

Appendix G. Glossary

Definitions for Arkansas Higher Education Information System (AHEIS)

Audit: not enrolled in any credit-bearing courses. If the student has a combination of credit and audit coursework, include a record for the student (with hours based on the credit-bearing registrations) and report only the for-credit registrations in the Course and Registration Files.

Census date: the end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term.

Concurrent credit course: a course for which both high school and college/university credit is awarded to a high school student.

Contact hour: A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

Course levels: the level of instructional offering, based on expected level of student comprehension rather than student level of those enrolled in the course. Course levels should be classified according to the following categories:

1. **Remedial:** all instructional offerings below college level provided for students with deficiencies in specific subject areas. (English, mathematics and reading)
2. **Lower or Upper:** student semester credit hours should be reported at the appropriate level of the class taken. Students who possess baccalaureate degrees and who are taking classes at the undergraduate level to develop another specialty, to update old knowledge or for other purposes shall be reported as undergraduate hours at the appropriate level of the classes taken.
3. **Master's:** all hours taken by students formally recognized by the institution as working toward a master's degree and which are applicable to the coursework plans of the student's degree program will be regarded as master's level hours. In addition, all hours taken by unclassified students who are taking graduate classes but who are not formally recognized by the institution as working toward a master's, specialist, or doctoral degree shall be regarded as master's level hours.
4. **Specialist:** all hours taken by students formally recognized by the institution as working toward a specialist degree and which are applicable to the coursework plan of the student's degree program shall be regarded as specialist level hours.
5. **Doctoral:** all hours taken by students formally recognized by the institution as working toward a doctoral degree and which are applicable to the coursework plan of the student's degree program will be regarded as doctoral level hours.
6. **First Professional:** all hours taken by students formally recognized by the institution as working toward a first professional degree and which are applicable to the coursework plan of the student's degree program will be regarded as first professional level hours.
7. **Concurrent General Education Course:** an endorsed undergraduate general education course listed in ACTS ~~taught at a high school~~ for high school students for which students receive both high school and college credit.

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8. **Merged Concurrent/AP Course:** an endorsed undergraduate general education course listed in ACTS taught at a high school for high school students that have been carefully constructed to meet AP requirements and college requirements. Students receive both high school and college credit. See Act 936 of 2007 and AHECB Concurrent Enrollment Policy (Policy 5-16) approved April 27, 2007.
9. **Concurrent Career-Technical Education (CTE) course:** an undergraduate career, technical, or vocational course intended for high school students for which students receive both high school and college credit.

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.

Credit course: courses for which, upon successful completion, students are given credit that can be applied to meet the requirements for a degree, certificate, or similar academic award at the granting institution. Additionally, courses that can be transferred to meet requirements for a degree or certificate at another Arkansas institution and developmental courses for which credit equivalency is granted may also apply.

Credit hour: A unit of measure representing an hour (50 minutes) of (classroom) 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.

Current legal residence: a student's current legal residence in accordance with the Residency Policy of the Arkansas Higher Education Coordinating Board and used as the basis for institutional fee assessment policies (see current policy in Appendix G). Current legal residence may differ from geographic origin.

1. **In-district** (state community colleges only): a student who had legal residence, at the time of admission, within the district of the institution he or she attends.
2. **In-state:** a student who attends a postsecondary education institution in the state in which he or she had legal residence at the time of original admission. If the institution also tabulates in-district student data, care should be exercised to avoid double counting; in such a case, this category means out-of-district but in-state.
3. **Out-of-district:** a student who had legal residence, at the time of admission, outside the district of the institution he or she attends but within the state.
4. **Out-of-state:** a student who attends a postsecondary education institution outside of the state in which he or she had legal residence at the time of original admission.

Degree/Diploma/Certificate: an award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following mutually exclusive categories are used:

01. **Certificate of proficiency or diploma (less than one year):** an award for completion of a program designed for less than one year (7-18 semester credit hours). It is awarded to students demonstrating mastery of skills and knowledge against specified performance standards in a specific area or discipline and not

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normally part of programs leading to a technical certificate or associate degree.

02. **Technical certificate or diploma (at least one, but less than two, years):** an award for completion of a program designed for at least one, but less than two, full academic years (24- 42 semester credit hours). It recognizes completion of competency in an occupational field and may be part of an A.A.S. curriculum or a stand-alone program.
03. **Associate degree (two years or more):** a degree granted upon completion of a program that requires at least two, but fewer than four, academic years of postsecondary education. It includes a level of general education necessary for growth as a lifelong learner and is comprised of 60-72 semester credit hours. There are four types of associate degrees:
 - **Associate of Arts (A.A.):** degree awarded for completion of collegiate level coursework, which is transferable toward a baccalaureate degree. The range of hours is 60 to 64 semester credit hours.
 - **Associate of Science (A.S.):** degree awarded for completion of collegiate level coursework with an occupational objective of which the majority of occupational courses and all general education courses are transferable toward a baccalaureate degree. The range of hours is 60 to 72 semester credit hours.
 - **Associate of Applied Science (A.A.S.):** degree awarded for completion of collegiate level coursework that is primarily designed for direct employment. A minimum of 50% of all semester hours is in the technical area, and the occupational field may be specified in the title of the degree (e.g., Associate of Applied Science in Electronics Technology). The range of hours is 60 to 72 semester credit hours.
 - **Associate of General Studies (A.G.S.):** degree awarded for completion of collegiate level work of transfer and/or occupational courses. The degree is intended as a flexible program option for students whose needs cannot be met by other programs. Individual courses may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. The range of hours is 60 to 64 semester credit hours.
04. **Advanced certificate:** an award for completion of a program of advanced technical courses in a technical specialty. It requires an associate degree or higher, and/or national certification in the technical specialty, and/or other specifically defined postsecondary education requirements. The range of hours is 24 to 42 semester hours.
05. **Baccalaureate (bachelor's) degree:** a degree granted upon completion of a program that requires four to five years of full-time college work and carries the title of bachelor.
06. **Post-baccalaureate certificate:** requires completion of a program of study requiring 12-18 credit hours beyond the bachelor's degree but does not meet the requirements of a master's degree.
07. **Master's degree:** a degree, which requires at least one, but no more than two, full-time equivalent years of study beyond the bachelor's degree. (Master's – minimum 30 semester credit hours; Graduate certificate – 12-18 semester credit hours)

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08. **Post-master's certificate:** An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
08. **Specialist degree/certificate:** a degree or certificate carrying the title of specialist, which requires completion of a program or study beyond the master's degree but does not meet the academic requirements of a doctor's degree. Also called a post-master's certificate. (Specialist – minimum 30 graduate credit hours)
08. **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.)
 - Dentistry (D.D.S. or D.M.D.)
 - Law (L.L.B., J.D.)
 - Medicine (M.D.)
 - Optometry (O.D.)
 - Osteopathic Medicine (D.O.)
 - Pharmacy (Pharm.D.)
 - Podiatry (D.P.M., D.P., or Pod.D.)
 - Theology (M.Div., M.H.L., B.D., or Ordination)
 - Veterinary Medicine (D.V.M.)
08. **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.
17. **Doctor's degree - research/scholarship:** A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.
18. **Doctor's degree - professional practice:** A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
19. **Doctor's degree – other:** A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

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Distance learning: An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.

Dually enrolled student: a student who is enrolled in two or more colleges or universities in a single term; also applies to a high school student who also is enrolled in a college or university where the student is awarded only post-secondary academic credit.

Enrollment: a student who is counted on a headcount basis as registered on the final census date for the reporting term (e.g., fall/winter/spring).

Enrollment status: a student's current attendance status in a postsecondary education institution. The following mutually exclusive categories are used:

1. **First-time entering undergraduate student:** a student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshmen level at entry. A student will report in this category only once. This term should not be confused with entering undergraduate transfer student.

High school students should be reported as first-time entering only after the student has received a high school diploma or its equivalency been matriculated by the institution. Those students who have not received a diploma or its equivalency should be reported as such in the enrollment status and student level fields. Upon graduation from high school, if a student enrolls in summer courses at an institution, and transfers to another institution for the fall term of the same calendar year in which the student graduated from high school, the student should be reported as first-time entering at the institution where (s)he enrolls in the fall term. If the student enrolls in summer at one institution and remains at that institution in the fall, (s)he is reported as first-time entering in the fall term.

2. **Other first year student:** student who entered college prior to the fall reporting period and who is not classified as a sophomore or as a first-time entering undergraduate student.
3. **Entering undergraduate transfer student:** an undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.
4. **First-time entering graduate student:** a student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate student" includes students enrolled at any level of graduate study--master's specialist, or doctoral (see student level). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.
5. **First-time entering first professional student:** a student entering any institution classified for the first time as a first professional student (see student level). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.
6. **Continuing student:** a student previously enrolled at the same general student level

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(i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. **Readmitted student:** a student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.
8. **High School Student:** A high school student who has not received a high school diploma or its equivalent but is enrolled in college-level courses.

Equal Employment Opportunity Commission (EEOC) classification: classification of employees based on the nature of the primary work assignment and compensation received. Within the Arkansas Student Information System, the seven EEOC categories have been grouped according to the Fair Labor Standards Act differentiation between exempt vs. non-exempt status:

Exempt (employee not subject to provision of Fair Labor Standards Act, as amended: "any employee employed in a bona fide executive, administrative, or professional capacity . . ." Exempt employees are not eligible for overtime payment.)

1. **Executive/Administrative/Managerial Professional:** Individual employed for the primary purposes of managing the institution or a customarily recognized department or subdivision thereof. This category includes individuals whose assignment requires: a) reporting either to the chief executive officer or the governing board; b) administration of a group of programs or a major operational unit; c) administration of an operational unit or program, or shares responsibility for a major unit with an administrator at a higher level; or d) administrative support above the clerical level to a manager at a higher level, engages directly in specific administrative activities within a unit, or has first line supervisory responsibilities. It is assumed that individuals in this category customarily and regularly exercise discretion and independent judgment and direct the work of others. Inclusion in this category requires the individual to have supervisory responsibilities. Examples include presidents, chancellors, provosts, vice chancellors, controllers, deans, directors, assistants to the president, associate or assistant deans, associate or assistant directors, and coordinators. Report chairs of academic departments in the Arkansas SIS as instruction/research professionals (category 2).
2. **Instruction/Research Professional:** Individual employed for the primary purposes of performing instruction, research, and community or public service activities. In most institutions, these employees are "the faculty," but may also include certain exempt administrative staff, librarians, research staff, etc. as well as graduate students with titles such as teaching assistant/associate. For the Arkansas SIS, department chairs should be reported in this group, since their classification and assignments are still primarily instruction, research, or service. Even though a president, vice president, dean, etc. may hold an academic rank, these individuals should not be included in this category unless they normally spend 50% or more of their time in instruction and research activities.
3. **Specialist/Support Professional:** Exempt employee employed for the primary purposes of performing (typically) academic support, student service, and institutional support activities. This category excludes individuals who have

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executive or managerial (supervisory) responsibilities in these areas (e.g., librarians, accountants, systems analysts and computer programmers, student personnel workers, counselors, tutors, advisors, recruiters, purchasing agents, staff architects and engineers, institutional researchers, athletics staff, etc.).

Non-exempt (employee subject to provision of Fair Labor Standards Act, as amended. Exempt employees must be provided additional compensation (given overtime pay) when the number of hours worked exceeds the limits established by the Act.)

1. **Technical Employee:** Individual employed for the primary purpose of performing technical activities (i.e., activities pertaining to the mechanical or industrial arts or the applied sciences). This category includes individuals with specialized knowledge and skills such as electrical and mechanical technicians, computer operators, engineering technologists, radiologic and other medical field technicians, etc. Category includes only nonexempt employees.
2. **Office/Clerical Employee:** Individual employed for the primary purpose of performing clerical activities. As defined in the *Standard Occupational Classification Manual*, clerical employees “prepare, transcribe, transfer, systemize, and preserve written communications, collect accounts, gather and distribute information, operate office machines and electronic data processing equipment . . . operate telephone switchboards, distribute mail,” and so forth. This category includes only nonexempt employees, such as secretaries, typists, bookkeepers, and file clerks.
3. **Crafts/Trades Employee:** Individual employed for the primary purpose of performing manually skilled activities in a craft or trade. This category includes employees such as carpenters, plumbers, auto mechanics, painters, electricians, etc. at all levels (apprentice, journeyman, and master). Category includes only nonexempt employees.
4. **Service Employee:** Individual employed for the primary purpose of performing service (often noncertified or noncredentialed) activities. This category includes employees such as custodians, groundskeepers, security guards, food service workers, etc. Category includes only nonexempt employees.

FICE Code: a 6-digit identification code originally created by the Federal Interagency Committee on Education (FICE). The code was used to identify all schools doing business with the Office of Education during the early sixties; 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.

Full-time equivalent (FTE): A statistic derived from the student credit hour production of an institution. The number of undergraduate FTE students for an academic term is obtained by dividing the total number of undergraduate student semester credit hours by 15. Graduate FTE students are calculated by dividing the total number of graduate student credit hours for the term by 12. When computing an annual FTE, the student credit hours for all terms is summed and then divided by 30 for undergraduate courses or 24 for graduate

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hours.

Geographic origin: the state or country of a student at the time of original admission to the institution. This may differ from current legal residence.

Integrated Postsecondary Education (IPEDS): series of surveys collected for the National Center for Education Statistics.

Non-credit courses: courses, seminars, workshops and other instructional activities or experiences offered by a higher education institution which may not be applied to meet requirements of the institution's formal degree/diploma/certificate programs. This type of coursework should not be confused with zero credit academic coursework (e.g., labs associated with science lecture courses).

On-campus: refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community college courses offered inside the legal taxing district of the community college are considered on-campus.

Race/ethnicity

Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens.

Individuals are asked to first designate ethnicity as:

- Hispanic or Latino or
- Not Hispanic or Latino

Second, individuals are asked to indicate all races that apply among the following:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Race/ethnicity unknown

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The category used to report students or employees whose race/ethnicity is not known.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Regular academic term: refers to the calendar periods established by an institution for the conduct of educational activities and corresponds to the basic periods of the institution's predominant calendar system.

State-supported student financial assistance per act 605/6

Acts 605/606:

(a)(1)(A) A student receiving any state-supported student financial assistance for which an institution of higher education is required to provide information under this section shall complete and **sign a consent form** authorizing the release of the student's individual personal information to the Bureau of Legislative Research and authorizing:

- (i) The institution of higher education to provide the bureau with academic progress information for the scholarship recipient; and
- (ii) The department to release the student's individual personal information to the bureau.

(2)(A) The student may opt out of the release of information.

Student count: a measure of student enrollment. The following two types of statistics are used:

1. **Headcount:** an unduplicated tally of students by a characteristic, such as full-time/part-time, geographic origin, or age.
2. **Full-time equivalent (FTE):** a measure calculated by dividing the total number of credit hours generated at a given enrollment level by the applicable student load.

Student level: refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma/certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

1. **First-year student (Freshman):** 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).
2. **Second-year student (Sophomore):** 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).
3. **Third-year student (Junior):** A student who has completed the equivalent of 2 years of full-time undergraduate work, that is, at least 60 semester hours but less 90 semester hours (in a 120-hour program).
4. **Fourth year student (Senior):** 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 program).
5. **Master's: a student who has received an earned baccalaureate degree, has been accepted for** graduate-level study, and 1) is enrolled in a master's degree

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program, or 2) is enrolled in a doctoral program but has earned less than 30 semester credit hours in graduate course work.

6. **Specialist:** a student who has received an earned master's degree and is enrolled in a specialist degree program.
7. **Doctoral:** a student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and is enrolled in a doctoral degree program.
8. **First professional:** a student who is enrolled in a first professional degree program (law, medicine, pharmacy). A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division student. Students enrolled in the Pharm.D. program at UAMS should be reported as first professional students.
9. **Unclassified undergraduate:** a student who cannot be classified into one of the lower or upper division categories (i.e., freshman, sophomore, junior, senior) but he or she is enrolled in undergraduate coursework.
10. **Unclassified post-baccalaureate:** a student who cannot be classified in one of the undergraduate categories (i.e., freshman, sophomore, junior, senior) because he or she has an earned baccalaureate degree but now is pursuing additional undergraduate coursework.
11. **Unclassified graduate:** a student who has completed a baccalaureate degree and is enrolled in graduate coursework but cannot be classified in one of the graduate categories (i.e., master's, specialist, doctoral) because he or she has not been admitted into a graduate degree program.
12. **High School Student:** A high school student who has not received a high school diploma or its equivalent but is enrolled in college-level courses.

Student load: the number of program, course-of-study, and/or activity units (e.g., courses, credits, imputed credits, contact hours, semester credits, semester credit equivalents, etc.) for which a student is enrolled at a particular point in time.

Full-time: a student who is enrolled for twelve or more credit hours in a semester or quarter, or a graduate student enrolled for nine or more credit hours in a semester or quarter. A semester credit hour is equivalent to 750 clock minutes of instruction; a quarter credit hour equates to 500 clock minutes. The hours of instruction must be spread over no more than sixteen weeks.

Part-time: a student who is enrolled for fewer than twelve credit hours in a semester or quarter, or a graduate student enrolled for eight or fewer credit hours in a semester or quarter. A semester credit hour is equivalent to 750 clock minutes of instruction; a quarter credit hour equates to 500 clock minutes. The hours of instruction must be spread over no more than sixteen weeks.

Technology Types: For all courses that use telecommunications to deliver 50% or more of the course content, please use the following codes to designate the type of technology used. Note that this is not the technology used to support

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instruction in the classroom but is technology used to deliver the course content.

Web-Based (WB) – courses delivered over the Internet (Web delivery).

Site-to-Site (SS) – courses delivered through special facilities for site-to-site two-way audio-video (compressed video).

Other (OT) – courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc.

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