

GLOSSARY

2003 INSTITUTIONAL PROFILE

GLOSSARY

Academic Index - Defined by the State as verbal plus math Scholastic Assessment Test scores, divided by ten plus the converted high school rank multiplied by two.

Academic Year - The method by which Ramapo structures its courses, consisting of two semesters which span September through May.

Adjunct - Instructor who is paid per credit to provide instruction for a specific time period.

Applicant - A person who formally applies for admission beginning in a specific term.

Audit - Testing and review of the internal control structure of the institution may be directed to evaluate the financial statements and related fiscal affairs or the economy and efficiency of one or more programs.

Auxiliary Service - Self supporting dedicated enterprise of the college established to furnish goods and services to students, faculty and/or staff for which a fee is charged that may not necessarily equal the costs of the goods and services.

Class Rank - Percentile rank in high school class as provided by the high school.

Cohort - Groups of students entering Ramapo for the first time in a specific semester.

Current Fund - Funds available for current operations may be:

Unrestricted - Those resources available for current operating purposes to fulfill the objectives of the college and that are not limited as to use by any external party.

Restricted - Resources received from donors or other external sources that are limited by such donors as to the specific purposes for which they may be expended.

Degree - An award legally conferred by the college as official recognition of the successful completion of a program of studies.

Discipline - A field of study.

Educational and General - Includes all operations related to instruction, research, public service, academic support, student services, institutional support and plant operations. Excludes all expenditures under auxiliary operations.

Endowment and Similar Funds - Resources in the form of gifts and bequests of permanent trusts from which only the income earned on the invested principal is available for the purpose specified by the donor.

EOF Admit - Student officially admitted to the Educational Opportunity Fund program who meets the official program guidelines.

Ethnicity - (as defined by the Census Bureau)

American Indian/Native Alaskan - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian/Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

Black, non-Hispanic - A person having origins in any of the black racial groups of Africa.

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

White, non-Hispanic - A Caucasian person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Financial Statements - Are intended to assess the financial condition and results of operations, and compare actual financial results with the original annual budget.

Balance Sheet - A statement of assets, liabilities and fund balances as of the reporting date.

Statement of changes in fund balances - Reflects the results of all increases, decreases and transfers affecting each fund.

Statement of current fund revenues, expenditures and other changes - Details the sources and uses of current funds so that the total financial activity for each function is disclosed.

Full-Time Student -

Undergraduate - Registered for 12 or more credits per semester.

Graduate - Registered for 9 or more credits per semester.

Full-Time, First-Time Freshmen - (FTFTF) Students whose last educational experience was in high school and who are registered for 12 or more credits. (Students who completed advanced placement or college coursework during high school or who attended college for the first time in the prior summer term are considered to be freshmen.) FTFTF who enter the College in the same semester are considered to be members of a single cohort.

Fiscal Year - Twelve month period of operation beginning July 1 and ending June 30.

FTE (faculty) - Full time equivalent faculty calculated on the basis of 24 credit hours for the academic year or 12 credit hours for the semester.

FTE (student) -

Undergraduate - Full-time equivalent student calculated on the basis of 32 student credit hours for the academic year or 16 for the semester.

Graduate - Full-time equivalent student calculated on the basis of 24 student credit hours for the academic year or 12 for the semester.

Fund - A self-balancing set of accounts consisting of assets, liabilities and a fund balance.

Graduate - A student who has completed all the college and specific program requirements in a field of study and has earned 128 credits or more, with a grade point average of 2.0 or better.

Graduation Rate - The percent of a particular cohort who earn a degree within 4, 5, 6, or more years following matriculation.

Grant - An award of cash, equipment or services from an outside organization or public agency in response to a request based on a need to renew, expand or develop an existing or new program.

Headcount - Total number of registered students in a particular term based on the official enrollment file.

Loan Funds - Revenues, gifts, bequests and government advances restricted to loans to students generally on a revolving basis.

Major - One of 34 fields of study at Ramapo chosen by a student as his/her area of academic specialization.

Mandatory Transfers - Transfers from current funds that must be made in order to fulfill a binding legal obligation of the institution. Includes mandatory debt-service provisions relating to academic and administrative buildings.

Matriculated - Student who has applied and been admitted as a degree candidate by the Admissions Office and enrolls the semester of admission.

Non-Mandatory Transfers - Transfers from current fund to other fund group made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, quasi-endowment funds, general or specific plant additions, voluntary renewal and replacement of plant prepayment on debt principal.

Non-Matriculated - Student who has not been admitted formally as a degree candidate but is enrolled in credit-bearing coursework.

Non-Tenured - Refers to faculty members who do not hold tenure.

Non-Tenure Track - Faculty member who fills a position but is ineligible for tenure consideration at Ramapo College.

Part-Time Student -

Undergraduate - Registered for 11 or fewer credits per semester.

Graduate - Registered for 8 or fewer credits per semester.

Pre-Matriculant - Students selected by the Admissions Office to begin coursework on a non-matriculated basis for one semester. Students are re-evaluated for matriculation after the fall semester.

Readmit - Matriculated student who interrupts study for two or more semesters and must formally re-apply for admission.

Regular Admit - A freshman admitted as a matriculant who meets all required standards for admission.

Restricted Current Funds - Those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by governing board on unrestricted funds.

Retention Rate - The percent of students in a cohort who re-enroll in any subsequent term.

Semester - An academic term having about 16 weeks for each semester of instruction. There are two semesters in each academic year with additional summer and winter sessions.

Special Admit - A freshman admitted as a matriculant who has not met all required standards for admission but who has satisfied other, special criteria (e.g., sponsorship, project, athlete, etc.).

Stop-out - Matriculated student who reports to the Advisement Center his/her intention to not enroll for one semester, thereby guaranteeing his/her privilege of re-enrollment.

Student Classification -

FR = Freshman	0-28 credits
SO = Sophomore	29-57 credits
JR = Junior	58-85 credits
SR = Senior	86 + credits

Student Credit Hours - Total number of credits for which students have registered in a given semester.

Substitute - A full- or part-time position having a fixed term of employment. May be grant-funded, or the College may elect to fill a faculty or staff vacancy through a short-term, temporary hire.

Tenure - The institutional designation that serves to identify the status of faculty with respect to permanence of appointed position (as defined by the Annual Institutional Profile, 1993-94, Commission on Higher Education, Middle States Association of Colleges and Schools).

Tenure Track - Faculty member who fills a position and is eligible for tenure consideration at Ramapo College.

Transfer of Funds - Amount moved from one group of funds to another to achieve the objectives of the recipient fund.

Transfer Student - Student who has attempted college credit prior to being officially admitted to Ramapo.

Unrestricted Current Funds - All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended.

Volumes - The number of any printed, typewritten, mimeographed, or processed work contained in one binding or portfolio.