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## Institutional Dictionary

### **Administrative Council**

The Administrative Council serves as an advisory group to the President. Composed of the Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Development and Community Relations, Vice President for Student Affairs, Vice President for Enrollment Management, Vice President for Enid, Vice President for Stillwater, Associate Vice President for Physical Operations, Director of Information Technology, Dean of Students (Tonkawa), Dean of Students (Enid), Athletic Director, Director of Development and Donor Relations, the Council's primary function is to provide open discussion of institutional matters on which the President seeks advice and counsel. On most matters, a consensus rather than a formal action may be sought.

### **ACT**

IPEDS definition: ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.

### **Academic Program**

IPEDS definition: An instructional program leading toward an associate, bachelor, master, doctoral, or first-professional degree or resulting in credits that can be applied to one of these degrees.

### **Academic Year**

The period from May of one calendar year to May of the following year during which students attend an educational institution. It includes a summer, fall, and spring term or semester.

### **Accrediting Agencies**

IPEDS definition: Organizations (or bodies) that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

### **Accreditation**

A process whereby a professional association or nongovernmental agency grants recognition to an educational institution for demonstrated ability to meet predetermined criteria for established standards.

### **Alumni**

A graduate or former student of a college.

### **Associate Degree**

An award that normally requires at least 2 but fewer than 4 years of full-time equivalent college work.

Associate in Arts	A two-year degree preparing students for transfer to a four-year institution with a foundational education in liberal arts.
Associate in Science	A two-year degree preparing students for transfer to a four-year institution with a foundation in science, engineering and mathematics.
Associate in Applied Science	A two-year degree designed for students who intend on entering the workforce immediately following graduation.
<b>Board of Regents</b>	The Northern Oklahoma College Board of Regents has a cooperative relationship with the State Regents for Higher Education. The State Regents act as a coordinating board for members of the state system in such areas as program approval and fund allocations. The Northern Oklahoma College Board is empowered with statutory authority for governance of its own institution.
<b>Catalog</b>	The Catalog offers information about the academic programs and support services of the College. Website: <a href="http://northok.publishpath.com/catalog2">http://northok.publishpath.com/catalog2</a>
<b>CIP Code</b>	Classification of Instructional Program Code organized by the National Center for Education Statistics. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
<b>Cohort</b>	A specific group of students established for tracking purposes.
<b>Credit Hours</b>	IPEDS definition: A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
<b>Default Rates</b>	The rate at which debt holders default on the amount of money that they owe.
Cohort Default Period	The phrase “cohort default period” refers to the three-year period that begins on October 1 of the fiscal year when the borrower enters repayment and ends on September 30 of the second fiscal year following the fiscal year in which the borrower entered repayment. Students who enter repayment in 2009 and default in 2009, 2010, or 2011 are reported in 2012.

<b>Degree</b>	IPEDS definition: An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.
<b>Degree Award Date</b>	The date at which a student finishes the coursework necessary to obtain a degree and the educational institution awards the degree.
<b>Developmental Courses</b>	Courses offered to aid students in obtaining the educational information needed to proceed into a college level course.
<b>Distance Learning</b>	The use of technology to offer course instruction to students not necessarily present with the instructor.  <i>Traditional:</i> A class is considered “traditional” when instruction relies solely upon face-to-face instruction with 800 minutes of seat time per credit hour issued.  <i>Web-enhanced:</i> A web-enhanced class is one in which a Learning Management System (e.g. Blackboard) is used for posting notes and/or homework assignments as a supplement to traditional class meetings.  <i>Hybrid:</i> A hybrid class represents a mixture of traditional and online elements with a minimum of 65% face-to-face instructional time and the use of a Learning Management System (e.g. Blackboard) as a supplement for either synchronous or asynchronous learning with the expectation of student interaction with other students and the teacher.  <i>Online:</i> An online class is one in which 75% or more of the instruction occurs through the use of a Learning Management System such as Blackboard.  <i>ITV:</i> Interactive television courses—delivery might be traditional, web-enhanced, or hybrid.
<b>Employees</b>	
Full-time Staff	Persons employed for non-instructional duties for 40 hours a week.
Part-time Staff	Persons employed for non-instructional duties for fewer than 30 hours a week.
Full-time Faculty	Persons employed for instruction of students that teach 15 or more credit hours of course work a semester.

Adjunct	Persons employed for instruction of students that teach between 1-10 credit hours of course work a semester.
<b>Enrollment</b>	
Full-time	Students enrolled in 12 or more credit hours for the semester.
Part-time	Students enrolled in 1-11 credit hours for the semester.
Sophomore	Students with 31-60 credit hours of course work completed.
Freshman	Students with 0-30 credit hours of course work completed.
<b>Executive Council</b>	The Executive Council serves as an advisory group to the President. Composed of the Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Development and Community Relations, Vice President for Student Affairs, Vice President for Enrollment Management, Vice President for Enid, and Vice President for Stillwater, the Council's primary function is to provide open discussion of institutional matters on which the President seeks advice and counsel. On most matters, a consensus rather than a formal action may be sought.
<b>Fall Cohort</b>	IPEDS: The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.
<b>High School Diploma or Recognized Equivalent</b>	IPEDS: A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state specified examination.
<b>Financial Aid</b>	IPEDS: Federal Work Study, grants, loans to students (government and/or private), assistantships, scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans to parents. Website: <a href="http://www.studentaid.gov">www.studentaid.gov</a>

Federal Grants	IPEDS: Transfers of money or property from the Federal government to the education institution without a requirement to receive anything in return. These grants may take the form of grants to the institutions to undertake research or they may be in the form of student financial aid. (Used for reporting on the Finance component)
Pell	(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses. Website: <a href="http://www.studentaid.gov">www.studentaid.gov</a>
Pell Eligible	Students eligible for Pell assistance.
Loans	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents. Website: <a href="http://www.studentaid.gov">www.studentaid.gov</a>
<b>Financial Year</b>	A 12-month period over which a company budgets its spending. The fiscal year is referred to by the date at which it ends. Northern Oklahoma College begins its fiscal year on July 1 and concludes on June 30 in line with the State Regents' and the State of Oklahoma's fiscal year.
<b>Foundation</b>	An institutionally related 501 (c)(3) foundation created to enhance the educational opportunities and environment of the institution. The principal function of the Northern Oklahoma College Foundation is to promote Northern Oklahoma College and the welfare of its programs and students by providing scholarships, loans and other awards as deemed appropriate.
<b>Foundation Grants</b>	Financial support from any external agency which is handled through the Northern Oklahoma College Foundation.
<b>Gender</b>	The sex of the individual.
<b>GPA</b>	Grade point average of a student is a calculation based off of a student's credit hours taken and grades received for those credit hours.
<b>Graduation Rate</b>	IPEDS: The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.

<b>Grants</b>	Non-repayable funds or products (an award) disbursed to a grantee (recipient).
<b>Headcount</b>	The total number of individuals enrolled in the educational institution or program.
<b>High School GPA</b>	A student's weighted or unweighted GPA from his/her high school transcript.
<b>High School Tank</b>	A student's placement in high school compared to peers in the same grade based on GPA.
<b>Higher Learning Commission</b>	The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region.
<b>Institution of Higher Education</b>	A term formerly used in IPEDS and HEGIS to define an institution that was accredited at the college level by an agency or association recognized by the Secretary, U.S. Department of Education. These schools offered at least a one-year program of study creditable toward a degree and they were eligible for participation in Title IV Federal financial aid programs.
<b>IPEDs</b>	The Integrated Postsecondary Education Data System. A system used by the U.S. Department's National Center for Educational Statistics (NCES) that annually gathers information from educational institutions of higher education and vocational institutions that participate in federal student financial aid programs.
<b>Major</b>	A field of study that a student chooses to receive a degree in.
<b>Race/Ethnicity</b>	IPEDS definition: Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens.
American Indian or Alaska Native	IPEDS definition: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian	<p>IPEDS definition: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p>
Black or African American	IPEDS definition: A person having origins in any of the black racial groups of Africa.
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Race and Ethnicity Unknown	The category used to report students or employees whose race and ethnicity are not known.
Non-resident/Alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
<b>Residence</b>	Location at which a student is living.
<b>Retention</b>	IPEDS definition: A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelor's (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.
<b>SIS</b>	Student Information System - a data warehouse that contains all the data related to the institution.
<b>State Grants</b>	A financial award given by the state government to a grantee (recipient residing in the corresponding U.S. state).
<b>Strategic Plan</b>	A systematic process of envisioning a desired future and translating this vision into broadly defined goals or strategies and a sequence of steps to achieve them.

## Student

**Concurrent** Students enrolled in high school and taking college coursework at the same time

**First-time Full-time students** Students enrolled in 15 or more credit hours of course work for the first time at any educational institution.

**First-time Student** IPEDS: A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduation from high school).

**Full-time Student** Students enrolled in 12 or more credit hours a semester.

**Part-time Students** Students enrolled in between 1-11 credit hours a semester.

**Student Handbook** Handbook containing policies and procedures for students at Northern Oklahoma College.  
Website: <http://northok.publishpath.com/student-handbook>

**Time to Degree** Time a student takes to finish a degree. For a two-year institution 100% of time to degree would be two years. For 150% time to degree, time to degree would be three years.

**Title IV Aid** IPEDS: Title IV aid to students includes grant aid, work study aid, and loan aid. These include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan.

**Title IV Institution** IPEDS: An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant [SSIG] and the National Early Intervention Scholarship and Partnership [NEISP] programs).

**Transcript**

An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

**Transfer of Credit**

IPEDS: The policies and procedures used to determine the extent to which educational experiences or courses undertaken by a student while attending another institution may be counted for credit at the current institution.

**Transfer-out Rate**

Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort.

**Tuition**

The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit (NOC charges per credit hour).

**In-state Tuition**

The tuition charged by institutions to those students who meet the state's or institution's residency requirements.

**Out-of-state Tuition**

The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.

**Two-year Institution**

IPEDS: A postsecondary institution that offers programs of at least 2 but fewer than 4 years duration. Includes occupational and vocational schools with programs of at least 1800 hours and academic institutions with programs of fewer than 4 years. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years.

**Unduplicated Headcount**

IPEDS: The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

To offer additions, corrections, or suggestions on definitions, please submit in writing to the Vice-President of Academic Affairs.