

DATA DICTIONARY

Purpose: This data dictionary is intended to help all stakeholders throughout Liberty University to consistently employ accurate data terms. The dictionary is jointly managed by ADS (Matthew Peele) and IE (Michael Zamperini). In order to remain current, the dictionary should be checked against the IPEDS Glossary and reviewed for accuracy every three years.

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	GENERAL TERMS
12-month enrollment (E12) Component of Annual IPEDS Report	<p>These data were collected in the Enrollment component prior to the 2007 IPEDS collection. Data are collected for the entire 12-month academic year, while enrollment data collected in the Fall Enrollment component are fall data.</p> <p>Institutions report an unduplicated head count for the total number of students by gender, race/ethnicity, and level (undergraduate, graduate, first-professional) enrolled throughout the reporting period. Students included are those enrolled in any courses leading to a degree or other formal award, as well as those enrolled in courses that are part of a terminal vocational or occupational program.</p> <p>Institutions also report the total instructional activity for the same 12-month period for both undergraduate and graduate programs. Instructional activity data are reported in units of contact hours (sometimes referred to as clock hours) or credit hours.</p> <p><i>REPORT(S): IPEDS 12-month enrollment; At-A-Glance</i> <i>SOURCE:</i> <i>RELATED TERM(S):</i></p>
Adjunct (part-time) faculty	<p>Those faculty who do not have a contract and who do not teach a full course load.</p> <p><i>REPORT(S): SACSCOC 6.1 Full-time faculty and SACSCOC 6.2.b Program faculty</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S): Full-time faculty</i></p>
Adjusted cohort	<p>The result of removing any allowable exclusions from a cohort (or subcohort). 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.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Admitted students	<p>Applicants that have been granted an official offer to enroll in a postsecondary institution.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Advanced Placement (AP) courses	<p>College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate, or other formal recognized postsecondary credential.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Applicant	<p>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.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>

Areas of Study	<p>An umbrella term used to designate total number of all specific areas of study contributing to the completion of an Undergraduate or Graduate Degree.</p> <p>REPORT(S):</p> <p>SOURCE: <i>Common Academic Terms Document</i></p> <p>RELATED TERM(S):</p>
Associate's degree	<p>An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.</p> <p>REPORT(S):</p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>
Bachelor's degree	<p>An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.</p> <p>REPORT(S):</p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>
Bachelor's or equivalent degree-seeking subcohort	<p>In the GR component of IPEDS, a cohort of students who were seeking a bachelor's or equivalent degree upon entry.</p> <p>REPORT(S): <i>IPEDS Graduation Rates</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>
Board charges	<p>Charges assessed students for an academic year for meals.</p> <p>REPORT(S): <i>IPEDS Financial Aid</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>
Books and supplies	<p>The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.</p> <p>REPORT(S): <i>IPEDS Financial Aid</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>

Calculation of FTE students (using instructional activity)	<p>The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the IC Header component. The following table indicates the level of instructional activity used to convert the credit and/or contact hours reported to an indicator of full-time equivalents (FTE students):</p> <ul style="list-style-type: none"> • Quarter calendar system • Enrollment level (One FTE over 12-month period) • Undergraduate 45 credit hours, 900 contact hours • Graduate 36 credit hours • Semester/trimester/4-1-4 plan/other calendar system • Enrollment level (one FTE over 12-month period) • Undergraduate 30 credit hours 900 contact hours • Graduate 24 credit hours <p>For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900.</p> <p>The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE and reported Doctor's Professional Practice FTE.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Certificate	<p>A formal award certifying the satisfactory completion of a postsecondary education program.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Cognate/Specialization	<p>A specific grouping of 9-17 credit hours that may be offered within the requirements for an Undergraduate Major or Graduate Program.</p> <p><i>REPORT(S):</i> <i>SOURCE: Common Academic Terms Document</i> <i>RELATED TERM(S):</i></p>
Cohort	<p>A specific group of students established for tracking purposes.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Completer	<p>A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Completers within 150% of normal time	<p>Students who completed their program within 150% of the normal (or expected) time for completion.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S): Normal time to completion</i></p>

Completions (C) Component of Annual IPEDS Report	<p>This annual component of IPEDS collects number of degrees and other formal awards (certificates) conferred. These data are reported by level (associate's, bachelor's, master's, doctor's, and first-professional), as well as by length of program for some. Both are reported by race/ethnicity and gender of recipient, and the field of study, using the Classification of Instructional Programs (CIP) code. Institutions report all degrees and other awards conferred during an entire academic year, from July 1 of one calendar year through June 30 of the following year. Completions data by race/ethnicity at the 2-digit CIP level became an annual collection in 1990; since the 1995 collection, race/ethnicity is collected at the 6- digit CIP level. In 2001, IPEDS began collecting completers of double majors by level, 6-digit CIP code, and by race/ethnicity and gender of recipient.</p> <p><i>REPORT(S): IPEDS Completions</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Concentration	<p>A specific grouping of 18 or more credit hours that may be offered within the requirements for an Undergraduate Major or Graduate Program.</p> <p><i>REPORT(S):</i> <i>SOURCE: Common Academic Terms Document</i> <i>RELATED TERM(S):</i></p>
Contact hours	<p>A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Core Competencies	<p>Note: This is an older term that was updated to Foundational Skills Requirements in the 2019-2020 academic year. Core Competencies are the basic skills conveyed by the general education curriculum. Liberty has adopted five competencies: Communication, Mathematics, Information Literacy, Critical Thinking, and Biblical Worldview.</p> <p><i>REPORT(S):</i> <i>SOURCE: Common Academic Terms Document</i> <i>RELATED TERM(S): Foundational Skills Requirements</i></p>
Counseling service	<p>Activities designed to assist students in making plans and decisions related to their education, career, or personal development.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Course Success Rates	<p>The rate at which students are successfully completing the coursework required for their academic programs. The Course Success Rate for an individual course is calculated by dividing the number of students who earn an A, B, C, or D in the course by the total number of students registered for the course at the end of the academic terms. Course Success Rates for residential and online courses are calculated in the same fashion.</p> <p><i>REPORT(S): SACSCOC 8.1 Student Achievement</i> <i>SOURCE: Liberty University SACSCOC 8.1 Student Achievement Narrative</i> <i>RELATED TERM(S):</i></p>

Credit	<p>Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other formal award, irrespective of the activity's unit of measurement.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S): Full-time student; part time student</i></p>
Credit for life experiences	<p>Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Credit may also be awarded through a credit by examination program.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Degree	<ol style="list-style-type: none"> 1) An academic credential awarded for the completion of a specific area of study. Examples: BA, BS, MA, MBA, M.Div 2) An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of study. <p><i>REPORT(S):</i> <i>SOURCE: Common Academic Terms Document; IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Delivery Format	<ol style="list-style-type: none"> 1) The method by which a course is taught. At Liberty University, the two primary delivery formats are residential and online. Some courses may require both online and on-campus course work. 2) The method by which a program is offered. At Liberty University, the two primary delivery formats are residential and online. All degree programs have a specified delivery format, even if the program requires a combination of online and residential courses. <p><i>REPORT(S):</i><i>SOURCE:</i> <i>RELATED TERM(S):</i></p>
Degree/certificate-seeking students	<p>Students enrolled in courses for credit who are seeking a degree, certificate, or other recognized postsecondary credential. This includes students who:</p> <ul style="list-style-type: none"> • received any type of federal financial aid, regardless of what courses they took at any time; • received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or • obtained a student visa to study at a U.S. postsecondary institution <p>High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>

Departments/Centers	<p>Subunits within a college or school, organized around closely related disciplines, headed by a Department Chair, and offering Academic Programs within a discrete academic discipline.</p> <p><i>REPORT(S):</i> <i>SOURCE: Common Academic Terms Document</i> <i>RELATED TERM(S): Academic Program</i></p>
Diploma	<p>A formal document certifying the successful completion of a prescribed program of studies.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Distance education course	<p>A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Distance education program	<p>A program for which all the required coursework for program completion is able to be completed via distance education courses.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Division	<p>An administrative unit within the University, headed by a Vice President, which designates a broad area of responsibility [e.g., academic affairs, student affairs, etc.]</p> <p><i>REPORT(S):</i> <i>SOURCE: Common Academic Terms Document</i> <i>RELATED TERM(S):</i></p>
Doctor's degree-other	<p>A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Doctor's degree-professional practice	<p>A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment; Completions</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>

Doctor's degree-research/scholarship	<p>A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment; Completions</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Dual credit	<p>A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Employment services for current students	<p>Activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Exclusions	<p>Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Faculty	<p>Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>

Fall cohort	<p>The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Fall enrollment	<p>Count of matriculated students as of the institutions official fall reporting date for the Fall semester. This is updated in December.</p> <p><i>REPORT(S): IPEDS FE; SCHEV; U.S. News; Princeton Review; College Board Main Survey; Common Data Set; SACS</i> <i>SOURCE:</i> <i>RELATED TERM(S):</i></p>
Fall Enrollment (EF) Component of Annual IPEDS Report	<p>This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other formal award; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit. Institutions report annually the number of full- and part-time students, by gender, race/ethnicity, and level (undergraduate, graduate, first-professional); the total number of undergraduate entering students (first-time, full-and part-time students, transfer-ins, and non- degree students); and retention rates. In even-numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. Also in even-numbered years, 4-year institutions are required to provide enrollment data by gender, race/ethnicity, and level for selected fields of study. In odd-numbered years, data are collected for enrollment by age category by student level and gender.</p> <p><i>REPORT(S): IPEDS Fall Enrollment</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Fall term	<p>The part of the academic year that begins between late August and November 1.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Federal Supplementary Education Opportunity Grants (FSEOG)	<p>(Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The Federal Supplementary Educational Opportunity Grants (FSEOG) are made directly to institutions of higher education, which select students for the awards.</p> <p><i>REPORT(S): IPEDS Financial Aid</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>

Federal Work Study (FWS)	<p>A part-time work program awarding on- or off-campus jobs to students who demonstrate financial need. FWS positions are primarily funded by the government, but are also partially funded by the institution. FWS is awarded to eligible students by the college as part of the student's financial aid package. The maximum FWS award is based on the student's financial need, the number of hours the student is able to work, and the amount of FWS funding available at the institution. This is a type of Title IV Aid, but is not considered grant aid to students.</p> <p><i>REPORT(S): IPEDS Financial Aid</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Fellowships	<p>These are grants-in-aid and trainee stipends to graduate students. Fellowships do not include funds for which services to the institution must be rendered, such as payments for teaching, or loans.</p> <p><i>REPORT(S): IPEDS Financial Aid</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
First-professional	<p>The use of this term was discontinued in IPEDS as of the 2010-11 data collection, when use of the new postbaccalaureate award categories became mandatory. May refer to a degree, certificate, or level of student.</p> <p>A first-professional degree was an award that required completion of a program that met all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 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 10 fields:</p> <ul style="list-style-type: none"> 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 (D.P.M., D.P., or Pod.D.) Theology (M.Div., M.H.L., B.D., or Ordination) Veterinary Medicine (D.V.M.) <p>A first-professional certificate was an award that required completion of an organized program of study designed for persons who had completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.</p> <p>A first-professional student was a student enrolled in one of these programs. The 12-month FTE for first-professional students was calculated using the unduplicated headcounts reported on the 12-month enrollment component. Since the 12-month unduplicated headcounts do not differentiate between full-time and part-time students, an estimation was used. The ratio of full-time to part-time first-professional students from the previous collection year fall enrollment (which corresponds to the same academic year students) was calculated, and this ratio was applied to the 12-month unduplicated headcount. Adding the resulting full-time and one-third part-time student estimates results in the FTE for first-professional students.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>

First-time student (undergraduate)	<p>A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Foundational Skills	<p>University undergraduate foundational skills are: Communication & Information Literacy; Technological Solutions & Quantitative Reasoning; Critical Thinking; Civic & Global Engagement; Social & Scientific Inquiry; and Christianity & Contexts. Note that Bachelors of Arts degrees, in addition to the Foundational Skill requirements, include a Liberal Arts Focus which includes 12 hours of a language elective and one integrative elective course.</p> <p><i>REPORT(S): Undergraduate Catalog; SACSCOC 8.2.b; 9.3</i> <i>SOURCE: Administrative Approval 2018 10 12</i> <i>RELATED TERM(S): Core Competencies</i></p>
Freshman, full-time cohort	<p>Percentage of full time bachelor's (or equivalent) degree-seeking undergraduate students who entered Liberty as freshmen in the Fall of an academic year (or the preceding summer term) and matriculated into the Fall of the following academic year. This is updated in April.</p> <p><i>REPORT(S): IPEDS FE; College Board; Common Data Set; At-A-Glance</i> <i>SOURCE:</i> <i>RELATED TERM(S):</i></p>
FTE of students	<p>The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Full-time faculty	<p>Consists of full-time contracted (professional) faculty with either a residential or online faculty contract and those faculty who reach full-time status through assignments. A full-time teaching load is considered to be 24 credits at the undergraduate level, or 18 credits at the graduate level across the fall and spring semesters of an academic year.</p> <p><i>REPORT(S): SACSCOC 6.1 Full-time faculty and SACSCOC 6.2.b Program faculty</i> <i>SOURCE: Liberty University Faculty Handbook</i> <i>RELATED TERM(S): Adjunct (part-time) faculty</i></p>

Full-time student	<p>Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.</p> <p>Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution.</p> <p>Doctor's degree - Professional practice - as defined by the institution.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S): credit</i></p>
Graduate Assistants (Research)	<p>An occupational category used to classify graduate assistants whose specific assignments customarily are made for the purpose of conducting research.</p> <p><i>REPORT(S): IPEDS Human Resources</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Graduate Assistants (Teaching)	<p>Graduate assistants who assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers.</p> <p><i>REPORT(S): IPEDS Human Resources</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Graduate Program	<p>A grouping of graduate courses constituting a program within a department, specifically identified on a Degree Completion Plan, required for the completion of a graduate degree.</p> <p><i>REPORT(S):</i></p> <p><i>SOURCE: Common Academic Terms Document</i></p> <p><i>RELATED TERM(S):</i></p>
Graduation rate	<p>The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.</p> <p><i>REPORT(S):</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Graduation rates (GR) Component of Annual IPEDS Report	<p>This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically-related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>

Grants by state government	<p>Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIG's); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. (Used for reporting Finance data)</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Initial Cohort	<p>A specific group of individuals established for tracking purposes. For the Graduation Rates (GR) and Outcome Measures (OM) components of IPEDS, the initial cohort is defined as the enrollment count before removing revisions and exclusions of all degree/certificate-seeking students who enter in either (1) the fall term of a given academic year, or (2) between September 1st and August 31st of the following year. For the GR component of IPEDS, the initial cohort is only for full-time, first-time students. For OM, all undergraduates are placed in one of four initial cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first time.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i></p> <p><i>SOURCE: IPEDS Glossary</i> <i>RELATED</i></p> <p><i>TERM(S): revised cohort</i></p>
Instructional Activity	<p>The total number of credit and contact hours all students are engaged in during the specified period.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Loan funds	<p>Funds that have been loaned, or are available for loans to students, faculty, and staff.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Loans to students	<p>Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i> <i>RELATED</i></p> <p><i>TERM(S):</i></p>
Local government grants and contracts (revenues)	<p>Revenues from local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a local government grant or contract. These amounts can be treated as an allowance, an agency transaction, or as a student aid expense in the institution's General Purpose Financial Statements (GPFS) and are reported differently depending on their treatment. Generally, however, private institutions report these grants as allowances when applied to the student's account and as local grant revenues when received.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i> <i>RELATED</i></p> <p><i>TERM(S):</i></p>

Minor	<p>A specific grouping of 15-24 credit hours <i>outside</i> a student's Undergraduate Major.</p> <p>REPORT(S):</p> <p>SOURCE: <i>Common Academic Terms Document</i></p> <p>RELATED TERM(S):</p>
National Center for Education Statistics (NCES)	<p>The National Center for Education Statistics (NCES), in the Institute of Education Sciences, is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education.</p> <p>REPORT(S): <i>IPEDS 12-month Enrollment</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>
Net price	<p>The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.</p> <p>REPORT(S): <i>IPEDS Financial Aid</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>
Non-degree-seeking student	<p>A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or recognized postsecondary credential.</p> <p>REPORT(S): <i>IPEDS Fall Enrollment</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>
Normal time to completion	<p>The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.</p> <p>REPORT(S): <i>IPEDS Completions</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S): <i>Completers within 150% of normal time</i></p>
Open admission	<p>Admission policy whereby the school will accept any student who applies.</p> <p>REPORT(S): <i>IPEDS Institutional Characteristics</i></p> <p>SOURCE: <i>IPEDS Glossary</i></p> <p>RELATED TERM(S):</p>

Part-time student	<p>Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term.</p> <p>Graduate: A student enrolled for less than 9 semester or quarter credits.</p> <p><i>REPORT(S):</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S): credit; contact hours</i></p>
Pell Grant program	<p>(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Perkins Loan program	<p>(Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89- 329, 92- 318, et al; 20 USC 1087aa-1087hh.). Formerly known as National Direct Student Loans (NDSL), the Perkins Loan program provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Placement services for program completers	<p>Assistance for students in evaluating their career alternatives and in obtaining full-time employment upon leaving the institution.</p> <p><i>REPORT(S): IPEDS Institutional Characteristics</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Post-baccalaureate certificate	<p>An award that requires completion of an organized program of study equivalent to 18 semester credit hours 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.</p> <p><i>REPORT(S): IPEDS Completions</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Post-master's certificate	<p>An award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.</p> <p><i>REPORT(S): IPEDS Completions</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>

Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	<p>An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours.</p> <p><i>REPORT(S): IPEDS Completions (C)</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	<p>An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours.</p> <p><i>REPORT(S): IPEDS Completions (C)</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Postsecondary award, certificate, or diploma (less than 1 academic year)	<p>An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Program (Academic Program, Degree Program, Program of Study)	<p>Program: A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.</p> <p>Academic Program: A Degree with a specified Undergraduate Major or Graduate Program, does not differentiate between Concentrations and Cognates. (Ex. Master of Arts: Human Services Counseling; Bachelor of Science: Business Administration)</p> <p>Degree Program: A Degree with a specified Undergraduate Major or Graduate Program, delivery format, and concentration or cognate (if applicable). May also be referred to as a program code or Degree Completion Plan. (Ex. Master of Arts: Human Services Counseling – Health and Wellness, Online; Bachelor of Science: Business Administration – Marketing, Resident)</p> <p>Program of Study: A Degree with a specified Undergraduate Major or Graduate Program and concentration or cognate (if applicable). Does not distinguish between delivery formats. (Ex. Master of Arts: Human Services Counseling – Health and Wellness; Bachelor of Science: Business Administration – Marketing)</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary/ Common Academic Terms Document</i> <i>RELATED TERM(S): undergraduate major, graduate program, concentration, cognate/ specialization</i></p>
Program Learning Outcome	<p>A statement of what a student should know and be able to do once he has completed an academic program.</p> <p><i>REPORT(S):</i> <i>SOURCE: Common Academic Terms Document</i> <i>RELATED TERM(S):</i></p>

Race/ethnicity	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> • Hispanic or Latino or • Not Hispanic or Latino <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White <p>REPORT(S): <i>IPEDS Graduation Rates, Human Resources</i> SOURCE: <i>IPEDS Glossary</i> RELATED TERM(S):</p>
Remedial services	<p>Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.</p> <p>REPORT(S): <i>IPEDS Institutional Characteristics</i> SOURCE: <i>IPEDS Glossary</i> RELATED TERM(S):</p>
Required fees	<p>Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.</p> <p>REPORT(S): <i>IPEDS Financial Aid</i> SOURCE: <i>IPEDS Glossary</i> RELATED TERM(S):</p>
Retention rate	<p>A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. Commonly expressed as the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. Besides the IPEDS retention by program, the university may also find it helpful to calculate as retention within a school or college, or institution.</p> <p>REPORT(S): <i>SACSCOC 8.1 Student Achievement</i> SOURCE: <i>IPEDS Glossary</i> RELATED TERM(S):</p>
Revised cohort	<p>Initial cohort after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.</p> <p>REPORT(S): <i>IPEDS Graduation Rates</i> SOURCE: <i>IPEDS Glossary</i> RELATED TERM(S): <i>initial cohort</i></p>

Room charges	<p>The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Scholarships	<p>Grants-in-aid, trainee stipends, tuition and required fee waivers, prizes or other monetary awards given to undergraduate students.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Scholarships and fellowships	<p>Outright grants-in-aid, trainee stipends, tuition and fee waivers, and prizes awarded to students by the institution, including Pell grants. Awards to undergraduate students are most commonly referred to as "scholarships" and those to graduate students as "fellowships." These awards do not require the performance of services while a student (such as teaching) or subsequently as a result of the scholarship or fellowship. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted to a parent of a student because of the parent's faculty or staff status.</p> <p>Also not included are awards to students where the selection of the student recipient is not made by the institution.</p> <p><i>REPORT(S): IPEDS Financial Aid</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>
Schools/Colleges	<p>An academic unit identified within the University, organized around academic disciplines, headed by a Dean, and offering Academic Programs unique to the discipline.</p> <p><i>REPORT(S):</i></p> <p><i>SOURCE: Common Academic Terms Document</i></p> <p><i>RELATED TERM(S): Academic Program</i></p>
Stand-alone Minor	<p>A minor without a bachelor's degree attached to it as a parent program. This definition also applies to concentrations and cognates without a parent program.</p> <p><i>REPORT(S):</i></p> <p><i>SOURCE:</i></p> <p><i>RELATED TERM(S): Free-standing Minor, Concentration, or Cognate</i></p>
Student Learning Outcome	<p>A statement of what a student should know and be able to do once he has completed a requirement. Student learning outcomes may apply to all levels, ranging from courses, to programs, to University-wide competencies.</p> <p><i>REPORT(S):</i></p> <p><i>SOURCE: Common Academic Terms Document</i></p> <p><i>RELATED TERM(S):</i></p>

Student Right-to-Know Act	<p>Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students.</p> <p>Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The Graduation Rates component of IPEDS was developed specifically to help institutions respond to these requirements. See Graduation Rates for the current description of data collected.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Student Services	<p>A functional expense category that includes expenses 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 the formal instructional program. Examples include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal administration, and student records. Intercollegiate athletics and student health services may also be included except when operated as self-supporting auxiliary enterprises. Also may include information technology expenses related to student service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.</p> <p><i>REPORT(S): IPEDS Finance</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Subcohort	<p>A predefined subset of the initial cohort or the revised cohort established for tracking purposes on the Graduation Rates (GR) component of IPEDS. (e.g., bachelor's degree-seeking subcohort.)</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Tenure	<p>Status of a personnel position with respect to permanence of the position.</p> <p><i>REPORT(S): IPEDS Human Resources</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>

Title IV aid	<p>Title IV aid to students includes grant aid, work study aid, and loan aid. These include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant(FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan.</p> <p><i>REPORT(S): IPEDS Financial Aid</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Transfer of credit	<p>The policies and procedures used to determine the extent to which educational experiences or courses undertaken by a student while attending another institution may be counted for credit at the current institution.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Transfer-in (non-first-time entering) student	<p>A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). This includes new students enrolled in the fall term who transferred into the reporting institution the prior summer term. The student may transfer with or without credit. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-in students upon entering an institution from another institution within the same coordinated system.</p> <p><i>REPORT(S):</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Transfer-out rate	<p>Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Transfer-out student	<p>A student that leaves the reporting institution and enrolls at another institution.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>
Undergraduate	<p>A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.</p> <p><i>REPORT(S): IPEDS Graduation Rates</i> <i>SOURCE: IPEDS Glossary</i> <i>RELATED TERM(S):</i></p>

Undergraduate Major	<p>An undergraduate program composed of a grouping of courses within a department, required for the completion of a degree, identified on the right side of a Degree Completion Plan as a Major.</p> <p><i>REPORT(S):</i></p> <p><i>SOURCE: Common Academic Terms Document</i></p> <p><i>RELATED TERM(S):</i></p>
Unduplicated count	<p>The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.</p> <p><i>REPORT(S): IPEDS 12-month Enrollment</i></p> <p><i>SOURCE: IPEDS Glossary</i></p> <p><i>RELATED TERM(S):</i></p>