
**Data Book and
Institutional Research Definitions**
Maryland Association of Community Colleges

**Maryland Association of Community College
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Item	Definition	Definition Source
Academic Support	This category of college expenditures includes expenditures for support services that are an integral part of the institution's primary missions of instruction, research, or public service. Includes expenditures for libraries, galleries, audio/visual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development.	US DOE
Academic Year	The period of time generally extending from August to May; usually equated to a sequence of three semesters (Fall, Winter, and Spring). Summer may be considered to be included in the following Academic Year.	MHEC
Administrative Staff	Administrators include executive, administrative and managerial personnel of an institution; such as presidents, CEOs, vice presidents, executive officers, deans, associate deans, directors, executive administrator assistants, program coordinators, librarians, coaches, athletic staff and professional staff. It is the primary function of administrators to carry out the academic, student personnel, financial, business, planning, public service and public relations policies in order to ensure a smooth running higher education institution. Faculty, secretarial, clerical, technical staff and hourly employees of maintenance and public safety staff are not included.	MACC
Administrative Support Staff	Includes personnel dealing with salary, benefits, supplies, and contractual fees for the office of the president/CEO, full-time department chairpersons, and graduation expenses.	US DOE
African American (See also Black)	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).	US DOE/ MHEC

Item	Definition	Definition Source
Alien (See Foreign, International Non-resident, and Non-resident Alien)	A person who is not a citizen or national of the United States; maybe a non-resident alien (who is in this country with a visa or temporary basis), or a undocumented (ie. illegal) alien (Currently included in Out-of-State for residency purposes, and/or may be included in “Other/Unreported/Foreign” ethnicity category)	MACC
All Other Races (See Other Race)	A person from races not defined as Asian, Black, Indian, Hispanic, Foreign, Unknown, or White.	MHEC
American College Test (ACT)	An examination administered by ACT designed to assess high school students' general educational development and their ability to complete college-level work.	US DOE
American Indian (See Native American or Alaskan Native)	A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.	US DOE
Alaska Native (See American Indian or Native American)	A person having origins in any of the original peoples of Alaska and maintaining cultural identification through tribal affiliation or community recognition.	US DOE
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.	US DOE/ MHEC
Associate Degree	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.	MHEC

Item	Definition	Definition Source
Auxiliary Enterprises	This category includes those essentially self-supporting operations which exist to furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, college stores, and intercollegiate athletics.	US DOE
B.A. (See Bachelor's Degree)	Bachelor of Arts Degree	MACC
Bachelor's Degree (See B.S. or B.A.)	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.	MHEC
Black (See African American)	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).	US DOE/ MHEC
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.	MHEC
B.S. (See Bachelor's Degree)	Bachelor of Science degree	MACC
Caucasian (See White)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).	US DOE/ MHEC
Campus	The physical site of a community college grounds. There are 23 campuses for the 16 community colleges in Maryland as of 2004.	MACC

Item	Definition	Definition Source
Capital Outlay	Funds for the acquisition of land and buildings; building construction, remodeling, and additions; the initial installation or extension of service systems and other built-in equipment; and site improvement. The category also encompasses architectural and engineering services including the development of blueprints.	US DOE
Career Programs/Awards (See Transfer Programs/Awards)	Courses of study that have Maryland Higher Education Program Inventory (formerly HEGIS) codes beginning with 50 to 55. These include the major disciplines of Business and Commerce Technologies, Information Technology, Health Services and Paramedical Technologies, Medical and Engineering Technologies, Natural Science Technologies, and Public Service Related Technologies.	MACC
Certificate	See First Professional Certificate, Lower Division Certificate or Upper Division Certificate.	
Cohort	A group of individuals that have a statistical factor in common, for example, year they first enrolled as a first time full time freshman at an institution.	US DOE
Concurrent/ Concurrently enrolled	An enrollment status of students who are enrolled and taking courses at two different educational institutions at the same time. This differs from dually enrolled students who are attending an institution of higher education at the same time as completing their high school curriculum.	MHEC
Contact Hours	A contact hour equals 50 minutes of organized learning activity provided by faculty teaching an approved course. Contact hours may not be the same as credit hours, e.g. a 3 credit hour individual instruction section may meet an hour or less	MACC

Item	Definition	Definition Source
Continuing Education	<ul style="list-style-type: none"> • “Continuing education course” means a course for which academic credit is not awarded • Courses offered not for credit allowing students to seek career training, boost basic skills and/or enrich their lives through pursuit of a variety of interests. Students may enroll in some credit courses as non-credit attendees and may receive Continuing Education Units (CEUs), a nationally recognized measure of skills or work-related training. 	<p>MHEC</p> <p>MACC</p>
Control of Institutions	<p>A classification of institutions of elementary/secondary or higher education by whether the institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).</p>	<p>US DOE</p>
Credit	<ul style="list-style-type: none"> • 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. • The unit of value, awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as "Carnegie units," "semester credit hours," and "quarter credit hours." 	<p>MHEC</p> <p>US DOE</p>
Credit Course	<p>A course that, if successfully completed, can be applied toward the number of courses required for achieving a formal award.</p>	<p>MHEC</p>

Item	Definition	Definition Source
Credit Hours	A unit of measure applied toward the total number of <i>hours</i> 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 <i>hours</i> (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 (PTV) 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.	MHEC
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. Typically these students have declared their intent, as well as a program of study.	MHEC
Degree-Granting Institutions	Postsecondary institutions that are eligible for Title IV federal financial aid programs and that grant an associate's or higher degree. For an institution to be eligible to participate in Title IV financial aid programs it must offer a program of at least 300 clock hours in length, have accreditation recognized by the U.S. Department of Education, have been in business for at least 2 years, and have signed a participation agreement with the Department.	US DOE
Developmental Education (See Remedial Education)	Instruction for a student lacking those reading, writing, or math skills necessary to perform college-level work at the level required by the attended institution.	US DOE
Disabled	See Handicapped	

Item	Definition	Definition Source
Doctorate (See Doctor's Degree and Ph.D)	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.	MHEC
Doctor's Degree	An earned degree carrying the title of Doctor. The Doctor of Philosophy degree (Ph.D.) is the highest academic degree and requires mastery within a field of knowledge and demonstrated ability to perform scholarly research. Other doctorates are awarded for fulfilling specialized requirements in professional fields, such as education (Ed.D.), musical arts (D.M.A.), business administration (D.B.A.), and engineering (D.Eng. or D.E.S.). Many doctor's degrees in academic and professional fields require an earned master's degree as a prerequisite. First-professional degrees, such as M.D. and D.D.S., are not included under this heading.	US DOE
Domicile	(a) A student's permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely; or (b) The permanent place of abode of any person or persons contributing more than 1/2 of the student's financial support during the most recently completed year.	MHEC
Dual Admission	When a student is admitted to one institution of higher education with admission to a second, upper level institution guaranteed on completion of degree requirements at the initial institution. Dual admission differs from concurrent enrollment as the student does not attend the two institutions simultaneously.	MHEC

Item	Definition	Definition Source
Dual Enrollment	A dual enrollment student means a secondary student who is enrolled in college courses and receives both high school and college credit for the courses completed. A dually enrolled student is not the same as a concurrently enrolled student (who is enrolled in 2 higher education institutions simultaneously).	MHEC
Educational And General Expenditures	The sum of current funds expenditures on instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, and awards from restricted and unrestricted funds.	US DOE
Educational Attainment	The highest grade of regular school attended and completed.	US DOE
Endowment	A trust fund set aside to provide a perpetual source of revenue from the proceeds of the endowment investments. Endowment funds are often created by donations from benefactors of an institution, who may designate the use of the endowment revenue. Normally, institutions or their representatives manage the investments, but they are not permitted to spend the endowment fund itself, only the proceeds from the investments. Typical uses of endowments would be an endowed chair for a particular department or for a scholarship fund. Endowment totals tabulated in this book also include funds functioning as endowments, such as funds left over from the previous year and placed with the endowment investments by the institution. These funds may be withdrawn by the institution and spent as current funds at any time. Endowments are evaluated by two different measures, book value and market value. Book value is the purchase price of the endowment investment. Market value is the current worth of the endowment investment. Thus, the book value of a stock held in an endowment fund would be the purchase price of the stock. The market value of the stock would be its selling price as of a given day.	US DOE

Item	Definition	Definition Source
Enrollment	The total number of students registered in a given school unit at a given time, generally in the fall of a year.	US DOE
Equated Credit	Contact hours per semester divided by 15	MHEC
Expenditures	Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year. For elementary/secondary schools, these include all charges for current outlays plus capital outlays and interest on school debt. For institutions of higher education, these include current outlays plus capital outlays. For government, these include charges net of recoveries and other correcting transactions other than for retirement of debt, investment in securities, extension of credit, or as agency transactions. Government expenditures include only external transactions, such as the provision of perquisites or other payments in kind. Aggregates for groups of governments exclude intergovernmental transactions among the governments.	US DOE
First-Professional Certificate	A degree awarded for satisfactory completion of a program of study consisting of the number of courses required by the appropriate national professional association.	MHEC
First-Professional Degree	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.)	MHEC

Item	Definition	Definition Source
First-Time Freshman	An entering freshman attending <u>any</u> institution for the first time at the undergraduate level. Include students enrolled in the Fall semester who attended college for the first time in the preceding summer and those enrolled in the Spring who began in the previous Winter term. 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.	MHEC
First-Year (See Freshmen)	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.	MHEC
Fiscal Year	The period of time extending from July 1 to June 30; including the following semesters (Summer Terms 2 and 3, Fall, Winter, Spring, and Summer Term 1).	MHEC
Foreign (See Alien, International Resident and 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. (Included in Out-of-State for residency purposes, and/or may be included in “Other/Unreported/Foreign” ethnicity category)	US DOE
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.	MHEC
Fourth Year and Beyond (See Senior Year)	A student who has completed the equivalent of three full years of full-time undergraduate work, that is at least 90 semester hours but less than 120 semester hours in a 120 hour program. Since many students take more than four years to complete their bachelor’s degree programs, it is a misnomer in these cases to refer to the fourth year of study.	MHEC

Item	Definition	Definition Source
Four-Year College or University	A public or private institution of postsecondary education <i>which</i> : (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 and (b) offers appropriate upper divisional courses in the liberal arts and sciences.	MHEC
Freshman (See 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.	MHEC
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 first-professional student is defined by the institution. EXCEPTIONS!!!	MHEC
Full-Time Instructional Faculty	Those members of the instruction/research staff who are employed full time as defined by the institution, including faculty with released time for research and faculty on sabbatical leave. Full time counts exclude faculty who are employed to teach less than two semesters, three quarters, two trimesters, or two 4-month sessions; replacements for faculty on sabbatical leave or those on leave without pay; faculty for preclinical and clinical medicine; faculty who are donating their services; faculty who are members of military organizations and paid on a different pay scale from civilian employees; academic officers, whose primary duties are administrative; and graduate students who assist in the instruction of courses.	US DOE

Item	Definition	Definition Source
Full-Time-Equivalent (FTE) Enrollment (IPEDS)	For institutions of higher education, enrollment of full-time students, plus the full-time equivalent of part-time students. The full-time equivalent of the part-time students is estimated using different factors depending on the type and control of institution and level of student. Thirty credit hours per year count as one full-time equivalent student for community colleges.	US DOE
Full-Time-Equivalent (FTE) Enrollment (MHEC)	For community colleges in Maryland, enrollment of full-time students, plus the full-time equivalent of part-time students (1/3). Thirty credit hours per year count as one full-time equivalent student for community colleges. A student with more than 30 credit hours in a year is considered more than 1 FTE.	MHEC
Full-time Equivalent Faculty	(FTEF), The number of full-time faculty plus the number of course credit hours eligible for State aid and taught by part-time faculty during a given fiscal year, divided by 30.	MHEC
GED Recipient	A person who has obtained certification of high school equivalency by meeting state requirements and passing an approved exam, which is intended to provide an appraisal of the person's achievement or performance in the broad subject matter areas usually required for high school graduation.	US DOE
Grade Point Average (GPA)	The GPA is the average of grades, where the grades have been converted to a 4.0 scale. On this scale a 4.0 is an A, 3.0 is a B, and 2.0 is a C. A cumulative GPA is the average of all grades the student received to date while attending the institution.	MHEC
Graduate	Any person who received a formal award from the institution.	MHEC
Graduate Student	A student enrolled in a graduate degree program. Includes students taking graduate course work whether degree seeking or non-degree seeking.	MHEC

Item	Definition	Definition Source
Graduation	Formal recognition given an individual for the successful completion of a prescribed program of studies.	US DOE
Grant	Grants are financial aid you do not have to pay back and are usually for students who have a financial need. The largest Maryland state grant program is the Educational Assistance Grant. The largest federal grant program is the Federal Pell Grant.	MHEC
Handicapped	<p>Those children evaluated as having any of the following impairments, who because of these impairments need special education and related services. (These definitions apply specifically to data from the U.S. Office of Special Education and Rehabilitative Services presented in this publication.)</p> <p>Deaf: Having a hearing impairment which is so severe that the student is impaired in processing linguistic information through hearing (with or without amplification) and which adversely affects educational performance.</p> <p>Deaf-Blind: Having concomitant hearing and visual impairments which cause such severe communication and other developmental and educational problems that the student cannot be accommodated in special education programs solely for deaf or blind students.</p> <p>Hard of Hearing: Having a hearing impairment, whether permanent or fluctuating, which adversely affects the student's educational performance, but which is not included under the definition of "deaf" in this section.</p> <p>Mentally Retarded: Having significantly subaverage general intellectual functioning, existing concurrently with defects in adaptive behavior and manifested during the</p>	US DOE

Item	Definition	Definition Source
	<p>developmental period, which adversely affects the child's educational performance.</p> <p>Multi-handicapped: Having concomitant impairments (such as mentally retarded-blind, mentally retarded-orthopedically impaired, etc.), the combination of which causes such severe educational problems that the student cannot be accommodated in special education programs solely for one of the impairments. Term does not include deaf-blind students but does include those students who are severely or profoundly mentally retarded.</p> <p>Orthopedically Impaired: Having a severe orthopedic impairment which adversely affects a student's educational performance. The term includes impairment resulting from congenital anomaly, disease, or other causes.</p> <p>Other Health Impaired: Having limited strength, vitality, or alertness due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes which adversely affects the student's educational performance.</p> <p>Seriously Emotionally Disturbed: Exhibiting one or more of the following characteristics over a long period of time, to a marked degree, and adversely affecting educational performance: an inability to learn which cannot be explained by intellectual, sensory, or health factors; an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to</p>	

Item	Definition	Definition Source
	<p>develop physical symptoms or fears associated with personal or school problems. This term does not include children who are socially maladjusted, unless they also display one or more of the listed characteristics.</p> <p>Specific Learning Disabled: Having a disorder in one or more of the basic psychological processes involved in understanding or in using spoken or written language, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include children who have learning problems which are primarily the result of visual, hearing, or environmental, cultural, or economic disadvantage.</p> <p>Speech Impaired: Having a communication disorder, such as stuttering, impaired articulation, language impairment, or voice impairment, which adversely affects the student's educational performance.</p> <p>Visually Handicapped: Having a visual impairment which, even with correction, adversely affects the student's educational performance. The term includes partially seeing and blind children.</p>	
Higher Education	Study beyond secondary school at an institution that offers programs terminating in an associate, baccalaureate, or higher degree.	US DOE

Item	Definition	Definition Source
Higher Education Institutions (Alternative Classification)	<p>Doctoral-Granting: Characterized by a significant level and breadth of activity in commitment to doctoral-level education as measured by the number of doctorate recipients and the diversity in doctoral-level program offerings.</p> <p>Comprehensive: Characterized by diverse post-baccalaureate programs (including first-professional) but not engaged in significant doctoral-level education.</p> <p>General Baccalaureate: Characterized by primary emphasis on general undergraduate, baccalaureate-level education. Not significantly engaged in post-baccalaureate education.</p> <p>Specialized: Baccalaureate or post-baccalaureate institution emphasizing one area (plus closely related specialties), such as business or engineering. The programmatic emphasis is measured by the percentage of degrees granted in the program area.</p> <p>2-Year: Conferring at least 75 percent of its degrees and awards for work below the bachelor's level.</p> <p>New: These institutions, though not necessarily newly organized, are new additions to the Integrated Postsecondary Education Data survey universe. When degree and award data become available, they will be reclassified.</p> <p>Non-Degree-Granting: Offering undergraduate or graduate study but not conferring degrees or awards. (Note: these are not referenced in the MACC Databook.)</p>	US DOE

Item	Definition	Definition Source
Higher Education Institutions (Traditional Classification)	<p>4-Year Institution: An institution legally authorized to offer and offering at least a 4-year program of college-level studies wholly or principally creditable toward a baccalaureate degree. In some tables, a further division between universities and other 4-year institutions is made. A "university" is a postsecondary institution which typically comprises one or more graduate professional schools. For purposes of trend comparisons in this volume, the selection of universities has been held constant for all tabulations after 1982. "Other 4-year institutions" would include the rest of the non-university 4-year institutions.</p> <p>2-Year Institution: An institution legally authorized to offer and offering at least a 2-year program of college-level studies which terminates in an associate degree or is principally creditable toward a baccalaureate degree. Also includes some institutions that have a less than 2-year program, but were designated as institutions of higher education in the Higher Education General Information Survey.</p> <p>Historically Black Colleges And Universities: Accredited institutions of higher education established prior to 1964 with the principal mission of educating black Americans. Federal regulations (20 USC 1061 (2)) allow for certain exceptions of the founding date.</p>	US DOE
High School Graduate	A person who has received either a diploma or a certificate indicating completion of high school requirements	MACC
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. Sometimes also referred to as Latino.	US DOE / MHEC

Item	Definition	Definition Source
Hispanic Serving Institutions (HSI)	Higher education institutions which have Hispanic enrollment of at least 25 percent of the total student enrollment. There were 193 such institutions in the U.S. in Spring 2004. As Hispanic enrollment grows and changes, the list of qualifying institutions will change. (US DOE may consider adding HSIs to the list of higher education institution classifications in the future.)	HACU
Indian	(See Native American)	
In-County Resident	County resident" means a student who has maintained a domicile in the county or region served by the college for at least 3 months before the date of enrollment at a college. Note: students enrolled in statewide programs may be classified as In-county.	MHEC
In-State Resident	A student who has maintained a domicile in Maryland for at least 3 months before the date of enrollment at a college. Note: Active duty Military, their spouses and dependents who were Maryland residents at entrance into the Military, or are stationed in Maryland are considered in-state residents for purposes of establishing tuition rates.	MHEC
Institution of Postsecondary Education	An institution which offers an educational program within the State for persons 16 years old or older who have <i>graduated</i> from or left elementary or secondary school.	MHEC
Institutional Support	The category of higher education expenditures that includes day-to-day operational support for colleges, excluding expenditures for physical plant operations. Examples of institutional support include general administrative services, executive direction and planning, legal and fiscal operations, and community relations.	US DOE
Instructional Program	(See Program)	

Item	Definition	Definition Source
Instructional Staff	Full-time-equivalent number of positions, not the number of different individuals occupying the positions during the school year. In local schools, includes all public elementary and secondary (junior and senior high) day-school positions that are in the nature of teaching or in the improvement of the teaching-learning situation. Includes consultants or supervisors of instruction, principals, teachers, guidance personnel, librarians, psychological personnel, and other instructional staff. Excludes administrative staff, attendance personnel, clerical personnel, and junior college staff.	US DOE
Instructional Support Services	Includes salary, benefits, supplies, and contractual fees for staff providing instructional improvement, educational media (library and audiovisual), and other instructional support services.	US DOE
International Resident (See also Foreign and 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. (Included in Out-of-state for residency purposes and/or may be included in “Other/Unreported/Foreign” ethnicity category)	US DOE
Junior Year (See also Third Year)	A student who has completed the equivalent of two full years of full-time undergraduate work, i.e. at least 60 semester hours but less than 90 semester hours in a 120 hour program.)	MHEC
K-12	Primary and secondary education levels, i.e. kindergarten through 12 th grade.	US DOE
K-16	Primary, secondary and post-secondary education, i.e. kindergarten through bachelor’s degree completion.	MHEC

Item	Definition	Definition Source
Land-Grant Colleges	The First Morrill Act of 1862 facilitated the establishment of colleges through grants of land or funds in lieu of land. The Second Morrill Act in 1890 provided for money grants and for the establishment of black land-grant colleges and universities in those states with dual systems of higher education.	US DOE
Loan	A loan is money that you borrow and must pay back later with interest. Federal funds provide most of the money used in making educational loans. The Stafford Loan and the Perkins Loan are federal loan programs.	MHEC
Lower Division	Credit courses taken at the first-year (freshman) or second-year (sophomore) levels.	MHEC
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.	MHEC
MACC	Maryland Association of Community Colleges	
Master's Degree	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 30 semester hours or the equivalent of graduate-level courses.	MHEC
MHEC	Maryland Higher Education Commission	
Minority	A person who is non-white. This category of enrollment, outcomes, personnel, etc. does not include unknown, foreign, or unreported persons.	MACC
Native American (See also American Indian or Alaskan Native)	A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	US DOE

Item	Definition	Definition Source
Native Student	A student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution since that initial enrollment.	MHEC
Non-credit	See Continuing Education	
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.	MHEC
Nonresident Alien (See also Alien, Foreign and International Resident)	A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. (Included in Out-of-State for residency purposes and/or may be included in “Other/Unreported/Foreign” ethnicity category)	US DOE
Non-supervisory Instructional Staff	Persons such as curriculum specialists, counselors, librarians, remedial specialists, and others possessing education certification but not responsible for day-to-day teaching of the same group of pupils.	US DOE
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 <i>leading in any</i> 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.	MHEC

Item	Definition	Definition Source
Operation And Maintenance Services	Includes salary, benefits, supplies, and contractual fees for supervision of operations and maintenance, operating buildings (heating, lighting, ventilating, repair, and replacement), care and upkeep of grounds and equipment, vehicle operations and maintenance (other than student transportation), security, and other operations and maintenance services.	US DOE
Other Race	A person of a race/ethnic group (usually self-reported by the individual) that is outside the available categories (usually White/Caucasian, African-American/Black, Hispanic, Asian/Pacific Islander, or American Indian/ Alaskan Native/Native American) on document the institution uses to collect the information. Persons of multiple race/ethnic groups might be likely to regard themselves as “Other Race” in this context. Alternatively “Other Race” might be recorded when race is unknown by the reporting agency.	MACC/MCCRG With thanks to Vinnie
Other Support Services	Includes salary, benefits, supplies, and contractual fees for business support services, central support services, and other support services not otherwise classified.	US DOE
Other Support Services Staff	All staff not reported in other categories. This group includes media personnel, social workers, bus drivers, security, cafeteria workers, and other staff.	US DOE
Out-of-County Resident	A student who is enrolled and paying tuition and fees as a resident outside of the defined service area for a particular community college, note: an individual who is enrolled in a statewide program is classified as an “in-county resident.”	MHEC
Out of State Resident	A student who is enrolled and paying tuition and fees as a resident from outside of the State and not eligible for State Funded FTEs. This category currently includes Alien, Foreign, International, and Non-resident Alien.	MHEC

Item	Definition	Definition Source
Part-Time Student	A student determined by the institution as having less than a normal academic load in terms of course work or other activity. Undergraduates enrolled for less than 12 credits are considered part-time; part-time for graduate students is less than 9 credits.	MHEC
Ph.D (See also Doctorate and Doctor's Degree)	Post-graduate degree of Doctor of Philosophy. Also known as a Doctorate or Doctor's Degree.	MACC
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.	MHEC
Post-Baccalaureate Enrollment	The number of graduate and first-professional students working towards advanced degrees and of students enrolled in graduate-level classes but not enrolled in degree programs.	US DOE
Postsecondary Education	The provision of formal instructional programs with a curriculum designed primarily for students who have completed the requirements for a high school diploma or equivalent. This includes programs of an academic, vocational, and continuing professional education purpose, and excludes avocational and adult basic education programs.	US DOE
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.	MHEC
Pupil-Teacher Ratio	The enrollment of pupils at a given period of time, divided by the full-time-equivalent number of classroom teachers serving these pupils during the same period.	US DOE

Item	Definition	Definition Source
Racial/Ethnic Group	Classification indicating general racial or ethnic heritage based on self-identification, as in data collected by the U.S. Bureau of the Census or on observer identification, as in data collected by the Office for Civil Rights	US DOE
Receiving Institution	The institution of higher education at which a transfer student currently desires to enroll or has enrolled.	MHEC
Remedial Education (See also Developmental Education)	Instruction for a student lacking those reading, writing, or math skills necessary to perform college-level work at the level required by the attended institution.	US DOE
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.	MHEC
Revenue	All funds received from external sources, net of refunds, and correcting transactions. Non-cash transactions such as receipt of services, commodities, or other receipts in kind are excluded as are funds received from the issuance of debt, liquidation of investments, and non-routine sale of property.	US DOE
Scholastic Assessment Test (SAT)	An examination administered by the Educational Testing Service and used to predict the facility with which an individual will progress in learning college-level academic subjects.	US DOE

Item	Definition	Definition Source
Scholarships And Fellowships	This category of college expenditures applies only to money given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or not. Aid to students in the form of tuition or fee remissions is included. College work-study funds are excluded and are reported under the program in which the student is working. In the tabulations in this volume, Pell Grants are not included in this expenditure category.	US DOE
Scholastic Assessment Test (SAT)	An examination administered by the Educational Testing Service and used to predict the facility with which an individual will progress in learning college-level academic subjects.	US DOE
School Administration Support Services	Includes salary, benefits, supplies, and contractual fees for the office of the principal, full-time department chairpersons, and graduation expenses.	US DOE
Second-Year (See also Sophomore)	A student who has completed the equivalent of one full year of full-time undergraduate work, i.e. at least 30 semester hours but less than 60 semester hours in a 120 hour program.	MHEC

Item	Definition	Definition Source
Semester Hour	<p>In converting clock hours to credit hours, the school may use either the following formula or a formula required by the U.S. Department of Education:</p> <ul style="list-style-type: none"> (i) One semester credit hour is the equivalent of 15 hours of classroom contact when the lecture instruction method is employed. Each hour of classroom instruction shall be at least 50 minutes in length. (ii) One semester credit hour is the equivalent of 30 hours of laboratory contact when the supervised laboratory method of instruction is employed. Each hour of laboratory instruction shall be at least 50 minutes in length. (iii) One semester credit hour is the equivalent of 45 hours of instructional situations such as shop, practica, and internships. Each hour of these instructional situations shall be at least 50 minutes in length. 	MHEC
Sending Institution	The institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.	MHEC
Senior Year (See Fourth-Year And Beyond)	A student who has completed the equivalent of three full years of full-time undergraduate work, i.e. at least 90 semester hours but less than 120 semester hours in a 120 hour program.	MHEC
Senior Citizen	Persons who are aged 60 years and older by the first day of a term. Tuition charges are waived for Senior Adults enrolled in any class, and these students may be counted as FTEs for state funding.	MHEC
Sophomore (See also 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.	

Item	Definition	Definition Source
Student Support Services	Includes salary, benefits, supplies, and contractual fees for staff providing attendance and social work, guidance, health, psychological services, speech pathology, audiology, and other support to students.	US DOE
Third-Year (See also Junior 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.	MHEC
Transcript	An official transcript is a list of all classes taken and all grades received by the student, and is sent by the school in a sealed envelope, usually with an original signature of a school official and an official seal.	MHEC
Transfer	A new student entering the reporting institution but <i>known to</i> have previously attended a postsecondary institution at the same level of study (undergraduate, graduate or first-professional), having successfully completed at least 12 semester hours at another institution which is applicable for credit at the institution the student is entering.	MHEC
Transfer Programs/ Awards (See also Career Programs/ Awards)	Courses of study that have Maryland Higher Education Program Inventory (formerly HEGIS) codes beginning with 49 (Interdisciplinary Studies). These include the disciplines of General Liberal arts and Sciences, Biological and Physical Studies, Humanities and Social Sciences, Engineering and Other Disciplines, and Other Disciplines	MACC
Tuition And Fees	A payment or charge for instruction or compensation for services, privileges, or the use of equipment, books, or other goods.	US DOE
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.	MHEC

Item	Definition	Definition Source
University	An institution of higher education consisting of a liberal arts college, a diverse graduate program, and usually two or more professional schools or faculties and empowered to confer degrees in various fields of study. For purposes of maintaining trend data in this publication, the selection of university institutions has not been revised since 1982.	US DOE
Undeclared Major	Students enrolled in courses for credit who have not made a declaration of major program degree intention.	MACC
Unknown Race (See also Unreported Race)	A person whose race is not reported.	MHEC
Unknown Resident	A student whose place of residency is unknown or not reported. Included in Out-of-State for residency purposes.	MHEC
Unreported Race (See also Unknown Race)	A person whose race/ethnicity is not reported.	MHEC
Upper Division	Credit courses taken at the third-year (junior) or fourth-year and beyond (senior) levels.	MHEC
Upper Division Certificate	A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences <i>which</i> consist of at least 12 semester hours of college-level work at the third-year or fourth-year and beyond levels, or both.	MHEC
US DOE	United States Department of Education	
White (See also Caucasian)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).	US DOE/ MHEC
Work Study	Work study is part-time employment during the school year, usually at an on-campus job.	MHEC