



System Administration  
Office *of* Institutional Research

Official Glossary *of* Terms

*June 8, 2016*

Revised:

Fall 1981, 1982, 1984, 1985, 1994, 2013, 2014, 2016

**This page is intentionally blank.**

# SUNY SYSTEM ADMINISTRATION • OFFICE OF INSTITUTIONAL RESEARCH

## GLOSSARY OF TERMS

*(highlighted terms indicate a change since the last Glossary)*

---

### A

ACADEMIC AWARD LEVEL - PRIMARY · 6  
ACADEMIC PROGRAM – PRIMARY · 6  
ACADEMIC PROGRAM – SECONDARY · 6  
ACADEMIC RANK · 6  
ACCUMULATED CREDIT HOURS · 6  
ADMISSION STATUS · 7  
ADVANCED DOCTORAL · 8  
ADVANCED GRADUATE · 8  
ANNUAL AVERAGE FULL TIME EQUIVALENT (AAFTE)  
STUDENT WORKLOAD · 8  
APES (ACADEMIC PROGRAM ENTERPRISE SYSTEM) · 8  
APPLIED LEARNING · 9  
ATTRITION · 9  
AUDITORS (SPECIAL) · 9  
AUDITORS (STATE-AIDABLE) · 9  
AWARD · 9  
AWARD LEVEL · 9

---

### B

BEGINNING GRADUATE · 9

---

### C

CAMPUS IDENTIFIER · 9  
CENSUS DATE (FOR SUBMITTING OFFICIAL DATA ON SIRIS  
STUDENT AND SIRIS TERM SECTION) · 9  
CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS)  
TAXONOMY OF DISCIPLINE DIVISIONS · 10  
CIVIC ENGAGEMENT · 10  
CLINICAL PLACEMENT · 10  
COALITION APPLICATION · 10  
COHORT · 10  
COLLEGE IN THE HIGH SCHOOL · 10  
COMBINED ACADEMIC PROGRAM · 11  
COMMON APPLICATION · 11  
COMMUNITY SERVICE · 11  
CONCURRENTLY ENROLLED IN HIGH SCHOOL STUDENT · 12  
CONFLUENCE · 12  
CONTINUING EDUCATION (CE) · 12  
CONTINUING/RETURNING STUDENT · 12  
CONTRACT COURSES · 13  
CO-OPERATIVE EDUCATION · 13

COUNTRY OF CITIZENSHIP · 13  
COURSE CONTENT · 13  
COURSE ENROLLMENT · 13  
COURSE LEVEL · 13  
COURSE SUBMISSION · 14  
COURSES SUPPORTED BY ACCOUNT CC2423 · 14  
CREATIVE WORKS · 14  
CREDIT COURSE · 14  
CREDIT COURSE STUDENT · 14  
CREDIT HOURS · 14  
CREDIT VALUE · 15  
CREDITS ATTEMPTED · 15  
CREDITS EARNED · 15  
CROSS REGISTRATION · 15  
CROSS-LISTED · 15  
CUMULATIVE GRADE POINT AVERAGE (GPA) · 15

---

### D

DATE OF BIRTH · 15  
DEGREE SUBMISSION · 15  
DEGREE WORKS · 15  
DEGREE/CERTIFICATE AWARD DATE · 15  
DEVELOPMENTAL COURSE · 16  
DISABLED · 16  
DISADVANTAGED STUDENT · 16  
DISPLACED HOMEMAKER: · 16  
DOUBLE MAJOR · 16  
DTS (DATA TRANSFERRING SYSTEM) · 16

---

### E

ECONOMICALLY DISADVANTAGED · 16  
EDUCATIONAL OUTCOMES (EO) REPORTS · 17  
ENTREPRENEURSHIP · 17  
EOP STUDENT, ACTIVE · 17  
EOP STUDENT, INACTIVE · 17  
EQUIVALENT COURSE · 17  
EQUIVALENT CREDIT HOURS · 17  
EXCHANGE PROGRAMS · 18  
EXCHANGE STUDENT · 18  
EXPERIENTIAL EDUCATION · 18

---

## F

FACULTY CONTACT HOURS · 18  
FERPA · 18  
FIELD STUDY · 19  
FINAL GRADE POINT AVERAGE · 19  
FINANCIAL AID SUBMISSION · 20  
FIRST GENERATION COLLEGE STUDENT · 20  
FIRST PROFESSIONAL · 20  
FIRST-TIME STUDENT · 20  
FOREIGN STUDENT · 20  
FORMER INSTITUTION · 20  
FRESHMAN · 20  
FULL TIME EQUIVALENT (FTE) FACULTY · 21  
FULL TIME EQUIVALENT (FTE) STUDENT WORKLOAD · 21  
FULL-TIME STUDENT · 21  
FUNDING SOURCE · 21

---

## G

GENDER · 21  
GENERAL EDUCATION COURSE · 22  
GRADE POINT AVERAGE (GPA) · 22  
GRADUATE LEVEL COURSE · 22  
GRADUATE STUDENT · 22  
GRADUATE STUDENT (NOT IN A PROGRAM) · 22  
GRADUATION RATE · 22

---

## H

HANDICAPPED STUDENTS · 22  
HEADCOUNT (STUDENT) · 22  
HEALTH FIRST PROFESSIONAL · 22  
HEGIS (HIGHER EDUCATION GENERAL INFORMATION SYSTEM) TAXONOMY OF DISCIPLINE DIVISIONS · 23  
HIGH SCHOOL STATUS · 23  
HIGHER EDUCATION HISTORY · 23  
HIGHEST EARNED DEGREE AND/OR AWARD · 23  
HISPANIC ORIGIN · 24  
HOME INSTITUTION · 24  
HOME INSTITUTION STUDENT · 24  
HONORS · 24

---

## I

IMPUTED CREDIT HOURS · 25  
IN A PROGRAM, MAJOR NOT CHOSEN (AKA UNDECLARED MAJOR) · 25  
INCOME FUND REIMBURSABLE (IFR) CREDIT COURSES · 25  
INSTRUCTION TYPE · 25  
INTERNSHIP · 25

INTERNSHIP TYPE · 25  
IPEDS (INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM) · 26

---

## J

JOINT DEGREE / PROGRAM · 26  
JUNIOR · 26

---

## L

LEADERSHIP · 26  
LECTURE · 26  
LIMITED ENGLISH PROFICIENCY · 26  
LOCATION TYPE · 26  
LOWER DIVISION COURSE · 27  
LOWER DIVISION STUDENT (IN A PROGRAM) · 27

---

## M

MATRICULATED · 27  
MATRICULATION DATE · 27  
MILITARY SERVICE STATUS · 27

---

## N

NATIONAL COMMUNITY COLLEGE BENCHMARKING PROJECT (NCCBP) · 27  
NATIONAL STUDENT CLEARINGHOUSE · 27  
NET PRICE · 27  
NET PRICE CALCULATOR · 28  
NEW GRADUATE STUDENT · 28  
NEW YORK RESIDENT · 28  
NON-CREDIT COURSE · 29  
NON-CREDIT COURSE STUDENT · 29  
NON-CREDIT INSTRUCTIONAL ACTIVITIES (NCIA) · 29  
NON-CREDIT STATE-AIDABLE REMEDIAL COURSE · 29  
NOT IN A PROGRAM STUDENT · 29

---

## O

ONLINE INSTRUCTION TYPE · 29  
OVERSEAS ACADEMIC PROGRAM (OAP) · 29

---

## P

PART-TIME STUDENT · 30  
PERMANENT RESIDENCE · 30  
PHYSICAL SPACE INVENTORY (PSI) · 31

POSTDOCTORAL STUDENT · 31  
PRIMARY ACADEMIC AWARD LEVEL · 31  
PROGRAM · 31  
PROGRAM IDENTIFIER · 31

---

## **R**

RACE · 31  
RECRUITMENT · 32  
REMEDIAL COURSE · 32  
REMEDIAL COURSE – CONTINUING EDUCATION · 32  
REMEDIAL COURSE – NON-CONTINUING EDUCATION · 32  
REQUIRED NON-CREDIT COURSE · 32  
**RESEARCH** · 32  
RESIDENCY (STUDENT) · 32  
RETENTION /PERSISTENCE RATE · 33  
RETURNING STUDENT · 33  
**REVERSE TRANSFER** · 33  
RISK ADMISSIONS · 33

---

## **S**

SAT/ACT CONVERSION · 33  
**SEAMLESS TRANSFER** · 33  
SECTION · 33  
SELECTIVITY · 33  
SENIOR · 34  
SERVICE LEARNING · 34  
SINGLE PARENT · 34  
SIRIS · 34  
SIRIS COURSE · 34  
SIRIS DEGREE · 34  
SIRIS FINANCIAL AID · 34  
SIRIS STUDENT · 34  
**SIRIS STUDENT INFORMATION SURVEY** · 35  
**SIRIS STUDENT REVENUE** · 35  
SIRIS TERM SECTION · 35  
SOPHOMORE · 35  
SPECIAL AUDITORS · 35  
SPECIAL STUDENTS · 35  
SSN · 35  
STATE SUPPORTED GRADUATE DIVISION CREDIT HOURS · 36  
STATE SUPPORTED LOWER DIVISION CREDIT HOURS · 35  
STATE SUPPORTED UPPER DIVISION CREDIT HOURS · 36  
STATE-AIDABLE AUDITOR · 36  
STEM DISCIPLINES · 36  
**STUDENT ACHIEVEMENT MEASURE (SAM)** · 36  
STUDENT CONTACT HOURS · 36  
STUDENT GOAL · 36  
STUDENT IN A BACCALAUREATE DEGREE PROGRAM · 37  
STUDENT IN A DOCTORAL DEGREE PROGRAM · 37

STUDENT IN A FIRST-PROFESSIONAL DEGREE PROGRAM · 37, 38  
STUDENT IN A GRADUATE CERTIFICATE PROGRAM · 37  
STUDENT IN A **HEALTH** FIRST-PROFESSIONAL DEGREE PROGRAM · 38  
STUDENT IN A MASTER'S DEGREE PROGRAM · 38  
STUDENT IN A POST-BACCALAUREATE GRADUATE CERTIFICATE PROGRAM · 38  
STUDENT IN A POST-MASTERS GRADUATE CERTIFICATE PROGRAM · 38  
STUDENT IN AN ASSOCIATE DEGREE PROGRAM · 37  
STUDENT IN AN UNDERGRADUATE DIPLOMA OR CERTIFICATE PROGRAM · 38  
STUDENT LEVEL · 38  
STUDENT LOCAL ID · 39  
STUDENT OPINION SURVEY (SOS) · 39  
STUDENT RIGHT-TO-KNOW (S-R-T-K) · 39  
STUDENT VETERAN · 39  
STUDENT/FACULTY FTE RATIO · 39  
**STUDENTS WITH DISABILITIES** · 39  
STUDY ABROAD PROGRAM · 41  
SUBCAMPUS · 41  
SUCCESSFUL EDUCATIONAL OUTCOMES (SEO) REPORTS · 41  
**SUNY APPLICATION** · 41  
SUNY ID · 41  
SUPPORTING DOCUMENTS · 41  
SUTRA (STATE UNIVERSITY TUITION REIMBURSABLE ACCOUNT) · 41

---

## **T**

TEACHER CERTIFICATION COURSE · 42  
TOTAL CREDIT HOURS · 42  
TRANSFER STUDENT · 42  
TRANSITION STUDENT · 42  
TUITION RATE INDICATOR · 42

---

## **U**

**UNDERGRADUATE RESEARCH** · 43  
UNDERGRADUATE STUDENT · 43  
UNDERREPRESENTED (HISTORICALLY) · 43  
UNDERREPRESENTED MINORITIES · 43  
UNDERSERVED · 43  
UNDOCUMENTED ALIEN · 43  
UNKNOWN (HIGHER EDUCATION HISTORY) · 44  
UPPER DIVISION COURSE · 44  
UPPER DIVISION STUDENT (IN A PROGRAM) · 44

---

**V**

VISA CODE · 44

VOCATIONAL PREPARATION · 44

VOLUNTARY FRAMEWORK OF ACCOUNTABILITY (VFA) · 44

VOLUNTARY SYSTEM OF ACCOUNTABILITY (VSA) · 44

---

**W**

WRITING INTENSIVE · 44

# SUNY SYSTEM ADMINISTRATION • OFFICE OF INSTITUTIONAL RESEARCH

## GLOSSARY OF TERMS

*(Capitalization within a definition indicates that that term itself can be found defined in this document.)*

**ACADEMIC AWARD LEVEL - PRIMARY:** The award level of the student's ACADEMIC PROGRAM – PRIMARY.

SIRIS reporting codes are as follows:

- 1 Undergraduate Certificates and Diplomas
- 2 Associate
- 3 Baccalaureate
- 4 Master's
- 5 Doctoral
- 6 First professional (AuD, DDS, DNP, DPT, DVM, JD, MD, PharmD, OD)
- 7 Graduate certificate
- 8 Not in a program

[SIRIS STUDENT element SE035]

**ACADEMIC PROGRAM – PRIMARY:** The primary PROGRAM of study being pursued by the student. Must be an active APES code at time of enrollment.

[See SIRIS STUDENT elements SE030 and SE035 and SIRIS Degree elements DD010 and DD020]

**ACADEMIC PROGRAM – SECONDARY:** The second (different) PROGRAM of study being concurrently pursued by the student which will result in the awarding of one degree in two (or more) majors. Must be an active APES code at time of enrollment.

[See SIRIS STUDENT element SE040 and SIRIS Degree elements DD010 and DD020]

**ACADEMIC RANK:** The academic rank of teaching faculty is designated in accordance with SUNY appointment procedures and is determined by the permanent titles they hold, including Full Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, and Teaching Assistant. Personnel paid out of temporary service funds, those who contribute their services, and personnel who have no permanent teaching title (e.g. administrators) have no academic rank.

SIRIS reporting codes are as follows:

- 1 Full Professor
- 2 Associate Professor
- 3 Assistant Professor
- 4 Instructor
- 5 Lecturer
- 6 Teaching Assistant
- 7 No Faculty Rank

[SIRIS TERM SECTION element TF090]

**ACCUMULATED CREDIT HOURS:** The number of CREDIT HOURS that a student has successfully completed prior to the current term. This includes credits earned at his or her present campus and credits earned at other institutions which have been accepted by the reporting institution for the satisfaction of any

requirements of a formal award. Credits granted for experiential learning and credits by examination are also included if they meet the above conditions. For GRADUATE STUDENTS, this includes only those accumulated credits which can be used to satisfy the requirements of a graduate award.

In combination with ACADEMIC PROGRAM – PRIMARY AND HIGHER EDUCATION HISTORY, ACCUMULATED CREDIT HOURS is used to determine STUDENT LEVEL.

[SIRIS STUDENT element SE110]

**ADMISSION STATUS:** A student's admission status as it pertains to the reporting institution. Codes 1 – 5 are considered the reporting institution's HOME INSTITUTION STUDENTS. Codes 6 – 14 are considered non-home institution students, with 6 representing the reporting institution's continuing education population.

SIRIS reporting codes are as follows:

- 1 Regular admit – a degree-seeking student admitted into an ACADEMIC PROGRAM having met the institution's standard academic admissions criteria (default)
- 2 Active EOP Special Admit or GOP Recipient– either an UNDERGRADUATE degree-seeking student admitted into an ACADEMIC PROGRAM based on the requirements of the Educational Opportunity Program (EOP) who is receiving direct aid and/or services during the current reporting term or a GRADUATE degree-seeking student receiving support through the Graduate Opportunity Program (GOP) during the current reporting term
- 3 Inactive EOP Special Admit – a degree-seeking student admitted into an ACADEMIC PROGRAM based on the requirements of the Educational Opportunity Program (EOP) who previously received direct aid and/or services from the program but is not receiving them during the current reporting term
- 4 Other special admit – a degree-seeking student admitted into an ACADEMIC PROGRAM based on criteria other than the institution's standard academic criteria for admission and who is not admitted as an EOP student. This would include RISK ADMISSIONS, which are students who fail to meet the normal admission standards of the college or students admitted in recognition of a special talent that merits admission into an ACADEMIC PROGRAM offered by the institution that is related to this talent.
- 5 Non-degree seeking – a student who has not MATRICULATED at the college and is not CROSS REGISTERED from another college but is enrolled in at least one CREDIT COURSE (or non-credit course eligible for state aid)
- 6 CONTINUING EDUCATION – A student enrolled exclusively in continuing education courses, including those which were approved as remedial. (Use this code for remedial-course students who should not be included in the reporting campus's official headcount.)
- 7 CROSS REGISTERED Accessory – a student from the affiliate campus who is attending classes at the reporting campus under a CROSS REGISTRATION agreement (applicable only to ESF, Ceramics, and Cornell)
- 8 CROSS REGISTERED Another SUNY – a CROSS REGISTERED student from another SUNY college who is attending classes at the reporting campus under a CROSS REGISTRATION agreement
- 9 CROSS REGISTERED Non-SUNY/Unknown – a CROSS REGISTERED student from a non-SUNY or unknown campus
- 10 CROSS REGISTERED EXCHANGE STUDENT from abroad – a foreign student attending classes at SUNY under an approved OVERSEAS ACADEMIC PROGRAMS (OAP) EXCHANGE STUDENT program
- 11 COLLEGE IN THE HIGH SCHOOL – STATE OP - For state-operated institutions, a high school student taking one or more college level courses taught in his or her high school with curricular oversight and credit transcript provided by the reporting SUNY institution. (Community colleges should continue to report these students as Admission Status 1-5.)
- 12 NON-RESIDENT AT NON-NYS LOCATION - A non-resident student exclusively taking courses that are taught outside of New York State and/or the United States



- 13 AUDITOR - A student enrolled exclusively as an auditor. Use Special Population Code (SE025) to specifically identify whether the student is a Special Auditor or State-Aidable Auditor.
- 14 EOC (Educational Opportunity Center) - A student enrolled exclusively at a recognized SUNY Educational Opportunity Center. SUNY universities and colleges are not to use this code.

[SIRIS STUDENT element SE010]

**ADVANCED DOCTORAL:** A derived STUDENT LEVEL subgroup defined as follows:

a STUDENT IN A DOCTORAL DEGREE PROGRAM who

- (a) holds a master's degree in any field  
or who

(b) has accumulated 24 or more semester CREDIT HOURS beyond their bachelor's degree.

Note this is a subset of ADVANCED GRADUATE.

The identification of advanced doctoral students is derived from SIRIS STUDENT elements SE030 ACADEMIC PROGRAM – PRIMARY, SP040 HIGHEST EARNED DEGREE, and SE110 ACCUMULATED CREDIT HOURS.

**ADVANCED GRADUATE:** A derived STUDENT LEVEL defined as follows:

(1) a STUDENT IN A POST-MASTER'S GRADUATE CERTIFICATE PROGRAM

OR

(2) a STUDENT IN A DOCTORAL DEGREE PROGRAM who

- (a) holds a master's degree in any field  
or who

(b) has accumulated 24 or more semester CREDIT HOURS beyond their bachelor's degree.

The identification of advanced graduate students is derived from SIRIS STUDENT elements SE030 ACADEMIC PROGRAM – PRIMARY, SP040 HIGHEST EARNED DEGREE, and SE110 ACCUMULATED CREDIT HOURS.

**ANNUAL AVERAGE FULL TIME EQUIVALENT (AAFTE) STUDENT WORKLOAD:** A unit of measure applicable to an academic year and typically derived from student CREDIT HOURS. SUNY obtains these student credit hours from the SIRIS TERM SECTION submission. Currently, the standard AAFTE calculations used by System Administration refer to state-supported AAFTE and are based on activity reported in SIRIS to be state-supported.

Generally speaking, one AAFTE workload is equivalent to 30 student credit hours in undergraduate courses or 24 student credit hours in graduate courses. Health first-professional and doctoral student AAFTEs are based on HEADCOUNT and calculated as follows: one AAFTE for first professionals in the health sciences, one AAFTE for full-time ADVANCED GRADUATE STUDENTS, and .75 AAFTE for part-time ADVANCED GRADUATE STUDENTS.

**APES (ACADEMIC PROGRAM ENTERPRISE SYSTEM):** The inventory of all academic programs offered by the State University of New York. This file contains the official name of each academic program, its approval status, campus, award level, award, and federal (HEGIS, CIP) taxonomic codes. Where applicable, dates of program deactivation or discontinuance are included. The APES file is the point of departure for the collection of any data which must be arrayed by program. Historical, as well as current data, are recorded on the APES file. Because the APES file contains the University's official list of approved programs, it provides the system-wide review framework for examining requests for program

addition or elimination. It is used to develop annual enrollment and degrees granted statistics for all SUNY institutions by integrating data from SIRIS STUDENT and SIRIS DEGREE.

**APPLIED LEARNING:** Applied learning refers to an educational approach whereby students learn by engaging in direct application of skills, theories and models. Students apply knowledge and skills gained from traditional classroom learning to hands-on and/or real-world settings, creative projects or independent or directed research, and in turn apply what is gained from the applied experience to academic learning. The applied-learning activity can occur outside of the traditional classroom experience and/or be embedded as part of a course (SUNY Applied Learning Steering Committee).

**ATTRITION:** The percentage of students from an entering COHORT who did not earn a degree, are not persisting toward a degree, and did not transfer to another institution.

**AUDITORS (SPECIAL):** See SPECIAL AUDITORS

**AUDITORS (STATE-AIDABLE):** See STATE-AIDABLE AUDITORS

**AWARD:** The specific degree, diploma, or certificate granted by an institution upon completion of the requirements of a PROGRAM. Examples include AA, BS, MA, and PhD.

For SIRIS reporting, the award should be coded exactly as it is recorded for each PROGRAM in APES.

[SIRIS DEGREE element DD025]

**AWARD LEVEL:** See ACADEMIC AWARD LEVEL - PRIMARY

**BEGINNING GRADUATE:** A derived STUDENT LEVEL defined as follows:

A student who meets any one or more of following conditions:

- (1) a STUDENT IN A DOCTORAL DEGREE program who has accumulated fewer than 24 semester CREDIT HOURS beyond their bachelor's degree and does not hold a master's degree in any field
- (2) a STUDENT IN A POST-BACCALAUREATE GRADUATE CERTIFICATE PROGRAM
- (3) a STUDENT IN A FIRST PROFESSIONAL DEGREE PROGRAM
- (4) a STUDENT IN A MASTER'S DEGREE PROGRAM
- (5) a GRADUATE STUDENT not admitted to a formal PROGRAM

The identification of beginning graduate students is derived from SIRIS STUDENT elements SE030 PRIMARY ACADEMIC PROGRAM – PRIMARY, SE020 HIGHER EDUCATION HISTORY, SP040 HIGHEST EARNED DEGREE, and SE110 ACCUMULATED CREDIT HOURS.

**CAMPUS IDENTIFIER:** For SIRIS reporting purposes, the unique identifier associated with each SUNY campus as listed in SIRIS Appendix A-1.

[SIRIS STUDENT element SH010, SIRIS COURSE element CH010, SIRIS TERM SECTION element TH010, SIRIS DEGREE element HH040]

**CENSUS DATE** (for submitting official data on SIRIS STUDENT and SIRIS TERM SECTION): For typical fall and spring semester calendar instruction, the census date for a particular SECTION is the end of the third week of classes. For quarter calendar instruction, the census date for a particular SECTION is the end of the second week of classes. It is intended that the census date defines the time in which a stable student

population and registration have been achieved. For summer or mini-terms, the census date of a SECTION is left to the best judgment of the campus administration and should represent a reasonable point of enrollment stabilization which should be no earlier than the point at which 20% of the class work has been completed.

In general, a student may be reported if there is a properly verified class attendance on, or subsequent to, (but not merely prior to) the census date. The census date for semester SECTIONS is the end of the third week of classes (20 calendar days after the first day of classes). For quarter calendar SECTIONS, the census date is the end of the second week of classes (13 calendar days after the first day of classes). The usual process of dropping or adding courses must be completed prior to the census date.

[See SIRIS Appendix O for further information]

**CIP (Classification of Instructional Programs) TAXONOMY OF DISCIPLINE DIVISIONS:** taxonomy of academic disciplines which can be used to classify either courses or ACADEMIC PROGRAMS. The taxonomy is further refined by second and third tiers of subcategories within each major division. Designed by the Federal Department of Education, the Classification of Instructional Programs is meant to expand upon and replace the older HEGIS TAXONOMY OF DISCIPLINE DIVISIONS. For more information and a list of current CIP codes, visit the NCES website.

[See also DISCIPLINE and HEGIS TAXONOMY OF DISCIPLINE DIVISIONS]

**CIVIC ENGAGEMENT:** A teaching and learning focus on educating students as citizens. Classes or programs include meaningful civic education and activities for social good. Classes and projects have components of reflection and engagement.

**CLINICAL PLACEMENT:** Students rotate through a variety of health care agencies with faculty supervision focusing on the health care field process, with individual patients or groups reflecting diverse settings, across the lifespan. Emphasis is on mastering theoretical concepts, improving skill competency, and developing clinical reasoning skills with a focus on evidence-based practice.

**COALITION APPLICATION:** The Coalition Application is a new college application platform that is anticipated to be available in July 2016 for 2017 admissions to both public and private colleges. As of May 2016, three SUNY colleges are slated to be inaugural members (Binghamton, University at Buffalo, and Geneseo). Member requirements include:

- Having a stable 70 percent six-year graduation rate
- Meeting specific affordability guidelines, as follows:
  - ✓ Public universities “must have affordable in-state tuition for residents of their state.”
  - ✓ Private schools “must have a commitment to meet the full, demonstrated financial need of admitted domestic students.”

See [www.coalitionforcollegeaccess.org](http://www.coalitionforcollegeaccess.org) for more information.

**COHORT:** A group of students tracked longitudinally to assess traditional academic outcomes. For example, an entering cohort is typically tracked to establish retention and graduation rates. Common defining characteristics of a cohort may include FIRST-TIME or transfer status, race/ethnicity, gender, entering student SAT scores or GPAs, and EOP status.

**COLLEGE IN THE HIGH SCHOOL:** A program allowing high school students an opportunity to earn college credit by enrolling in approved college-administered/overseen courses at area high schools and taught by

high school teachers. Participating students concurrently gain both high school credit and college credit through the course.

For state-operated campuses, this activity is generally self-supporting and does not garner official HEADCOUNT or AAFTE unless the students are being charged the standard tuition rate charged to all other students. These students, however, should be reported in SIRIS with ADMISSION STATUS = 11 and SPECIAL POPULATION CODE = 3 on the Student submission and with the appropriate course information on the Term Section submission.

For community colleges, this activity garners official HEADCOUNT and state-supported AAFTE, regardless of whether or not the students are being charged the standard tuition rate charged to all other students. These students should be reported on the SIRIS Student submission with ADMISSION STATUS = 1 through 5 and SPECIAL POPULATION CODE = 3 and with the appropriate course information on the Term Section submission.

Note this population is a distinct subset of students “CONCURRENTLY ENROLLED IN HIGH SCHOOL”.

Note also that this specific population of students is now a reporting category on the NYSED-2.4 Final Fall Degree-Credit Enrollment survey.

**COMBINED ACADEMIC PROGRAM:** A separately registered ACADEMIC PROGRAM which combines the resources of two or more programs, degree levels, or campuses to better serve student needs.

The most common example is when two pre-existing ACADEMIC PROGRAMS are combined to allow the student to earn both degrees (associated with the pre-existing programs which are being combined) in a more timely and/or efficient manner. The end result of completion of the program is the same as if the student completed the two individual (stand-alone) degree programs, but completing the combined program affords the student greater flexibility on how that result is achieved.

Other examples are when two or more campuses pool resources to offer programs they might not be able to offer individually. In such cases, work is often, but not always, required at more than one of the participating institutions to complete the degree program(s).

**COMMON APPLICATION:** An online application accepted by more than 600 higher education institutions for entrance admission throughout and beyond the United States, including both public and private colleges, for first-year and transfer student applications. As of May 2016, the Common App is accepted by twenty-five colleges within SUNY. Membership requirements include:

- Not-For-Profit
- Undergraduate degree-granting
- Accredited by a regional accrediting association (if inside the United States)
- A member of the Council of International Schools (if outside the United States)
- Committed to the pursuit of equity and integrity in the college admission process

See [www.commonapp.org](http://www.commonapp.org) for more information.

**COMMUNITY SERVICE:** Volunteerism and community service performed by students for community benefit. This service can be but is not necessarily integrated with a particular program of study. This may include structured projects (days of service), smaller group projects, fund-raising events, or individual volunteerism which is acknowledged by the campus.

**“CONCURRENTLY ENROLLED IN HIGH SCHOOL” STUDENT:** A student that is simultaneously enrolled in high school and college before completing/terminating his or her high school education. A concurrently enrolled student should be classified as a FIRST-TIME STUDENT in the fall/spring term immediately following the completion/termination of his or her high school education.

For state-operated institutions, only students being charged standard tuition and enrolling through the college’s normal registration process should be reported on SIRIS submissions as HOME INSTITUTION STUDENTS.

See COLLEGE IN THE HIGH SCHOOL for information related to the reporting of the subset of Concurrently Enrolled in High School students who are participating in College in the High School programs.

[See STUDENT SIRIS element SE020 HIGHER EDUCATION HISTORY]

**CONFLUENCE:** An on-line environment whereby a “team collaborates and shares knowledge – creates, shares, and discusses files, ideas, minutes, specs, mockups, diagrams, and projects.” For SIRIS purposes, this is where the latest data dictionaries, a number of appendices, FAQs, coordinator contact information, latest news items, etc. can be found.

Located at <https://confluence.itec.suny.edu/confluence/display/cs2/Home>.

To obtain access, an e-mail (as outlined below) can be sent to [SIRISRequest@sysadm.suny.edu](mailto:SIRISRequest@sysadm.suny.edu):

- Subject line: Requesting Access to CS-DTS
- Message body: Please grant the following person(s) access to CD-DTS:
  - First & last name
  - Existing Confluence user ID / or Campus LAN ID
  - Title
  - DTS project role (or reason for access)
  - Phone number
  - E-mail address

**CONTINUING EDUCATION (CE):** A widely used term but associated with very diverse meanings within the broad spectrum of post-secondary learning activities and programs. For SUNY reporting purposes, CE should be considered that subset of non-credit instruction which includes the following community service, vocational training, and adult educational activities:

- non-degree career training
- continuing professional education
- workforce training
- formal personal enrichment courses (both on-campus and online)
- self-directed learning (such as through Internet interest groups, clubs or personal research activities)
- experiential learning as applied to problem solving

SUNY community colleges offering REMEDIAL instruction as part of a CE program should not report these courses as CE. Rather, all state-supported remedial activities taught by CE staff should be reported with a COURSE LEVEL = 7 (Remedial - Continuing Ed) on the SIRIS Course submission.

**CONTINUING/RETURNING STUDENT:**

Undergraduate - an UNDERGRADUATE STUDENT in the current term who has previously enrolled at the reporting institution. See FIRST-TIME STUDENT for exception regarding first-time summer and subsequent fall enrollment.

Graduate - a GRADUATE STUDENT in the current term who has previously attended the reporting institution as a GRADUATE STUDENT

[See STUDENT element SE020 HIGHER EDUCATION HISTORY]

**CONTRACT COURSES:** Contract courses for credit enrollment are unlimited as to enrollment but must meet all of the following conditions:

1. The instructional activity must be contracted for and paid by a third party (a corporation, state agency, union, etc.).
2. The enrollment in the designated course(s) or section(s) must be restricted to individuals specified in the contract through an affiliation with the third party.
3. All costs of the program must be charged to the contracting third party and per student rates must be set at the greater of regular tuition or at a level sufficient to cover the total costs incurred by the program, including direct instructional costs, support costs, overhead charges and fringe benefits.

These credit bearing activities do not generate regularly budgeted state-supported AAFTE/FTE STUDENT WORKLOAD.

[See SIRIS TERM SECTION element TT140 FUNDING SOURCE]

**CO-OPERATIVE EDUCATION:** An applied learning experience that alternates classroom learning and productive paid work experiences in a field related to a student's academic and career goals. Co-ops are formal partnerships between an educational institution, an employer, and one or more students, and typically provide meaningful work experiences for students. Co-ops are off-campus and full time or part time.

**COUNTRY OF CITIZENSHIP:** A student's country of citizenship as listed in SIRIS Appendix H-3. This element is used in determining a student's PERMANENT RESIDENCY for enrollment reporting purposes.

Note that citizens of the United States cannot have a foreign VISA CODE. If country of citizenship is anything other than the United States, a VISA CODE is required.

Those with dual citizenship should be reported as one or the other, at the campus' choosing.

[SIRIS STUDENT element SS010]

**COURSE CONTENT:** The 6-digit CIP CODE describing the area of knowledge of the course. Not necessarily directly related to the department teaching the course, the degree program requiring the course, or the background of students enrolled in the course.

[SIRIS COURSE element CC040]

**COURSE ENROLLMENT:** The total number of unduplicated students, regardless of FULL-TIME or PART-TIME status, in the various SECTIONS of a course.

**COURSE LEVEL:** The instructional level of a course based on the level of student at which the course is primarily directed.

SIRIS reporting codes are as follows:

- 1 REMEDIAL/DEVELOPMENTAL
- 2 LOWER DIVISION

- 3 UPPER DIVISION
- 4 GRADUATE
- 5 CONTINUING EDUCATION
- 6 EOC (Educational Opportunity Center)
- 7 REMEDIAL-CONTINUING ED
- 8 REMEDIAL-NON-CONTINUING ED
- 9 DEVELOPMENTAL

[SIRIS COURSE element CC030]

**COURSE SUBMISSION:** See SIRIS COURSE

**COURSES SUPPORTED BY ACCOUNT CC2423:** According to the Uniform System of Accounts for Community Colleges and the Manual for Community College Business Officers, these courses are offered on a self-sustaining basis at the request of and for the benefit of local business or non-profit organizations. These courses are also called contract courses and their costs are recorded under Account CC2423, Sponsored Research and Other Sponsored Programs-Other Programs.

**CREATIVE WORKS:** A capstone, senior project, performance, or other creative work that occurs as a culminating experience for a student in an accredited class or program.

**CREDIT COURSE:** A course that can be used to meet the requirements of a degree, diploma, or certificate granted by the reporting institution.

[See also CREDIT HOURS and CREDIT COURSE STUDENT]

**CREDIT COURSE STUDENT:** A student enrolled in at least one CREDIT COURSE or at least one course which generates EQUIVALENT CREDIT HOURS, such as REQUIRED NON-CREDIT COURSES or NON-CREDIT COURSES for SPECIAL STUDENTS.

**CREDIT HOURS:** The number of academic units assigned to a CREDIT COURSE. Synonymous with credits and CREDIT VALUE.

Credit hours should be calculated in accordance with SUPPORTING DOCUMENT Memorandum to Presidents, Vol. 76, No. 8, "Credit/Contract Hour Relationship". In summary, the relationship between class hours and credit hours over a term is as follows:

- (1) If the method of instruction is lecture, seminar, quiz, discussion or recitation, then one class contact hour per week per term would be awarded one credit hour.
- (2) If the method of instruction involves activity supervised as a group such as laboratory, field trip, practicum, workshop or group studies, then three class contact hours per week per term would be awarded one credit hour unless the activity requires substantial outside preparation by the student in which case two class contact hours per week per term would be awarded one credit hour.
- (3) In the case of supervised individual activity, such as independent study, individual studio and tutorial, calculate credit hours as follows:
  - (a) for independent study defined as study given initial guidance, criticism, review and evaluation by a faculty member, the equivalent of three student academic activity hours per week per term would be awarded one credit hour;
  - (b) for tutorial study defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member and periodic as well as final evaluation one instructional contact hour per week per term would be awarded one credit hour.

(4) If the student is engaged in independent activity which is essentially full-time, as in the case of student teaching, then each week of work would be the equivalent of one credit hour.

See EQUIVALENT CREDIT HOURS for non-credit instructional activities which generate state-aidable FULL-TIME EQUIVALENT WORKLOAD.

**CREDIT VALUE:** See CREDIT HOURS

**CREDITS ATTEMPTED:** The number of CREDIT HOURS the student would earn upon successful completion of the course. For a REMEDIAL COURSE, a DEVELOPMENTAL COURSE, or a REQUIRED NON-CREDIT COURSE, this would be the EQUIVALENT (IMPUTED) CREDIT HOURS.

[SIRIS TERM SECTION element TE050]

**CREDITS EARNED:** The actual number of CREDIT HOURS earned by the student upon completion of the course.

[SIRIS TERM SECTION element TE060]

**CROSS REGISTRATION:** A cooperative arrangement between colleges that allows a student to receive instruction and obtain academic credit for courses administered by an institution other than the student's home institution. These arrangements are to be established on a quid pro quo basis.

The college will receive FTE WORKLOAD for teaching cross-registered students from another college, but will not receive FTE WORKLOAD for the instruction given to their students by another college. A cross-registered student will count in the official HEADCOUNT enrollment at his or her HOME INSTITUTION only.

**CROSS-LISTED:** See EQUIVALENT COURSE

**CUMULATIVE GRADE POINT AVERAGE (GPA):** A student's cumulative grade point average, on a 4-point scale, as of the beginning of the current term. Must be calculated in a manner consistent with New York State Education Department (NYSED) guidelines.

[SIRIS STUDENT element SE130]

**DATE OF BIRTH:** Student's date of birth in MMDDYYYY format. For SUNY ID assignment, required if a student's SSN has not been reported. Used for SIRIS matching purposes.

[SIRIS STUDENT element SD060, SIRIS DEGREE element DS050]

**DEGREE SUBMISSION:** See SIRIS DEGREE

**DEGREE WORKS:** Delivered by Ellucian, Degree Works is a comprehensive academic advising and degree audit solution that helps students and their advisors successfully negotiate curriculum requirements. SUNY has invested in a customized version of the software for use system-wide that includes 'transfer finder', allowing students to search for programs at other SUNY institutions and perform degree audits against any program that is available in the central program database.

**DEGREE/CERTIFICATE AWARD DATE:** The date on which a degree/certificate is officially awarded, the date which appears on the student's degree, certificate, or diploma.



**DEVELOPMENTAL COURSE:**

A developmental course combines pre-college and college level material and results in some credit awarded toward a degree. It is designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. At the beginning of the course, the content is at the pre-college level, but by the end of the course, the content is at the college level. The portion of the course at the pre-college level generates equivalent credit hours, and the portion at the college level generates actual degree-satisfying credit hours.

**DISABLED:** A student with a physical or mental impairment that substantially limits one or more of the major life activities of such an individual; and with a record of such impairment; or being regarded as having such an impairment.

**DISADVANTAGED STUDENT:** A student who is eligible for supplemental financial assistance in Education Opportunity Programs under criteria established by the State University of New York, pursuant to section 6452 of the Education Law and Subpart 27-2 of Part 27 of Chapter I of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Rules of the Board of Regents). This definition applies irrespective of whether or not the institution has such an Education Opportunity Program or whether or not the individual is receiving such funds.

See SUPPORTING DOCUMENT "EOP Eligibility".

**DISPLACED HOMEMAKER:** A student who a) has worked primarily without remuneration to care for a home and family and for that reason, has diminished marketable skills; or b) has been dependent on the income of another family member but is no longer supported by such income; or c) is a parent whose youngest dependent child will become eligible to receive assistance under Part A of Title V of the Social Security Act not later than two years after the date on which the parent applies for assistance under this title; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**DOUBLE MAJOR:** When a student earns what the institution considers one degree but satisfies the requirements of two (or more) different ACADEMIC PROGRAMS (majors). Either major could legally be considered the degree of record in such cases. Typically, but not exclusively, happens at the baccalaureate level. It occurs when the credits earned in pursuit of the two sets of requirements do not result in sufficient extra work (beyond 120 credits, for example, in the case of a bachelor's degree) for the institution granting the degree to consider the result two separate and distinct degrees.

See SUPPORTING DOCUMENT Memorandum to Presidents Vol. 80 No. 5, Guidelines on Awarding of Two Degrees at the Same Level.

**DTS (DATA TRANSFERRING SYSTEM):** The software that allows for the on-line transmission, viewing, and locking of SUNY SIRIS submissions. Only the latest submission (for each submission type – Early Student, EOT Student, Term Section, etc.) is held in the DTS environment.

**ECONOMICALLY DISADVANTAGED:** Refers to a student who participates in any of the following economic assistance programs: Pell Grant, Tuition Assistance Program (TAP), Aid for Part-Time Study (APTS), Educational Opportunity Program (EOP); Higher Education Opportunity Program (HEOP), Search for Education, Elevation and Knowledge (SEEK), and College Discovery (CD), Bureau of Indian Affairs Higher Education Grant Program (BIA), Temporary Assistance for Needy Families (TANF), Workforce Investment Act (WIA), Women, Infants and Children (WIC), other public assistance programs serving economically

disadvantaged such as: Food Stamps, Home Energy Assistance Payments (HEAP), Supplemental Security Income, Trade Readjustment Act, and Refugee and Immigration Affairs Assistance.

For reporting purposes using SIRIS data, Student submission element SE140 Pell Grant Recipient Indicator = Yes is typically used as a proxy for identifying economically disadvantaged students.

**EDUCATIONAL OUTCOMES (EO) REPORTS:** The EO reports array the traditional educational outcomes of GRADUATION, RETENTION/PERSISTENCE, and transfer for a COHORT of students. The report includes outcomes beyond the institution of initial enrollment (i.e. other SUNY and non-SUNY institutions). Outcome categories are mutually exclusive using an established hierarchy of graduation, then retention/persistence, and then transfer.

Typically, EO data is generated for cohorts of full-time first-time students, full-time transfer students, and entering EOP students for specified time periods, usually six years for baccalaureate cohorts and three years for associate students.

**ENTREPRENEURSHIP:** Students in an entrepreneurship program develop a broad-based entrepreneurial skill relevant to any organization - start-up, established, and for and not-for profit – in an industry. Entrepreneurship involves consistently thinking and acting in ways designed to uncover new opportunities that are then applied to provide value.

**EOP STUDENT, ACTIVE:** An undergraduate degree-seeking student admitted into an academic program based on the requirements of the Educational Opportunity Program (EOP) who is receiving direct aid and/or services from the EOP program during the current reporting term;

[See also SIRIS STUDENT element SE010 ADMISSION STATUS, glossary term SPECIAL STUDENT, and SUPPORTING DOCUMENT “EOP Eligibility”]

**EOP STUDENT, INACTIVE:** An undergraduate degree-seeking student admitted into an academic program based on the requirements of the Educational Opportunity Program (EOP) who previously received direct aid and/or services but is not receiving them during the current reporting term.

**EQUIVALENT COURSE:** A course offered by multiple departments that may have different course titles or course IDs but have exactly the same course content and requirements. Synonymous with CROSS-LISTED.

[See SIRIS COURSE element CE010 Equivalent Campus Course ID]

**EQUIVALENT CREDIT HOURS:** Imputed CREDIT HOURS used for workload calculations for certain instructional activities which generate FTE WORKLOAD but do not generate academic credits. At both State Operated/Funded campuses and Community Colleges, this would include

- (1) REQUIRED NON-CREDIT COURSES, such as physical education, musical ensemble, theater stagecraft, etc.  
and
- (2) non-credit REMEDIAL or DEVELOPMENTAL courses, such as NON-CREDIT COURSES FOR SPECIAL STUDENTS.

Equivalent credit hours are to be calculated in accordance with SUPPORTING DOCUMENT Memorandum to Presidents, Vol. 91, No. 2, "Credit Equivalency for Non-Credit Instruction". In summary form, the relationship between class hours and equivalent credit hours is as follows:

- (1) Educational activities structured as typical classroom courses (including developmental and remedial courses) would be accounted for on a standard one for one basis, i. e. one class contact hour per week per term is awarded one credit hour.
- (2) A laboratory component, typically related to a lecture, is counted on a three for one basis, i. e. three class contact hours per week per term are awarded one credit hour.
- (3) Learning Centers, available for the individualized instruction of the student under the supervision of instructional employees, are counted on a two for one basis, i. e. two class contact hours per week per term are awarded one credit hour.
- (4) Practice Centers, available for the casual use of the student on an as-needed basis, do not generate any equivalent credit hours.

See SUPPORTING DOCUMENT Memorandum to Presidents, Vol. 91, No. 2, "Credit Equivalency for Non-Credit Instruction", for more detailed information.

**EXCHANGE PROGRAMS:** Those OVERSEAS ACADEMIC PROGRAMS (OAPs) that have been approved by System Administration in which a SUNY institution and a foreign institution agree to "swap" students with no net change in the overall institutional workload.

For state-operated institutions, the workload of the SUNY students going abroad is excluded from FTE calculations and the workload of the exchange students studying at the reporting institution is included in FTE calculations.

For community colleges, the workload of the SUNY students going abroad and the workload of the exchange students studying at the reporting institution are both included in FTE calculations. Still true or are we now just counting the activity of the students studying here?

For all institutions, the SUNY students studying abroad count in the campus' official HEADCOUNT while the exchange students from abroad do not.

**EXCHANGE STUDENT:** A student enrolled at an international college coming to SUNY to participate in one of SUNY's approved overseas EXCHANGE PROGRAMS.

[See SIRIS STUDENT element SE010 ADMISSION STATUS]

**EXPERIENTIAL EDUCATION:** See the specific types – CLINICAL, COMMUNITY SERVICE, CO-OPERATIVE EDUCATION, ENTREPRENEURSHIP, INTERNSHIP, RESEARCH/FIELD STUDY, and SERVICE LEARNING.

**FACULTY CONTACT HOURS:** The total hours spent by a faculty member in direct contact with students, as reflected in the scheduled instruction time for the section. Fifty minutes of instruction equals one faculty contact hour. Preparation time and office hours are NOT to be included. For example, in a standard 15-week semester, a typical 3-credit lecture yields 45 faculty contact hours. Courses with minimal faculty-student contact, such as independent study, internship, and advanced graduate research, typically yield 0 faculty contact hours.

[SIRIS TERM SECTION element TT110]

[See also SIRIS TERM SECTION elements TT090 INSTRUCTION TYPE and TT100 CREDIT/CONTACT HOUR RELATIONSHIP]

**FERPA:** From the US Department of Education (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>):

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - ✓ School officials with legitimate educational interest;
  - ✓ Other schools to which a student is transferring;
  - ✓ Specified officials for audit or evaluation purposes;
  - ✓ Appropriate parties in connection with financial aid to a student;
  - ✓ Organizations conducting certain studies for or on behalf of the school;
  - ✓ Accrediting organizations;
  - ✓ To comply with a judicial order or lawfully issued subpoena;
  - ✓ Appropriate officials in cases of health and safety emergencies; and
  - ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.”

See <http://familypolicy.ed.gov/faq-page?src=ferpa> for Frequently Asked Questions, including those specific to Postsecondary Education School Officials.

**FIELD STUDY:** Collection of information outside of an experimental or lab setting. This type of data collection is most often conducted in natural settings or environments and can be designed in a variety of ways for various disciplines. May be mentored, self-directed work, or comprise a full course. The projects include inquiry, design, investigation, discovery, and application.

**FINAL GRADE POINT AVERAGE:** The final grade point average, on a 4-point scale, at the time a degree/certificate is awarded.

[SIRIS DEGREE element DD050]

**FINANCIAL AID SUBMISSION:** See SIRIS FINANCIAL AID

**FIRST GENERATION COLLEGE STUDENT:** A student whose parents do not have a college degree.

**FIRST PROFESSIONAL:** A classification that includes JD (Law) students as well as all HEALTH FIRST PROFESSIONAL students (AuD (Audiology), DDS (Dentistry), DNP (Nursing Practice), DPT (Physical Therapy), DVM (Vet Med), MD (Medical), PharmD (Pharmacy), and OD (Optometry)).

[The identification of first professional students is derived from SIRIS STUDENT element SE030 ACADEMIC PROGRAM - PRIMARY.]

**FIRST-TIME STUDENT:** A student who has not attended any college or university after completing/terminating his or her high school education and is enrolling at the reporting institution for the first time in the current term.

Students simultaneously enrolled in high school and college should be classified as CONCURRENTLY ENROLLED IN HIGH SCHOOL. A student whose previous post-secondary education was only at a non-collegiate institution such as a business school or technical institute is a FIRST-TIME STUDENT, unless the institution expects to award college credit for such activities, in which case the student is a TRANSFER STUDENT.

A student enrolled in a higher education institution for the first time during a summer term can be reported as a FIRST-TIME STUDENT in the immediate fall term, subject to the restriction that a student may be reported as first time only once.

[See SIRIS STUDENT element SE020 HIGHER EDUCATION HISTORY]

**FOREIGN STUDENT:** An international student who is neither a citizen of the United States nor holds Legal Permanent Residence status. Students recognized as UNDOCUMENTED ALIENS are not considered foreign students.

[See SIRIS STUDENT elements SS010 COUNTRY OF CITIZENSHIP and SS020 VISA CODE]

**FORMER INSTITUTION:**

For UNDERGRADUATE TRANSFER STUDENTS, the most relevant post-secondary institution attended by a student prior to enrollment at the reporting institution.

For GRADUATE STUDENTS, the institution which granted the bachelor's degree.

For US institutions, either the IPEDS Unit ID or the College Board CEEB Code can be submitted on SIRIS.

[See SIRIS STUDENT elements SP030 Former Institution – UnitID and SP035 Former Institution – CEEB]

**FRESHMAN:** A STUDENT LEVEL derived as follows:

A student MATRICULATED in a PROGRAM who has accumulated 30 or fewer CREDIT HOURS.

All students in diploma or certificate programs of one year or less are considered freshmen.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM – PRIMARY and SE110 ACCUMULATED CREDIT HOURS]

**FULL TIME EQUIVALENT (FTE) FACULTY:** Like full-time equivalent workload, FTE faculty is a unit of measure to equate faculty appointments of various fractions of full-time status to full-time appointments. Full-time faculty equal one FTE. Part-time faculty appointment fractions are accumulated to an equivalency of full-time appointments. The full-time or part-time status of faculty is generally defined by contract and for purposes here is extracted from appropriate personnel records. Special procedures exist for imputing an FTE for temporary service faculty, contributed service staff, etc.

**FULL TIME EQUIVALENT (FTE) STUDENT WORKLOAD:** A unit of measure applicable to a semester and typically derived from student CREDIT HOURS. SUNY obtains these student credit hours from the SIRIS TERM SECTION submission.

Generally speaking, one FTE workload is equivalent to 15 student credit hours in undergraduate courses or 12 student credit hours in graduate courses. Health first-professional and advanced graduate student FTEs are based on headcount and calculated as follows: one FTE for first professionals in the health sciences, one FTE for full-time ADVANCED GRADUATE STUDENTS, and 0.75 FTE for part-time ADVANCED GRADUATE STUDENTS.

**FULL-TIME STUDENT:**

For headcount reporting purposes,

Full-time undergraduate - an UNDERGRADUATE STUDENT who is enrolled for 12 or more CREDIT HOURS

Full-time graduate - a GRADUATE STUDENT who is enrolled for 9 or more CREDIT HOURS

For tuition purposes,

Full-time undergraduate - an UNDERGRADUATE STUDENT who is enrolled for 12 or more CREDIT HOURS

Full-time graduate - a GRADUATE STUDENT who is enrolled for 12 or more CREDIT HOURS

In determining full-time status, EQUIVALENT CREDIT HOURS imputed to non-credit courses are included in addition to those credit hours in standard credit courses. See also glossary entries CREDIT COURSE, REQUIRED NON-CREDIT COURSE, NONCREDIT COURSES FOR SPECIAL STUDENTS, CREDIT HOURS, and EQUIVALENT CREDIT HOURS.

The identification of students as full- or part-time is derived from SIRIS STUDENT elements SE020 HIGHER EDUCATION HISTORY and SE070 TOTAL CREDIT HOURS. Official counts come from the SIRIS Early Student submission.

**FUNDING SOURCE:** The source of funding for a given course SECTION.

SIRIS reporting codes are as follows:

- 1 State supported
- 2 Self supported by tuition
- 3 Contract course
- 4 Self supported by fee
- 5 State supported with associated fee
- 6 Self supported with associated fee

[SIRIS TERM SECTION element TT140]

**GENDER:** Student's gender. This is a required element for all HOME INSTITUTION students and is used to assign a SUNY ID as well as for database matching purposes. There is no unknown value for this element.

SIRIS reporting codes are as follows:

M Male  
F Female

[SIRIS STUDENT element SD070, SIRIS DEGREE element DS060]

**GENERAL EDUCATION COURSE:** A course that has received System Administration approval for meeting SUNY general education requirements. This information is no longer submitted on SIRIS, but rather goes through the Course Submission and Evaluation System (CourSES) - <https://suny.edu/courses> - for approval. See <http://system.suny.edu/academic-affairs/acaproplan/general-education> for more information.

[See SIRIS COURSE element CC090 General Education Indicator]

**GRADE POINT AVERAGE (GPA):** See CUMULATIVE GRADE POINT AVERAGE

**GRADUATE LEVEL COURSE:** A course directed primarily at GRADUATE STUDENTS.

**GRADUATE STUDENT:** A student who is

(1) in a graduate program (or the graduation portion of a COMBINED ACADEMIC PROGRAM)

OR

(2) not in a graduate program but has been accepted by the reporting institution for graduate study in the current term

OR

(3) not in a graduate program but holds a bachelor's degree and is enrolled in at least one graduate level credit course for post-graduate credit.

[See STUDENT LEVEL]

**GRADUATE STUDENT (NOT IN A PROGRAM):** A student who is

(1) not in a graduate program but has been accepted by the reporting institution for graduate study in the current term

OR

(2) not in a graduate program but holds a bachelor's degree and is enrolled in at least one graduate level credit course for post-graduate credit.

**GRADUATION RATE:** The percentage of students from an entering COHORT who graduate within a specific time frame at the reporting institution. For example, a first-time, full-time COHORT of STUDENTS IN A BACHELOR'S DEGREE PROGRAM would typically be assessed at 4, 5, and 6 years out. Similarly, STUDENTS IN AN ASSOCIATE'S DEGREE PROGRAM would typically be assessed at 2, 3, and 4 years out.

[See also STUDENT-RIGHT-TO-KNOW]

**HANDICAPPED STUDENTS:** See STUDENTS WITH DISABILITIES

**HEADCOUNT (STUDENT):** For purposes of official headcount enrollment reporting, the number of students enrolled in one or more courses on or after the course's CENSUS DATE, with each student counted only once. This number is not to be a count of class registrations.

Official headcounts come from the SIRIS Early Student submission.

**HEALTH FIRST PROFESSIONAL:** A derived STUDENT LEVEL defined as follows:

A student in a program leading to one of the following degrees in the health sciences: AuD (Audiology), DDS (Dentistry), DNP (Nursing Practice), DPT (Physical Therapy), DVM (Vet Med), MD (Medical), PharmD (Pharmacy), and OD (Optometry).

[The identification of health first professional students is derived from SIRIS STUDENT element SE030 ACADEMIC PROGRAM - PRIMARY.]

**HEGIS (Higher Education General Information System) TAXONOMY OF DISCIPLINE DIVISIONS:** taxonomy of 30 academic disciplines which NYS uses to classify ACADEMIC PROGRAMS. For a complete listing of the HEGIS taxonomy, see the SUPPORTING DOCUMENTS.

For other uses, HEGIS has been replaced by CIP (Classification of Instructional Programs).

[See also CIP TAXONOMY OF DISCIPLINE DIVISIONS]

**HIGH SCHOOL STATUS:** The high school status of a student as of the current term. Required on SIRIS submissions only for FIRST-TIME and TRANSFER students.

SIRIS reporting codes are as follows:

- 1 High school graduate
- 2 Home school graduate
- 3 GED recipient
- 4 High school on-going
- 5 Non-HS graduate
- 6 Unknown

[SIRIS STUDENT element SP050]

**HIGHER EDUCATION HISTORY:** The enrollment status of a student at the reporting institution as of the current term.

SIRIS reporting codes are as follows:

- 1 UNDERGRADUATE, FIRST-TIME
- 2 UNDERGRADUATE, TRANSFER
- 3 UNDERGRADUATE, TRANSITION
- 4 UNDERGRADUATE, CONTINUING/RETURNING
- 5 CONCURRENTLY ENROLLED IN HIGH SCHOOL
- 6 NEW GRADUATE STUDENT
- 7 GRADUATE STUDENT CONTINUING/RETURNING
- 8 CROSS-REGISTERED
- 9 JOINT PROGRAM
- 10 Unknown (seldom to be used)

[SIRIS STUDENT element SE020]

**HIGHEST EARNED DEGREE AND/OR AWARD:** The highest degree or certificate earned by an individual.

SIRIS reporting codes are as follows:

- 1 Undergraduate certificate
- 2 AAS/AOS
- 3 AA/AS



- 4 Baccalaureate
- 5 Master
- 6 Graduate certificate
- 7 Doctorate
- 8 First Professional
- 9 No degree
- 10 Unknown

Required for all UNDERGRADUATE TRANSFER and NEW GRADUATE students. If reported for UNDERGRADUATE FIRST-TIME STUDENTS, Highest Earned Degree and/or Award must be reported as “no degree”.

[SIRIS STUDENT element SP040]

**HISPANIC ORIGIN:** A student’s Hispanic, Latino, or Spanish origin, regardless of RACE.

SIRIS reporting codes are as follows:

- 1 Non-Hispanic
- 2 Dominican
- 3 Mexican
- 4 Puerto Rican
- 5 Central American
- 6 South American
- 7 Other Hispanic/Latino
- 8 Unknown
- 9 Hispanic (no longer used)
- 10 Cuban

[SIRIS STUDENT element SS130, SIRIS DEGREE element DS110]

**HOME INSTITUTION:** The institution of primary registration for a student attending a SUNY institution. In most cases, the reporting institution is the home institution.

The reporting institution is not the home institution for CROSS-REGISTERED students. Examples of this include: 1) students from another institution attending the reporting institution under an authorized cross registration program, 2) students from another institution enrolled in an Overseas Academic Program administered by the reporting institution, and 3) students from another institution engaged in accessory instruction at the reporting institution (applicable to ESF, Cornell, and Ceramics only).

**HOME INSTITUTION STUDENT:** A student whose HOME INSTITUTION is the reporting institution. This is the population typically used for official HEADCOUNT reporting for both internal and external purposes (including NYS Education Department and IPEDS surveys).

[See SIRIS STUDENT element SE010 ADMISSION STATUS. Home institution students are those coded 1-5.]

**HONORS:** Honors courses are offered to students enrolled in Honors programs and colleges. Because Honors courses are often taught in a seminar format, class size is usually small (20 or fewer students). Honors courses vary widely insofar as they span the academic disciplines; however, they often incorporate learning outcomes that focus on developing effective skills in research, critical thinking, problem-solving, and written and oral communication--skills that are essential for creating sophisticated scholarly works.

**IMPUTED CREDIT HOURS:** See EQUIVALENT CREDIT HOURS

**IN A PROGRAM, MAJOR NOT CHOSEN (aka UNDECLARED MAJOR):** A MATRICULATED student enrolled at the reporting institution who has not yet chosen or is not eligible to choose a major field of study.

To report such a student on SIRIS, submit SIRIS STUDENT element SE030 ACADEMIC PROGRAM ID as “null” and supply the code for SIRIS STUDENT element SE035 ACADEMIC AWARD LEVEL – PRIMARY as appropriate to the level of degree the student is pursuing.

**INCOME FUND REIMBURSABLE (IFR) CREDIT COURSES** – Self-supporting instructional activities, such as contract courses and most summer courses at state-operated institutions. See also SUTRA.

**INSTRUCTION TYPE:** The primary instructional mode of a SECTION.

SIRIS reporting codes are as follows:

- 1 Lecture
- 2 Seminar
- 3 Recitation/quiz/discussion
- 4 Laboratory
- 5 Tutorial
- 6 Independent study
- 7 Programmed instruction
- 8 Studio
- 9 Practicum
- 10 Internship
- 11 Lecture/lab/recitation (joint)
- 12 Mentored individual learning (for Empire State College use only)
- 13 Advanced graduate research
- 14 Co-operative education

[SIRIS TERM SECTION element TT090]

**INTERNSHIP:** Applied learning experiences for which a student may earn academic credit in an agreed-upon, short-term, supervised workplace activity, which may be related to a student’s major field or area of interest. The work can be full or part time, on or off campus, paid or unpaid. Some institutions offer both credit and non-credit bearing internships. Internships integrate classroom knowledge and theory with practical application and skills developed in professional or community settings. This definition does not include internships that are required components of a registered program leading to NYS licensure or certification (e.g., teacher preparation, social work, dental hygiene). An internship is distinct from community service or service learning.

[See SIRIS TERM SECTION element TT090 INSTRUCTION TYPE]

**INTERNSHIP TYPE:** Describes the specific type of internship

SIRIS reporting codes are as follows:

- 1 Formal Internship – paid
- 2 Formal Internship – unpaid
- 3 Independent Internship – paid
- 4 Independent Internship – unpaid

Note that as of Fall 2016, this element is no longer required when reporting internship activities or being used by SUNY System Administration.

[SIRIS TERM SECTION element TT095]

**IPEDS (INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM):** A system of interrelated surveys conducted annually by the U.S. Department's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the College Navigator college search Web site and to researchers and others through the IPEDS Data Center.

**JOINT DEGREE / PROGRAM:** See COMBINED ACADEMIC PROGRAM

If the degrees are to be awarded by different institutions, the program of study is developed and/or provided jointly by those institutions.

**JUNIOR:** A STUDENT LEVEL derived as follows:

A STUDENT IN A BACCALAUREATE DEGREE PROGRAM who has accumulated more than 60 and 90 or fewer CREDIT HOURS.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE110 ACCUMULATED CREDIT HOURS]

**LEADERSHIP:** An attribute used to describe a course section whose content has been specifically designed to develop or strengthen the student's capacity to lead effectively.

**LECTURE:** Lecture describes instruction where new material is presented by the instructor(s) with or without some discussion, but discussion is not the primary purpose of the meeting.

**LIMITED ENGLISH PROFICIENCY:** A student who has limited ability in speaking, reading, writing, or understanding the English language, and (1) whose native language is a language other than English; or (2) who lives in a family or community environment in which a language other than English is the dominant language.

**LOCATION TYPE:** Where a course SECTION is taught.

SIRIS reporting codes are as follows:

- 1 On-campus
- 2 Another college
- 3 Clinical facility
- 4 Student selected site for distance learning
- 5 High school
- 6 Correctional facility
- 7 Study abroad – your program
- 8 Study abroad – other college
- 9 Community off-campus site

[SIRIS TERM SECTION element TT160]

**LOWER DIVISION COURSE:** A course directed primarily at LOWER DIVISION STUDENTS.

**LOWER DIVISION STUDENT (IN A PROGRAM):**

In a Bachelor's Program - a STUDENT IN A BACCALAUREATE DEGREE PROGRAM who has accumulated 60 or fewer CREDIT HOURS.

In Programs below the Bachelor's Level - an UNDERGRADUATE STUDENT IN A DIPLOMA, CERTIFICATE or ASSOCIATE DEGREE PROGRAM is always considered a lower division student.

**MATRICULATED:** A student who has been accepted into and is enrolled in an ACADEMIC PROGRAM (in the broad sense) at the reporting institution. Meaning, a student who has been accepted into a specific ACADEMIC PROGRAM (major) or one who has committed to pursuing a degree at a specific AWARD LEVEL (such as bachelors) but not yet chosen a specific field of study.

**MATRICULATION DATE:** The beginning date of the earliest semester in which the student was reported as either enrolled in a specific ACADEMIC PROGRAM of study or was reported as being "IN A PROGRAM, MAJOR NOT CHOSEN". For purposes of establishing this date, terms for which the student was reported as "not in a program" are not to be considered.

**MILITARY SERVICE STATUS:** The status of a student in regards to service in the US Army, Navy, Air Force, Marine Corps, or Coast Guard.

SIRIS reporting codes are as follows:

- 1 Active military duty
- 2 Dependent of active military duty
- 3 Veteran
- 4 National Guard or Active Reserve
- 5 Other (not applicable or unknown)
- 6 Dependents of Veterans

[SIRIS STUDENT element SS160]

**NATIONAL COMMUNITY COLLEGE BENCHMARKING PROJECT (NCCBP):** A standardized nation-wide benchmark reporting process established in 2004 by Johnson County Community College (Kansas) in conjunction with other community colleges across the United States.

The project is designed to help demonstrate institutional effectiveness to federal, state, and accrediting agencies, which require comparisons with others on effectiveness and outcome measures.

**NATIONAL STUDENT CLEARINGHOUSE:** A national database that lenders, loan service providers, guaranty agencies, schools, and students can access to verify student enrollment and degree information. SUNY System Administration utilizes this data for tracking transfers to non-SUNY institutions and for EDUCATION OUTCOMES (EO) reporting.

**NET PRICE:** 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.

**NET PRICE CALCULATOR:** Per the National Center for Education Statistics (NCES), in accordance with the Higher Education Opportunity Act of 2008 (HEOA), by October 29, 2011, each postsecondary institution that participates in Title IV federal student aid programs must post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. This calculator should allow students to calculate an estimated net price of attendance at an institution (defined as cost (price) of attendance minus grant and scholarship aid) based on what similar students paid in a previous year. The net price calculator is required for all Title IV institutions that enroll full-time, first-time degree- or certificate-seeking undergraduate students.

Institutions may meet this requirement by using the U.S. Department of Education's Net Price Calculator template or by developing their own customized calculator that includes, at a minimum, the same elements as the Department's template.

Institutions that choose to customize or build their own net price calculator must include, at a minimum, the following input and output elements:

Input elements must include:

- Data elements to approximate the student's Expected Family Contribution (EFC), such as income, number in family, and dependency status or factors that estimate dependency status (an institution may use either Federal Methodology or Institutional Methodology to approximate the student's EFC)

Output elements must include:

- Estimated total price of attendance;
- Estimated tuition and fees;
- Estimated room and board;
- Estimated books and supplies;
- Estimated other expenses (personal expenses, transportation, etc.);
- Estimated total grant aid;
- Estimated net price;
- Percent of the cohort (full-time, first-time students) that received grant aid; and
- Caveats and disclaimers, as indicated in the HEOA.

**NEW GRADUATE STUDENT:** A GRADUATE STUDENT whose first enrollment as a graduate student at the reporting institution occurs during the current term.

**NEW YORK RESIDENT:** A student who is a citizen of the United States or holds Legal Permanent Resident status or is an UNDOCUMENTED ALIEN and whose PERMANENT RESIDENCE for purposes of determining tuition charges is New York State.

For state-operated campuses, see SUPPORTING DOCUMENT "Revised Policy on Residency for Tuition Purposes at the State-Operated Campus."

For community colleges, residency can be determined in relation to charge-back status. See Section 6301 of the Education Law.

**NON-CREDIT COURSE:** A course offered by an institution which cannot qualify as a CREDIT COURSE; i.e., those for which regular college credit is not awarded and which cannot be used to meet the requirements for a degree, diploma, or certificate awarded by the institution.

**NON-CREDIT COURSE STUDENT:** A student enrolled exclusively in one or more NON-CREDIT COURSES which do not generate EQUIVALENT CREDIT HOURS, a student who does not meet the definition of a CREDIT COURSE STUDENT.

**NON-CREDIT INSTRUCTIONAL ACTIVITIES (NCIA):** Formally organized and scheduled non-credit activities which are instructional in nature and which require participant registration.

Currently, the NCIA Survey conducted by System Administration's Office of Institutional Research collects only non-state-aided, non-credit instructional activities. Imputed credit courses or learning center developmental activities are reported elsewhere and are not included in the NCIA. All other non-credit remedial activities are to be included, such as communications, GED, study skills, math, reading, writing, ESL, entry level computer skills, etc. This includes both classroom and on-line non-credit instruction, held both on campus and in off-campus locations.

**NON-CREDIT STATE-AIDABLE REMEDIAL COURSE:** The subgroup of NON-CREDIT COURSES which are REMEDIAL or DEVELOPMENTAL and are eligible for state support. For community colleges, these courses must have received formal approval.

See SUPPORTING DOCUMENT "Approval of Non-Credit Courses for State Support" for additional information regarding non-credit courses eligible for state aid.

**NOT IN A PROGRAM STUDENT:** A CREDIT COURSE STUDENT enrolled at your institution who has neither formally matriculated nor is considered by the institution to be currently pursuing a specific type of degree or award (such as certificate, associate, bachelors, masters, etc.).

To report such a student on SIRIS, submit SIRIS STUDENT element SE030 ACADEMIC PROGRAM ID as "null" and SIRIS STUDENT element SE035 ACADEMIC AWARD LEVEL – PRIMARY as 8.

[See also STUDENT LEVEL and SIRIS STUDENT element SE010 ADMISSION STATUS]

**ONLINE INSTRUCTION TYPE:** A SIRIS code used to indicate whether some or all of a course SECTION'S direct instruction (excluding advisement, office hours, homework assignments, and help sessions) occurs online.

SIRIS reporting codes are as follows:

- 1 Not online
- 2 Asynchronous online
- 3 Synchronous online
- 4 Combined online
- 5 Hybrid

[SIRIS TERM SECTION element TT080]

**OVERSEAS ACADEMIC PROGRAM (OAP):** An instructional program taught in an overseas location either in collaboration with an international institution or by faculty from the SUNY college administering the OAP. Typically the program is a semester long sequence of courses whose content is enhanced by the

location of instruction. An OAP must be reviewed and approved by SUNY System Administration's Office of International Programs and upon approval is assigned a unique code to be used for reporting purposes.

Enrollment in an OAP is generally open to students cross-registering from colleges other than the administering institution. If the student is cross-registering from another SUNY institution, both the student's home institution and the college administering the OAP should report the student's registration.

Some OAPs are established as EXCHANGE PROGRAMS with overseas colleges or universities in which SUNY students go abroad and students from the international college enroll at the SUNY college administering the OAP.

For state-operated institutions, a participating student's HOME INSTITUTION will get the HEADCOUNT for that student, regardless of which campus's authorized OAP he or she is enrolled in. A state-op will only get FTE for OAP activity if a member of its teaching staff is accompanying the students abroad and providing credit-bearing academic instruction.

For community colleges, a participating student's HOME INSTITUTION will also get the HEADCOUNT for that student, regardless of which campus's authorized OAP he or she is enrolled in. However, a community college will get FTE as well for credit-bearing academic activity occurring through one of its authorized OAPs, regardless of whether or not a member of its teaching staff is accompanying the students abroad or providing the academic instruction.

[See SIRIS STUDENT element SE060 Study Abroad Program ID (for EXCHANGE STUDENTS) and SIRIS TERM SECTION element TT180 Location Site-Study Abroad-Your Program]

**PART-TIME STUDENT:**

For headcount reporting purposes,

Part-time undergraduate - an UNDERGRADUATE STUDENT who is enrolled for less than 12 CREDIT HOURS

Part-time graduate - a GRADUATE STUDENT who is enrolled for less than 9 CREDIT HOURS

For tuition purposes,

All students (UNDERGRADUATE or GRADUATE) who are enrolled for less than 12 CREDIT HOURS

In determining part-time status, EQUIVALENT CREDIT HOURS imputed to NON-CREDIT COURSES are included in addition to those CREDIT HOURS in standard CREDIT COURSES. See glossary entries CREDIT COURSE, REQUIRED NON-CREDIT COURSE, NONCREDIT COURSES FOR SPECIAL STUDENTS, CREDIT HOURS, and EQUIVALENT CREDIT HOURS.

The identification of students as full- or part-time is derived from SIRIS STUDENT elements SE020 HIGHER EDUCATION HISTORY and SE070 TOTAL CREDIT HOURS. Official counts come from the Early Student submission.

**PERMANENT RESIDENCE:** Generally the county, state, or country of which the student is a legal resident for purposes of determining tuition charges. A student's current address would not be his or her permanent residence if residing there mainly for the purpose of attending college.

See SUPPORTING DOCUMENT "Revised Policy on Residency for Tuition Purpose at the State-Operated Campus".

[See also SIRIS STUDENT elements SS010 Country of Citizenship, SS060 Permanent County, and SS070 Permanent State/US Territory Code, as well as glossary entries FOREIGN STUDENT AND NEW YORK RESIDENT]

**PHYSICAL SPACE INVENTORY (PSI):** An inventory of all buildings used – whether they be owned, shared, or leased – by SUNY campuses. Reported to and maintained by SUNY Construction Fund.

Buildings in which campus state-supported activities occur or those for which state funds are used to support programs but owned by private enterprises (foundation, not-for-profit, for profit) are included in this inventory. Minimally, the rooms used or funded (leased) by campus state operations must be recorded within PSI.

The following structures are generally not included: band shells, fire towers, communications towers, lean-tos, pole barns, transformer pad, picnic pavilion, and water towers.

For non-state-supported activities in these non-owned facilities - incubator space, clinical practice, private profit/not-for profit, etc. - the respected spaces can be optionally created in PSI with a chart of account 03 (public service) function. If necessary, the Construction Fund can establish a special chart of account(s) for these spaces. This approach enables the campus to record all space without impact on its space analysis results.

If the campus has control over the 24-hour assignment of space that is only occasionally scheduled but is used for the duration of the fall semester, then it should be included in the inventory. For shorter durations or no control of space (e.g. an occasional class in a local high school), the building/space is not to be included.

**POSTDOCTORAL STUDENT:** A student who will generally meet these criteria: he or she holds a PhD, EdD, DSci, MD, DVM, DDS, OD, or equivalent earned degree and is at the reporting institution primarily for the development of his or her ability or scholarship. Excluded are students who are candidates for a degree at the institution registered in CREDIT COURSES or special refresher courses such as "Post Graduate Day in Otorhinolaryngology" or who hold a position with ACADEMIC RANK at the reporting institution.

**PRIMARY ACADEMIC AWARD LEVEL:** See ACADEMIC AWARD LEVEL – PRIMARY

**PROGRAM:** A course of study leading to a formal award given by the reporting institution, such as a degree, diploma, or certificate. For a listing of programs your institution is authorized to offer, see the Academic Program Campus View area of the DTS portal.

**PROGRAM IDENTIFIER:** The unique key consisting of up to 10 numerals associated with each program a SUNY institution is authorized to offer. These identifiers are kept within the APES system and are listed in the Academic Program Campus View area of the DTS portal.

**RACE:** The race(s) an individual identifies with.

SIRIS reporting codes are as follows:

- 1 White
- 2 Black or African American
- 3 Asian
- 4 Native Hawaiian or Other Pacific Islander
- 5 American Indian or Alaska Native
- 6 Unknown



7 Asian or Pacific Islander (no longer used)

[SIRIS STUDENT element SS150, SIRIS DEGREE element DS120]

**RECRUITMENT:** The actions leading to the enrollment of students. The recruitment process may not be completed until an application and applications fee(s) are received.

**REMEDIAL COURSE – CONTINUING EDUCATION:** This type of course contains material exclusively at the pre-college level that is not creditable toward a degree and is intended to help prepare a student to be successful with college-level material. It is designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and whose instruction is concerned with diagnosing, correcting, or improving such basic skills as oral and written communications, reading, analytical concepts, and general study habits and patterns to overcome in part or in whole any particular marked deficiency which interferes with a student's ability to pursue an education objective effectively. This course is offered through the Community College's Office of Continuing Education and must have received formal approval from System Administration. The course contributes toward (AA)FTE in the form of equivalent credit hours and is hence state-aidable for Community Colleges.

See SUPPORTING DOCUMENT "Non-Credit Remedial Course Aid" for additional information on aid-eligible remedial courses.

**REMEDIAL COURSE – NON-CONTINUING EDUCATION:** This type of course contains material exclusively at the pre-college level that is not creditable toward a degree and is intended to help prepare a student to be successful with college-level material. It is designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and whose instruction is concerned with diagnosing, correcting, or improving such basic skills as oral and written communications, reading, analytical concepts, and general study habits and patterns to overcome in part or in whole any particular marked deficiency which interferes with a student's ability to pursue an education objective effectively. This course is not offered through the college's Office of Continuing Education, does not require approval from System Administration, and is approved through the college's standard academic course approval process. The course contributes toward (AA)FTE in the form of equivalent credit hours and is hence state-aidable.

**REQUIRED NON-CREDIT COURSE:** Primarily found at state-operated campuses, a course which does not carry CREDIT HOURS but is needed to satisfy the requirements of the student's degree PROGRAM. For example, this is commonplace in the visual and performing arts. It can also include required service learning activities.

[See also CREDIT COURSE STUDENT, EQUIVALENT CREDIT HOURS and CREDIT HOURS]

**RESEARCH:** Mentored, self-directed work that enables students to make an original, intellectual, or creative contribution to the discipline by exploring an issue of interest to them and communicating the results to others. The projects involve inquiry, design, investigation, discovery, and application.

**(STUDENT) RESIDENCY:** For reporting purposes, a student's PERMANENT RESIDENCE is categorized into one of the following groups:

- New York Resident
- Other US (including territories)
- International
- Unknown

**RETENTION /PERSISTENCE RATE:** The percentage of students from an entering COHORT who continue to be enrolled at a specific point in time at the reporting institution. For example, a first-time, full-time COHORT of students in a bachelor's degree program would typically be assessed at 1, 2, and 3 years out. Similarly, those in an associate's degree program would typically be assessed at 1 year out.

**RETURNING STUDENT:** See CONTINUING/RETURNING STUDENT

**REVERSE TRANSFER:** This term is used to describe the process by which a student earns at least the minimum number of credits required to earn a credential at a sending campus (typically a community college) before transferring. After earning additional credits at the receiving institution (typically a state-operated campus), the student transfers these credits back to the the sending campus and earns a credential. For example, if a student earns at least 30 credits at a community college, then transfers to a state operated campus and earns an additional 30 or more credits, it may be possible to transfer the credits earned at the state-operated campus back to the community college such that the student could earn a 60 credit associate degree. This process is determined by a number of factors, including the student meeting residency requirements, taking the correct courses to meet degree requirements at the degree awarding campus, and completing the required application and consent forms.

**RISK ADMISSIONS:** A term used to describe the group of students who fail to meet the normal admission standards of the college or students admitted in recognition of a special talent that merits admission into an ACADEMIC PROGRAM related to this talent which is offered by the institution.

**SAT/ACT CONVERSION:** For many reporting purposes, SUNY System Administration converts a submitted ACT score into an SAT combined Math and Verbal score per the conversion table provided by College Board. For SELECTIVITY purposes, when more than one score is available, the highest score is used.

[See SIRIS STUDENT elements SP010 and SP020]

**SEAMLESS TRANSFER:** On December 17, 2012, the SUNY Board of Trustees passed resolution 2012-089 that established the current policy framework governing transfer across the SUNY system (Seamless Transfer). The policy established guidelines for lower division undergraduate curricula and the transfer of coursework as it related to general education, courses in the major ('Transfer Path courses') and credit requirements for associate and baccalaureate degree programs.

**SECTION:** A specific instantiation of student learning activity within a course. Different sections of a course will vary on any combination of the following: enrolled student(s), faculty member(s), INSTRUCTION TYPE, time, and location.

For example, a single group of students meeting on Monday and Wednesday for lecture and on Friday for a laboratory constitute two sections. As another example, if the INSTRUCTION TYPE is independent study, each student's activity is regarded as a separate section because the instructor is meeting with each student individually.

**SELECTIVITY:** An indicator based on overall academic measures of FIRST-TIME FULL-TIME students. SUNY utilizes the SAT combined Math and Verbal scores as well as High School Averages for those students who are regular admits (see ADMISSION STATUS) and enrolled in a bachelor's degree program.

For SUNY's purposes, each student's coordinates are plotted based on the highest reported SAT Math and Verbal scores and the reported High School Average. A campus is assigned to a particular selectivity group if 60% or more of its first-time full-time baccalaureate enrollment lies in that group or a more selective one.

**SENIOR:** A STUDENT LEVEL derived as follows:

A STUDENT IN A BACCALAUREATE DEGREE PROGRAM who has accumulated 90 or more CREDIT HOURS.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM – PRIMARY and SE110 ACCUMULATED CREDIT HOURS]

**SERVICE LEARNING:** A teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Students are not paid for service learning.

**SINGLE PARENT:** A student who is not married or who is legally separated from a spouse and (1) has a minor child or children for whom the parent has either custody or joint custody or (2) is pregnant.

**SIRIS:** SUNY Institutional Research Information System

**SIRIS COURSE:** A data submission made by each SUNY institution representing the details of the institution's course catalog. These courses are linked to the SECTIONS reported on SIRIS TERM SECTION. See the CS-DTS section of the CONFLUENCE website for the latest data dictionary.

**SIRIS DEGREE:** A data submission made by each SUNY institution representing the details of the institution's degrees and other formal awards granted in the specified time period. See the CS-DTS section of the CONFLUENCE website for the latest data dictionary.

**SIRIS FINANCIAL AID:** A data submission made by each SUNY institution representing the details of financial aid for all students offered, accepted, or disbursed amount(s) for a specific academic year. See the CS-DTS section of the CONFLUENCE website for the latest data dictionary.

**SIRIS STUDENT:**

**Early Student:** For fall and spring semesters only. A data submission made by each SUNY institution representing academic and demographic attributes of students enrolled in a specific term. Official student HEADCOUNT is based on enrollment reported in this submission. Required inclusion are all CREDIT COURSE STUDENTS enrolled in at least one SECTION whose CENSUS DATE falls on or prior to the semester's Early Student cut-off date, as listed below.

Fall: October 15

Spring: March 15

Optional inclusion are NON-CREDIT COURSE STUDENTS.

**EOT (End of Term) Student:** For fall, winter (if applicable), spring, and summer semesters. A data submission made by each SUNY institution representing academic and demographic attributes of students enrolled in a specific term. Required inclusion are all CREDIT COURSE STUDENTS enrolled in at least one SECTION whose CENSUS DATE falls on or prior to the semester's EOT Student cut-off date, as listed below.

Summer: September 15

Fall: January 15

Winter: February 15

Spring: June 1

Optional inclusion are NON-CREDIT COURSE STUDENTS.

EOT Student must be submitted in conjunction with and be consistent with the corresponding SIRIS TERM SECTION submission.

See the CS-DTS section of the CONFLUENCE website for the latest data dictionary (which is the same for both Early and EOT). See SIRIS Appendix O for more detailed reporting information for both Early and EOT Student.

**SIRIS STUDENT INFORMATION SURVEY:** For fall and spring semesters. A data submission made by each SUNY institution reporting the results of the Student Information Survey taken by students during the registration process for the next major term. New as of Fall 2016.

**SIRIS STUDENT REVENUE:** For the time period July 1 - June 30, submitted on an annual basis. A data submission that collects billings/charges for students who had at least one revenue charge with a transaction date in the time period July 1 – June 30 for various revenue categories (e.g. tuition, room, board, and fee charges). The revenue charges are reported by URAS accounting codes for state-operated campuses and also by revenue charge categories for all campuses. This file does not collect or report student payment information. The information is a unit record account of summarized information received by the SUNY System Controller’s Office for state-operated campuses and allows similar information to be also collected for community colleges.

**SIRIS TERM SECTION:** For fall, winter (if applicable), spring, and summer semesters. A data submission made by each SUNY institution representing the details of the institution’s course SECTIONS offered during a specific term. Must be submitted in conjunction with and be consistent with the corresponding SIRIS EOT Student. See the CS-DTS section of the CONFLUENCE website for the latest data dictionary.

**SOPHOMORE:** A STUDENT LEVEL derived as follows:

Bachelor's level programs - A STUDENT IN A BACCALAUREATE DEGREE PROGRAM who has accumulated more than 30 and 60 or fewer CREDIT HOURS.

Non-bachelor's level programs - a STUDENT IN A DIPLOMA, CERTIFICATE or ASSOCIATE DEGREE PROGRAM who has completed greater than 30 CREDIT HOURS.

[See SIRIS STUDENT element SE030 ACADEMIC PROGRAM ID – PRIMARY and SIRIS STUDENT element SE110 ACCUMULATED CREDIT HOURS]

**SPECIAL AUDITORS:** A New York State resident aged 60+ who takes a course at no charge on a space-available basis.

See Memorandum to Presidents Vol. 74 No. 42, “Guidelines for Course Audit by Older Adults”, found in the SUPPORTING DOCUMENTS.

**SPECIAL STUDENTS:** Undergraduate CREDIT COURSE STUDENTS in EOP or other activities designed to serve students who might be called “RISK ADMISSIONS”.

[See SIRIS STUDENT element SE010 ADMISSION STATUS, codes 2-4]

**SSN:** The nine-digit social security number administered by the Social Security Administration. Used for matching purposes. No other number is to be used as a proxy.

**STATE SUPPORTED LOWER DIVISION CREDIT HOURS:** In the context of SIRIS STUDENT reporting, the number of undergraduate CREDIT HOURS in LOWER DIVISION COURSES eligible for state aid. Includes state-aidable remedial/developmental credit hours. Used for estimating the lower division FTE for the current term.

[SIRIS STUDENT element SE080]

**STATE SUPPORTED UPPER DIVISION CREDIT HOURS:** In the context of SIRIS STUDENT reporting, the number of undergraduate CREDIT HOURS in UPPER DIVISION COURSES eligible for state aid. Used for estimating the upper division FTE for the current term.

[SIRIS STUDENT element SE090]

**STATE SUPPORTED GRADUATE DIVISION CREDIT HOURS:** In the context of SIRIS STUDENT reporting, the number of graduate CREDIT HOURS in GRADUATE (including FIRST PROFESSIONAL) COURSES eligible for state aid. Used for estimating the graduate FTE for the current term.

[SIRIS STUDENT element SE100]

**STATE-AIDABLE AUDITOR:** A student who is officially registered in a credit course, has paid the standard tuition for the course, and whose transcript will acknowledge the course was audited.

**STEM DISCIPLINES:** Acronym for the fields of study in the categories of science, technology, engineering, and mathematics. Currently, SUNY is using the disciplines identified by the Department of Homeland Security, which can be found at <http://www.ice.gov/sevis/stemlist.htm>.

**STUDENT ACHIEVEMENT MEASURE :** A national project established to allow post-secondary institutions to more fully account for the outcomes achieved by all incoming students. SAM tracks cohorts defined by both full and part time status, and for incoming transfers as well as first-time students. SAM also accounts for degree completion at both the initial institution as well as subsequent institutions attended. See <http://studentachievementmeasure.org> for more information.

**STUDENT CONTACT HOURS:** The total hours spent by an individual student in scheduled instruction in a particular course SECTION. Total student contact hours are usually the same as total FACULTY CONTACT HOURS but may differ in those instances when the faculty is not in full/direct supervision of the student.

For example, a typical 3-credit Lecture taken in a standard 15-week semester will yield the same 45 contact hours for both student and faculty, while a typical 3-credit Independent Study will yield 45 student contact hours and 0 faculty contact hours.

See SUPPORTING DOCUMENT Memorandum to Presidents, Vol. 76, No. 8, "Credit/Contact Hour Relationship", for more detailed information.

[See also SIRIS TERM SECTION element TT120]

**STUDENT GOAL:** The primary educational goal that most accurately describes the student's reason for enrollment at the reporting institution. Community colleges are required to report this information and should collect it for each student during each registration period.

SIRIS reporting codes are as follows:

- 1 Transfer to another SUNY college after earning a degree
- 2 Transfer to a non-SUNY college after earning a degree
- 3 Transfer to a SUNY college without earning a degree
- 4 Transfer to a non-SUNY college without earning a degree
- 5 Earn a degree/certificate and seek employment rather than pursue further post-secondary education
- 6 Learn new skills or upgrade existing skills without earning a degree

- 7 Seek enrichment rather than to pursue a degree/certificate
- 8 Obtain a Certificate of General Education Development (GED) through the accumulation of college credits
- 9 Uncertain; student has not determined his/her educational goal at this time
- 10 Student has not responded to the request for goal information or student goal is not applicable to the student

[SIRIS STUDENT element SE180]

**STUDENT IN AN ASSOCIATE DEGREE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to an associate degree PROGRAM and who in the reporting term is carrying out a planned sequence of courses toward that degree. Included are students who may have not yet chosen a specific field of study.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

**STUDENT IN A BACCALAUREATE DEGREE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to a bachelor's degree PROGRAM and who in the reporting term is carrying out a planned sequence of courses toward that degree. Included are students who may have not yet chosen a specific field of study.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

**STUDENT IN A DOCTORAL DEGREE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to a doctoral degree PROGRAM (except AudD, DDS, DNP, DPT, DVM, JD, MD, PharmD, and OD programs) and who in the reporting term is carrying out a planned sequence of courses leading to a doctoral degree.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

**STUDENT IN A FIRST-PROFESSIONAL DEGREE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to a AudD (Audiology), DDS (Dentistry), DNP (Nursing Practice), DPT (Physical Therapy), DVM (Vet Med), JD (Law), MD (Medical), PharmD (Pharmacy), or OD (Optometry) program and who in the reporting term is carrying out a planned sequence of courses leading to one of these degrees.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

**STUDENT IN A GRADUATE CERTIFICATE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to a "Certificate of Advanced Study" program and who in the reporting term is carrying out a planned sequence of courses leading to a graduate certificate.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

[See also STUDENT IN A POST-BACCALAUREATE GRADUATE CERTIFICATE PROGRAM and STUDENT IN A POST-MASTERS GRADUATE CERTIFICATE PROGRAM]

**STUDENT IN A HEALTH FIRST-PROFESSIONAL DEGREE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to a AudD (Audiology), DDS (Dentistry), DNP (Nursing Practice), DPT (Physical Therapy), DVM (Vet Med), MD (Medical), PharmD (Pharmacy), or OD (Optometry) program and who in the reporting term is carrying out a planned sequence of courses leading to one of these degrees.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

**STUDENT IN A MASTER'S DEGREE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to a master's degree PROGRAM and who in the reporting term is carrying out a planned sequence of course toward a master's degree. Include students in this category even though they may not have been admitted to "candidacy".

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

**STUDENT IN A POST-BACCALAUREATE GRADUATE CERTIFICATE PROGRAM:** A CREDIT COURSE STUDENT enrolled in a graduate certificate program which does not require a master's degree as a prerequisite for entry into the program. Such a student must also be this term carrying out a planned sequence of courses leading to a certificate awarded by the reporting institution.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID - PRIMARY and SE035 ACADEMIC AWARD LEVEL - PRIMARY]

**STUDENT IN A POST-MASTERS GRADUATE CERTIFICATE PROGRAM:** A CREDIT COURSE STUDENT enrolled in a graduate certificate program which requires a master's degree as a prerequisite for entry into the program. Such a student must also be this term carrying out a planned sequence of courses leading to a certificate awarded by your institution.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID - PRIMARY and SE035 ACADEMIC AWARD LEVEL - PRIMARY]

**STUDENT IN AN UNDERGRADUATE DIPLOMA OR CERTIFICATE PROGRAM:** A CREDIT COURSE STUDENT who has met the requirements for admission to a diploma or certificate PROGRAM which requires one or more terms of full-time work or its equivalent. Such a student must also be in the reporting term carrying out a planned sequence of courses leading to a diploma or certificate awarded by the reporting institution.

[See SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE035 ACADEMIC AWARD LEVEL – PRIMARY]

**STUDENT LEVEL:** A category that reflects both a student's academic progress and matriculation status.

Categories are as follow:

FRESHMAN

SOPHOMORE

UNDERGRADUATE, NOT IN A PROGRAM

JUNIOR

SENIOR

BEGINNING GRADUATE

ADVANCED GRADUATE

## HEALTH FIRST PROFESSIONAL

[Derived from SIRIS STUDENT elements SE030 ACADEMIC PROGRAM ID – PRIMARY and SE110 ACCUMULATED CREDIT HOURS]

**STUDENT LOCAL ID:** The Student ID assigned by a campus for use on its local data system. Required for the assignment of a SUNY ID. Used for SIRIS matching purposes.

[SIRIS STUDENT element SD030, TERM SECTION element TE010, DEGREE element DS030]

**STUDENT OPINION SURVEY (SOS):** A SUNY-specific survey administered in conjunction with ACT (American College Testing program) that measures student attitudes and opinions on significant aspects of the collegiate experiences (e.g. academic, student life, facilities, services). Typically administered every three years during the spring semester. As of August 2012, state-operated institutions have one version of this survey and community colleges have another.

**STUDENT RIGHT-TO-KNOW (S-R-T-K):** 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. 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.

**STUDENT VETERAN:** A CREDIT COURSE STUDENT who is a military veteran enrolled at the reporting institution and who is receiving veterans benefits for which the institution must certify his/her enrollment.

[See SIRIS STUDENT element SS160 MILITARY SERVICE STATUS]

**STUDENT/FACULTY FTE RATIO:** A ratio calculated by dividing the FULL-TIME EQUIVALENT STUDENT WORKLOAD by the FULL-TIME EQUIVALENT FACULTY. i.e. FTE STUDENT WORKLOAD / FTE FACULTY

**STUDENTS WITH DISABILITIES:** Students who are mobility impaired, visually impaired, acoustically impaired, or having any of the following handicapping conditions. The following definitions of disability categories are those provided by the State Education Department (as of the 2014-15 academic year).

### Disability Categories:

- a. Learning Disabilities: A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual and presumed to be due to central nervous system dysfunction. Even though a learning disability may occur concurrently with other disabilities (sensory disability, mental health disability, physical disability) or environmental influences (cultural differences, insufficient/inappropriate instruction, psychogenic factors), it is not the direct result of those conditions or influences. (Taken from the



National Joint Committee on Learning Disabilities 1990 definition.) For purposes of this year's data (2014-2015), include students with ADD/ADHD here. Examples of learning disabilities: central auditory processing disorder, disorder of written expression, learning disorder NOS, mathematics disorder, mixed receptive-expressive language disorder, nonverbal learning disorder (when student is not also diagnosed on the autism spectrum), reading disorder.

- b. Mobility Disabilities: A student who, typically, must use a standard manual or electric wheelchair, or other assistive devices (crutches, braces, etc.) to move from place to place. Students may be counted in another category, such as orthopedic.
- c. Visual Disabilities: A visual acuity of 20/70 or worse in the better eye with best correction, or a total field loss of 140 degrees or more in the field of vision. A visual disability is functionally defined as difficulty in reading regular newsprint, even with vision corrected by glasses or contact lenses. Legally blind (legal blindness) is defined as visual acuity of 20/200 or worse in the better or stronger eye with the best correction or totally blind. Examples of causes of visual disabilities: cataracts, convergence disorder, glaucoma, macular degeneration, nystagmus, ocular tumors, optic neuritis, retinopathy, retinitis pigmentosa, strokes, strabismus.
- d. Acoustical Disabilities: A hearing loss that prevents one from totally receiving sounds through the ear, whether permanent or fluctuating. This term includes both hard of hearing and students who are legally deaf. Legal deafness can be defined as, for the most part, not being able to discern spoken communication by sound alone. Loss may be conductive, sensorineural, or both.
- e. Other Health Disabilities:
  - Mental health disabilities: A mental health disorder that substantially impacts one or more major life activities. These include anxiety disorders (generalized anxiety disorder, obsessive-compulsive disorder, panic disorder, phobias, post-traumatic stress disorder); mood disorders (bipolar disorders, dysthymia, major depression); and schizophrenia disorders. For purposes of completing this form, students on the autism spectrum, including Asperger's Syndrome, should be included in this category.
  - Speech disabilities: A communication disorder, including apraxia of speech, articulation disorder, phonemic disorder, stuttering, or voice disorder.
  - Traumatic brain injury: An injury caused by an external physical force (concussion) or from certain medical conditions (aneurysm, anoxia brain tumors, encephalitis, stroke) with resulting mild, moderate or severe disabilities in one or more areas (abstract thinking, attention, cognition, information processing, judgment, language, memory, motor abilities, perceptual, physical functions, problem solving, psychosocial behavior, reasoning, sensory, speech). The term does not include injuries that are congenital or birth related.
  - Orthopedic disabilities: A physical disability caused by congenital anomaly (small stature, clubfoot, absence of a limb), by diseases of the bones and muscles (bone tuberculosis, Charcot-Marie-Tooth, muscular dystrophy, poliomyelitis, spondylosis), or from other causes (amputation, burns or fractures that cause contractures, carpal tunnel syndrome, cerebral palsy, scoliosis, spinal cord injury).
  - Alcohol/substance addiction & recovery: Individuals who are recovering from drug or alcohol or substance abuse or who are in treatment programs.
  - Other: A medical disability resulting in limited strength, vitality or alertness due to chronic or acute health problems. Examples include: Addison's, AIDS, ALS, anemia, arthritis, asthma, autoimmune disorders, cancer, cardiomyopathy, celiac disease, chronic fatigue syndrome, connective tissue disorders, Crohn's, diabetes, epilepsy/seizure disorder, fibromyalgia, Graves' disease, Guillain-Barre, Hashimoto's, heart condition, hemophilia, inflammatory bowel disease, Kawasaki syndrome, kidney disease, lead poisoning, leukemia, liver disease, lupus, Lyme disease, migraines, multiple sclerosis, myasthenia gravis, narcolepsy, nephritis, postural orthostatic tachycardia syndrome, rheumatic fever, scleroderma, sickle cell anemia, Sjögren's syndrome, temporary disabilities of any kind, Tourette syndrome, tuberculosis, ulcerative colitis, vasculitis, Wegener's.

- f. **Multiple Disabilities:** A student with two or more disabilities. Students reported in this category also should be reported in every other category they fit. Students with both ADHD and LD should be listed under multiple disabilities.
- g. **Neurological Disabilities:** A disorder of the body's nervous system that could result in symptoms such as paralysis, muscle weakness, poor coordination, loss of sensation, seizures, confusion, pain and altered level of consciousness, as well as loss of attention and concentration, hyperactivity and poor social skills, including autism spectrum disorders. Students in this category should already be counted in one or more of the disability categories a through e.

[See SIRIS STUDENT element SS170 Disability Status. Note that as of May 2012, this element is not required and cannot be stored at the System Administration level. Unless and until further direction is given, campuses should report all students as "opt out".]

**STUDY ABROAD PROGRAM:** See OVERSEAS ACADEMIC PROGRAM (OAP)

**SUBCAMPUS:** A concept used to allow campuses to report administrative components that are of interest for reporting purposes.

**SUCCESSFUL EDUCATIONAL OUTCOMES (SEO) REPORTS:** See EDUCATIONAL OUTCOMES (EO) REPORTS

**SUNY APPLICATION:** SUNY's own undergraduate application for first-time and transfer admissions. Data is standardized, processed centrally at System Administration, and transmitted to campuses. As of May 2016, the SUNY App is accepted by fifty-two SUNY campuses.

See [www.suny.edu/applysuny](http://www.suny.edu/applysuny) for more information.

**SUNY ID:** A unique identifier assigned by SUNY System Administration to SUNY students and employees. Used for SIRIS matching purposes.

In order to assign a Student SUNY ID, the following data elements are required:

- Student's Local ID
- Date of Birth (required if SSN is not reported)
- Gender
- Last Name (required if first name is blank)
- First Name (required if last name is blank)

See SIRIS Appendix P for more details.

[SIRIS STUDENT element SD040, SIRIS DEGREE element DS025, SIRIS TERM SECTION element TF030, SIRIS TERM SECTION element TE020]

**SUPPORTING DOCUMENTS:** Collection of memoranda and other documents representing SUNY policies regarding the uniform reporting of enrollment, degrees, and student and faculty workload.

For additional information, see <http://system.suny.edu/academic-affairs/mtp/> for a complete listing of MTPs (Memoranda to Presidents) from 1973 to the present.

**SUTRA (State University Tuition Reimbursable Account):** For State-Operated institutions only. SUTRA comprises four separate credit bearing income fund reimbursable types of activities:

- Summer Session (self supporting)
- Overseas Academic Programs (excluding EXCHANGE STUDENTS)

- Contract Courses (see CONTRACT COURSES)
- Academic Year (Fall/Spring) overflow enrollment

See SUPPORTING DOCUMENT “Policy Procedures on State University Tuition Reimbursable Accounts for Credit Bearing Activities” dated May 1993.

**TEACHER CERTIFICATION COURSE:** A course that is a “methods” course, “pre-practicum” course, student teaching course, or other required teacher certification course (other than content-specific courses which are required to teach in a specific field).

[See SIRIS COURSE element CC080]

**TOTAL CREDIT HOURS:** For the term being reported, the number of attempted credit hours associated with courses meeting the reporting standards as defined in SIRIS Appendix O. Courses dropped during the add/drop period are excluded. Included are withdrawals that take place after the CENSUS DATE, REMEDIAL courses with EQUIVALENT CREDIT HOURS, contract and other self-supported credit courses, and any credits attempted under a recognized CROSS-REGISTRATION agreement. Used to determine a student’s workload status (i.e. FULL-TIME STUDENT, PART-TIME STUDENT) when arraying official HEADCOUNT reports.

[SIRIS STUDENT element SE070]

**TRANSFER STUDENT:** An UNDERGRADUATE STUDENT who is enrolled at the reporting institution for the first time in the current term but who has attended another college or university prior to the current term. The actual number of CREDIT HOURS the student is allowed to transfer is not relevant to the distinction between a transfer student and a FIRST-TIME STUDENT, even if no credits were ultimately transferable.

A student who moves from one level of study to another at the same institution (e. g. from an associate’s degree program to a baccalaureate degree program) is not considered a transfer student but rather a TRANSITION STUDENT.

A student who has only changed his or her field of study without changing institutions is not a transfer student as here defined. A student whose previous post-secondary education is only at a non-collegiate institution such as a business school or technical institution should be considered FIRST-TIME STUDENT unless the reporting institution expects to give credit for such activities, in which case the student is a transfer student.

[See SIRIS STUDENT element SE020 HIGHER EDUCATION HISTORY]

**TRANSITION STUDENT:** A student who was initially enrolled in an associate degree program at the reporting institution and is entering a baccalaureate program at the same institution for the first time. Subsequent undergraduate term enrollments should be classified as CONTINUING/RETURNING.

[See SIRIS STUDENT element SE020 HIGHER EDUCATION HISTORY]

**TUITION RATE INDICATOR:** The tuition status of the student in the current term, what tuition rate the student is being charged.

SIRIS reporting codes are as follows:

1 In-district

- 2 Equivalent in-district
- 3 In-state
- 4 Equivalent in-state
- 5 Out-of-state
- 6 Non-tuition

Note that for SIRIS reporting purposes, state-operated institutions cannot report in-district tuition rates. Community colleges should only report in-district tuition rates if they are different from the in-state ones.

[SIRIS STUDENT element SE160]

**UNDERGRADUATE RESEARCH:** An inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline. See [www.cur.org/](http://www.cur.org/) for more information.

**UNDERGRADUATE STUDENT:** A CREDIT COURSE STUDENT who is

(1) in an undergraduate program

OR

(2) not in a program, not accepted by your institution for graduate study in the current term and does not have a graduate degree

OR

(3) not in a program, not accepted by your institution for graduate study in the current term, holds a bachelor's degree and is taking only undergraduate courses.

[See STUDENT LEVEL]

**UNDERREPRESENTED MINORITIES:** Those individuals belonging to a minority group that is underrepresented based on their minority group's representation in the total population. Using this definition and available data on minority representation in New York State – Blacks or African Americans, Hispanics, American Indians or Alaska Natives, and Native Hawaiians or Other Pacific Islanders are classified as underrepresented minorities. Persons of mixed heritage (two or more races) are also underrepresented minorities if one of the races is one of those aforementioned. Asians are not considered to be an underrepresented minority.

[See also RACE]

**(HISTORICALLY) UNDERREPRESENTED:** Refers to groups, in general, who have been denied access and/or suffered past institutional discrimination in the United States. It includes African Americans, Asian Americans, Pacific Islanders, Hispanics or Chicanos/Latinos, and Native Americans. Other groups in the United States currently underrepresented within the population may include but are not limited to other ethnicities; adult learners; veterans; people with disabilities; lesbian, gay, bisexual, and transgender individuals; different religious groups; and those with disadvantaged economic backgrounds.

**UNDERSERVED:** Components of the population comprised of groups or constituents that are disadvantaged in relation to other groups because of social, economic, or structural obstacles that prevent inclusion and access to services. Includes those with disabling conditions.

**UNDOCUMENTED ALIEN:** A student who is not a United States citizen, is currently a resident of the US, and does not hold a valid United States VISA.

Undocumented aliens who have graduated from a NYS high school may be eligible to pay in-state tuition.

To report these students on SIRIS STUDENT, report element SS020 VISA Code = UNDOC. These students, along with Legal Permanent Residents (VISA code = LPR), will be treated as US citizens for SUNY reporting purposes.

**UNKNOWN (HIGHER EDUCATION HISTORY):** A student whose enrollment history is unknown to the institution or a student whose enrollment is temporary or incidental to the institution (e.g. a student enrolling for the first time during a summer term or a cross-registered/overseas exchange student).

[See SIRIS STUDENT element SE020 HIGHER EDUCATION HISTORY]

**UPPER DIVISION COURSE:** A course directed primarily at UPPER DIVISION STUDENTS.

**UPPER DIVISION STUDENT (IN A PROGRAM):** A STUDENT IN A BACCALAUREATE DEGREE PROGRAM who has accumulated more than 60 CREDIT HOURS. An UNDERGRADUATE STUDENT in a diploma, certificate, or associate degree program is always considered a LOWER DIVISION STUDENT.

**VISA CODE:** The VISA type of a non-US citizen (including Legal Permanent Residents).

See SIRIS Appendix H-4 for the list of current, valid codes. This list contains VISA codes assigned by the United States Department of State as well as additional entries to accommodate special situations (e.g. UNDOCUMENTED ALIENS, unknown).

[SIRIS STUDENT element SS020]

**VOCATIONAL PREPARATION:** Courses designed to provide education, training, or retraining in one or more semi-skilled, skilled, technical, or other occupational categories to prepare the student for entrance into a particular chosen vocation, upgrading of present employment opportunity, or achievement of other career goals.

**VOLUNTARY FRAMEWORK OF ACCOUNTABILITY (VFA):** The VFA is an accountability framework for community colleges created by community college leaders and facilitated by the American Association of Community Colleges (AACC). The VFA differs from accountability frameworks traditionally used for 4-year institutions and is meant to capture the unique mission of community colleges and the diversity of student's goals and educational experiences.

**VOLUNTARY SYSTEM OF ACCOUNTABILITY (VSA):** The VSA is a joint project of the Association of Public and Land-grant Universities (APLU) and the American Association of State Colleges and Universities (AASCU) in collaboration with the higher education community designed to increase the accountability and transparency of public 4-year colleges and universities. College Portrait —VSA's signature initiative— is a website that provides information on institutional and student characteristics, attendance costs, student engagement, and educational outcomes of over 260 public colleges and universities nationwide.

**WRITING INTENSIVE:** A course section attribute used to describe when the majority or entirety of the requirements for successful completion of the section involve the student's completing multi-page writing assignments such as journal entries, reports, essays, research papers, etc.

Note that it is not necessary for all of the writing assignments to be graded in order for a section to be considered writing intensive.