

## A

### **Academic Year**

The time period containing the academic sessions held during consecutive Summer, Fall, and Spring semesters. For example Summer 2008, Fall 2008, and Spring 2009 would make up the 2008-09 academic year.

### **Administrative and Professional (A & P)**

It defines positions assigned administrative and management responsibilities or professional duties at the department/unit, or above. Classification codes 9200 thru 9499. Pay Plan 21.

### **Admissions: Applied, Admitted, Enrolled**

#### *Applied*

Students who have formally applied for admission to a degree program of the University

#### *Admitted*

Students who have formally met all the necessary requirements and have been admitted to a degree program of the University.

#### *Enrolled*

Students who have been admitted and are enrolled.

### **Advanced Graduate**

is a graduate student who has been formally admitted to a recognized Doctoral or Post-Master's degree program who has accumulated 36 or more semester credit hours toward his or her degree program or has a Master's degree.

### **Age (student)**

A student age is calculated at the beginning of the term by subtracting the student's date of birth from the current term date.

### **American Indian or Alaskan Native**

A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

### **Asian or Pacific Islander**

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

## B

### **Beginning Graduate**

is a graduate student who has been formally admitted to a graduate program but who is not an advanced graduate student.

**Black, non-Hispanic**

A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

**BOG (Florida Board of Governors)**

Article IX, Section 7 of the Florida Constitution was amended in 2002 to establish a statewide system of governance for all Florida public universities. As a result, the Florida Board of Governors was created in 2003 to operate, regulate, control, and be fully responsible for the management of the entire system consisting of eleven public Universities. Responsibilities include defining the distinctive mission of each university and ensuring the well-planned coordination and operation of the system.

**C****Campus Headcount**

Count of students who are enrolled in at least one course taught at that particular campus. The campus numbers are not additive. Students may be counted more than once if they are taking classes at more than one location. Only the University Wide information contains a unique headcount.

Campus Breakdowns are reported under the following Campus locations:

University Wide (Unique headcount)

University Park Campus

The engineering center is considered part of the University Park campus.

Biscayne Bay Campus

The Pines Center

**Certificate**

A formal award certifying the satisfactory completion of a postsecondary program, but which does not qualify as a degree program.

Students enrolled in a certificate program are counted in the University's Enrollment, but are considered unclassified students since they are not enrolled in a degree-seeking program. Certificate programs are not tracked by the Board of Governors, and thus do not receive a CIP code.

**Classification of Instructional Programs (CIP) Code**

A classification system established and updated by the United States Department of Education. Discipline and subdiscipline instructional programs are assigned a six digit code that is universally used for classification and reporting. There are three-level hierarchy of codes: a two-digit series representing the most general description, a four-digit series representing intermediate groupings of related programs, and a six-digit series representing specific instructional programs.

The CIP code is used in the following data elements:

***Admissions Application Program Category:***

Classification associated with the degree program category for which the applicant is seeking admission.

***Course Program Category:***

Classification associated with the major emphasis of the course program category.

***Degree Program Category:***

The classification associated with the degree program in which the degree was awarded.

***Employee Program Category:***

Classification associated with the primary paying department or in the case of a non-compensated person, the department receiving the benefit of the person's effort.

***Student Program Category:***

Classification associated with the degree program which the student declares is his major.

**College of Student**

The data is often aggregated for the following eleven Colleges/Schools at FIU. Students in these units are fully admitted, degree seeking, with greater than 60 College credits, and have been admitted to a major in that unit.

College of Architecture and the Arts

College of Arts and Sciences

College of Business Administration

College of Education

College of Engineering and Computing

College of Law

College of Medicine

College of Nursing and Health Sciences

Robert Stempel College of Public Health and Social Work

School of Hospitality and Tourism Management

School of Journalism and Mass Communication

Students who have not been accepted into one of the colleges or schools are reported under the "other" category.

This category includes:

**Advising Center**

Fully admitted degree seeking students with 0-24 semester hours of college credit.

**Certificate****National Student Exchange****Special Student**

Non-degree seeking or not fully admitted student. Both graduate and undergraduate level students.

**University College**

Fully admitted degree seeking students with 24-60 semester hours of college credit.

**Undecided**

Students who are degree seeking, fully admitted, but are undecided upon their major. Generally those with more than 60 semester hours.

**Contracts & Grants**

is a budget entity which contains activities in support of research, public service, and training. These activities are funded with awards from federal, state, local and private sources.

**Course Level Classification*****Lower Level***

a student's course that has a Course Number between 1000 and 2999.

***Upper Level***

a student's course that has a Course Number between 3000 and 4999.

***Grad I***

a student's course that has a Course Number between 5000 and 8999 and is not classified as a Grad II.

***Grad II***

a student's course that has a Course Number between 5000 & 8999 and the student is classified as a Grad II student.

**Course Load**

A student's course load is defined by the number of credit hours that the student is enrolled in

**Credit Hour**

A unit of measure of course work, independent study, or related activity, that can be applied toward meeting the requirements of a degree, certificate, or other formal award. One college credit is based on the learning expected from the equivalent of fifteen fifty-minute periods of classroom instruction. Credits for such things as laboratory instruction, internships, and clinical experience are determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, clinical practice hours (Source: 6A-10.033 (1)(a), FAC).

**D****Degree Seeking Student**

A student enrolled in courses for credit who is recognized by the institution as seeking a degree or other formal award.

**Disbursement**

is the payment of an expenditure.

**E****Education and General (E & G) Budget**

is a budget entity that contains resources that provide educational opportunities to the citizens of Florida through instructional programs leading to formal degrees at the baccalaureate, masters, and doctoral levels; research directed toward solving technical, social and economic problems facing the state and nation; and public service programs which apply the expertise of university personnel in solving public problems.

**Expenditure**

is the creation or incurrence of a legal obligation to disburse money.

**Expense**

is an expenditure category that covers such items as contractual services, commodities, and supplies of a consumable nature, current obligations, and fixed charges. Payments to other funds or local, state, or federal agencies are included in this budget classification of expenditures.

**F****Faculty**

Faculty defines positions assigned the principal responsibility of teaching, research, and public service activities or for administrative responsibility for functions directly related to the academic mission. This category includes Professor, Associate Professor, Assistant Professor and Instructor, including those with titles preceded by the term “visiting,” “adjunct,” “clinical,” or any other designation. Also includes non-instructional staff such as Counselor/Advisors and Librarians. Classification Codes 9000-9178, 9186 and 9199. Pay Plan 22.

**Faculty Rank**

A state wide categorization of faculty positions. Categories include Professor, Associate Professor, Assistant Professor, and Instructor.

**Financial Aid Abbreviations**

**SEOG** Supplemental Education Opportunity Grant (Federal grant)  
**FSAG** Florida Student Assistance Grant (State grant)  
**NDSL** National Direct Student Loan (Federal loan)  
**FGSL** Federal Guarantee Student Loan

**First Time in College (FTIC)**

A student enrolled for the first time in any post secondary institution.  
 With regard to admission to the university: a student with less than 12 hours of transfer credit after high school graduation.

For data reporting, the count of FTICs for a fall semester includes enrolled students with a date of entry of either the preceding summer semester or the current fall semester.

**Fiscal Year**

The fiscal year is a period of time from July 1 of one year to June 30 of the next year. The fiscal year will be identified by the century and year of the second year in the fiscal year notation. For example, fiscal year 1992-93 will be identified as 1993.

**Full-Time Equivalent (FTE)****Term Full-Time Equivalent enrollment (FTE)**

Term FTE's are a student workload measure based upon the term, the number of student credit hours taken during the term, and the level of the courses generating the credit hours. FTE's are computed by dividing the sum of student credit hours by the appropriate term and level divisor. The divisor used to calculate **undergraduate** Fall or Spring term FTE's is 15. The divisor used to calculate undergraduate Summer term FTE's is 10. To calculate **graduate** Fall or

Spring term FTE's, the divisor is 12; for the Summer term it is 8. In other words, for undergraduate courses, one term FTE is equal to 15 credit hours in the Fall and Spring and 10 credit hours in the Summer. For graduate courses, one term FTE is equal to 12 credit hours in the Fall and Spring and 8 credit hours in the Summer.

**Annual Full-Time Equivalent enrollment (FTE)**

Annual FTE's are based upon the number of student credit hours taken during an academic year and, like term FTE's, the level of the courses generating the credit hours. Annual FTE's are computed by dividing the sum of student credit hours taken during an academic year (Summer + Fall + Spring) by the appropriate level divisor. For undergraduate annual FTE's the divisor is 40. This represents the sum of the undergraduate *term* divisors ( $15 + 15 + 10 = 40$ ). For graduate annual FTE's the divisor is 32. This divisor is the sum of the graduate *term* divisors ( $12 + 12 + 8 = 32$ ).

An alternate way to compute annual FTE's, if you know the term FTE's, is to multiply the Fall and Spring term FTE's by .375, multiply the Summer term FTE's by .25, and add the products. This method works for both undergraduate and graduate levels.

**Full-Time Equivalent (FTE) Faculty**

A budgetary term that represents one full-time faculty position. Faculty employees are considered full time if they are employed at 1.00 FTE for at least 9 months. (Note that two people each serving in half-time faculty positions would together equal one F.T.E. faculty.)

**Full-Time Student**

is a graduate student enrolled for 9 or more semester credit hours in a term, or an undergraduate student enrolled for 12 or more semester credit hours in a term.

**Fund**

is a cash account which receives monies from designated sources such as the following:  
General Revenue Fund - state revenues  
Educational Enhancement Fund - lottery receipts  
Trust Funds - receipts from designated sources such as student fees, federal sources, etc.

**Fundable Student Credit Hours (FSCH)**

Student credit hours which the university receives funding from the state as measured from the three final Student Data Course File submissions to the Board of Governors.

**G**

**Grants and Aids**

are contributions to units of governments or nonprofit organizations to be used for one or more specified purposes, activities, or facilities. Funds appropriated under this category may be advanced.

**Gross Square Footage**

The sum of all areas on all floors of a building included within the outside face of its exterior walls.

## H

### **Headcount**

The number of students enrolled for more than zero credit hours in courses offered for degree or certificate credit, including students who are not admitted to a degree program. When student headcount is reported by academic division/department, the headcount is attributed to the department that administers the student's primary program of study.

### **Hispanic**

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

## I

### **Instruction and Research**

is a program component which contains the objective of transmitting knowledge, skills and competencies which allow eligible individuals to become practicing professionals or to pursue further academic endeavors, and to enhance the store of knowledge and technology. this program component when viewed in the legislative budget includes those activities previously referred to as Institutes and Research Centers which provides for organized programs of research, public service, library support and development which enhance the acquisition and dissemination of knowledge and technology in all disciplines and are known as Type I Centers.

### **Instructional Activity File (IAF)**

An automated file prepared each term which contains specific data on course section, enrollment and credit hours.

### **Instruction and Research Data File (IRDF)**

The Instruction and Research Data File reports the instructional (course) and non-instructional activities performed by faculty, adjuncts, and graduate assistants. Everyone who teaches a course and/or receives compensation from the State as a faculty, adjunct, or graduate assistant must be included in this file. The collection of this information is required by State law. This information is used by the state in order to determine budget allocations and State accountability measures, and is also audited by the State. The information is collected on a term basis and submitted on an annual basis.

### **Integrated Postsecondary Education Data System (IPEDS)**

The core postsecondary education data collection program in the U.S. Department of Education's National Center for Education Statistics (NCES). It is a single, comprehensive data collection system developed to encompass all institutions and organizations whose primary purpose is to provide postsecondary education. IPEDS is built around a series of interrelated surveys to collect institution-level data in such areas as enrollment, program completions, faculty and staff, and financing.

## L

### **Level of Student**

The student's level of progress toward a degree. Freshmen and Sophomore students are categorized as Lower Level; Junior and Senior students are categorized as Upper Level; Graduate students are categorized as either Graduate Level I or II. Graduate Level I includes Masters, Professional, and Specialist students. Graduate Level II includes Doctorate students.

### **Lower Division Student**

A student who has earned less than sixty semester credit hours. Includes Freshman and Sophomores.

### **Local Funds**

Budget entities for the universities which contain operating resources for Student Activity, Intercollegiate Athletics, Concessions, and Student Financial Aid, and Self-Insurance Programs.

### **Lump-Sum Appropriations**

Funds appropriated to accomplish a specific activity or project which must be transferred to one or more traditional appropriation categories for expenditure.

## M

### **Major**

A subject of academic study chosen as a field of specialization

## N

### **Non-Degree Seeking**

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

### **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.

### **Non-Tenure Earning**

Those non-tenured faculty whose position does not provide for the possibility of attaining tenure. This category includes instructors, lecturers, and OPS faculty.

## O

### **Operating Budgets**

are documents which detail the university's planned use of the funds and position which have been appropriated or approved for expenditure during a fiscal year. Operating Budget are submitted to the Board of Governors for approval.

## P

### **Part-time Student**

A graduate student enrolled for less than 9 semester credit hours in a term, or an undergraduate student enrolled for less than 12 semester credit hours in a term.

### **Person Year**

A budgeting term calculated and based on a position budget for 12 months of activity and full-time portion of effort (1.0 FTE.). (same as man year)

### **Prefix**

A three letter prefix that identifies the subject of the course

## R

### **Ranked Faculty**

Faculty who hold the rank of Assistant Professor or above including those holding the equivalent ranks of curator, scholar, scientist and engineer.

### **Race /Ethnicity**

Categories used to describe groups to which individuals belong or with which they identify. A person may be counted in only one group. In official reporting, only U.S. citizens and permanent residents (resident aliens) are grouped by race/ethnicity. The groups used to categorize all students are:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black (not of Hispanic origin)
- Hispanic
- Non-Resident Alien
- White (not of Hispanic origin)
- Other/Not reported

### **Residency**

In-State (Florida) residency includes Florida residents and Florida resident aliens. Out of state residency includes non-Florida US residents and non-resident aliens. Residency is used for fee purposes and for Ethnic/Race determination.

Florida Residents

Florida Resident (USA citizenship & Florida resident)  
 Resident Alien, Florida Resident (Non-USA citizenship & Florida resident)  
 Temporary Florida Resident (either USA or Non-USA citizenship with Special residency status)

**Non-Florida Residents**

Non Resident Alien (Non-USA citizenship & Non-Florida residency)  
 Resident Alien, Non-Florida Resident (Non-USA citizenship & Non-Florida residency)  
 Non-Florida Resident (USA citizenship & Non-Florida resident)

## S

### **Sex: Student Gender**

F Female  
 M Male  
 X Not Reported

### **Student Classification Level**

is the student's level of progress toward a degree. Freshmen and Sophomore students are categorized in the Lower Level; Junior and Senior students are categorized in the Upper Level; Graduate students are categorized in the Graduate Level.

#### ***Lower Division Student***

is a student who has earned less than 60 semester credit hours or those who have not yet passed the CLAST regardless of credit hours earned.

#### ***Upper Division Student***

is a student who has earned 60 or more semester credit hours and has passed the CLAST or has a Associate of Arts degree or is working toward an additional Baccalaureate degree.

#### ***Grad I Student***

is a graduate student who has been formally admitted to a graduate program but who is not an advanced graduate student. Law students are included in the Grad I level.

#### ***Grad II Student***

is a graduate student who has been formally admitted to a recognized Doctoral or Post-Master's degree program who has accumulated 36 or more semester credit hours toward his or her degree program or has a Master's degree.

#### ***Unclassified Student***

is a student not admitted to a degree program.

### **Student Credit Hours (SCH)**

A measure which is equal to the product of the number of students enrolled in a course section times the number of credit hours for the section. Student Credit Hours for which the University receives funding by the state are called Fundable Student Credit Hours (FSCH). Not all SCH are fundable- for instance, credit hours produced by some fee waivers and by students enrolled for audit are not state fundable.

#### ***Lower Level SCH***

Hours generated by courses numbered between 1000 and 2999.

***Upper Level SCH***

Hours generated by courses numbered between 3000 and 4999.

***Grad I Level SCH***

Hours generated by courses numbered between 5000 and 8999 and not Grad II courses.

***Grad II Level SCH***

Hours generated by courses numbered between 5000 and 8999 and student's classification level is Advanced Graduate and degree level sought is Advanced Master's, Specialist or Doctorate and student program category is an authorized Doctoral degree program.

**Student Data Course File (SDCF)**

An automated file prepared each term which provides an accurate record of student workloads to serve as the official report of student enrollment, and to serve as a historical record for planning purposes. The file lists specific data on all students in the following areas:

- Demographic data of an individual student
- Information concerning a student's academic and scholastic history
- Information concerning current term course work
- Stipend, fellowship and waiver data.

**Student Financial Aid**

Appropriations by the Legislature for student financial aid are used to support need and merit based student grants, scholarships, and loans to provide access and attract high achieving and talented students.

**SUS**

State University System of Florida

**T**

**Tenure**

is a condition attained by a faculty member through highly competent teaching, research, or scholarly activities which assures the faculty member security of employment and immunity from reprisals or threats due to an intellectual position or belief which may be unpopular and which guarantees annual reappointment for the faculty member until voluntary resignation, retirement, removal for adequate cause, or layoff. Tenure shall be held as ranked faculty in an academic department/unit and shall not extend to administrative appointments.

**Tenure -Track Faculty**

are those non-tenured faculty who are in a position which allows them the possibility of attaining tenure.

**Terminal Degree**

The highest earned degree in a discipline. In most cases, this is a doctorate (Ed.D. Ph.D., D.A., ENGR). In the fine arts, the M.F.A. or Master's of Fine Arts degree is considered the highest appropriate degree. The J.D. in law is considered a terminal degree.

**Transfer Student**

A student entering the institution for the first time or re-entering to resume a prior level and known to have previously attended a postsecondary institution at the same level. A student who was dual-enrolled at a college or university while still enrolled in high school is counted as a first-time freshman, not as a transfer student.

**U****Unclassified Student**

is a student not admitted to a degree program.

**University Support Personnel System (USPS)**

USPS defines positions assigned professional, paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service, or maintenance duties. Classification Codes 0001-0007 and 0018-8999. Pay Plan 23.

**Upper Division Student**

A student who has earned 60 or more semester credit hours or has an Associate of Arts degree or is working toward an additional Baccalaureate degree and has passed the CLAST exam.

**W****White, non-Hispanic**

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

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