

# Definition of Terms

**Academic Rank:** The rank held by persons having the title of professor, associate professor, and assistant professor; title denotes academic rank exclusively; the title of instructor may also be a title of academic rank at the discretion of the policies and procedures approved for each university.

**Academic Year (AY):** At UAA and UA, is a 3-term, 12-month period beginning with Summer opening and ending with Spring closing commonly identified by reference to the calendar year in which it ends; e.g. AY 2019 (Also known as AY 18-19) includes Summer 2018, Fall 2018, and Spring 2019. (IPEDS, UA, and UAA IR)

**Adjunct Faculty:** Faculty with temporary assignments.

**Adjusted Cohort:** The result of removing any allowable exclusions from a cohort (or sub-cohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate. Allowable exclusions are students who have died or were permanently disabled, left to serve in the armed forces, left to serve with a foreign aid service of the federal government (e.g. Peace Corp), or left to serve on official church mission.

**Admitted Student:** Applicant who has been granted an official offer to enroll in a postsecondary institution.

**Applied Student:** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn by applicant or institution.

**Assistant Professor:** At UAA, an appointment criteria for persons who meet the minimum criteria for initial appointment to this rank as follows: Tripartite Academic = Terminal degree in the discipline or appropriate field and evidence of a potential for successful teaching, service, and research / creative activity; Bipartite Academic = Master's degree in the discipline or appropriate field and two years documented successful teaching and service; and Bipartite Vocational Education = Bachelor's degree in the discipline or appropriate field and two years documented successful teaching and / or related work experience beyond the apprentice level in an area directly related to the faculty appointment.

**Associate Degree:** An award conferred by the Alaska Board of Regents that signifies successful completion of a defined program of study. Note: At UAA, all associate degrees require a minimum of 60 semester hours but no more than 75 semester hours.

**Associate Professor:** At UAA, criteria for persons who meet the minimum criteria for initial appointment to this rank are as follows: Tripartite Academic = Terminal degree in the discipline or appropriate field and five years successful performance at the rank of assistant professor, including evidence of accomplishment in the area of research / creative activity; Bipartite Academic = Master's degree in the discipline or appropriate field and eight years successful teaching and service in an appropriate institution of higher education and evidence of professional development in the area of teaching or pedagogically related activities or creativity; and Bipartite Vocational Education = Master's degree in the discipline or appropriate field and three years documented successful teaching or Bachelor's degree plus 30 semester hours of systematic study in a closely related discipline.

**Auxiliary Enterprises Expenditures:** Expenditures for self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples include residence halls, food services, student health services, intercollegiate athletics (if self-supporting), college stores, parking.

**Auxiliary Services Revenue:** Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities.

**Baccalaureate Degree:** An award conferred by the Alaska Board of Regents that signifies successful completion of a defined program of study that consists of both lower- and upper-division coursework. Traditionally known as a four-year degree. At UAA, all Baccalaureate degrees require a minimum of 120 to 132 semester credits.

**Budget:** An estimate, often itemized, of expected income and expense for a given period in the future.

**Calendar Year:** A 12-month time period commencing January 1 and ending December 31.

**Campus:** A location of an institution that is geographically apart; and is permanent in nature; offers at least 50% of the courses of an educational program leading to a degree, certificate, or other educational credential; has its own faculty and administrative organization; and has its own budgetary and hiring authority. Examples: Anchorage, Mat-Su, Kenai Peninsula, Kodiak, and Prince William Sound.

**Certification:** A process by which an agency or association grants recognition to an individual who has met certain predetermined qualifications specified by that agency or association.

**Capital Improvement Program (CIP) Receipts:** CIP receipts are generated by chargeback to capital improvement projects to support CIP personnel service administrative costs.

**Class Standing:** Class standing is an administrative classification and does not necessarily reflect progress toward completion of a degree. Class standing is based on total credits earned and is used for determining priority registration. (UAA catalog)

**Clerical and Secretarial:** A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieving of data (other than computer programmer) and/or information and other paperwork required in an office. (IPEDS)

**Cohort:** A specific group of students established for tracking purposes. (IPEDS)

**College:** An aggregation of two or more academic departments into a major academic organizational unit. Its primary purposes are to provide governance, resource management and planning support for carrying out instruction, research and public service functions, and offering programs. A college is typically supervised by a dean who exercises authority and responsibility over all permanent and temporary faculty and staff assigned to departments under the college's jurisdiction. At UAA, there are five academic colleges. (UAA, UAA IR)

**Community Campus:** A location of an institution that is geographically apart and independent of the main campus and (1) is permanent in nature; (2) offers at least 50% of the courses of an educational program leading to a degree, certificate, or other educational credential; (3) has its own faculty and administrative organization; and (4) has its own budgetary and hiring authority. Within UAA, a community campus is supervised by a Director with emphasis on administrative and academic functions although also has responsibility for site and facilities. At UAA, campuses also offer programs of study leading to certificates and associate degrees. (UAA, UAA IR)

**Course:** A defined subset of instructional activity in which students enroll to acquire knowledge and/or complete graduation requirements. Each course is identified by a unique combination of two fields: Discipline (or its course prefix equivalent) and course number (an indicator of subject matter level). (UAA IR)

**Course Level:** The course number indicates the course level. Developmental courses are typically numbered 050 to 099, lower division courses are numbered 100 to 299, upper division courses are numbered 300 to 499, professional courses are numbered 500 to 599, and graduate courses are numbered 600 and above.

**Credit Hour:** A unit of measure representing an equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award. (IPEDS)

**Degree:** An award conferred by the Alaska Board of Regents as official recognition for the successful completion of a program of study.

**Degree Seeking:** At UAA, a student declares a degree-seeking intent by applying for and meeting university admission requirements to a degree or certificate program. They may apply for admission as undeclared majors and still be considered as degree seeking.

**Department:** A university-defined administrative organizational unit that organizes resources for creation and dissemination of knowledge within associated disciplines. Academic departments are responsible for creating, offering, and evaluating courses, and providing instructional and research support to faculty who work in the disciplines.

**Developmental Course:** Course that provides basic or supplemental preparation for introductory college courses. This type of course is not applicable to certificate or associate, baccalaureate or graduate degree, even by petition. Courses are numbered from 050 to 099.

**Discipline:** A defined subset of knowledge and inquiry within the universe of knowledge as classified by the National Classification of Instructional Program (CIP). (UAA IR)

**Doctoral Degree:** The highest award a student can earn for graduate study. The Doctoral degree includes such degrees as Doctor of Education and the Doctor of Philosophy in many fields of study. (IPEDS)

**Enrollment:** A duplicate count of students enrolled ("seats occupied") in all course section offerings (credit or non-credit) on the official census date of each term. The same student is counted in each section of official enrollment; e.g. a student enrolled in 3 class sections is counted as 3 enrollees. (UAA IR)

**Executive, Administrative, and Managerial:** Professional staff whose assignments require primary (and major) responsibility for management of the institution or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. (IPEDS)

**Extended Site:** A site or center outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The site is not considered to be temporary, but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. Traditionally, a physical site located away from the main campus, e.g., Chugiak / Eagle River, military education centers, etc. where students gather to receive instruction from university-affiliated faculty. (UAA, IPEDS)

**Faculty Workload:** Permanent and term faculty are awarded a workload with five (5) part assignments. Tripartite faculty assignments are generally three parts instructional (0.6 FTE), one part research (0.2 FTE), and one part service (0.2 FTE). Bipartite assignments are four parts instructional (0.8 FTE) and one part service (0.2 FTE).

**Federal Receipts:** All revenue received from the federal government. These include restricted federal grants from such agencies as the National Science Foundation, Department of Health and Human Services, National Institutes of Health, and other federal agencies, as well as additional federal funding for student financial aid and work-study programs.

**Financial Aid:** Federal Work Study, grants, loans to students (government and/or private), assistantships, scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans from parents.

**First-Time Freshman:** A degree-seeking student who enrolls in an institution with no prior postsecondary experience. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, or students who entered with advanced standing (college credits earned before graduation from high school), or Middle College School. (UAA IR)

**Fiscal Year (FY):** A 12-month period for maintaining financial records. Generally, the State of Alaska FY begins on July 1 and ends the following June 30. The federal fiscal year starts October 1 and ends September 30. (UAA IR)

**Freshman:** Admitted, first-time, continuing or returning first-year undergraduate student who has successfully completed, either at this university or approved credit from another college/university, a total of 29 credit hours or less. Excludes audit credit. (UAA IR)

**Full-Time Equivalent Students (FTES):** A single value providing a meaningful combination of full-time and part-time students. The convention used for calculation is annual Student Credit Hours (SCH) divided by 30 or 24 credit hours for undergraduate and graduate students respectively. If FTES is calculated for a single semester, then the divisor used is 15 or 12 credit hours for undergraduate and graduate students respectively. An additional convention sometimes used by UAA IR is total full-time students plus one-third part-time students. (IPEDS) This calculation is used where SCH are not available.

**Full-Time Student:** An undergraduate student who is enrolled at UAA for 12 or more credits or a graduate student enrolled at UAA for 9 or more 600 level credits is classified as full-time. Audited courses, credit-by-examination courses, continuing education units (CEUs) and professional development courses (500 level) are not included in the computation for full-time status.

**General Fund Appropriations:** Legal authority to expend resources received by an institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs. The most common example is a state's general appropriation. For UAA, this is the State of Alaska's appropriation to the university system.

**Grade:** A university-recognized symbol used to signify a student's academic performance and / or document actions taken by the university relative to a student in a particular class section. See UAA catalog for specific grading information. (UAA IR)

**Graduate Certificate:** A graduate-level certificate program is a coherent sequence of related graduate courses between 12 to 19 credit hours. These programs are designed to provide graduate education past the baccalaureate level and / or to enhance the education of students who already have a master's degree. (UAA Catalog)

**Graduate Level Courses:** Graduate-level courses require a background in the discipline and an ability to contribute to written and oral discourse on advanced topics in the field at a level beyond that required by a bachelor's degree. Graduate courses have course numbers of 600 - 699.

**Graduate Student:** A student who holds a baccalaureate degree and is admitted/accepted to a graduate program at UAA and enrolled in graduate level (600+) courses.

**Graduation Rate:** The percentage of first-time, full-time undergraduate certificate- and degree-seeking students enrolled in a given fall semester who earn a degree within six years (150% of the time to complete a four-year degree) or three years (150% of the time to complete a two-year degree). This rate is required for disclosure and/or reporting purposes under the Student Right-To-Know Act and is defined by the US Department of Education. (IPEDS)

**Grants and Contracts:** Revenues from governmental agencies and nongovernmental parties that are for specific research projects, other types of programs, or for general institutional operations (if not governmental appropriations). Examples include research programs, training programs, student financial assistance, Pell Grants, etc. for which amounts are received or expenses are reimbursable under the terms of a grant or contract. (IPEDS)

**Headcount:** An unduplicated count of unique individuals (in total or in a cohort) who are enrolled at UAA in credit courses on the official semester / term census date. The unduplicated count can be for a single semester or an academic year.

**Institutional Support:** A functional expense category that includes expenses for the day-to-day operational support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development. Also includes information technology expenses related to institutional support activities. If an institution does not separately budget and expense information technology resources, the IT costs associated with student services and operation and maintenance of plant will also be applied to this function. (IPEDS)

**Instructional Expenditure:** A functional expenditure category that includes expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted. Includes expenditures for both credit and non-credit activities.

**Instructor:** Initial appointment criteria for persons who meet the minimum criteria to this rank are as follows: Tripartite Academic = competence in the profession or discipline and ability to effectively communicate training and subject matter to others. Appointees will hold minimal credentials; Bipartite Academic = competence in the profession or discipline and ability to effectively communicate training and subject matter to others. Appointees will hold minimal credentials; Bipartite Vocational Education = competence in the profession or discipline and ability to effectively communicate training and subject matter to others. Appointees will hold credentials. (Faculty Services)

**Junior:** An admitted undergraduate student who has successfully completed, either at this university or approved credit from another college/university, a total of 60-89 credit hours. Excludes audit credit. (UAA IR)

**Lower Division Course:** This type of course is usually a foundation course which introduces a field of knowledge or connects the foundation with advanced work in a given field. Courses are typically numbered between 100 and 299. Lower division courses are usually taken by freshmen and sophomores.

**Major:** A field of knowledge and inquiry a student may pursue as a primary interest focus. Although non-admitted students may take coursework associated with a major, only admitted students may formally declare a major. (UAA, UAA IR)

**Master's Degree:** An award conferred by the Alaska Board of Regents that signifies successful completion of a program of study consisting of courses/experiences above the baccalaureate degree of at least 30 semester credits beyond the baccalaureate degree and at least 21 of those credits must be at the graduate course level. (UAA, UAA IR)

**Minor:** A field of knowledge and inquiry a student may pursue as a secondary interest focus. Minors are usually not required elements in a program of study, no degrees are awarded in a minor, and it must be earned in conjunction with a baccalaureate. (UAA)

**Non-Credit Course:** Courses offered as career development, adult basic education, continuing education or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). They have no regular tuition but do have other special fees. These courses are number from 001 to 049.

**Non-Degree Seeking (NDS):** A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award. A student who has not formally declared intention of earning a degree from this university. A NDS student may be concurrently enrolled in high school, or be NDS at one campus and degree seeking at another. (IPEDS, UAA IR)

**Occupational Endorsement Certificate (OEC):** Certificate requiring 9 to 29 hours to complete. This certificate provides specialized knowledge and skills needed in specific employment sectors.

**Opening / Closing Freeze:** The official dates set by the university state system each Fall, Spring and Summer terms when the university extracts ("freezes") data elements from UA system source data files for use in preparing official comparable management information for internal and external use. Opening / closing freeze dates vary by type of data file, e.g. student, finance, human resources. (UAA IR)

**Origin at Entry:** Origin at entry is the location of a student when first enrolling at the university: city for students from Alaska, state for students from outside Alaska, and country for international students. (UA, UAA IR)

**Part-Time Student:** An undergraduate student with a term credit load of 1-11 semester credits or a graduate student with a term credit load of 1-8 semester credit hours of 600 level courses during a particular semester. (IPEDS, UAA IR)

**Post-Baccalaureate Student:** A student with a bachelor's degree admitted to and enrolled in a post-baccalaureate certificate program.

**Post-Baccalaureate Certificate:** An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree. (IPEDS)

**Pre-Major:** Assigned to students who have been accepted for general admission to the degree level of their desired program but have not yet been formally accepted to a specific program. Usually they remain in this status while completing program prerequisites and/or department-level admission processes. Pre-majors have class standing and may be eligible for financial aid and international student visas. (UAA, UAA IR)

**Professor:** At UAA, an appointment criteria (an extraordinary event) for persons who meet the minimum criteria for initial appointment to this rank are as follows: Tripartite Academic and Bipartite Academic = May be appointed based on exemplary academic performance. Terminal degree in the discipline or appropriate field and national or international reputation for excellence. Bipartite Vocational Education = May be appointed based on exemplary academic performance and Master's degree in vocational education and six years outstanding documented teaching and / or professional experience beyond the apprentice level or a national or international reputation for excellence in the discipline. Promotion criteria are as follows: Tripartite Academic = Terminal degree in the discipline or appropriate field and evidence of exemplary teaching, service and research/creative activity and five years at the rank of associate professor, of which three must be at this university; Bipartite Academic = Terminal degree in the discipline or appropriate field and evidence of exemplary teaching and service and five years at the rank of associate professor of which three must be at this university. Note: Master's degree shall be considered the terminal degree for former community college faculty who transferred to this university under 1987 BOR policy. (Faculty Services)

**Program:** Requires three components: a discipline or major (e.g., Psychology, Mathematics, International Studies); a degree or certificate level (e.g. Associate, Bachelors, Masters); and degree type (e.g. Associate of Applied Science, Bachelor of Arts).

**Race/Ethnicity:** Categories developed by the U.S. 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 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 one or more races that apply among the following: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian/Pacific Islander, White. (IPEDS) Where an individual chooses more than one race and it includes Alaska Native, that individual is included in an Alaska Native Multirace at UAA.

**Regular/Term Assignment:** Individuals who are hired as permanent employees of the university and are eligible to receive salary and all benefits to perform their designated job duties. Term-funded employees can be regular employees. Their appointment is typically to an academic unit for an academic year. They are generally regarded as having a continuing appointment. (HRS)

**Revenue:** The inflow of resources or other enhancement of net assets of an institution or settlements of its liabilities from delivering or producing goods, rendering services, or other activities that constitute the institution's ongoing major or central operations. Includes revenues from fees and charges, auxiliary enterprises, and contributions and other non-exchange transactions. (IPEDS)

**Semester:** A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks of instruction. (IPEDS)

**Senior:** An admitted undergraduate student who has successfully completed, either at this university or approved credit from another college / university, a total of 90+ credit hours. Excludes audit credit. (UAA IR)

**Sophomore:** An admitted undergraduate student who has successfully completed, either at this university or approved credit from another college / university, a total of 30-59 credit hours. Excludes audit credit. (UAA IR)

**State and Local Grants:** State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG).

**Student:** Any person for whom the university maintains an educational record and meets one or more of the following criteria: (1) officially enrolled in a course (credit or non-credit) offered under university authority, (2) is on an approved student exchange, internship, or other program of study. (UAA IR)

**Student Assistant:** Student who is employed by this university, predominantly through Work Study funds, to perform a variety of non-professional assignments in support of the university. (UAA IR)

**Student Credit Hour (SCH):** The total credit hours awarded to students during a given period. In fixed credit courses, it is the sum of the product of course section credit times the course section enrollment.

**Student Fee:** Amounts charged to students for items or services not covered by tuition or course fees; e.g. Student Health Center fee, application fee. (UAA IR)

**Student Services Expenditure:** A functional expenditure category that includes expenditures for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of their formal instructional program; e.g. student activities, student newspaper, intramural athletics, student organizations and student records. (IPEDS)

**Summer Session:** A summer session is shorter than a regular semester. The institution may have two or more sessions occurring in the summer months.

**Technical/Paraprofessional:** A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status.

**Temporary Employee:** Casual labor, adjunct faculty, and employees who do not work in a budgeted position.

**Tenure:** Status of a personnel position with respect to permanence of the position according to the terms of Alaska Regents Policy 04.04.040(B). Its purpose is to assure an environment that will nurture academic freedom by providing employment security. At UAA, qualitative criteria for tenure are determined by individual schools and colleges. Faculty with initial appointment to full professor are awarded tenure at the time of appointment. Initial appointments to associate professor may be made with / without tenure but the latter must be reviewed for tenure no later than the 4th consecutive year of service. All non-tenured assistant professor appointees must be reviewed for tenure no later than the 7th consecutive year of service. Tenure may be awarded to faculty holding the rank of instructor, and time in the rank of instructor shall count toward tenure. Faculty who are not awarded tenure by the end of their mandatory year of review shall be offered a terminal appointment for one additional year of service. (BOR, IPEDS, Faculty Services)

**Tenure Track:** Faculty who are eligible to apply for tenure.

**Tuition:** The amount of money charged to students for instructional services. Tuition may be charged per semester or session, per course, or per credit and may vary.

**UA Receipts:** Private unrestricted gifts, grants, contracts, endowment revenue, sales and services of educational activities, vending machine revenue, rent, athletic ticket sales, etc. (UAA IR)

**UA Scholar:** A resident student attending an Alaska high school who is recruited by the UA system and offered a scholarship for placing in the top ten percent of his / her graduating class, regardless of graduating class size, based on GPA at the end of their junior year. The number of UA Scholars in a reported term is defined as the sum of the following three internal classification levels: (1) Paid UA Scholar—all enrolled students receiving a UA Scholar distribution in the reported term; (2) Non-Paid UA Scholar—paid in past term but not in reported term; and (3) Non-Paid Eligible Scholar—Never paid but eligible in reported term. (UAA IR)

**Undergraduate Certificate:** A formal award certifying the satisfactory completion of a postsecondary education program as approved by the Alaska Board of Regents. Requires a minimum of 30 and a maximum of 60 semester credit hours.

**Undergraduate Student:** A student enrolled in a bachelor's degree program, an associate's degree program, or certificate program below the baccalaureate.

**University of Alaska Anchorage (UAA):** One of the post-secondary institutions of the University of Alaska statewide system of public higher education. It is accredited by the Northwest Commission on Colleges and Universities, which is recognized by the U.S. Department of Education.

**Upper Division Course:** Upper division courses require a background in the discipline recognized through course prerequisites, junior or senior standing, or competency based requirements. Course with numbers between 300 to 499. Upper division courses are usually taken by juniors and seniors.

**Workforce Credentials:** A non-credit credential (or certification) that is aligned with national standards or with a recognized certification/license or meets an industry-specific employment standard.