

MARYLAND ANNUAL DATA COLLECTION

GLOSSARY

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MD Higher Education Commission
Office of Information Systems**

MARYLAND HIGHER EDUCATION COMMISSION
GLOSSARY

ACADEMIC YEAR - The period of time generally extending from June to May; usually equated to a sequence of three semesters (summer, fall, spring).

AFRICAN AMERICAN – See BLACK.

ALL OTHER (1977) - A person from races not defined under the 1977 standards as ASIAN, BLACK, INDIAN, HISPANIC, FOREIGN, UNKNOWN OR WHITE.

AMERICAN INDIAN OR ALASKAN NATIVE (1977) - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

AMERICAN INDIAN OR ALASKAN NATIVE (1997) - 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.

AREA OF CONCENTRATION - A sequential arrangement of courses within a program which at the undergraduate level exceeds 24 semester credit hours, at the masters level exceeds 12 semester hours, and exceeds 18 semester hours at the doctoral level.

ASIAN OR PACIFIC ISLANDER (1977) - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, and Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

ASIAN (1997) - 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.

ASSOCIATE - A degree awarded for satisfactory completion of not less than 60 or more than 70 semester hours, or equivalent hours of college credit representing a planned sequence of learning experiences.

BACHELOR - A degree awarded for satisfactory completion of not less than 120 semester hours, or equivalent hours of college credit representing a planned sequence of learning experience.

BLACK, NON-HISPANIC (1977) - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

BLACK (1997) - A person having origins in any of the black racial groups of Africa.

BRANCH CAMPUS - A permanent instructional unit of a degree-granting institution approved by the Maryland Higher Education Commission or of a chartered institution, located at a site

other than the principal location of the approved or chartered institution, which offers on a continuing basis all the instruction required for a baccalaureate degree.

CERTIFICATE OF ADVANCED STUDY - A degree awarded for satisfactory completion of at least 30 semester hours of graduate study or the equivalent beyond the master's degree.

CONCURRENT HIGH SCHOOL STUDENT – High school student who is concurrently enrolled at the institution before graduation from high school.

CONTINUING EDUCATION COURSE HOURS: Continuing education course hours are the maximum number of hours for which the course will be taught. Course hours are defined as 50-minute segments of instruction. These are the actual instructional contact hours, excluding lunch and other breaks. If a course actually meets 60 minutes each instructional hour, the college may multiply the 50-minute periods by 1.2 to derive the continuing education course hours. Use only whole numbers to represent continuing education course hours.

CONTINUING STUDENT – Undergraduate student who is enrolled at the institution and is not reported as a new transfer or a high school student in this fall enrollment.

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

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

CREDIT HOURS - A unit of measure applied toward the total number of hours needed for completing the requirements of a degree, certificate, or other formal award, which represents:

- a) a minimum of 15 hours (50 minutes each) of actual class time;
- b) a minimum of 30 hours (50 minutes each) of supervised laboratory or studio time;
- c) a minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative educational placements;
- d) instruction delivered by instructional television (ITV) or other electronic media based on the equivalent outcomes in student learning of (a) above, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings.

DEGREE - See FORMAL AWARD

DEGREE SEEKING - Students enrolled in courses for credit who are recognized by the institution as seeking a degree or other formal award. High School students also enrolled in postsecondary courses for credit are not considered degree/certificate seeking.

DISTANCE LEARNING HOURS OF ENROLLMENT – hours generated by courses offered by distance learning technologies in which 75% or more of the instruction is offered by telecommunications and the physical presence of the student on a main campus, a branch campus or off-campus site is required 25% or less of the time.

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

DOCTOR'S DEGREE RESEARCH/SCHLORSHIP - 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.

DOCTOR'S DEGREE PROFESSIONAL PRACTICE - A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

DOCTOR'S DEGREE OTHER - A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

ELIGIBLE CONTINUING EDUCATION COURSE – a course for which academic credit is not awarded and which has met all the criteria to be eligible for state funding.

EQUATED CREDIT HOURS OF ENROLLMENT -- hours associated with remedial, developmental, and other courses designed for students deficient in general competencies necessary for college level work, especially in reading, writing, and mathematics. Typically, these are not credit courses but are prerequisites for credit courses. These do not include non-credit, continuing education courses.

FIRST-PROFESSIONAL - No longer used in 2009 and later. An award that requires completion of a program that meets all of the following criteria:

(1) completion of the academic requirements to begin practice in the profession; (2) at least two years of college work before entrance to the program; and (3) a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-Professional degrees may be awarded in the following ten fields:

Chiropractic (D.C. or D.C.M.)
Dentistry (D.D.S. or D.M.D.)
Law (L.L.B., J.D.)

Medicine (M.D.)
Optometry (O.D.)
Osteopathic Medicine (D.O.)
Pharmacy (Pharm. D.)
Podiatry (POD.D or D.P.)
Theology (M. Div.)
Veterinary Medicine (D.V.M.)

FIRST PROFESSIONAL CERTIFICATE - No longer used in 2009 and later. A degree awarded for satisfactory completion of a program of study consisting of the number of courses required by the appropriate national professional association.

FIRST-TIME FIRST-PROFESSIONAL - No longer used in 2009 and later. A student enrolled for the first time in the first-professional program. Includes first-professional students enrolled in the fall term who entered the program for the first time in the preceding summer.

FIRST-TIME FRESHMEN - An entering freshman attending any institution for the first time at the undergraduate level. Include students enrolled in the Fall term who attended college for the first time in the preceding summer. Also includes students who entered with advanced standing (college credits earned before graduation from high school). High school students who are concurrently enrolled are not considered first-time.

FIRST-TIME GRADUATE - A student enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who entered graduate school for the first time in the preceding summer.

FIRST-TIME UNDERGRADUATE - A student attending any institution for the first time at the undergraduate level. Include students enrolled in the Fall term who attended college for the first time in the preceding summer. Also includes students who entered with advanced standing (college credits earned before graduation from high school). High school students who are concurrently enrolled are not considered first-time.

FIRST-YEAR - A student who has completed less than the equivalent of one full year of undergraduate work, that is, less than 30 semester hours in a 120 hour program.

FOREIGN (1977) - Non-resident alien. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

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

FOUR-YEAR COLLEGE OR UNIVERSITY - A public or private institution of postsecondary education which: (a) awards a baccalaureate level degree in two or more instructional programs, and may award one or more of the following degrees at the graduate level: (i)

Masters, (ii) Doctorate or (iii) First professional (prior to 2009) and (b) offers appropriate upper divisional courses in the liberal arts and sciences.

FOURTH YEAR AND BEYOND - A student who has completed the equivalent of three years of full-time undergraduate work, that is, at least 90 semester hours in a 120 hour program.

FRESHMAN - See **FIRST-YEAR**

FULL-TIME - A student determined by the institution as having a normal academic load in terms of course work or other activity. Normally, an undergraduate student will be enrolled for twelve or more semester credits (or quarter hours). A graduate student will be enrolled for nine or more semester credits (or quarter hours). A doctoral student is defined by the institution.

FTDE – Full Time Day Equivalent – Fall Credit and/or eligible non-credit hours taught between 8 a.m. and 5 p.m. divided by 15.

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

GRADUATE - A program of study beyond the bachelor's degree and typically requiring a bachelor's degree for entrance. Excludes the **FIRST-PROFESSIONAL** programs prior to 2009 but includes them for 2009 and later.

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

HISPANIC (1977) - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

HISPANIC (1997) - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

INDIAN - see **NATIVE AMERICAN**

INSTITUTION OF POSTSECONDARY EDUCATION - An institution which offers an educational program within the State for persons 16 years old or older who have graduated from or left elementary or secondary school.

INSTRUCTIONAL PROGRAM - See **PROGRAM**

JUNIOR - See **THIRD-YEAR**

LATINO – See **HISPANIC (1997)**.

LOWER DIVISION - Credit courses taken at the first-year (freshman) or second-year (junior) levels.

LOWER DIVISION CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 12 semester hours of college-level work at the freshman or sophomore levels, or both.

MAIN CAMPUS CREDIT HOURS -- hours for which the instructional activities take place on the primary location(s) of the administrative and instructional operations of an approved degree granting institution. The physical presence of the student is required at the main campus for the instructional activity.

MASTERS - An award that requires the successful completion of a program of study of generally one or two full-time equivalent academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional" prior to 2009, may require more than two full-time equivalent academic years of work.

NATIVE AMERICAN – See AMERICAN INDIAN OR ALASKAN NATIVE (1977).

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (1997) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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

NON-RESIDENT ALIEN - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

OFF-CAMPUS PROGRAM - A program that contains (a) more than 1/3 of the required coursework in a major field of study leading to a certificate beyond the bachelor's level or leading to any undergraduate or graduate degree offered by an approved or chartered institution at a location other than the principal location of the institution during any 12-month period or (b) coursework offered at a location other than the principal location of an approved or chartered institution which is advertised as leading to a degree or to a certificate beyond the bachelor's level at that location.

PART-TIME - A student who is taking less than the normal academic load for a full-time student.

POST-BACCALAUREATE CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program consisting of at least 12 semester credit hours of courses at the graduate or upper divisional level, the majority of which are at the master's level.

POST-MASTERS CERTIFICATE - A degree awarded for satisfactory completion of at least 12 semester hours of graduate study or the equivalent beyond the master's degree.

PREVIOUS ACADEMIC YEAR - The period of time generally extending from September to June preceding the Fall term for which this form is being completed.

PREVIOUSLY ENROLLED AT THIS INSTITUTION - Students whose last institution attendance was at this institution in another level of study and have applied and/or enrolled at a higher level. For graduate enrollment, this means student was last enrolled

as

an undergraduate at the same institution. For first-professional prior to 2009, student was last enrolled as graduate or undergraduate at the same institution.

PRIVATE CAREER SCHOOL DIPLOMA OR CERTIFICATE - A formal award granted by a private career school for satisfactory completion of a program of study consisting of the number of courses required by the school and approved by the Maryland Higher Education Commission.

PROGRAM - A course of study requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to a formal award.

QUARTER HOUR - One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contract hours required for 1 semester hour of credit, when supervision is assured and learning is documented.

REMEDIATION PROGRAM - Instructional activities or services designed for students deficient in the general competencies necessary for college-level work, especially in reading, writing, and mathematics. Typically, these are not credit courses.

RESIDENT ALIEN - A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

SECOND-YEAR - A student who has completed the equivalent of one full year of full-time undergraduate work, that is at least 30 semester hours but less than 60 semester hours in a 120 hour program.

SEMESTER HOUR - One semester hour of credit is awarded for:

- a) A minimum of 15 hours (50 minutes each) of actual class time, exclusive of registration, study days, and holidays;
- b) A minimum of 30 hours (50 minutes each) of supervised laboratory or studio time, exclusive of registration, study days, and holidays;

- c) A minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative education placements, when supervision is assured and learning is documented;
- d) Instruction delivered by instructional television (ITV) or other electronic media based on the equivalent outcomes in student learning of (a) above, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is assured and learning is documented.

SENIOR - See FOURTH-YEAR AND BEYOND

SOPHOMORE - See SECOND-YEAR

THIRD-YEAR - A student who has completed the equivalent of two years of full-time undergraduate work, that is, at least 60 semester hours but less than 90 semester hours in a 120 hour program.

TRANSFER - A new student entering the reporting institution but known to have previously attended a postsecondary institution at the same level of study (undergraduate or graduate).

UNCLASSIFIED - A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include transfer students whose earned credits have not been determined at the time of reporting or students enrolled in a program who already hold an equivalent or higher degree. High school students concurrently enrolled before graduation should also be included.

UNDERGRADUATE STUDENT - A student enrolled in a bachelor's degree program or in a program below the baccalaureate. Includes students taking course work below a bachelor's degree whether degree seeking or non-degree seeking.

UNKNOWN - A person whose race is unknown.

UPPER DIVISION - Credit courses taken at the third-year (junior) or fourth-year and beyond (senior) levels.

UPPER DIVISION CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 12 semester hours of college-level work at the third-year or fourth-year and beyond levels, or both.

U.S. CITIZEN GROUP - Consists of U.S citizens, U.S. nationals, resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section

208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

U.S. NATIONAL - A native of American Samoa or Swain's Island.

WEEKLY STUDENT CONTACT HOUR (WSCH) -- the equivalent of one student using one station during one hour per week in a classroom or lab. This includes only the hours actually scheduled in a classroom or lab and does not include unscheduled hours in those spaces even if required (examples include language, music, and writing labs classified as HEGIS Code 220).

WHITE, NON-HISPANIC (1977) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

WHITE (1997) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.