

GLOSSARY & DEFINITIONS

Academic Advisement Plan under which each student is assigned to a faculty member or trained advisor, who, through regular meetings, helps the student plan and implement immediate and long-term academic and vocational goals.

Academic Support Includes funds expended primarily to provide support services for the institution's primary missions-instruction, research, and public service. This category includes (1) retention, preservation, and display of educational materials; (2) the provision of services that directly assist the academic functions of the institution; (3) media; (4) academic administrative support and management direction for accomplishing the three primary missions, and (5) separately budgeted support for course and curriculum development.

Academically Disadvantaged A student who lacks reading skills, writing skills, mathematical skills, or who performs below grade level, and who requires special services, assistance, or programs, in order to succeed in a vocational program.

Admissions Requirements The usual minimum requirements for admission to the institution.

Associate's Degree The degree granted on completion of an educational program that is not of a baccalaureate level and that requires at least two but less than four academic years of work.

Auditors Students admitted to audit one or more courses;

Bachelor's Degree Any earned academic degree carrying the title of "bachelor." Normally requires at least four but not more than five years of full-time college-level work.

CIP (Classification of Instructional Programs) A National Center for Education Statistics (NCES) publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

Contact Hour A unit of measure that represents an hour of scheduled instruction given to students

Cooperative (Work-Study Plan) Program A program that provides for alternate class attendance and employment in business, industry, or government, allowing students to combine actual work experience with college studies. May also be called **Cooperative Education**.

Core Curriculum A specified number of courses or credits in the humanities, social sciences, life sciences, and/or physical sciences, required of all students, regardless of major, to ensure a basic set of learning experiences. May also be called **General Education Requirement**.

Counseling Service Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

Course Level The level of offering for instructional courses at post-secondary education institutions. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than by the student level of those enrolled in the course. The course level typically include:

Lower Division Course offering at a level of comprehension usually associated with freshman and sophomore students.

Upper Division Course offerings at a level of comprehension usually associated with junior or senior students. Jointly offered upper division and graduate courses should be classified as upper division.

Credit Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

Credit course A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

Credit hour A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Cumulative GPA. A weighted average of term GPAs for all terms in which a student is enrolled for one or more credit hours.

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

Degree-Seeking Students Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

English as a Second Language (ESL) A course of study designed specifically for students whose native language is not English.

FAFSA (Free Application for Federal Student Aid) The free federal form completed by students applying for Pell Grants, student loans, and federal college-based aid. It establishes a single estimate of a student's or family's ability to pay for higher education and is generally available from high school guidance offices.

Fall First term of the academic year.

Federal Pell Grant A gift-aid program sponsored by the federal government.

Federal Perkins Loan A program of federally funded, college-administered loans available to students from low-income families.

Federal Work-Study Program A federal financial aid program providing allocations to institutions for partial reimbursement of wages paid to students for working on or off campus in public or nonprofit organizations.

FICE (Federal Interagency Commission on Education) According to the Higher Education Directory (1999 edition), FICE is an identifying number assigned to schools by the U.S. Department of Education. The U.S. Department of Education now refers to this number as OPEID (Office of Postsecondary Education Identification).

First-Time Freshmen Students who enroll in college for the first time in a given semester of a given year constitute the first-time freshmen cohort. First-time freshmen (FTF) are those who have earned no previous college credit hours, but they also include students who have earned college credits while in high school through joint enrollment in college courses.

Freshman Undergraduates who have earned 0-29 college semester credit hours.

Freshman/New Student Orientation Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college. May be a few hours or a few days in length; at some colleges there is a fee.

FTE Enrollment Two half-time students combined equals one full time equivalent. FTE is calculated as the sum of all hours enrolled for undergraduates divided by 15.

Full-Time Undergraduate A student enrolled for either 12 or more semester or quarter credits, or for 24 contact hours per week each term.

Gender is either male or female.

Geographic Origin The state/county in which a student resides at the time of first admission to the institution. Major classifications are the following:

In-District Students legally domiciled within the district of the postsecondary institution at the time of first admission to the institution. This category is primarily for two-year schools.

In-State but Out-of-District Students legally domiciled within the state of the postsecondary institution but out of the district at the time of first admission. This category is primarily for two-year schools.

In-State Students legally domiciled in the state of the postsecondary institution at the time of first admission. The first two categories (in-district, and in-state but out-of-district) are not included in this category.

Out-of State Students who were legally domiciled in a state other than that of the postsecondary education institution at the time of first admission. (Foreign students are not included in this category.)

Foreign Students who were legally domiciled in a country other than the United States at the time of first admission.

Headcount Enrollment The sum of the institutional counts of students taken on a census date after the end of drop/add.

High School Diploma or Equivalent An academic award granted for completion of a high school program or a certificate indicating equivalent education (for example, General Education Development [GED] Certificate).

HOPE Scholarship (Helping Outstanding Pupils Exceptionally) is Georgia's unique program, created by Governor Zell Miller, that rewards students' hard work with financial assistance in degree, diploma, or certificate programs at any eligible Georgia public or private college, university, or public technical institute. Additionally, other HOPE assistance is available for students who received a GED after July 1, 1993. HOPE is funded by Georgia's Lottery for Education.

Joint Enrollment A student enrolled in both high school and college.

Junior Undergraduates who have earned 60-89 college semester credit hours.

Learning Disability 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 to do mathematical calculations.

Major The degree, diploma, or certificate program in which the student is enrolled.

Nonresident Alien A person who is not a citizen or national of the U.S. and who is in the country on a temporary basis and does not have the right to remain indefinitely.

Open Admission Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.

Part-Time Undergraduate A student enrolled for either 11 semesters or less, or less than 24 contact hours per week each term.

PeachNet Georgia's Statewide Educational Network.

Performance Accountability System A DTAE (Georgia) system of accountability that measures performance with regard to courses, programs, instructors, administrators, and funding within the Technical Division.

Phi Beta Kappa A national honor society recognizing undergraduate academic achievement in the liberal arts/sciences.

Phi Theta Kappa A worldwide honor society recognizing academic excellence among associate degree students.

Physical Disabilities Students evaluated as having any one of the following impairments, who because of those impairments need special education and related services.

Deaf A hearing impairment so severe that the student is hindered in processing linguistic information through hearing, with or without amplification, which adversely affects educational performance.

Deaf-Blind Concomitant hearing and visual impairments the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special education programs solely for deaf or blind students.

Hard of Hearing A hearing impairment, whether permanent or fluctuating, which adversely affects a student's educational performance but which is not included under the definition of deaf.

Orthopedically Impaired A severe orthopedic impairment which adversely affects a student's educational performance. The term includes impairment caused by congenital anomaly, disease, and from other causes.

Other Health Impaired 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 a student's educational performance.

Speech Impaired A communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a student's educational performance.

Visually Handicapped A visual impairment which, even with correction, adversely affects a student's educational performance.

Public Institution An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

Race/Ethnicity is categorized into one of the following six groups. Ethnicity, whether Hispanic or non-Hispanic, is considered like a race for purposes of reporting.

Black, Non-Hispanic A person having origins in any of the "black racial groups" of Africa, except those of Hispanic origin.

American Indian/Alaskan Native A person having origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition.

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

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

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

Multi-racial A person in more than one of the above categories.

Semester An academic year consisting of two semesters during the typical academic year, with about 16 weeks for each semester of instruction. There may be an additional summer session.

Senior Undergraduates who have earned 90 or more college semester credit hours.

Sophomore Undergraduates who have earned 30-59 college semester credit hours.

Spring Second term of the academic year.

Standardized Test Scores When scores on standardized tests are used as admission criteria, the admissions requirements are stated in terms of (1) the test to be taken and (2) the minimum score on that test acceptable. The following tests are often used in this context:

American College Testing (ACT) Program Battery Four entrance tests (English, mathematics, social studies, and natural sciences). The average of the four scores is an individual's composite score. The scores range from 1 to 36.

Scholastic Aptitude Test (SAT) Administered for the College Board by the Educational Testing Service (ETS). The entrance-test scores achieved by an individual are based on the quantitative (math) and verbal parts of the SAT. Scores for each part range from 200 to 800 (and occasionally 900) in intervals of 10.

Student Services Includes funds expended for the offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instruction program. This category includes expenditures for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics, counseling and career guidance (excluding informal academic counseling by the faculty), student-aid administration, and student health service.

Subsidized Stafford Loan A federal student loan administered and guaranteed by a school or financial institution. Subsidized loans are awarded based on financial need, and interest is paid by the lender while the student is attending college. Stafford Loans may be direct loans or FFEL loans.

Summer I First term of the summer session.

Summer II Second term of the summer session.

Tenure Status The institutional designation that serves to identify the status of employees with respect to permanence of appointed position. The following tenure designations indicate status of individuals:

Tenure-Track A position that has a potentially permanent standing with the institution.

Tenured Individuals who have been granted tenure.

Nontenured Individuals who are eligible for tenure (that is, are on the tenure track) but have not been granted tenure.

Contractual Individuals who are hired for a specific period of time such as one term or one academic year and are not considered to hold a tenure-track position.

TOEFL (Test of English as a Foreign Language) The most commonly used test of English proficiency for students whose native language is not English.

Transfer Student A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level.

Transient Students Students enrolled at one institution, and who may or may not be taking courses this semester at the home institution, but who are taking courses at another institution with permission to transfer those hours back to the home.

Trimester An academic year consisting of three terms of about 15 weeks each.

Tuition Amount of money charged to students for instructional services. Tuition may be charged on a per-academic year, per-term, per-course, or per-credit basis.

In-State Student or Resident Tuition rate charged to in-state or resident students.

Out-of-State or Nonresident Tuition rate charged to out-of-state or nonresident students.

Mandatory Fees The charges assessed to students for certain items in addition to tuition. Such fees include rates for transportation/parking, technology, student activities and other designated required fees.

Two-year Transfer Curriculum A program designed to provide a student with the basic knowledge needed to transfer into a higher level program; specifically, the first two years of a baccalaureate-level program for which the institution does not offer an award, or two years of undergraduate study needed for entrance into a first-professional program.

Undergraduates Undergraduates include students with student levels of freshmen, sophomores, juniors, and seniors.

Unit A standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).

Unsubsidized Stafford Loan A federal student loan administered and guaranteed by a school or financial institution. With unsubsidized loans, the student, not the lender, pays the interest accrued while he or she is attending college. Unsubsidized Stafford Loans may be direct loans or FFEL loans.

Unsubsidized loans are not based on financial need.

LIST OF ABBREVIATIONS & ACRONYMS
(Used in this Document and on DSC Campus and the University System)

<p>AA Associate of Arts AACSB American Association for Collegiate Schools of Business AAMA American Association of Medical Assistants AAS Associate of Applied Science AAUP American Association of University Professors ACE Academic & Career Enhancement (Center) ACT American College Testing ADA Americans with Disabilities Act APICS American Production and Inventory Control Society ARRT American Registry of Radiologic Technologist AS Associate of Science ASN Associate of Science Nursing BAS Bachelor of Applied Science BBA Bachelor of Business Administration BOR Board of Regents BS Bachelor of Science BSW Bachelor of Social Work BUSA Business Administration CAAHEP Commission on Accreditation of Allied Health Education Program CAAP Collegiate Assessment of Academic Proficiency CABS Center for Applied Business Studies CAPP Curriculum Advising & Program Planning CCE Center for Continuing Education CERT Certificate CERTADV Advanced Certificates (in Technology) CEUs Continuing Education Units CFPIM Certified Fellow in Production and Inventory Management CIP Classification of Instructional Programs CLEP College Level Examination Program CNA Certified Nursing Assistant COMPASS Computer-Adaptive Placement Assessment and Support System CPC College Preparatory Curriculum CPE College Placement Examination CPIM Certified In Production & Inventory Management CPP Career Planning Program CSWE Council on Social Work Education DBA Doctorate of Business Administration DSC Dalton State College DSCS Dalton State College Studies</p>	<p>DTAE Georgia Department of Technical & Adult Education EDI Economic Development Institute (Georgia Institute of Technology) ERIC Educational Resources Information Center ESL English as a Second Language ETS Educational Testing Service FAFSA Free Application for Federal Student Aid FICE Federal Interagency Commission on Education FIS Faculty Information System FTE Full-time equivalent FY Fiscal Year GALILEO GeorgiA LIBrary LEarning Online GASB Governmental Accounting Standards Board GED General Education Development GIL GALILEO Interconnected Libraries (Online Catalog) GLOBE Global Learning On-Line for Business & Education (Georgia) GPA Grade point average GPLS Georgia Public Library Service GSAMS Georgia Statewide Academic & Medical System HOPE Helping Outstanding Pupils Educationally HPER Health, Physical Education & Recreation (Department) ICAPP Intellectual Capital Partnership Program IE Institutional Effectiveness IOMG Industrial Operations Management IPEDS Integrated Postsecondary Education Data System IRP Institutional Research & Planning IT Information Technology JRCERT Joint Review Committee on Education in Radiologic Technology LDA Learning Disabilities Assessment LPN Licensed Practical Nurse MAP Minority Advising Program MINI Mini-Certificate MIS Management Information System MLT Medical Laboratory Technology NCLEX-LPN National Council Licensure Examination for Licensed Practical Nurse (LPN) Licensure</p>
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<p>NCLEX-RN National Council Licensure Examination for Registered Nurse (RN) Licensure</p> <p>NGMYSTC North Georgia Mountains Youth Science & Technology Center</p> <p>NTC National Textile Center</p> <p>OCIS Office of Computing & Information Services</p> <p>OIIT Office of Information & Instructional Technology (Georgia)</p> <p>OIRP Office of Institutional Research & Planning</p> <p>OMAS Outcome Measures & Assessment Strategies</p> <p>OPB Office of Planning and Budgeting (Georgia)</p> <p>OPE Office of Postsecondary Education</p> <p>OSFA Office of Student Financial Aid</p> <p>PAS Performance Accountability System</p> <p>PPTRC Pre- and Post-Tenure Review Committee</p> <p>PREP Post-Secondary Readiness Enrichment Program</p> <p>PTK Phi Theta Kappa</p> <p>RETP Regents' Engineering Transfer Program</p> <p>RN Registered Nurse</p> <p>RTP Regents Testing Program</p> <p>SAC Student Affairs Council</p>	<p>SACS Southern Association of Colleges & Schools</p> <p>SAM Society for the Advancement of Management</p> <p>SAR Student Aid Report</p> <p>SAT Scholastic Aptitude Test</p> <p>SATM Scholastic Aptitude Test - Math</p> <p>SATV Scholastic Aptitude Test - Verbal</p> <p>SCH Student Credit (or Contact) Hour</p> <p>SD/sd Standard deviation</p> <p>SEOG Supplemental Educational Opportunity Grant</p> <p>SGA Student Government Association</p> <p>SIFE Students in Free Enterprise</p> <p>SIRS Student Information Registry System</p> <p>SNC/BNC Senior Networking Club/Business Networking Club</p> <p>SOLINET The Southeastern Library Network</p> <p>SPC Strategic Planning Committee</p> <p>SREB Southern Regional Education Board</p> <p>TM Technology Management</p> <p>TOEFL Test of English as a Foreign Language</p> <p>TRSGA Teachers Retirement System of Georgia</p> <p>USG University System of Georgia</p> <p>USO University System Office</p>
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