAM SPECIALTY. A specific instructional program that can be identified by a 6-digit CIP code. (EP) (C) (CN)

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. (IC)

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. (IC, IC4, IC-ADD) (F) (CN)

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

QUARTER CALENDAR SYSTEM. A calendar system in which the academic year consists of 3 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. (IC, IC4, IC-ADD)

QUASI-ENDOWMENT FUNDS. See Funds Functioning as Endowment.

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

Black, non-Hispanic

American Indian or Alaskan Native

Asian or Pacific Islander

Hispanic

White, non-Hispanic (EF1, EF2) (EP) (C) (S) (CN)

RACE/ETHNICITY UNKNOWN. Category used to classify students or employees whose

race/ethnicity is not known and institutions are unable to place them in one of the specified racial/ethnic categories. (EF1, EF2) (EP) (C) (S) (CN)

REFERENCE TRANSACTIONS. An information contact that involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and nonprinted materials, machine-readable databases (including assistance with computer searching), catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Includes information and referral services. (L)

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

educational setting. (EF1, EF2)

REMEDIAL SERVICES. Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (IC, IC4)

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

(F)

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

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

RESERVE COLLECTION. Those materials that have been removed from the general library collection and set aside in a library so they will be on hand for a certain course of study or activity in process. Usually, the circulation and 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 within a limited time period. (L)

RESIDENCE. 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. (IC, IC4, IC-ADD) (EF1, EF2)

RESIDENT ALIEN (AND OTHER ELIGIBLE NON-CITIZENS). A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-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). (EF1, EF2) (EP) (C) (S) (CN)

RESTRICTED CURRENT FUNDS. Those funds available for financing operations but

which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Includes only restricted resources that were expended for current operating purposes. (F) (CN)

RETURNABLES. Returnables are materials that the supplier/lending library expects to have returned, such as books, dissertations and theses, microfilm reels, sound recordings, and audiovisual materials. (L)

ROOM CHARGES. The charges for an academic year for rooming accommodations of a typical student sharing a room with one other student. (IC, IC4, IC-ADD)

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

SAT (SCHOLASTIC APTITUDE TEST). An examination administered by the

Educational Testing Service and used to predict the facility with which an individual will progress in learning college-level academic subjects.

(IC, IC4, IC-ADD)

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

SCHOLARSHIPS AND FELLOWSHIPS (EXPENDITURES). Expenditures made in the form

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

SCHOOLS OF ART, MUSIC, AND DESIGN (CARNEGIE). Institutions in this category

award most of their bachelor's or graduate degrees in art, music, design, architecture, or some combination of such fields.

SCHOOLS OF BUSINESS AND MANAGEMENT (CARNEGIE). The schools in this category award most of their bachelor's or graduate degrees in business or

business-related programs.

SCHOOLS OF ENGINEERING AND TECHNOLOGY (CARNEGIE). The institutions in

this category award at least a bachelor's degree in programs limited almost exclusively to technical fields of study.

SCHOOLS OF LAW (CARNEGIE). The schools in this category award most of their degrees in law. The list includes only institutions that are separate entities or campuses.

SECOND-YEAR STUDENT. A student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester hours but less than 60 semester hours (in a 120-hour program) or more than 900 contact hours but less than 1,800 contact hours. (EF1) (CN)

SECTOR. One of nine institutional categories resulting from dividing the universe according to control and level. Control categories are public, private nonprofit, and private for-profit. Level categories are 4-year and higher (4 year), 2-but-less-than 4-year (2 year), and less than 2-year. For example: public, 4-year institutions; public, 2-year; etc.

SEMESTER CALENDAR SYSTEM. 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. (IC, IC4, IC-ADD)

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

SERVICE/MAINTENANCE STAFF. Persons whose assignments require limited degrees

of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel. (S) (CN)

SHARED LIBRARY. A facility housing an organized collection of printed, microform, and audiovisual 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. The location of the facility is not a determining factor. (IC, IC4)

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

SOFTMONEY. Term used to traditionally refer to those funds that are not part of the general operating fund budget of the institution. The funds may be from government agencies or private foundations for programs involving public services; research; capital improvements; administration of student-aid programs for grants, work aid or loans; and other miscellaneous services. (S)

SOUND RECORDINGS. Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audio cassettes, audio cartridges, audio disks, audio reels, talking books, and other audio materials. (L)

SPECIAL ADMISSIONS TESTS. Tests prepared by or for a particular institution,

or state (for state institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

(IC, IC4)

SPECIALIZED ACCREDITATION. Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

(IC, IC4, IC-ADD)

SPECIALIZED INSTITUTIONS (CARNEGIE). These institutions offer degrees ranging

from the bachelor's to the doctorate. At least 50 percent of the degrees awarded by these institutions are in a single discipline. (Also see

individual definitions.)

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS). (Higher Education

Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.)

Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate, and first-professional students at eligible postsecondary institutions. (IC, IC4, IC-ADD)

STANDARDIZED ADMISSIONS TESTS. Tests prepared and administered by an agency

independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

(IC, IC4, IC-ADD)

STATE AND LOCAL GOVERNMENT GRANTS AND CONTRACTS (REVENUES).

Revenues from state and local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state or local government grant or contract. (CN)

STATE OF RESIDENCE. A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian. (EF1, EF2)

STATE UNKNOWN. Status used when the reporting institution is unable to determine from existing records the home state or residence of the student. (EF1, EF2)

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

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

summer session. (C, IC4, IC-ADD) (EF1, EF2) (F)

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG). (Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards. (IC,IC4, IC-ADD)

TEACHERS COLLEGES (CARNEGIE). Institutions in this category award most of their bachelor's or graduate degrees in education or education-related fields.

TECHNICAL AND PARAPROFESSIONALS STAFF. Persons whose assignments require

specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories which are

institutionally defined as technical assignments. (S) (CN)

TENURE. Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position. (SA) (S)

TENURE TRACK. Status of personnel positions that lead to consideration for tenure. (SA) (S)

TERM ENDOWMENT FUNDS. Funds for which the donor has stipulated that the principal may be expended after a stated period or on the occurrence of a certain event. (F)

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL). Standardized test designed to

determine an applicant's ability to benefit from instruction in English.

(IC, IC4, IC-ADD)

THEOLOGICAL SEMINARIES, BIBLE COLLEGES AND OTHER INSTITUTIONS

OFFERING DEGREES IN RELIGION (CARNEGIE). This category includes institutions

at which the primary purpose is to offer religious instruction or train

members of the clergy.

THIRD-YEAR STUDENT. A student who has completed the equivalent of 2 years of

full-time undergraduate work; that is, at least 60 semester hours but less than 90 semester hours (in a 120-hour program). (EF1) (CN)

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

TRANSFER STUDENT. A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. (IC) (EF1, EF2)

TRANSFERS FROM THE ENDOWMENT FUND TO THE CURRENT FUND. This is the amount of the capital gains on the endowment fund that is allocated to be spent for current fund activities under the "total return" concept. (F)

TRIBAL COLLEGES (CARNEGIE). These colleges are, with few exceptions, tribally controlled and located on reservations. They are all members of the American Indian Higher Education Consortium.

TRIMESTER CALENDAR SYSTEM. An academic year consisting of 3 terms of about 15

weeks each. (IC, IC4, IC-ADD)

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

TUITION AND REQUIRED FEES.

Tuition - Amount of money charged to students for instructional services.

Tuition may be charged per term, per course, or per credit.

Required fees - Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay the charge is an exception. (IC, IC4, IC-ADD)

TUITION PLAN (RESTRICTED). Plans for dependents (including spouses) of faculty members which restrict the beneficiary to attendance at only the institution where the faculty member is employed. (SA)

12-MONTH PERIOD. The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year. (IC, IC4, IC-ADD) (F)

UNCLASSIFIED STUDENT. A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report. (EF1) (CN)

UNDERGRADUATE. A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (IC, IC4, IC-ADD) (EF1, EF2) (CN)

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. (IC1, IC4, IC-ADD) (EP) (CN)

UNEXPENDED PLANT FUNDS BALANCE. These are unexpended resources in the plant fund that are derived from various sources to finance the acquisition of long-lived plant assets and the associated liabilities. (F)

UNITID CODE. Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

UNIVERSE. See IPEDS UNIVERSE.

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

VESTED RETIREMENT PLAN. One in which the full amount of the contribution by the institution and by 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. (SA)

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA). Those benefits that are

paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouses and children, discharged veterans, and active military personnel in special programs.

(IC, IC4, IC-ADD)

VIDEO MATERIALS. Materials on which both pictures and sound are recorded.

Electronic playback reproduces both pictures and sounds using a television receiver or monitor. (L)

VISUALLY IMPAIRED. Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance. (IC, IC4)

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

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).

(EF1, EF2) (EP) (C) (S) (CN)