DEFINITION OF TERMS
Missouri University of Science and Technology

**ENROLLMENTS**

**Full-time student (undergraduate):** A student enrolled for 12 or more semester credits.

**FTE (Full-Time Equivalent):** An enrollment unit used to represent a student enrolled for a full course of study. It is calculated by dividing total credit hours generated by 12 for undergraduate students and by 9 for graduate students for a semester FTE.

**Freshman:** A first-year undergraduate student.

**First-time, first-year (freshman) student:** A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

**First-time student:** A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

**Graduation Rate:** Rate required for disclosure and/or reporting purposes under Student Right-to-Know. Calculated as the total number of completers within 150 percent of normal time divided by the revised cohort minus any allowable exclusions.

**Headcount:** The count of each student enrolled for one or more courses taken in a semester following the second week of the semester’s start.

**Unclassified/Unclassified Student:** A student who has enrolled in instructional courses but has not been officially accepted into one of the institution’s authorized degree programs.

**Non-degree Seeking Student:** A student that is identified as a student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.
DEFINITION OF TERMS (continued)

Missouri University of Science and Technology

FACULTY AND STAFF

Faculty (Instruction/Research/Public Service): Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principle activity (or activities), and who hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of these academic ranks. This category excludes president, vice presidents, and deans. Also, excluded are faculty on leave without pay.

Executive, Administrative and Managerial: Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision, thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director or the equivalent, as well as officers subordinated to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principle activity is administrative.

Clerical and Secretarial: Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature.

Instructional/Research Assistants: Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research.

Other Professionals (Support/Service): Persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background.

Part-time Faculty: Faculty with less than a 75 percent appointment at the University (UM System).

Service/Maintenance: Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property.
Skilled Crafts: Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Technical and Paraprofessionals: Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training.
**DEFINITION OF TERMS (continued)**

*Missouri University of Science and Technology*

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<th>BUDGET AND FINANCE</th>
<th>Fact Book 2012-13</th>
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<tbody>
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<td><strong>Academic Support (Expenditures) for Public Institutions:</strong></td>
<td><strong>Current Funds Expenditures (and Transfers):</strong> The costs incurred for goods and services used in the conduct of the institution's operations. Includes the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes.</td>
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<td>Expenditures for the support services that are an integral part of the public institution's primary mission of instruction, research or public service. Includes expenditures for libraries, museums, galleries, audiovisual services, academic computing support, ancillary support, academic administration, personnel development and course and curriculum development. Academic support expenditures for public institutions are measured differently than academic support expenses for private institutions because private institutions' academic support expenses include depreciation costs and interest costs in amounts associated with this function. In addition, private institutions exclude amounts of capital expenditures associated with the academic support function that are included in the amounts reported by private institutions but are reported separately by public institutions.</td>
<td><strong>Current Funds Revenues:</strong> Unrestricted gifts, grants and other resources earned during the reporting period and restricted resources to the extent that such funds were expended for current operating purposes. Excludes restricted current funds received, but not expended because these revenues have not been earned.</td>
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<td><strong>Auxiliary Enterprises (Expenditures) for Public Institutions:</strong> Expenditures for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Includes mandatory and non-mandatory transfers. Examples are residence halls, food services, student health services, athletics, and performing arts center. Auxiliary enterprise expenditures are measured differently for public and private institutions. Public institutions include capital expenditure amounts associated with auxiliary enterprise expenditures, but do not include depreciation, interest and operations and maintenance expenses. These amounts are included in private institutions' expenses of auxiliary</td>
<td><strong>General Revenue Funds:</strong> Funds established to receive the major portion of the tax revenues and to pay the regular operating and administrative expenses of most State agencies. (Source: Comptroller's Uniform Statewide Accounting System-Procedure 09.10.20)</td>
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<td>operations.</td>
<td><strong>University Income Funds:</strong> Funds which receive revenues such as course-specific fees and tuition at State-supported institutions of higher education. These funds are appropriated for the support, operation and improvement of State-supported colleges and universities (Source: Comptroller's Uniform Statewide Accounting System-Procedure 09.10.20)</td>
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<td><strong>University Wide Services:</strong> Operations provided centrally that function for the entire University system as opposed to one specific unit.</td>
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DEFINITION OF TERMS (continued)

Missouri University of Science and Technology

OTHER

IPEDS: The Integrated Postsecondary Education Data System conducted by National Center for Education Statistics (NCES). IPEDS began in 1986 and involves annual data collections. Survey data are required from all postsecondary institutions that have a Program Participation Agreement (PPA) with the Office of Postsecondary Education, U.S. Department of Education. IPEDS also requests limited data from approximately 3,000 other schools offering postsecondary education programs.

NCA: North Central Association of Colleges and Schools.

Consumer Price Index (CPI): A measure of the average change in prices over time paid for food, clothing, shelter, transportation, and the other goods and services that people buy for day-to-day living.

Accreditation Board for Engineering and Technology (ABET): Recognized accreditor for college and university programs in applied science, computing, engineering, and technology. ABET is a federation of 29 professional and technical societies representing these fields.

Association to Advance Collegiate Schools of Business (AACSB): As a specialized agency, AACSB International grants accreditation for undergraduate and graduate business administration and accounting programs.