

SIS 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.

Conditional-Prep Student: A conditional-prep student is "Any first-time associate or bachelor's degree seeking student with a high school diploma or GED and/or with a score of 14 composite or below on the ACT, 690 or below on the SAT, 62 or below on the COMPASS Reading Skills test, or 35 or below on the ASSET Reading Skills test, must be admitted to the institution under the status of conditional-prep."

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:

- **Remedial:** all instructional offerings below college level provided for students with deficiencies in English, mathematics and reading.
- **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.
- **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.
- **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.
- **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.
- **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.
- **Concurrent General Education Course:** an endorsed undergraduate general education course listed in ACTS for high school students for which students receive both high school and college credit.
- **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.
- **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.
- **Non-Remedial, non-college level courses:** credit courses that do not count toward any credential (certificate or degree) and are not truly a remedial or developmental education course in the subjects of math, English, or reading.

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.

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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.

- **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.
- **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.
- **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.
- **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/CERTIFICATE: an award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/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:

CERTIFICATES

Certificate of Proficiency (Degree Level 01) The Certificate of Proficiency will be awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The award is granted for programs requiring 7-18 undergraduate semester credit hours. The program of study may be a stand-alone program or part of a technical certificate or associate degree curriculum. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements.

Technical Certificate (Degree Level 02) The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level that recognizes the completion of a specified level of competency in an occupational field. The program of study may be a standalone program or a part of an associate degree curriculum. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements. The range of credit hours is 24-42 undergraduate semester hours. Exceptions to this range will be allowed when required by accrediting or approval agencies.

Certificate of General Studies (Degree Level 02) The Certificate of General Studies is designed to recognize 31-38 credit hours of general education core courses successfully completed by students. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world. The skills and competencies addressed in the program are based on findings in the report, *What Work Requires of Schools*, published in 1991 by the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS). Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements. (See Appendix D for curriculum requirements.)

Advanced Certificate (Degree Level 04) The Advanced Certificate is a planned program of study in a technical specialty. Admission to the program requires an associate degree or higher, national certification in the technical specialty or other specifically defined postsecondary education requirements. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The range of hours is 24-42 undergraduate semester credit hours. Program completion could lead to certification/licensure and recognition will be noted on the student transcript. If the certificate program is designed for professional certification or licensure, documentation of appropriate agency/board approval must be submitted. Teacher education certificates must be designed to meet certification/licensure requirements in designated specialty areas and must be approved by the Arkansas Department of Education prior to submission to ADHE for consideration.

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Graduate Certificate (Degree Level 06) The Graduate Certificate is a 12-18 semester hour program that includes a focused collection of courses which when completed affords the student a record of coherent academic accomplishment in a given discipline or set of related disciplines. Program completion could lead to professional certification/licensure and recognition of the award will be noted on the student transcript. The required courses must be part of the graduate curriculum of a university with graduate degree programs as part of its role and scope and be taught by faculty with graduate faculty status. Admission and completion requirements must be based upon the policies of the Graduate School. If the certificate program is designed for professional certification or licensure, documentation of appropriate agency/board approval must be submitted. Teacher education certificates must be designed to meet certification/licensure requirements in designated specialty areas and must be approved by the Arkansas Department of Education prior to submission to ADHE for consideration.

UNDERGRADUATE DEGREES

Associate Degrees (Degree Level 03)

Associate of Arts The Associate of Arts degree will be awarded to students who successfully complete a program of collegiate level work that is transferable toward a baccalaureate degree. The degree must include the 35-hour state minimum general education core (Appendix C) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The range of hours is 60-64 semester credit hours.

Associate of Science The Associate of Science degree will be awarded to students who successfully complete a program of collegiate level work with an occupational objective of which the majority of occupational courses and all general education courses are transferable toward a baccalaureate degree. The degree must include the 35-hour state minimum general education core (Appendix C) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The range of hours is 60-72 semester credit hours. Exceptions to this range will be allowed when required by accrediting or approval agencies.

Associate of Applied Science The Associate of Applied Science (A.A.S.) degree will be awarded to students who successfully complete a program of collegiate level work which is primarily designed for direct employment. The program must include a minimum of 15 semester credit hours of general education courses in English/writing, mathematics, social sciences, and computer applications/fundamentals (Appendix C). A minimum of 30-36 semester hours must be in a technical area. An additional component of the program of study should be a technical core of support courses from other related technical disciplines. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. (A course in Intermediate Algebra may be used to fulfill the mathematics requirement in the A.A.S. degree.) 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 60-72 semester credit hours. Selected health-related programs may exceed 72 semester hours, but should not exceed 80 semester hours unless required by accrediting or approval agencies.

Associate of General Studies/Liberal Arts The Associate of General Studies/Liberal Arts degree will be awarded to students who successfully complete a planned program of collegiate level work that includes a minimum of 15 semester hours of general education courses (Appendix C) and occupational or liberal arts courses. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. The program of study must be developed cooperatively by the student and the institution. The degree is intended to serve 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. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 60-64 semester credit hours.

Associate of Applied Science in General Technology The Associate of Applied Science in General Technology program will be awarded to students who successfully complete an individualized program of study to fulfill a unique career goal that cannot be met through the completion of a single program offered by the institution. The program must include 15 semester credit hours of general education courses: English/writing, mathematics, computer application/fundamentals, and social sciences (Appendix C). There must be 24-30 semester hours in a major technical area, and 15-21 semester hours in a technical core of support courses from other related technical disciplines. A maximum of 30 semester hours may be awarded for experiential learning or work experience. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used

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for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The range of hours is 60-72 semester credit hours.

Associate of Arts in Teaching The Associate of Arts in Teaching degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable toward a baccalaureate degree in teacher education. This two-year transfer degree is designed to introduce students to the profession of teaching, to increase the number of teacher candidates, to ease transfer from two- to four-year institutions, and to maximize the credit hours taken at the two-year institution. The degree must include the state minimum general education core (35 semester credit hours) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences (Appendix C). The Associate of Arts in Teaching is designed to align with state licensure requirements and consists of 60-64 semester credit hours. In order to receive the AAT, students must have a final grade point average of 2.65 and pass the Praxis I exam, an assessment of reading, writing, and mathematical skills. (See Appendix D for curriculum requirements.)

Bachelor's Degrees (Degree Level 05)

Bachelor's Degree The bachelor's degree will be awarded to students upon successful completion of a program that requires a minimum of 120 undergraduate semester credit hours, including the 35-semester hour state minimum general education core (Appendix C), a minimum of 40 semester hours of upper-level courses, and a minimum of 30 semester hours (including 20 semester hours of upper-level courses) in the major field of study. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of the bachelor's degree is 120-136 semester hours. Selected programs (e.g., education, music, engineering) may exceed 136 semester hours, but cannot exceed 150 semester hours unless required by accrediting or approval agencies.

Bachelor of Applied Science The Bachelor of Applied Science is a degree completion program that allows students holding an Associate of Applied Science degree to apply the entire associate degree toward the requirements of a bachelor's degree. The bachelor's degree curriculum must include a minimum of 35 semester hours of general education courses (Appendix C) and a minimum of 40 semester hours of upper-level courses in selected fields of study. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 120–136 semester credit hours.

Bachelor of Professional The Bachelor of Professional Studies is designed as a flexible program option for students with earned college credit (including technical and occupational courses). The bachelor's degree curriculum must include a minimum of 35 semester hours of general education courses (Appendix C) and 40 semester hours of upper-level courses in selected fields of study. The program of study can be developed cooperatively by the student and the institution to meet a variety of professional development and career enhancement needs. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 120–136 semester credit hours.

GRADUATE DEGREES

Master's Degree (Degree Level 07) The master's degree will be awarded to students who complete a minimum of 30 semester credit hours beyond the bachelor's degree that includes 50 percent graduate only semester hours in the field of study. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Exceptions to the total credit hours will be allowed when required by accrediting or approval agencies.

Specialist Degree (Degree Level 08) The specialist degree will be awarded to students who complete a minimum of 30 graduate-only semester credit hours beyond the master's degree. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The degree does not meet the academic requirements of a doctoral degree. Exceptions to the total credit hours will be allowed when required by accrediting or approval agencies.

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DOCTORAL DEGREE

Research/Scholarship (Degree Level 17) 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.

Professional Practice (Degree Level 18) 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 (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.

Other (Degree Level 19) A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

Degree Level	Credential
Certificates	
01 Certificates of Less Than One Year	1 Certificates of Proficiency
02 Certificates of One Year	1 Technical Certificates 2 Certificates of General Studies
04 Certificates of More Than One Year	1 Advanced Certificates
06 Post-Baccalaureate Certificate	1 Graduate Certificate
Degrees	
03 Associate Degrees	1 Associate of Arts 2 Associate of Science 3 Associate of Applied Science 4 Associate of General Studies/Liberal Arts 5 Associate of Applied Science in General Technology 6 Associate of Arts in Teaching
05 Baccalaureate Degrees	1 Bachelor's Degree 2 Bachelor of Applied Science 3 Bachelor of Professional Studies
07 Master's Degree	1 Master's Degree
08 Specialist Degree	1 Specialist Degree
17 Doctor's Degree – Research/Scholarship	1 Doctoral Degree
18 Doctor's Degree – Professional Practice	
19 Doctor's Degree – Other	

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 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 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:

First-time entering undergraduate student (01): a non-high school student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes (a) students enrolled in academic or occupational programs, (b) students enrolled in the fall term who attended college for the first time in the prior summer term, and/or (c) students who entered with advanced standing (college credits earned before graduation from high school). A student will be reported in this category only once (except for situation b above). 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 and been matriculated by the institution. Those students who have not yet 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 enrolled in summer courses at an institution, and transferred 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 enrolled in the fall term. If

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the student enrolled 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.

Other first-year continuing student (02): a non-high school 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.

First-time entering undergraduate transfer student (03): a non-high school 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; this does not include credit hours earned while the student was still enrolled in high school). If the student was a first-time entering transfer student in the summer term, please also report them as a first-time entering transfer student for the fall term.

First-time entering graduate student (04): 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 – masters, specialist, or doctoral. 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.

First-time entering doctoral student (05): a student entering any institution classified for the first time as a doctoral student (research/scholarship or professional practice). 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.

Continuing undergraduate student (06): a non-high school student previously enrolled at the same or similar undergraduate student level 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.

Continuing graduate or doctoral student (07): a student previously enrolled at the same graduate student level during the previous regular academic term at the reporting institution. Disregard summer sessions and other special sessions not considered to be part of the academic year.

Readmitted undergraduate student (08): a non-high school student previously enrolled at the same undergraduate 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.

Unclassified pre-baccalaureate undergraduate student (09): a non-high school student that does not hold an earned baccalaureate degree and is seeking an undergraduate credential and cannot be included in one of the other undergraduate student categories, such as a student holding an associate degree seeking a second associate degree at a 2-year institution.

Unclassified post-baccalaureate undergraduate student (10): a student holding an earned baccalaureate degree and is seeking an undergraduate credential.

First-time entering graduate transfer student (11): a graduate student entering the institution for the first time at the graduate level with academic credit attempted or earned at the graduate level at another institution (whether or not the credit is accepted by the institution to which the student transfers). If the student was a graduate transfer student in the summer term, please also report them as a graduate transfer student for the fall term.

Readmitted graduate student (12): a student previously enrolled at the same graduate student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer sessions and other special sessions not considered to be part of the academic year.

High School Student (13): A student who has not received a high school diploma or its equivalent and is traditional high school age (generally 18 or less).

First-time entering undergraduate transfer TRANSIENT student (14): a non-high school student who transfers to your institution for the first-time and specifically states that they are not seeking a credential from your institution and is enrolling at your institution for the purpose of transferring the earned credit hours back to the institution in which they are regularly enrolled. These students have not submitted a transcript for evaluation purposes and are typically for students enrolled in summer courses.

Unclassified post-baccalaureate graduate student (15): a student holding an earned baccalaureate degree and is seeking a graduate credential but cannot be included in one of the other graduate student categories.

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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.)

- **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).
- **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.
- **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 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.)

- **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.
- **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.
- **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.
- **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.

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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 generally derived from the student credit hour production of an institution. (1) Undergraduate FTE is obtained by dividing the total number of undergraduate student semester credit hours (SSCH) by 15 (term) or 30 (annual). (2) Graduate FTE is obtained by dividing the total number of graduate student semester credit hours (SSCH) by 12 (term) or 24 (annual). This calculation excludes the credit hours for First Professional Degree (Doctoral Degree: Professional Practice) students. (3) SSCH is not used when calculating FTE for First Professional Degree students (Doctoral Degree: Professional Practice). For such students, full-time students are counted as 1.0 FTE and part-time students are counted as 0.6 FTE with the sum of both being the final FTE (per IPEDS).

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. NOTE: this should not be confused with code OX in the receiving location field of the course file. The purpose of code OX is to correctly identify course locations.

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: 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.

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Non-Resident Alien and Race/Ethnicity Fields – Clarifying information only is being provided on how ADHE calculates race/ethnicity.

[The [Student File](#) codes for race/ethnicity (and the related Non-Resident Alien code) are difficult to reconcile with our data system. It's as if they have "too many moving parts," for despite repeated efforts to correct our multiple entries, we still did not achieve an accurate profile of our student population in your summary.]

Below are our queries for counting race/ethnicity. These queries use SQL. If your institution uses SQL, then this will help you in determining the correct race/ethnicity counts. The same queries will work for the instructor or graduate provided you change the reference from the student table to the appropriate table.

<p>American Indian/Alaskan Only</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS amerind FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.amerind = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.black IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')</pre>	<p>Asian Only</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS asian FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.asian = '1' AND s.black IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')</pre>
<p>Black Only</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS black FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.black = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')</pre>	<p>Hawaiian Only</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS hawaiian FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.hawaiian = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.black IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2')</pre>
<p>Hispanic Any</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS hispanic FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.hispanic = '1' NOTE: This looks for <u>any</u> Hispanic student. This is the only "any" in the group, per IPEDS.</pre>	<p>White Only</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS white FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.white = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.black IN ('0', '2') AND s.amerind IN ('0', '2') AND s.hawaiian IN ('0', '2')</pre>
<p>Non-Resident Alien</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS nra FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '06'</pre>	<p>Unknown</p> <pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS uk FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND (s.non_resident_alien = '9' Or (s.non_resident_alien = '0' AND s.asian IN ('0', '2') AND s.black IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')))</pre>

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NOTE: Students whose race or ethnicity is unknown should be coded as non resident alien unknown. Please correct all students falling into the "second unknown" explanation below – they should be converted to "first unknown".

1st Unknown (non resident alien)	2nd Unknown (race/ethnicity)
<pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS first_uk FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '9'</pre>	<pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS second_uk FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.asian IN ('0', '2') AND s.black IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')</pre>
Two or More Races	
<pre>SELECT COUNT(DISTINCT(s.ssn_id)) AS multi FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.hispanic IN ('0', '2') AND s.non_resident_alien = '0' AND ((s.asian = '1' AND s.black = '1') OR (s.asian = '1' AND s.amerind = '1') OR (s.asian = '1' AND s.white = '1') OR (s.asian = '1' AND s.hawaiian = '1') OR (s.black = '1' AND s.amerind = '1') OR (s.black = '1' AND s.white = '1') OR (s.black = '1' AND s.hawaiian = '1') OR (s.amerind = '1' AND s.white = '1') OR (s.amerind = '1' AND s.hawaiian = '1') OR (s.white = '1' AND s.hawaiian = '1') OR (s.asian = '1' AND s.black = '1' AND s.amerind = '1') OR (s.asian = '1' AND s.black = '1' AND s.hawaiian = '1') OR (s.asian = '1' AND s.amerind = '1' AND s.white = '1') OR (s.asian = '1' AND s.white = '1' AND s.hawaiian = '1') OR (s.black = '1' AND s.amerind = '1' AND s.white = '1') OR (s.black = '1' AND s.amerind = '1' AND s.hawaiian = '1') OR (s.black = '1' AND s.white = '1' AND s.hawaiian = '1') OR (s.amerind = '1' AND s.white = '1' AND s.hawaiian = '1') OR (s.asian = '1' AND s.black = '1' AND s.amerind = '1' AND s.white = '1') OR (s.asian = '1' AND s.black = '1' AND s.amerind = '1' AND s.hawaiian = '1') OR (s.asian = '1' AND s.black = '1' AND s.white = '1' AND s.hawaiian = '1') OR (s.asian = '1' AND s.amerind = '1' AND s.white = '1' AND s.hawaiian = '1') OR (s.black = '1' AND s.amerind = '1' AND s.white = '1' AND s.hawaiian = '1') OR (s.asian = '1' AND s.black = '1' AND s.amerind = '1' AND s.white = '1' AND s.hawaiian = '1'))</pre>	

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:

(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.

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

- **Headcount:** an unduplicated tally of students by a characteristic, such as full-time/part-time, geographic origin, or age.
- **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 total number of credit hours earned/completed or the degree level program that the student is currently enrolled in. The following student level categories are intended to be mutually exclusive however, different institutions may infer different meaning.

Unclassified undergraduate (00): a non-high school 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.

First-year student/Freshman (01): A non-high school student who has completed less than 30 credit hours of college-level undergraduate coursework.

Second-year student/Sophomore (02): A non-high school student who has completed at least 30 but less than 60 credit hours of college-level undergraduate coursework.

Third-year student/Junior (03): A non-high school student who has completed at least 60 but less 90 credit hours of college-level undergraduate coursework.

Fourth year student/Senior (04): A non-high school student who has completed at least 90 credit hours of college-level undergraduate coursework.

Masters (05): a student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and (a) is enrolled in a master's degree program, or (b) is enrolled in a doctoral program but has earned less than 30 semester credit hours in graduate course work.

Specialist (06): a student who has received an earned master's degree and is enrolled in a specialist degree program.

Doctoral/Doctoral: Research/Scholarship (07): 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. Such doctoral programs require 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.

Doctoral: Other (08): per IPEDS a doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice. The use of this designation requires permission from IPEDS. No Arkansas institutions currently use this designation.

First Professional/Doctoral: Professional Practice (09): a student who is enrolled in a first professional degree program such as, but not limited to, chiropractic, dentistry, law, medicine, optometry, osteopathic medicine, pharmacy, podiatry, theology, and veterinary medicine. Such doctoral programs require 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.

Unclassified post-baccalaureate undergraduate student (10): 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.

Unclassified graduate (11): 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).

High School Student (13): A student who has not received a high school diploma or its equivalent and is traditional high school age (generally 18 or less).

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,

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please use the following codes to designate the type of technology used. Note that this is not the technology used to support 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).