

MARYLAND ANNUAL DATA COLLECTION

GLOSSARY

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MD Higher Education Commission
Office of Information Systems

MARYLAND HIGHER EDUCATION COMMISSION
GLOSSARY

ACADEMIC YEAR - The period of time generally extending from June to May; usually equated to a sequence of three semesters (summer, fall, spring).

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

ALL OTHER - A person from races not defined as ASIAN, BLACK, INDIAN, HISPANIC, FOREIGN, UNKNOWN OR WHITE.

AREA OF CONCENTRATION - A sequential arrangement of courses within a program which at the undergraduate level exceeds 24 semester credit hours, at the masters level exceeds 12 semester hours, and exceeds 18 semester hours at the doctoral level.

ASIAN - 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.

ASSOCIATE - 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.

BACHELOR - 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.

BLACK - see AFRICAN AMERICAN

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.

CERTIFICATE OF ADVANCED STUDY - A degree awarded for satisfactory completion of at least 30 semester hours of graduate study or the equivalent beyond the master's degree.

CREDIT - 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.

CREDIT COURSE - A course that, if successfully completed, can be applied toward the number of courses required for achieving a formal award.

CREDIT HOURS - A unit of measure applied toward the total number of hours 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 hours (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 (ITV) 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.

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.

DOCTORATE - 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.

FIRST-PROFESSIONAL - 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.)

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.

FIRST-TIME FIRST-PROFESSIONAL - A student enrolled for the first time in the first-professional program. Includes first-professional students enrolled in the fall term who entered the program for the first time in the preceding summer.

FIRST-TIME FRESHMEN - An entering freshman attending any institution for the first time at the undergraduate level. Include students enrolled in the Fall term who attended college for the first time in the preceding summer. 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.

FIRST-TIME GRADUATE - A student enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who entered graduate school for the first time in the preceding summer.

FIRST-TIME UNDERGRADUATE - A student attending any institution for the first time at the undergraduate level. Include students enrolled in the Fall term who attended college for the first time in the preceding summer. 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.

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.

FOREIGN - 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.

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.

FOUR-YEAR COLLEGE OR UNIVERSITY - A public or private institution of postsecondary education which:
(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.

FOURTH YEAR AND BEYOND - A student who has completed the equivalent of three years of full-time undergraduate work, that is, at least 90 semester hours in a 120 hour program.

FRESHMAN - See FIRST-YEAR

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.

GRADUATE - A program of study beyond the bachelor's degree other than FIRST-PROFESSIONAL and typically requiring a bachelor's degree for entrance.

GRADUATE STUDENT - A student enrolled in a graduate degree program. Includes students taking graduate course work whether degree seeking or non-degree seeking.

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

INDIAN - see NATIVE AMERICAN

INSTITUTION OF POSTSECONDARY EDUCATION - An institution which offers an educational program within the State for persons 16 years old or older who have graduated from or left elementary or secondary school.

INSTRUCTIONAL PROGRAM - See PROGRAM

JUNIOR - See THIRD-YEAR

LOWER DIVISION - Credit courses taken at the first-year (freshman) or second-year (junior) levels.

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.

MASTERS - 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.

NATIVE AMERICAN - 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.

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.

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 leading to any 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.

PART-TIME - A student who is taking less than the normal academic load for a full-time student.

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.

PRIVATE CAREER SCHOOL DIPLOMA OR CERTIFICATE - A formal award granted by a private career school for satisfactory completion of a program of study consisting of the number of courses required by the school and approved by the Maryland Higher Education Commission.

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.

QUARTER HOUR - One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contract hours required for 1 semester hour of credit, when supervision is assured and learning is documented.

REMEDATION 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.

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.

SEMESTER HOUR - One semester hour of credit is awarded for:

- a) A minimum of 15 hours (50 minutes each) of actual class time, exclusive of registration, study days, and holidays;
- b) A minimum of 30 hours (50 minutes each) of supervised laboratory or studio time, exclusive of registration, study days, and holidays;
- c) A minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative education placements, when supervision is assured and learning is documented;
- d) Instruction delivered by instructional television (ITV) 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, when supervision is assured and learning is documented.

SENIOR - See FOURTH-YEAR AND BEYOND

SOPHOMORE - See SECOND-YEAR

THIRD-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.

TRANSFER - A new student entering the reporting institution but known to have previously attended a postsecondary institution at the same level of study (undergraduate, graduate or first-professional).

UNCLASSIFIED - A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include transfer students whose earned credits have not been determined at the time of reporting or students enrolled in a program who already hold an equivalent or higher degree. High school students concurrently enrolled before graduation should also be included.

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.

UNKNOWN - A person whose race is unknown.

UPPER DIVISION - Credit courses taken at the third-year (junior) or fourth-year and beyond (senior) levels.

UPPER 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 third-year or fourth-year and beyond levels, or both.

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