

## Glossary of Terms

**180-Day Graduate Survey:** A survey administered to recent career and technical graduates six months (180 days) following graduation to determine their employment or educational status.

**Adaptive Technology Lab:** provides specialized software and hardware for ACCESS students.

**Census Date:** The designated day in an academic term, after most drops/adds have been completed, when the institution takes official enrollment counts. This is usually the end of the 4th week of classes in the fall and spring and the end of the 2nd week of classes in the summer.

**Colleague:** A database used to maintain and retrieve information on students, financial aid, human resources and finances.

**Continuing Faculty:** Faculty who have completed five consecutive years of teaching at an institution and have been rehired for the sixth year receive a continuous contract. The implication of such a contract is the conditions under which the faculty on the contract can be separated from the institution.

**Degree:** the award conferred by the institution in recognition of successful completion of a program of study. ECC offers the following degrees:

- Associate of Arts (AA): designed for students who plan to complete their first two years of college at ECC then transfer to a four-year college
- Associate of Science (AS): designed for pre-engineering students who plan to complete their first two years at ECC then transfer to the Missouri University of Science & Technology
- Associate of Arts in Teaching (AAT): designed for students interested in teaching who plan to complete their first two years of college at ECC then transfer to a four-year college
- Associate of Fine Arts (AFA): designed for students interested in Fine Arts who plan to complete their first two year at ECC then transfer to a four-year college
- Associate of Applied Science (AAS): a two-year program that prepares students for entry level employment
- Certificate of Achievement (CA): a program that takes between one and two years and prepares students for entry level employment
- Certificate of Specialization (SP): approximately a one-year or less program that prepares students for entry level employment

**Developmental Student:** students enrolled in courses designed to improve their skills before attempting a college-level course. Developmental courses are offered in reading, writing, grammar and mathematics. For a list of developmental courses, refer to the developmental student section.

**DHE:** Missouri Department of Higher Education

### Glossary of Terms (continued)

**Dual Credit:** A secondary student enrolled in dual credit (high school and college credit earned for the same course) coursework at their high school campus. The dual credit program is open to high school juniors and seniors with appropriate test scores and/or coursework. Courses are taught by high school faculty who meet the standard educational requirements for college faculty. Standard tuition and fees are charged at the time of enrollment, and students are entitled to all College privileges and services but are not eligible for financial aid.

**Dual Enrollment:** A secondary student who has not completed a high school diploma, a GED certificate or a home school certificate who is enrolled in credit classes, not including dual credit. Such students are not eligible for financial aid.

**Dual Technical Credit:** similar to Dual Credit students, but courses are offered in a variety of articulated career and technical areas.

**EMSAS (Enhanced Missouri Student Achievement System):** statewide student-level database established by the Missouri Department of Higher Education to assist in strategic planning and policy implementation at both the state and institution level.

**Fall Cohort:** 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.

**First-time, Full-Time, Degree-seeking student:** A student attending any institution for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs. 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).

**FTE (Full Time Equivalent):** A measurement equal to one student enrolled full time for a term or for one academic year. FTE is calculated by taking total credit hours divided by 15. FTE for a full year is calculated by taking 12-months of credit hours/30.

**Full-Time:** A student enrolled for 12 or more semester credit hours.

**Graduation rate:** Based on the fall cohort of full-time, first-time degree/certificate seeking students who complete their program within 150% of normal time to completion (example: full-time, first-time degree/certificate seeking students in the fall of 2001 who have completed their program by August 31, 2004 are included in the 2004 graduation rate).

**IPEDS (Integrated Postsecondary Education Data System):** the core postsecondary education data collection program for the National Center for Education Statistics (NCES). The system is comprised of survey components designed to collect data from all primary providers of postsecondary education. IPEDS is a single, comprehensive system designed to encompass all institutions and education organizations whose primary purpose is to provide postsecondary education.

### Glossary of Terms (continued)

**Minority Student:** Includes students who are American Indian/Alaska Native, Asian, Black/African-American, Hispanic, Native American/Pacific Islander, or two or more races.

**Part-Time:** A student enrolled in less than 12 semester credit hours.

**Student Class:**

-Freshmen: a student who has accumulated less than 30 hours. This includes hours transferred in to ECC.

-Sophomore: a student who has accumulated between 30 and 69 hours. This includes hours transferred in to ECC.

-Other: a student who has accumulated more than 69 hours. This includes hours transferred in to ECC.

**Testing Center:** provides students and faculty with a broad range of testing and proctoring services.

**Testing Center Tutoring:** students who receive tutoring services in the Testing Center.

**The Learning Center (TLC):** a comprehensive student resource center for educational assistance that offers free tutoring in English, math, and other subjects that vary by semester. TLC houses the Testing Center, Reading Center, Adaptive Technology Lab, and open computer lab for academic use.

**Transfer-Out rate:** Students of the *graduation rate cohort* (see definition) who did not complete their program but have transferred to another institution. Institutions are required to report only on those students that the institution knows have transferred to another institution. Documentation must be shown that the student actually transferred.

**Verified Grade:** A student's final grade which has been verified by the Registrar's office. A verified grade can be an A, B, C, D, F, H (audit), P (Pass) or W (Withdraw). Students who withdraw after the 4th week of the semester (2nd week in summer) receive a W or WX (administrative withdraw) grade rather than no mark on their transcript.