Institutional Research

A handbook for reference to institutional data at Stockton and guide to understanding various data terms, elements and types as defined by mandatory reports as well as other data collections.
Statement of Purpose

The need of an “institutional data dictionary” has long been discussed among several offices at the Institutional Research Council meetings, and through some other venues as well. The question was raised from an interest in an institutional reference to various internal and external reporting standards and related data definitions. It has been the consensus that such a data dictionary would help concerned individuals understand types of data related to all areas of Stockton for reporting purposes.

**Definition of this dictionary.** This Institutional Data Dictionary (hereafter, “the Dictionary”) is a handbook for reference to institutional data and guide to understanding various data terms, elements and types as defined by mandatory reports as well as other data collections utilized at Stockton.

**Intended Users or Audience** The Dictionary is intended for organizations and individuals at Stockton who prepare and collect institutional data for both internal and external reporting purposes. It is also intended for any staff member who is concerned with related data instructions and definitions, when he/she inputs, updates and maintains departmental information.

**Benefit from the Dictionary** Users of this dictionary should have a clear sense of the categories and types of data utilized in the current mandatory reports to state, federal and regional agencies, as well as other external surveys and data collection processes. Users should also find standard definitions of these various data types and elements in order to be consistent in accurately collecting and reporting such data.

**Format of the Dictionary** The Dictionary is compiled in an electronic version for release on the institutional research website, so that users have an easy and quick access to the reference. Data entries are prepared by data category and subcategory or type that is related to a specific area of the institution (student enrollment, enrollment status, admission status, etc.). Data entries are also listed alphabetically (e.g. “academic program,” “books and supplies,” “certificate,” etc.). Each data entry contains the following elements – name of entry, related code (or abbreviation), description (or definition), cross reference to other related entry, data type (numerical or textual), and data entry source. If available, there is a hyper link to the data entry source for additional reference information.

**Limitations and Updates** The Data Dictionary is limited to required institutional data reports to state and federal agencies and other accrediting agencies and limited to the data collected, shared and used among concerned offices and individuals. Therefore, data entries in this dictionary do not include any terminology specific to an academic discipline or professional program. This dictionary will be updated when existing terms and definitions are revised and new changes are implemented in the external reports and data collections. Data entries may also be updated at the request of a concerned individual.
ACT
ACT, previously known as the American College Testing 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.
CATEGORY: Academic Background
RELATED TERMS: SAT; Admission Test Scores
SOURCE: IPEDS Glossary

ADJUNCT INSTRUCTIONAL STAFF
Non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time instructional staff (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (such as a dean or academic advisor), and appointees who teach non-credit courses exclusively.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

ADJUSTED COHORT
The result of removing any allowable exclusions from a cohort (or Sub-Cohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
CATEGORY: Graduation Rates (GRS)
RELATED TERMS: Initial Cohort; Revised Cohort; Cohort
SOURCE: IPEDS Glossary

ADMISSION TEST SCORES
Scores on standardized admissions tests or special admission tests
CATEGORY: Academic Background
RELATED TERMS:
SOURCE: IPEDS Glossary

ADMISSIONS (STUDENTS ADMITTED)
Applicants that have been granted an official offer to enroll in a postsecondary institution.
CATEGORY: Admission requirements
RELATED TERMS: Applicant, Applied, Admitted
SOURCE: IPEDS Glossary

ADMISSIONS STATUS
The indicator denoting what criteria applied when a student was first admitted to the institution at this level of study.
CATEGORY: Enrollment
RELATED TERMS: Regular; Special; EOF Non-Transfer; Transfer; Other; EOF Transfer
SOURCE: SURE Enrollment Dictionary
<table>
<thead>
<tr>
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<th>Description</th>
<th>Category</th>
<th>Related Terms</th>
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<tbody>
<tr>
<td>AFT</td>
<td>American Federation of Teachers</td>
<td>Human Resources</td>
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<tr>
<td>AFT PROFESSIONAL</td>
<td>Contract staff whose primary responsibilities do not include teaching.</td>
<td>Human Resources</td>
<td></td>
<td></td>
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<tr>
<td>STAFF(formerly known as non-teaching professionals)</td>
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<tr>
<td>ALGEBRA REMEDIATION COURSE ENROLLMENT</td>
<td>A code to identify if a student is enrolled in a remedial/developmental course in Algebra.</td>
<td>Academic Background</td>
<td>Remedial Course</td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>ALIGNED EMPLOYEES</td>
<td>those employees whose job titles are union affiliated. The unions represented at Stockton are AFT, CWA, IFPTE, PBA, NJSOA and NJ LESA.</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALL FULL TIME EMPLOYEES</td>
<td>All employees who work all required hours in a regular work week; includes FT faculty.</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMERICAN INDIAN/ALASKAN NATIVE CODE</td>
<td>An indication that a student self-identifies as being American Indian or Alaskan Native.</td>
<td>Demographic</td>
<td>Race/Ethnicity</td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>ANNUAL CONTRACT OR EMPLOYMENT AGREEMENT</td>
<td>An annually-renewable contract or employment agreement that is in effect for a stated annual period within one year of execution, and may be equal to a period of 365 days, or a standard academic year, or the equivalent. Does not include contracts for partial year periods such as a single semester, quarter, term, block, or course.</td>
<td>Human Resources</td>
<td></td>
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<tr>
<td>APPLICANT</td>
<td>An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, no admission, placement on waiting list, or application withdrawn by applicant or institution.</td>
<td></td>
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</tr>
</tbody>
</table>
ARCHIVISTS, CURATORS, AND MUSEUM TECHNICIANS

ASIAN CODE
An indication that a student self-identifies as being Asian.

ATTENDANCE STATUS
An indication of the course load for which a student registered (i.e., Full-time or Part-time) as of the reporting date.

BIRTHYEAR
The year of birth as designated on the student's legal birth registration or certificate.

BLACK/AFRICAN AMERICAN CODE
An indication that a student self-identifies as being Black or African American.

BUSINESS AND FINANCIAL OPERATIONS OCCUPATIONS
CALCULATION OF FTE STUDENTS (USING FALL STUDENT HEADCOUNTS)

The number of FTE students is calculated based on fall student headcounts as reported by the institution on the IPEDS Enrollment (EF) component (Part A). The full-time equivalent (headcount) of the institution’s part-time enrollment is estimated by multiplying the factors noted below times the part-time headcount. These are then added to the full-time enrollment headcounts to obtain an FTE for all students enrolled in the fall. This formula is used to produce an FTE that is used annually in the Digest of Education Statistics.

- Part-time undergraduate enrollment
  - Public 4-year (.403543)
  - Private (not-for-profit and for-profit) 4-year (.392857)
  - Public 2-year and <2-year (.335737)
  - All other institutions (.397058)
- Part-time first-professional enrollment
  - Public 4-year (.600000)
  - Private (not-for-profit and for-profit) 4-year (.545454)
- Part-time graduate enrollment
  - Public 4-year (.361702)
  - Private (not-for-profit and for-profit) 4-year (.382059)

CATEGORY: Enrollment
RELATED TERMS: FTE OF STUDENTS
SOURCE:

CALCULATION OF FTE STUDENTS (USING INSTRUCTIONAL ACTIVITY)

The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution’s calendar system, as reported on the Institutional Characteristics (IC) component. The following table indicates the level of instructional activity used to convert the credit and/or contact hours reported to an indicator of fulltime equivalents (FTE students):

- Quarter calendar system
  - Enrollment level (One FTE over 12-month period)
  - Undergraduate 45 credit hours, 900 contact hours
  - Graduate 36 credit hours
- Semester/trimester/4-1-4 plan/other calendar system
  - Enrollment level (one FTE over 12-month period)
  - Undergraduate 30 credit hours 900 contact hours
  - Graduate 24 credit hours

For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900.

The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE and reported Doctor’s Professional Practice FTE.

CATEGORY: Enrollment
RELATED TERMS: FTE OF STUDENTS
SOURCE:
CARNEGIE CLASSIFICATION

An institutional classification coding structure developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. The 2000 Carnegie Classification categorizes selected institutions as:

- Doctoral/Research Universities—Extensive
- Doctoral/Research Universities-Intensive
- Master's Colleges and Universities I
- Master's Colleges and Universities II
- Baccalaureate Colleges—Liberal Arts
- Baccalaureate Colleges—General
- Baccalaureate/Associate's Colleges
- Associate's Colleges
- Specialized Institutions:
  - Theological seminaries and other specialized faith-related institutions
  - 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
  - Teachers colleges
  - Other specialized institutions
- Tribal Colleges and Universities

CATEGORY: Enrollment

RELATED TERMS: Carnegie Classification 2005: Basic Classification; Carnegie Classification 2005: Enrollment Profile Classification;

SOURCE:

CARNEGIE CLASSIFICATION 2005: BASIC CLASSIFICATION

The Basic Classification is an update of the traditional classification framework developed by the Carnegie Commission on Higher Education in 1970 to support its research program, and later published in 1973 for use by other researchers. Although this classification has undergone many changes over the years, the current release involves some significant changes from previous editions. For a complete description and technical details visit the Carnegie Foundation Website at:

http://www.carnegiefoundation.org/classifications

CATEGORY: Enrollment

RELATED TERMS:

SOURCE:

CARNEGIE CLASSIFICATION 2005: ENROLLMENT PROFILE CLASSIFICATION

This classification describes the overall student population, by grouping institutions according to the mix of students enrolled at the undergraduate and graduate/professional levels. Exclusively undergraduate institutions are further broken down by level (two-year and four-year). For institutions with both undergraduate and graduate/professional students, institutions are grouped according to the distribution of full-time equivalent students across the two levels, giving an approximate measure of the student population's "center of gravity." As a result, it reflects important differences with respect to educational mission as well as institutional climate and culture-differences that can have implications for infrastructure, services, and resource
allocation. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications

**CATEGORY:** Enrollment

**RELATED TERMS:**

**SOURCE:**

**CARNEGIE CLASSIFICATION 2005: GRADUATE INSTRUCTIONAL PROGRAM**

As a companion to the Undergraduate Instructional Program classification, this classification examines the nature of graduate education, with a special focus on the mix of graduate programs. In this classification, a single graduate-level degree qualifies an institution for inclusion. The classification is based on the level of graduate degrees awarded (master's/professional or doctoral), the number of fields represented by the degrees awarded, and the mix or concentration of degrees by broad disciplinary domain. The classification has two parts: one for institutions that do not award the doctorate, and one for doctoral-level institutions (based on the record of degree conferrals, not program offerings). Within each group, institutions are then classified with respect to the breadth of graduate offerings and the concentration of degrees in certain fields or combinations of fields. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications

**CATEGORY:** Enrollment

**RELATED TERMS:**

**SOURCE:**

**CARNEGIE CLASSIFICATION 2005: SIZE AND SETTING CLASSIFICATION**

This classification describes institutions' size and residential character. Because residential character applies to the undergraduate student body, exclusively graduate/professional institutions are not included. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications

**CATEGORY:** Enrollment

**RELATED TERMS:**

**SOURCE:**

**CARNEGIE CLASSIFICATION 2005: UNDERGRADUATE INSTRUCTIONAL PROGRAM**

The instructional program classification is based on three pieces of information: the level of undergraduate degrees awarded (associate's or bachelor's), the proportion of bachelor's degree majors in the arts and sciences and in professional fields, and the extent to which an institution awards graduate degrees in the same fields in which it awards undergraduate degrees. The distinction between arts and sciences and professional undergraduate majors is one that has been made in the Classification since 1987 (but only for undergraduate colleges), and researchers and others in the higher education community have made similar distinctions. The previous analysis has been extended and elaborated by (1) applying it to almost all baccalaureate-level institutions, (2) making finer distinctions along the arts & sciences - professions continuum, and (3) recognizing a "middle ground" where the two domains exist in relative balance with respect to graduating students' major concentrations. For a complete description and technical details visit the Carnegie Foundation Website at http://www.carnegiefoundation.org/classifications
Carnegie Classification 2005: Undergraduate Profile

This classification describes the undergraduate population with respect to three characteristics: the proportion who attend part- or full-time; achievement characteristics of first-year students; and the proportion of entering students who transfer in from another institution. Each of these captures important differences in the nature of the undergraduate population. They do not imply differences in the quality of undergraduate education, but they have implications for how an institution serves its students. For a complete description and technical details visit the Carnegie Foundation Website at: http://www.carnegiefoundation.org/classification

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.

Ceeb

A number assigned to an education institution by the College Entrance Examination Board (CEEB). the 5th digit indicates primary degree level: 2 = associate degree, 4 = bachelors. The 6th digit indicates control or affiliation: 288942 = Richard Stockton College of New Jersey

Change in Net Assets

A term used to describe the net amount of revenues, expenses, gains, and losses for the reporting period. This appears on the Statement of Revenues, Expenses, and Changes in Net Assets for GASB organizations and on the Statement of Activities for FASB organizations.

Cip Code

A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. (Classification of Instructional Programs CIP)
| **CITIZENSHIP** | An indication of whether a student is a citizen of the United States, resident alien, or a non-resident alien. A non-resident alien is a person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain here indefinitely. A resident alien is a person who is not a citizen and has been lawfully admitted for permanent residence and who holds an alien registration receipt card - form 1-551/155.  
**CATEGORY:** Demographic  
**RELATED TERMS:** Resident Alien; Non-Resident Alien  
**SOURCE:** SURE Enrollment Dictionary |
| **CLASS LEVEL** | The proportion of total requirements a student has obtained towards the completion of the degree or certificate program in which he is enrolled, according to the number of years normally required to obtain them  
**CATEGORY:** Enrollment  
**RELATED TERMS:** Freshman; Sophomore; Junior; Senior; Unclassified Undergraduate Level; Graduate Student; Unclassified Graduate Level; First Professional Student; Post Doctoral Student  
**SOURCE:** SURE Enrollment Dictionary |
| **CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP)** | A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases  
**CATEGORY:** Academic Background  
**RELATED TERMS:**  
**SOURCE:** |
| **CLASSIFIED EMPLOYEES** | All employees in those positions and job titles subject to the tenure provisions of Title 11A, New Jersey Statutes and the New Jersey Administrative Code 4A. (This includes CWA, IFPTE and the police bargaining units).  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:** |
| **COHORT** | A specific group of students established for tracking purposes  
**CATEGORY:** Graduation Rates (GRS)  
**RELATED TERMS:** Initial Cohort; Revised Cohort; Adjusted Cohort; SubCohort  
**SOURCE:** IPEDS Glossary |
| **COMMUNITY, SOCIAL SERVICE, LEGAL, ARTS, DESIGN, ENTERTAINMENT, SPORTS, AND MEDIA OCCUPATIONS** | An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Community and Social Service Occupations 2) Legal Occupations; and 3) Arts, Design, Entertainment, Sports, and Media Occupations.  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:** |
<table>
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<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTATION REMEDIATION COURSE ENROLLMENT</td>
<td>A code to identify if a student is enrolled in a remedial/developmental course in computation.</td>
<td>Academic Background</td>
<td>Remedial Course</td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>CONTINUING</td>
<td>A student who was enrolled in courses during the previous regular semester at the same level (either undergraduate or graduate).</td>
<td>Enrollment</td>
<td>Registration Status; First-time, Transfer, Stop-Out/Readmit</td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>COST OF ATTENDANCE (COA)</td>
<td>Estimated amount it will cost a student to attend college. This amount includes tuition and fees, room and board, book and supplies and other educational personal expenses. (Also referred to as &quot;Budget&quot;)</td>
<td>Financial Aid</td>
<td></td>
<td>Institutionally determined</td>
</tr>
<tr>
<td>CREDIT</td>
<td>Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other formal award, irrespective of the activity?s unit of measurement.</td>
<td>Enrollment</td>
<td></td>
<td>IPEDS Glossary</td>
</tr>
<tr>
<td>CWA</td>
<td>Communication Workers of America</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEGREE-SEEKING</td>
<td>A student enrolled in courses for credit who is recognized by the institution as earning credit towards a degree or formal award.</td>
<td>Enrollment</td>
<td>Non-Degree-Seeking</td>
<td>SURE Enrollment Dictionary</td>
</tr>
</tbody>
</table>
| **DUAL CREDIT** | A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits.  
CATEGORY: Enrollment  
RELATED TERMS: Dual Enrollment; Non-Dual Enrollment; High School Student Earning College Credit  
SOURCE: IPEDS Glossary |
| --- | --- |
| **DUAL ENROLLMENT** | The indicator that denotes whether a student is enrolled in an acceleration program and earning credit toward high school completion while also earning credit for a formal degree through the institution.  
CATEGORY: Academic Background  
RELATED TERMS: Non-Dual Enrollment; High School Student Earning College Credit; Dual Credit  
SOURCE: SURE Enrollment Dictionary |
| **ENDOWMENT ASSETS** | 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.  
CATEGORY: Finance  
RELATED TERMS: Endowment; Assets; Investments  
SOURCE: IPEDS Glossary |
| **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 endowments and funds functioning as endowment.  
CATEGORY: Finance  
RELATED TERMS: Endowment; True endowment; Permanently Restricted Funds  
SOURCE: IPEDS Glossary |
| **ENDOWMENT INCOME** | Endowment income includes: (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 principal. Does not include gains spent for current operations, which are treated as transfers.  
CATEGORY: Finance  
RELATED TERMS: Endowment; Investment Income; Unrestricted Investment Income; Restricted Investment Income  
SOURCE: IPEDS Glossary |
| **ENGLISH REMEDIATION COURSE ENROLLMENT** | A code to identify if a student is enrolled in a remedial/developmental course in English.  
CATEGORY: Academic Background  
RELATED TERMS: Remedial Course |
SOURCE: SURE Enrollment Dictionary

EOF NON-TRANSFER
A student who has been admitted through the educational opportunity fund (EOF) and who is not classified as a transfer student.
CATEGORY: Enrollment
RELATED TERMS: Admissions Status; Regular; Special; EOF Transfer; Transfer; Other
SOURCE: SURE Enrollment Dictionary

EOF TRANSFER
A student who has been admitted through the educational opportunity fund (EOF) and who is also classified as a transfer student.
CATEGORY: Enrollment
RELATED TERMS: Admissions Status; EOF Non-Transfer; Regular, Special, Transfer; Other
SOURCE: SURE Enrollment Dictionary

ESSENTIAL EMPLOYEES
All employees in PLANT and the Police Dept; also Housing management.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

EXCLUSIONS
Those students who may be removed (deleted) from a cohort (or sub cohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
CATEGORY: Graduation Rates (GRS)
RELATED TERMS: Cohort; Initial Cohort; Revised Cohort; Adjusted Cohort
SOURCE: IPEDS Glossary

EXPECTED FAMILY CONTRIBUTION (EFC)
The result of a student filling a FAFSA (Free Application For Federal Student Aid) The calculation of how much a family/student should pay for education based upon a formula derived from federal regulations.
CATEGORY: Financial Aid
RELATED TERMS:
SOURCE: FAFSA

EXPENSES
The outflow or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution’s ongoing major or central operations or in generating revenues. Alternatively, expenses may be thought of as the costs of goods and services used to produce the educational services provided by the institution. Expenses result in a reduction of net assets.
CATEGORY: Finance
EXTERNAL SCHOLARSHIPS AND GRANTS
Scholarships/Grants from outside (Private) sources. The institution has no role in determining recipients. All sources of aid are applied to Financial Need and cannot exceed the COA.
CATEGORY: Financial Aid
RELATED TERMS:
SOURCE: BANNER

FACULTY STATUS
A status designated by the institution according to the institution's policies. "Faculty" may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation "faculty" is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. For IPEDS reporting, graduate assistants do not have faculty status.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

FAFSA FINANCIAL AID APPLICANT
A student who applies for Financial Aid via the FAFSA application. This application is completed to apply for Federal and State financial aid. The end result is EFC Federal Aid eligibility and NJEI for State Aid eligibility.
CATEGORY: Financial Aid
RELATED TERMS:
SOURCE: FAFSA

FEDERAL AID
Financial Aid from Federal Sources. FAFSA filing required. Includes: Grants, Loans and work-study.
CATEGORY: Financial Aid
RELATED TERMS:
SOURCE: BANNER

FINANCIAL NEED
The result of a student filling a FAFSA (Free Application For Federal Student Aid) Need is determined by subtracting the EFC (Expected Family Contribution) from the COA (Cost of Attendance) (Also referred to as "Need" and "Gross Need")
CATEGORY: Financial Aid
RELATED TERMS:
SOURCE: FAFSA

FIRST TIME
A student who has not been previously enrolled at the institution at this degree level (either undergraduate or graduate) and who has no earned college credits. Include students enrolled in the fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (i.e., college credits earned before graduation from high school).
FIRST-PROFESSIONAL STUDENT
A student enrolled in a professional school or program that requires at least two academic years of college work for entrance and a total of at least six years for a degree. (Students in programs requiring only four or five years beyond high school should be reported as undergraduates.)

CATEGORY: Enrollment
RELATED TERMS: Class Level; Freshman; Sophomore; Junior; Senior; Unclassified Undergraduate Level; Graduate Student; Unclassified Graduate Level; Post Doctoral Student
SOURCE: SURE Enrollment Dictionary

FRESHMAN
A degree seeking student who has earned 29 or fewer degree credits towards the completion of a program, as of the reporting date.

CATEGORY: Enrollment
RELATED TERMS: Class Level; Sophomore; Junior; Senior; Unclassified Undergraduate Level; Graduate Student; Unclassified Graduate Level; First Professional Student; Post Doctoral Student
SOURCE: SURE Enrollment Dictionary

FTE OF STUDENTS
The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.

CATEGORY: Enrollment
RELATED TERMS: Calculation of FTE students (using instructional activity)
Calculation of FTE students (using fall student headcounts)
SOURCE:

FTE STAFF
The full-time-equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) component and adding one-third of the total number of part-time staff.

CATEGORY: Enrollment
RELATED TERMS: Calculation of FTE students (using instructional activity)
Calculation of FTE students (using fall student headcounts)
SOURCE:

FULL-TIME
A student is full-time if he is enrolled for at least 75% of the normal student load required to complete a program of study. For example, if a particular undergraduate program requires 120 credits and the college has established 4 years as the normal time to complete that work, the normal load is 15 credits per semester. In this example, a student must be enrolled for at least 12 credits (75% of 15) for the semester in order to qualify as full-time.

CATEGORY: Enrollment
FULL-TIME (FT) FACULTY
Whose primary function is teaching/research and whose basic academic year teaching load is 24 teaching credit hours.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

FULL-TIME EQUIVALENTS
The ratio of the total number of paid hours during a period by the number of working hours in that period (such as 40 hours).
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

FULL-TIME STAFF(EMPLOYEES)
As defined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

GRADUATE ASSISTANTS(RESEARCH)
An occupational category used to classify graduate assistants whose specific assignments customarily are made for the purpose of conducting research.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

GRADUATE ASSISTANTS(TEACHING)
Assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching-related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers. Graduate teaching assistants must be enrolled in a graduate school program. Graduate assistants who primarily perform non-teaching duties, such as research, should be reported in the occupational category related to the work performed. Excludes "Teacher Assistants"
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Category</th>
<th>Related Terms</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATE STUDENT</td>
<td>A student who holds a bachelor's or first-professional degree or equivalent, who is formally enrolled in a graduate program that leads to a master's or doctoral degree.</td>
<td>Enrollment</td>
<td>Class Level; Freshman; Sophomore; Junior; Senior; Unclassified Undergraduate Level; Unclassified Graduate Level; First Professional Student; Post Doctoral Student</td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>GRADUATION RATE</td>
<td>The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.</td>
<td>Graduation rates (GRS)</td>
<td>Cohort; Initial Cohort; Revised Cohort</td>
<td>IPEDS Glossary</td>
</tr>
<tr>
<td>HIGH SCHOOL CODE</td>
<td>For high school graduates, the identification of the high school from which they graduated, using the code assigned by the college entrance examination board (CEEB); for non-high school graduates, an indication of their secondary education.</td>
<td>Academic Background</td>
<td></td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT</td>
<td>A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state specified examination.</td>
<td>Academic Background</td>
<td></td>
<td>IPEDS Glossary</td>
</tr>
<tr>
<td>HIGH SCHOOL GRADUATION YEAR</td>
<td>The calendar year a student graduated from high school</td>
<td>Academic Background</td>
<td></td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>HIGH SCHOOL RANK</td>
<td>For high school graduates, the identification of the percentile in which a student ranked in his high school graduating class.</td>
<td>Academic Background</td>
<td></td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
<td>Category</td>
<td>Related Terms</td>
<td>Source</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>HIGH SCHOOL STUDENT EARNING COLLEGE CREDIT</td>
<td>A high school student not participating in an acceleration program but taking a course for college credit through the institution.</td>
<td>Academic Background</td>
<td></td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>HISPANIC/LATINO CODE</td>
<td>An indication that a student self-identifies as being Hispanic or Latino.</td>
<td>Demographic</td>
<td>Race/Ethnicity</td>
<td>SURE Enrollment Dictionary</td>
</tr>
<tr>
<td>IFPTE</td>
<td>International Federation of Professional and Technical Engineers</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDEBTEDNESS</td>
<td>The aggregate dollar amount borrowed through any loan program. (does not include PLUS-parent loans)</td>
<td>Financial Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIAL COHORT</td>
<td>A specific group of individuals established for tracking purposes.</td>
<td>Graduation Rates (GRS)</td>
<td>Cohort; Revised Cohort; Adjusted Cohort</td>
<td>IPEDS Glossary</td>
</tr>
<tr>
<td>INSTITUTIONAL SCHOLARSHIPS AND GRANTS</td>
<td>Institutional Scholarships and Grants in which the institution determines the recipient. All sources of aid are applied to Financial Need and cannot exceed the COA.</td>
<td>Financial Aid</td>
<td></td>
<td>BANNER</td>
</tr>
<tr>
<td>INSTRUCTION COMBINED WITH RESEARCH AND/OR PUBLIC SERVICE</td>
<td>An occupational category used to classify persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction, research, and/or public service.</td>
<td>Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONAL STAFF

An occupational category that is comprised of staff who are either: 1) Primarily Instruction or 2) Instruction combined with research and/or public service. The intent of the Instructional Staff category is to include all individuals whose primary occupation includes instruction at the institution.

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

IPEDS

Integrated Postsecondary Education Data System
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

JUNIOR

A student enrolled in a four-year program who has earned from 60-90 degree credits towards the completion of a program, as of the reporting date.

CATEGORY: Enrollment
RELATED TERMS: Class Level; Freshman; Sophomore; Senior; Unclassified Undergraduate Level; Graduate Student; Unclassified Graduate Level; First Professional Student; Post Doctoral Student
SOURCE: SURE Enrollment Dictionary

LESS-TAN-ANNUAL CONTRACT OR EMPLOYMENT AGREEMENT

A contract or employment agreement that is in effect for a partial year period of less than 365 days, or less than a standard academic year or the equivalent. Includes contracts for partial year periods such as a single semester, quarter, term, block, or course.

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

LIBRARIANS

Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information.

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

LIBRARIANS, CURATORS, AND ARCHIVISTS

An occupational category based on the following three broad occupations in the 2010 Standard Occupational Classification (SOC) Manual: 1) Librarians 2) Archivists, Curators, and Museum Technicians; and 3) Library Technicians.

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:
LIBRARY AND STUDENT AND ACADEMIC AFFAIRS AND OTHER EDUCATION SERVICES OCCUPATIONS

An occupational category consisting of the following:
1. Archivists, Curators, and Museum Technicians
2. Librarians
3. Library Technicians
4. Student and Academic Affairs and Other Education Services Occupations

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

LIBRARY TECHNICIANS

Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelve books or other media; remove or repair damaged books or other media; register patrons; and check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Includes bookmobile drivers who assist with providing services in mobile libraries.

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

MANAGERS

The IPEDS definition for this category includes those staff whose job it is to plan, direct or coordinate policies, programs, and may include some supervision of other workers.

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

MATRICULATION STATUS

An indicator that denotes the student’s intention to complete a set of courses required by the institution for a degree or formal award

CATEGORY: Enrollment
RELATED TERMS: Degree-Seeking; Non-Degree-Seeking
SOURCE: SURE Enrollment Dictionary

MEDICAL SCHOOL STAFF

Staff employed by or staff working in the medical school (Doctor of Medicine [M.D.] and/or Doctor of Osteopathic Medicine [D.O.]) component of a postsecondary institution or in a free standing medical school. Does not include staff employed by or employees working strictly in a hospital associated with a medical school or those who work in health or allied health schools or departments such as dentistry, veterinary medicine, nursing or dental hygiene unless the health or allied health schools or departments are affiliated with (housed in or under the authority of) the medical school.

CATEGORY: Human Resources
RELATED TERMS:
SOURCE:
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| MULTI-YEAR OR CONTINUING OR AT-WILL CONTRACT OR EMPLOYMENT AGREEMENT | A contract or employment agreement that is in effect for more than one year (e.g., more than 365 days) or that has an indefinite duration (continuing, at-will). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year multi-year contract is renewed every 5 years NOT annually).  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:** |
| N.J. COUNTY OF RESIDENCE                                  | For all students who were legal residents of New Jersey at the time of the reporting date, an identification of the county of residence.  
**CATEGORY:** Enrollment  
**RELATED TERMS:** State Of Residence; In-District; In-State; Out-Of-State  
**SOURCE:** IPEDS Glossary |
| NATIVE HAWAIIAN/PACIFIC ISLANDER CODE                     | An indication that a student self-identifies as being Native Hawaiian or Other Pacific Islander.  
**CATEGORY:** Demographic  
**RELATED TERMS:** Race/Ethnicity  
**SOURCE:** SURE Enrollment Dictionary |
| NATURAL RESOURCES, CONSTRUCTION, AND MAINTENANCE OCCUPATIONS | An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Farming, Fishing, and Forestry Occupations 2) Construction and Extraction Occupations and 3) Installation, Maintenance, and Repair Occupations  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:** |
| NEED-BASED FINANCIAL AID                                 | Federal/State/Institutional Aid in which the student must have Need to qualify. FAFSA filing required. All sources of Need based aid are applied to Financial Need first and all financial aid cannot exceed the COA. Includes: Grants, Loans and work-study.  
**CATEGORY:** Financial Aid  
**RELATED TERMS:**  
**SOURCE:** BANNER |
| NEED-BASED SELF HELP AID                                 | Loans or Jobs from Federal sources in which the student must have NEED to qualify. FAFSA filing required. All sources of Need based aid are applied to Financial Need first and all financial aid cannot exceed the COA. SELF HELP Includes: Loans and work-study.  
**CATEGORY:** Financial Aid  
**RELATED TERMS:**  
**SOURCE:** BANNER |
| NET ASSETS                                                | The excess of assets over liabilities or the residual interest in the institution's assets remaining after liabilities are deducted. The change in net assets results from revenues, gains, expenses, and losses. FASB institutions classify net assets into three categories: permanently restricted, temporarily restricted, and unrestricted. GASB institutions  
**SOURCE:** |
classify net assets into three categories: invested in capital, net of related debt; restricted (with separate displays of restricted-expendable and restricted-nonexpendable net assets); and unrestricted. Although the terms are similar, the composition of the categories of net assets between FASB and GASB institutions can differ significantly.

**CATEGORY:** Finance  
**RELATED TERMS:** Equity; Net Position  
**SOURCE:** IPEDS Glossary

**NEW HIRES**

Persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service between July 1st and October 31st of the survey year AND who were still on the payroll of the institution as of the same survey year. Does not include persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.

**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**

**NJLESA**

New Jersey Law Enforcement Supervisors Association  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**

**NJSWAT IDENTIFICATION NUMBER**

The identification number assigned to a student by the New Jersey Department of Education’s NJ Smart (New Jersey Standards Measurement and Resource for Teaching) System. NJSWAT ID numbers are only assigned to students who attend primary or secondary school at a New Jersey public or charter school.

**CATEGORY:** Demographic  
**RELATED TERMS:**  
**SOURCE:** SURE Enrollment Dictionary

**NON-DEGREE-SEEKING**

A student enrolled in courses for credit who is not recognized by the institution as earning credit towards a degree or formal award.

**CATEGORY:** Enrollment  
**RELATED TERMS:** Matriculation Status; Degree-Seeking  
**SOURCE:** SURE Enrollment Dictionary

**NON-DUAL ENROLLMENT**

A student is not enrolled in an acceleration program that allows high school students to simultaneously earn credit toward high school completion and a career certificate, or an associate or baccalaureate degree through the institution.

**CATEGORY:** Academic Background  
**RELATED TERMS:** Dual Enrollment; High School Student Earning College Credit; Dual Credit  
**SOURCE:** SURE Enrollment Dictionary
<table>
<thead>
<tr>
<th>NON-NEED BASED SELF HELP AID</th>
<th>Grants/Loans/Scholarships from Federal/State/Institutional sources in which financial need is NOT required to qualify.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY:</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>RELATED TERMS:</td>
<td></td>
</tr>
<tr>
<td>SOURCE:</td>
<td>BANNER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-RESIDENT ALIEN</th>
<th>A non-resident alien is a person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain here indefinitely.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY:</td>
<td>Demographics</td>
</tr>
<tr>
<td>RELATED TERMS:</td>
<td>Resident Alien/Citizenship</td>
</tr>
<tr>
<td>SOURCE:</td>
<td>SURE Enrollment Dictionary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOT ON TENURE TRACK</th>
<th>Personnel positions that are considered non-tenure earning positions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>RELATED TERMS:</td>
<td></td>
</tr>
<tr>
<td>SOURCE:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>RELATED TERMS:</td>
<td></td>
</tr>
<tr>
<td>SOURCE:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER (ADMISSION STATUS)</th>
<th>A student who did not go through the application and admission process.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY:</td>
<td>Enrollment</td>
</tr>
<tr>
<td>RELATED TERMS:</td>
<td>Admissions Status; Regular; Special; EOF Non-Transfer; Transfer; EOF Transfer</td>
</tr>
<tr>
<td>SOURCE:</td>
<td>SURE Enrollment Dictionary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART-TIME</th>
<th>A student is part-time if he is enrolled for less than 75% of the normal student load required to complete a program of study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY:</td>
<td>Enrollment</td>
</tr>
<tr>
<td>RELATED TERMS:</td>
<td>Full-Time; Attendance Status</td>
</tr>
<tr>
<td>SOURCE:</td>
<td>SURE Enrollment Dictionary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART-TIME FACULTY</th>
<th>Under the terms of the union contract, these are faculty who teach a minimum of one-half the teaching load for full-time faculty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>RELATED TERMS:</td>
<td></td>
</tr>
<tr>
<td>SOURCE:</td>
<td></td>
</tr>
</tbody>
</table>
PART-TIME STAFF(EMPLOYEES) | Employees other than faculty who work less than the regular full-time work week for that job title.  
---|---  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**

PBA | Policemen’s Benevolent Association  
---|---  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**

POST DOCTORAL STUDENT | A student who holds a doctoral or professional degree and is taking graduate courses.  
---|---  
**CATEGORY:** Enrollment  
**RELATED TERMS:** Class Level; Freshman; Sophomore; Junior; Senior; Unclassified Undergraduate Level; Graduate Student; Unclassified Graduate Level; First Professional Student  
**SOURCE:** SURE Enrollment Dictionary

POSTSECONDARY TEACHERS | An occupational category in the 2012 Standard Occupational Classification (SOC) Manual with the SOC code 25-1000. This category is not an IPEDS reporting category.  
---|---  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**

PRIMARY INSTRUCTION | An occupational category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.  
---|---  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**

PRODUCTION, TRANSPORTATION, AND MATERIAL MOVING OCCUPATIONS | An occupational category based on the following two major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Production Occupations and 2) Transportation and Material Moving Occupations.  
---|---  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**

PUBLIC SERVICE STAFF | An occupational category used to classify persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services, or continuing education. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time carrying out public service activities. (This category includes employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus)). (This category was called Primarily public service prior to 2012-13.)  
---|---  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:**
**Stockton University**

**Data Dictionary**

**RACE AND ETHNICITY UNKNOWN**

The category used to report students or employees whose race and ethnicity are not known.

**CATEGORY:** Human Resources

**RELATED TERMS:**

**SOURCE:**

**RACE/ETHNICITY (NEW DEFINITION)**

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

**CATEGORY:** Demographic

**RELATED TERMS:**

**SOURCE:** IPEDS Glossary

**READING REMEDIATION COURSE ENROLLMENT**

A code to identify if a student is enrolled in a remedial/developmental course in Reading.

**CATEGORY:** Academic Background

**RELATED TERMS:** Remedial Course

**SOURCE:** SURE Enrollment Dictionary

**REGISTRATION STATUS**

The indicator that best describes to what category the student is assigned in the institution's enrollment roster at the time of this report.

**CATEGORY:** Enrollment

**RELATED TERMS:** First Time; Transfer; Stop-Out/Readmit; Continuing

**SOURCE:** SURE Enrollment Dictionary

**REGULAR (ADMISSION STATUS)**

A student admitted according to regular admissions criteria.

**CATEGORY:** Enrollment

**RELATED TERMS:** Admissions Status; Special; EOF Non-Transfer; Transfer; Other; EOF Transfer

**SOURCE:** SURE Enrollment Dictionary
RESEARCH STAFF
An occupational category used to classify persons whose specific assignments customarily are made for the purpose of conducting research. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time conducting research. (This category was called Primarily research prior to 2012-13.)
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

RESIDENT ALIEN
A resident alien is a person who is not a citizen and has been lawfully admitted for permanent residence and who holds an alien registration receipt card - form 1-551/155.
CATEGORY: Demographics
RELATED TERMS: Non-Resident Alien; Citizenship
SOURCE: SURE Enrollment Dictionary

REVENUES
The inflow of resources or other enhancement of net assets (or fund balance) of an institution or settlements of its liabilities (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the institution's ongoing major or central operations. Includes revenues from fees and charges, appropriations, auxiliary enterprises, and contributions and other nonexchange transactions. Revenues are reported net of discounts and allowances (that is, the revenue reported is reduced by the amount of discounts and allowances) for FASB institutions and for GASB institutions that have implemented GASB Statement No. 34.
CATEGORY: Finance
RELATED TERMS: Income; Profit
SOURCE: IPEDS Glossary

REVISED COHORT
Initial cohort after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
CATEGORY: Graduation Rates (GRS)
RELATED TERMS: Initial cohort; Adjusted Cohort; Cohort; Exclusions
SOURCE: IPEDS Glossary

SALES AND RELATED OCCUPATIONS
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:
SAT

Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.

CATEGORY: Academic Background
RELATED TERMS: ACT; Admission Test Scores
SOURCE: IPEDS Glossary

SAT SCORE-MATHEMATICS

The score achieved by the student on the mathematics portion of the scholastic assessment test (SAT). This is an entrance test given to college-bound seniors by the education testing service (ETS) of Princeton, NJ. The score is based on the quantitative mathematics part of the test, and may range from 200 to 800.

CATEGORY: Academic Background
RELATED TERMS: Check IPEDS Glossary Or Other Sources For Additional Definition
SOURCE: IPEDS Glossary

SAT SCORE-READING

The score achieved by the student on the reading portion of the scholastic assessment test (SAT). This is an entrance test given to college-bound seniors by the education testing service (ETS) of Princeton, NJ. The score is based on the quantitative mathematics part of the test, and may range from 200 to 800.

CATEGORY: Academic Background
RELATED TERMS: Check IPEDS Glossary Or Other Sources For Additional Definition
SOURCE: IPEDS Glossary

SAT SCORE-WRITING

The score achieved by the student on the writing portion of the scholastic assessment test (SAT). This is an entrance test given to college-bound seniors by the education testing service (ETS) of Princeton, NJ. The score is based on the quantitative verbal part of the test, and may range from 200 to 800.

CATEGORY: Academic Background
RELATED TERMS: Check IPEDS Glossary Or Other Sources For Additional Definition
SOURCE: IPEDS Glossary

SENIOR

A student enrolled in a four-year program who has earned more than 90 degree credits towards the completion of a program, as of the reporting date.

CATEGORY: Enrollment
RELATED TERMS: Class Level; Freshman; Sophomore; Junior; Unclassified Undergraduate Level; Graduate Student; Unclassified Graduate Level; First Professional Student; Post Doctoral Student
SOURCE: SURE Enrollment Dictionary

SERVICE OCCUPATIONS


CATEGORY: Human Resources
RELATED TERMS:
SOURCE:
SOPHOMORE
A student enrolled in a two-year program who has earned 30 or more credits toward the completion of a program; also, a student enrolled in a four-year program who has earned from 30 to 59 degree credits toward completion of a program, as of the reporting date.
CATEGORY: Enrollment
RELATED TERMS: Class Level; Freshman; Junior; Senior; Unclassified Undergraduate Level; Graduate Student; Unclassified Graduate Level; First Professional Student; Post Doctoral Student
SOURCE: SURE Enrollment Dictionary

SPECIAL
A student admitted on the basis of alternative admissions criteria (e.g., potential aptitude).
CATEGORY: Enrollment
RELATED TERMS: Admissions Status; Regular, EOF Non-Transfer; Transfer; Other; EOF Transfer
SOURCE: SURE Enrollment Dictionary

STAFF ADJUNCTS
Employees who have another (primary) position at the college and also teach a course.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:

STATE AID
Financial Aid from State Sources. FAFSA filing required. Includes: Grants and Loans
CATEGORY: Financial Aid
RELATED TERMS:
SOURCE: BANNER

STATE OF RESIDENCE
An identification of the state in which a student legally resided as of the reporting date.
CATEGORY: Enrollment
RELATED TERMS: In-District; In-State; Out-of-State; NJ County of Residence
SOURCE: SURE Enrollment Dictionary

STOP-OUT/READMIT
A student who previously attended the institution, but dropped out or stopped out for one or more semesters and returns to resume studies, and may or may not have gone through a formal admissions process again.
CATEGORY: Enrollment
RELATED TERMS: Registration Status; First Time; Transfer; Continuing
SOURCE: SURE Enrollment Dictionary

STUDENT AND ACADEMIC AFFAIRS AND OTHER EDUCATION SERVICES OCCUPATIONS
An occupational category based on the following three minor groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Pre-school, Primary, Secondary, and Special Education School Teachers 2) Other Teachers and Instructors and 3) Other Education, Training, and Library Occupations.
CATEGORY: Human Resources
RELATED TERMS:
SOURCE:
| **STUDENT-TO-FACULTY RATIO** | The ratio of FTE students to FTE instructional staff, i.e., students divided by staff. Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are excluded from both full-time and part-time counts. "Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs). Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.  
**CATEGORY:** Enrollment  
**RELATED TERMS:**  
**SOURCE:** |
| **SUBCOHORT** | A predefined subset of the initial cohort or the revised cohort established for tracking purposes on the Graduation Rates (GR) component of IPEDS. (e.g., bachelor's degree-seeking subcohort.)  
**CATEGORY:** Graduation Rates (GRS)  
**RELATED TERMS:** Initial Cohort; Revised Cohort; Adjusted Cohort  
**SOURCE:** IPEDS Glossary |
| **TEMPORARY EMPLOYEES (TES)** | Employed for a specific time period (ex: summer help); not benefit eligible.  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:** |
| **TENURE** | Status of a personnel position with respect to permanence of the position.  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:** |
| **TENURE TRACK** | Personnel positions that lead to consideration for tenure.  
**CATEGORY:** Human Resources  
**RELATED TERMS:**  
**SOURCE:** |
| **TRANSFER (REGISTRATION STATUS)** | A student who has not been previously enrolled at the institution, and brings or seeks to bring college credits from another institution. Include students who transferred for the preceding summer session. This definition does not include "internal transfers" (i.e., students who transferred within the institution from one status or program to another).  
**CATEGORY:** Enrollment  
**RELATED TERMS:** Registration Status; First Time; Stop-Out/Readmit; Continuing  
**SOURCE:** SURE Enrollment Dictionary |
TRANSFER (ADMISSION STATUS)  
A student who has not been previously enrolled at the institution, and brings or seeks to bring college credits from another institution. This definition does not include “internal transfers” (i.e., students who transferred within the institution from one status or program to another).  
CATEGORY: Enrollment  
RELATED TERMS: Admissions Status; Regular; Special; EOF Non-Transfer; Other; EOF Transfer  
SOURCE: SURE Enrollment Dictionary

TRANSFER INSTITUTION  
The identification of the institution last attended by a new transfer student, using the code assigned by the college examination board (CEEB)  
CATEGORY: Academic Background  
RELATED TERMS:  
SOURCE: SURE Enrollment Dictionary

TRANSFER-IN 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.  
CATEGORY: Enrollment  
RELATED TERMS:  
SOURCE: IPEDS Glossary

UNCLASSIFIED EMPLOYEES  
All AFT positions. Positions and job titles not subject to the tenure provisions of Title 11A, New Jersey Statutes (not permanent).  
CATEGORY: Human Resources  
RELATED TERMS:  
SOURCE:

UNCLASSIFIED, GRADUATE LEVEL  
A student who holds a bachelor's or master's degree and is taking graduate courses with other graduate degree-seeking students, but who has not been accepted into a graduate program.  
CATEGORY: Enrollment  
RELATED TERMS: Class Level; Freshman; Sophomore; Junior; Senior; Unclassified Undergraduate Level; Graduate Student; First Professional Student; Post Doctoral Student  
SOURCE: SURE Enrollment Dictionary

UNCLASSIFIED, UNDERGRADUATE LEVEL  
Students who cannot be categorized by class level, and students who are not formally enrolled for a degree, although taking undergraduate-level courses for credits in regular classes with degree-seeking students.  
CATEGORY: Enrollment  
RELATED TERMS: Class Level; Freshman; Sophomore; Junior; Senior; Graduate Student; Unclassified Graduate Level; First Professional Student; Post Doctoral Student  
SOURCE: SURE Enrollment Dictionary
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNMET NEED</strong></td>
<td>The remaining Financial Need (Gross Need) that was not met by the awarding of Need Based financial aid.</td>
</tr>
<tr>
<td><strong>WHITE CODE</strong></td>
<td>An indication that a student self-identifies as being White.</td>
</tr>
<tr>
<td><strong>WRITING REMEDIATION COURSE ENROLLMENT</strong></td>
<td>A code to identify if a student is enrolled in a remedial/developmental course in writing.</td>
</tr>
<tr>
<td><strong>ZIP CODE OF HOME ADDRESS AT ADMISSION</strong></td>
<td>The postal delivery code of a student's home address at the time of original admission to the institution. Leave this field blank if student's address is in a foreign country; (do not enter non-United States postal zip codes).</td>
</tr>
</tbody>
</table>