

# Data Definitions

compiled by  
The Pace University Banner Reporting/Data Integrity Committee

These definitions are intended as a Banner-specific reference guide to support the Pace community of Banner users when creating or reading their individual reports. The Data Definitions project is ongoing; if you would like to submit terms to be defined by the Banner Reporting/Data Integrity Committee, contact Joy Tatusko [jtatusko@pace.edu](mailto:jtatusko@pace.edu).

Please note, not all Banner tables or modules will be accessible to all users.

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## History of the Banner Reporting/Data Integrity Committee

The Banner Reporting/Data Integrity Committee began as the Banner Reporting Task Force in March 2006. The Task Force was established by Provost Joseph Morreale to address the problems encountered as a result of the implementation of the Banner Student Module. The membership of the original task force was comprised of representatives of the Provost's Cabinet and representatives from appropriate areas of DoIT. A parallel Deans Task Force was established for similar reasons.

The Banner Task Force was eventually merged with the Data Integrity Committee as the goals and the membership of the two groups were closely aligned. It was determined that the primary goal of this combined Committee would be the definition of data terms and labels critical to the reporting process. The definitions would be couched in the context of the Banner environment and appropriate to Pace University.

The membership of the Committee has been broadened to welcome representation of the academic areas that were members of the former Deans Banner Reporting Task Force.

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It is important to note that data definition discussions are ongoing and the definitions will continue to evolve over time.

## Banner Reporting/Data Integrity Committee Membership

Chair - Barbara Pennipede, Assistant Vice President, Planning, Assessment and Institutional Research

<b>Member:</b>	<b>Area:</b>
Jodi Amditis	Scheduling
*Joanna Broda	Graduate Admissions
Ross Christofferson	Center for Academic Excellence
Stacie Cignarale	Lienhard School of Nursing
Marilena E. Coletto	Lienhard School of Nursing
Peter R. Cronin	Seidenberg School of CSIS
Jason A. Diffenderfer	Planning, Assessment & IR; School of Education
Pedro E. Figueroa	Human Resources
Germaine L. Hodges	Lubin School of Business
Marianne M. Hricay	Planning, Assessment & Institutional Research
Steven L. Johnson	Office of Student Assistance
Dana S. Karim	Financial Information Systems
Roch Kelly	Philanthropy
Grace Lamacchia Paris	Dyson College of the Arts and Sciences
*Lisa M. Moscato	Enrollment Management
Althea A. Oenga	Planning, Assessment & Institutional Research
*Gerard T. Pauline	Division of Information Technology
*Barbara Pennipede	Planning, Assessment & Institutional Research
Cira S. Raciti	Lienhard School of Nursing
Said Reda	Division of Information Technology

## Banner Reporting Data Integrity Committee Membership

<b>Member:</b>	<b>Area:</b>
Nilda I. Rodriguez	School of Law
*Christine R. Stephens	Division of Information Technology
*Maria A. Strzelczyk	Office of Student Assistance
*Gerard Tarpey	Division of Information Technology
Joy D. Tatusko	Planning, Assessment & Institutional Research
*Nicole E. Thompson	Financial Information Systems
*Shuana Lavinia Thompson	Financial Information Systems
*Dinesh R. Ulpange	Enrollment Management
*Noel L. Whearty	Financial Aid

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Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
<p><b>Academic Program:</b> An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees. <i>Approved 10/9/07</i></p>	SMAPRLE,SRARECR,S AAADMS,SGASTDN,S HADGMQ	SMRPRLE,SRBRECR,SAR ADAP,SGASTDN,SHRDG MR	Academic Scheduling	SMAPRLE is the original location where one would find Academic Programs defined. Also consider Banner Form = SOACURR. Use tabs for related majors for program. The following forms require an ID number to proceed. Academic Program appear on SRARECR(Recruiting), SAAADMS(Admissions), SGASTDN(General Student), SHADGMQ(Academic History). The program may originate from several areas but this program may continue through SGASTDN and SHADGMQ. The Academic Program may be changed along the way. For instance the Recruiting Program, SRARECR, may not be the same as the Applicants Form, SAAADMS. General Student, SGASTDN, might change as student alters major, program, level, resumes studies, etc. Usually Academic History, SHADEGR, reflects SGASTDN, but not always since the Graduation Audit process may qualify the student for a different major or program. SGASTDN andSHADGMQ allows for multiply programs per student.
<p><b>Academic Year (AY):</b> A Pace AY comprises in sequence the fall, the spring and the summer semesters. For example, AY05 comprises Fall 05, Spring 06 and Summer 06. Exceptions to this usage include those of the Bundy Report and IPEDS which define AY05 as Summer 05, Fall 05, Spring 06. <i>Approved prior to January 2007</i></p>	SOATERM	SOBPTRM_PTRM_CODE	Academic Scheduling & Registrar	Click Next Block Icon. STVPRM supports SOATERM but doesn't provide start and end dates.
<p><b>Academic Year:</b> The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4 1-4 calendar system. <i>Approved prior to January 2007</i></p>	SOATERM	SOBPTRM_PTRM_CODE	Academic Scheduling & Registrar	Click Next Block Icon. STVPRM supports SOATERM but doesn't provide start and end dates.
<p><b>Accelerated Programs:</b> Programs designed so students complete a college program of study in fewer than the usual number of years. <i>Approved prior to January 2007</i></p>	N/A		Academic Deans	Pace Home Page search
<p><b>Accrediting Agencies/Bodies:</b> Organizations 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. <i>Approved prior to January 2007</i></p>	N/A		Provost	Pace Home Page, Index A
<p><b>Accounting Estimates:</b> The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingencies at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates. <i>Approved prior to January 2007 *See also Other Significant Accounting Policies (located at end of Definitions).</i></p>	N/A		Finance and Administration	Controller's Office
<p><b>Additional Location:</b> A location, other than a branch campus, that is geographically apart from the main campus and at which the institution offers at least 50 percent of an educational program. (source: Middle States Commission on Higher Education, <i>Self-Study: Creating a Useful Process and Report</i>) <i>Approved 2/17/09</i></p>	N/A		OPAIR	Per the Middle States definition: Graduate Center, the Law School and Pleasantville
<p><b>Adjunct Faculty:</b> Faculty teaching on a part-time basis serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis who are compensated based upon credits taught. <i>Approved prior to January 2007</i></p>	PEAREVW, PEAFACD,SIAASGN		Assistants to the Dean	Combination of HumanResources and Student Forms. An existing Faculty Workload report is available upon request from Pedro Figueroa or Maria Strzelczyk.

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<b>Adjunct Faculty Practice Educator:</b> In the Lienhard School, the Clinical Practice Educator is a PT professional staff member who works at the Clinical Sites (off site locations) with the undergrad nursing students. These staff members are responsible for the clinical supervision of the nursing students and reinforce the nursing skills and theory taught to them in their nursing lecture classes. Different terminology is used for various part time positions. <i>Approved 11/4/08</i>			Human Resources & Lienhard	
<b>Adjusted Budget:</b> The adopted budget with all permanent and temporary adjustments. <i>Approved 5/8/07</i>	FGIBDST	FGBOPAL	Finance and Administration	
<b>Adopted Budget:</b> The original approved budget. <i>Approved 5/8/07</i>		FGBOPAL	Finance and Administration	BD01 rule code
<b>Admission Deposit:</b> The amount a student pays to secure a place in the institution. This amount is creditable to tuition in the University; however, if a student chooses not to attend Pace, the deposit is not refunded. <i>Approved prior to January 2007</i>	TSICSRV	TBVCSR	Admissions & Bursar	
<b>Admissions (admitted/accepted students):</b> Applicants who have been granted an official offer to enroll in a postsecondary institution. <i>Approved prior to January 2007</i>	SAASUMI, SAAADMS	SARASUM, SARAPPD	Admissions	STVAPDC validation table that supports these forms and tables
<b>Admissions Test Scores:</b> Scores on standardized admissions tests or special admission tests, e.g., ACT, SAT, TOEFL, IELTS, GRE, LSAT, GMAT.	SOATEST	SORTEST	Admissions	Undergraduate = high verbal high math
<b>ACT:</b> 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.	STVTESE	STVTESE	Admissions	Each test has its own code
<b>GMAT:</b> Graduate Management Admission Test	STVTESE	STVTESE	Admissions	Each test has its own code
<b>GRE:</b> Graduate Record Examination	STVTESE	STVTESE	Admissions	Each test has its own code
<b>IELTS:</b> International English Language Testing System	STVTESE	STVTESE	Admissions	Each test has its own code
<b>LSAT:</b> Law School Admission Test	STVTESE	STVTESE	Admissions	Each test has its own code
<b>SAT:</b> Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.	STVTESE	STVTESE	Admissions	Each test has its own code
<b>TOEFL:</b> Test of English as a Foreign Language. The standardized test designed to determine an applicant's ability to benefit from instruction in English. <i>Approved prior to January 2007</i>	STVTESE	STVTESE	Admissions	Each test has its own code
<b>Aged/Trial Balance:</b> In Banner's Student Accounts Receivable module, the practice of dating the charges within the balance of all remaining student accounts; incoming payments are applied to the oldest charges first. <i>Approved 7/7/09</i>			Bursar	

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<b>Alumni:</b> Since 1906, any individual who has received a degree or certificate from Pace Institute, Pace College, or Pace University. This also includes graduates of Briarcliff College, Good Counsel College, and College of White Plains. <b>Approved 2/27/07</b>			Philanthropy	Alumni/ae stored on Banner starting the class of 1985.
<b>Alumni Participation Rate:</b> One of the statistics provided annually by Pace to U.S. News and World Report for its survey. The Alumni Participation Rate, calculated by the Office of Philanthropy, is defined as the total number of undergraduate alumni who made a gift (not a pledge) in a given fiscal year ended, as a percentage of the total number of "alumni of record" (mailable or otherwise reachable) in that fiscal year. <b>Approved 2/27/07</b>			Philanthropy	
<b>Annual Fund/Annual Giving Program:</b> A continuous annual fundraising effort undertaken by the University, designed to gather unrestricted charitable contributions from its various constituencies, particularly alumni, to support general University operations. Solicitation methods typically occur via telephone, direct mail, e-mail, and personal appeals. The annual fund runs on a fiscal year beginning July 1st and ending June 30th. <b>Approved 2/27/07</b>			Philanthropy	
<b>Annual Salary:</b> Full-time faculty and staff salary for the year. Adjuncts are paid for the semester in which they teach. All part time jobs are terminated, but employees stay on the payroll. <b>Approved 11/4/08</b>			Human Resources	
<b>Applicant:</b> An individual who has fulfilled the institution's requirements to be considered for admission and whose application is pending, in committee or has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn by applicant or institution. <b>Approved prior to January 2007</b>	SAASUMI, SAAADMS	SARASUM, SARADAP	Admissions	
<b>Application Fee:</b> That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. <b>Approved prior to January 2007</b>	SAAACKL	SARCHKL	Admissions	
<b>Applied/Unapplied Payments:</b> When payments applied to student charges are in excess, e.g., when there is extra financial aid or after the student drops a class, they are <b>unapplied</b> . Payments are <b>applied</b> when they have fulfilled charges. In Banner, rules can be created to set payments to particular charges, rather than the default practice of applying payments to oldest charges first. Also, some financial aid is not applicable to all charges or is only applicable to a particular academic year, and often may not be used against the oldest charges first. <b>Approved 7/7/09</b>			Bursar	
<b>Area of Knowledge (AOK):</b> is a type or category of an undergraduate Core course. There are currently five different groups of <b>Area of Knowledge</b> , labeled as: AOK1, AOK2, AOK3, AOK4, AOK5. Each group can have multiple courses to choose from and is subject to change from semester to semester. <b>Area of Knowledge</b> courses fulfill a portion of the undergraduate University Core. These courses and/or sections are identified by using attributes as a labeling tool. (see <b>Course/Section Attribute</b> ) <b>Approved 3/4/08</b>	SCAETL, SSAETL	SCRATTR_ATTR_CODE, SSRATTR_ATTR_CODE	Academic Scheduling	Course Attributes filter down to the section so repetition will be apparent. Refer to the STVATTR validation table for values.
<b>Associate's Degree:</b> An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. <b>Approved prior to January 2007</b>	STVDEGC	STVDEGC	Academic Scheduling	Begins with the letter A. See Academic Program

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<b>Attribute:</b> A Banner-defined field and a user-defined code that can be used for identification and categorization of records. <b>Approved 4/14/09; updated 7/7/09</b>			Admissions & Registrar	
<b>Course/Section Attribute:</b> A Banner-defined field and a user-defined code that enables us to categorize or sub-categorize a course or section of a course. Attributes placed on the course level are inherited down to all sections created for that course. However, Banner allows us to uniquely distinguish a section of a course using attributes without affecting the course: ex. "Honors section." Categorizing a course using attributes affords us the capability to search, sort and report via attribute. <b>Approved 3/4/08</b>	SCADETL, SSADETL, STVATTR	SCRATTR, SSRATTR	Academic Scheduling	Heading on these forms are labeled Degree Program Attributes
<b>Student Attribute:</b> A Banner-defined field and a user-defined code that can be used to identify a specific group of students. Often used for grouping students by classification, e.g., for fee generation or priority registration. <b>Approved 4/14/09; updated 7/7/09</b>			Admissions and Registrar	
<b>Attribute Codes:</b> <b>ONPG</b> - On-line programs, whether or not the student is matriculated. <b>Approved 4/10/07</b>	SAAADMS, SGASADD	SARAATT, SGRSATT	Admissions, Academic Deans, Registrar	SAAADMS click Contacts, Cohorts, Attribute tab
<b>Athletically-related Student Aid:</b> Any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics in order to be eligible to receive such assistance. <b>Approved prior to January 2007</b>			Financial Aid	
<b>Audit/Auditing (a class):</b> Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award. <b>Approved prior to January 2007</b>	SHAGRDE	SHRGRDE	Registrar	
<b>Bachelor's Completion Program:</b> Pace University has an Online Accelerated Bachelor's Degree Program. Student must have a minimum of 64 transfer credits or have an associate's degree, with a GPA of 2.5. The degrees are B.S. in Organizational Communications, B.S. in Internet Technologies for eCommerce, and B.S. in Telecommunications. <b>Approved 3/27/07</b>	SAAADMS, SGASADD	SARAATT_ATT_CODE, SGRSATT_ATT_CODE	Admissions & Registrar	Refer to the STVATTS validation table for values.
<b>Bachelor's Degree:</b> An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 years of full-time equivalent college-level work, in satisfaction of the required credits for a particular program. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years. <b>Approved prior to January 2007; updated 6/23/09</b>	STVDEGC	STVDEGC	Academic Scheduling	Begins with the letter B. See Academic Program
<b>Basis of Presentation:</b> The University's financial statements are prepared on the accrual basis of accounting in accordance with standards established by the Financial Accounting Standards Board for external financial reporting by not-for-profit organizations. Accordingly, net assets of the University and changes therein are classified and reported as follows:	N/A		Finance and Administration	



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<p><b>Cash Equivalents:</b> The University considers all highly liquid debt instruments with maturities of three months or less at the time of purchase to be cash equivalents, excepts for those that are purchased by the University's investment managers as part of their investment strategies.</p>	N/A		Finance and Administration	
<p><b>Contributions:</b> Contributions, including unconditional promises to give (pledges), are reported as revenues in the period received or pledged. Contributions with purpose or time restrictions are reported as increases in temporarily restricted net assets and are reclassified to unrestricted net assets when the purpose or time restrictions are met.</p> <p>Contributions subject to donor-imposed stipulations that the corpus be maintained permanently are recognized as increases in permanently restricted net assets.</p> <p>Conditional promises to give are not recognized until they become unconditional, that is when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value. The University reports contributions of plant assets as increases in unrestricted net assets unless the donor places restrictions on their use. Contributions to be received after one year are discounted at a risk-free rate. Amortization of the discount is recorded as additional contribution revenue in accordance with the donor-imposed restrictions, if any, on the contribution. An allowance is recorded for uncollectible contributions based on management's judgment, past collection experience, and other relevant factors. <i>Approved prior to January 2007</i></p>	N/A		Finance and Administration	
<p><b>Budget Adjustment:</b> Adjustments made to the adopted budget can be temporary or permanent. <i>Approved 5/8/07</i></p>	BD02, BD04, BDT rule code		Finance and Administration	
<p><b>Calculation of FTE students:</b> Full Time Equivalent a. Full-time and 1/3 of part-time = FTE. This is used for external surveys. b. FTE of full-time students = head count of full-time students (internal Pace definition). FTE of part-time students = total part-time credits registered, divided by Fall semester average credit load of full-time student. Total FTE = sum of FTE of full-time students and FTE of part-time students. Graduate FTEs are determined by the definition of full-time student in the respective graduate schools. This is used for internal calculations. <i>Approved 11/17/08</i></p>	N/A		OPAIR	
<p><b>Calendar System:</b> The method by which an institution structures most of its courses for the academic year. Pace University follows a semester system. Pace also provides intersessions. <i>Approved prior to January 2007</i></p>	N/A		Provost	
<p><b>Campus:</b> New York City, White Plains, Pleasantville; this includes all the sites. <i>Approved 11/4/08</i></p>	STVCAMP	STVCAMP	Academic Scheduling	See Academic Program.
<p><b>Cash Equivalents: See Basis of Presentation</b></p>				
<p><b>Catalog Term:</b> A student returning to Pace after missing three or more academic years will be subject to the catalog in effect at the term of resumption. This is the <b>catalog term</b>. If the curriculum has been updated during this time, the returning student's catalog term will not match his/her entry term. Related terms: effective term, entry term, returning student. <i>Approved 9/29/09</i></p>				

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<b>Centennial Capital Campaign ("It's Time"):</b> Comprehensive fundraising effort to raise \$100 million between July 1, 2003 and June 30, 2010 for all purposes (endowment, capital, current operations) from all donor sources (trustees, alumni, friends, corporations, foundations) through all appeals and methodologies (major gifts, corporate & foundation giving, the Annual Fund, planned giving, and events). <i>Approved 2/27/07</i>			Philanthropy	
<b>Certificate:</b> A formal award certifying the satisfactory completion of a postsecondary education program, but less than a degree-granting program. <i>Approved prior to January 2007</i>	STVDEGC	STVDEGC	Academic Scheduling	Begins with the letter C. See Academic Program
<b>CIP Code:</b> A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. See <b>Classification of Instructional Programs</b> . <i>Approved 3/4/08</i>	STVMAJR	STVMAJR	Academic Scheduling	
<b>Classification of Instructional Programs (CIP):</b> A six-digit code in the form xx.xxxx that identifies instructional program specialties within education institutions. A taxonomic coding system for secondary and postsecondary instruction programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. <i>Approved prior to January 2007</i>	see CIP Code		Academic Scheduling	
<b>Clock Hour:</b> A unit of measure that represents an hour of training received through direct instruction. Also referred to as contact hour. Pace equates a clock hour with 55 minutes. Related term: Credit hour. <i>Approved 2/3/09</i>			Academic Scheduling	
<b>Cohort:</b> A specific group of students established for tracking purposes. At Pace, a Cohort is not associated with fee generation. <i>Approved 2/13/07; updated 4/14/09</i>	SAAADMS,SGASADD	SARCHRT, SGRCHRT	Admissions, Academic Deans, Registrar	SAAADMS click Contacts,Cohorts,Attribute tab
<b>Collection Year:</b> The academic year in which IPEDS data were collected. Most Institutional Characteristics, Salaries, Fall Staff, Enrollment, and Employees by Assigned Position data are collected for the current year; Completions, Student Financial Aid, and Finance data collections cover the prior year. <i>Approved prior to January 2007</i>	N/A		OPAIR	
<b>Combined Degree Program:</b> A state recognized program that affords a student the opportunity to earn two degrees at different academic levels: an undergraduate and graduate degree vis-à-vis an accelerated program – typically a five-year program. One example is an undergraduate level bachelor's/master's combined so that a student can accelerate the program. <i>Approved 3/4/08; updated 12/16/08</i>	SMAPRLE,STVMAJR	SMRPRLE_PROGRAM,STVMAJR	Academic Scheduling	Available from Academic Scheduling via a Major/Program grid with Combined Program indicator which has more space for notations
<b>Completer:</b> A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred. <i>Approved prior to January 2007</i>	SHADGMQ	SHRDGMR	Graduation Audit	Outcome Status = AW which means Awarded
<b>Completers within 150% of Normal Time:</b> Students who completed their program within 150% of the normal (or expected) time for completion. 6 year graduation rate. <i>Approved prior to January 2007</i>	N/A		OPAIR	

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<b>Concentration:</b> An outline of courses within a major describing the student's area of specialization. When there are several majors in a program, these majors may also be referred to as a Concentration. In Banner, there are two values: one in Major and one in Concentration. <b>Approved 3/25/08; updated 4/28/09</b>	STVMAJR	STVMAJR	Academic Scheduling	THIS DEFINITION IS CURRENTLY UNDER DISCUSSION STVMAJR = Concentration column
<b>Contact Hour:</b> An hour of training received through direct instruction. <b>Approved 2/3/09</b>	SCACRSE	SCBCRSE_CONT_HR_LO W, SCBCRSE_CONT_HR_HI GH	Academic Scheduling	
<b>Contact Hour Activity:</b> Activity that revolves around a structured classroom setting with an instructor presenting materials to students through various styles of presentation- classroom, lab, clinical setting, practicum settings and all training provided on campus. <b>Approved 2/3/09</b>				
<b>Contract:</b> In the context of Special Programs, contracts are the financial agreement for programs with different pricing structures. Examples of such programs are the MA of Finance and the MA of Fine Arts. <b>Approved 10/27/09</b>				
<b>Contributions:</b> See <b>Basis of Presentation</b>				
<b>Control (of Institution):</b> A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control). <b>Approved prior to January 2007</b>	N/A			Pace Home Page search
<b>Course Section:</b> The element of the course which includes day-of-week and meeting times. The identifier is CRN. <b>Approved 9/29/09</b>				
<b>Credit:</b> Recognition of attendance or performance in an instructional activity (course or program) that may be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.	SHATERM,SHAINST, SHACRSE		Registrar	SHATERM and SHAINST credit hour is displayed as overall, institutional, transferred
<b>Credit Course:</b> A course that, if successfully completed, may be applied toward the number of courses required for achieving a degree, first-professional or post-graduate certificate, or other formal award. <b>Approved 2/17/09</b>	SSASECT	SSBSECT	Academic Scheduling	
<b>Credit for Life Experiences (Prior Learning):</b> Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Credit may also be awarded through a credit by examination program.	SHATRNS	SHRTRCE	Registrar	Life Experience Learning portfllo, SHRTRIT_SBGI_CODE=999960
<b>Credit Hour:</b> A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It may be applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Related term: Clock hour, Contact hour <b>Approved 9/25/07</b>				Too many types to be listed as one item.
<b>Credit Hour Activity:</b> The content delivered. Not applicable to Pace. <b>Approved 2/17/09</b>				CAPP

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Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
<p><b>Cross-listed:</b> Generally, one course that can be found in two sections of the catalog; in Banner, two distinct courses that are being taught by one instructor at the same time, satisfying two CRNs. For example, a course may be cross-listed as both a Marketing and a Travel course, or a course may be cross-listed as both a graduate and an undergraduate course. <span style="color: red;">Approved 7/7/09</span></p>				
<p><b>Curriculum:</b> A predefined course outline that must be completed to meet the academic objectives. A curriculum is a formal academic plan for the learning experiences of students in pursuit of a college degree. The term curriculum, broadly defined, includes goals for student learning (skills, knowledge and attitudes); content (the subject matter in which learning experiences are embedded); sequence (the order in which concepts are presented); learners; instructional methods and activities; instructional resources (materials and settings); evaluation (methods used to assess student learning as a result of these experiences); and adjustments to teaching and learning processes, based on experience and evaluation. Although the term curriculum is variably used, this definition is sufficiently inclusive and dynamic to account for the many innovations in the curriculum that involve instructional methods, sequencing, and assessments as well as instructional goals and content, all of which have been implemented in order to improve learning.</p> <p>The use of Curriculum at Pace (within the Banner student system) involves the setting of rules to determine the courses and other requirements that a student needs in pursuit of a college degree or certificate. These rules are part of the CAPP (Curriculum Advising and Program Planning) module within Banner (not yet implemented). The basic ingredient is the student's Program code (a combination of the student's school, degree and major). From this program, the rules of the courses needed to satisfy the student degree requirements can be mapped. The requirements can then be compared to the student's academic history to determine which requirements are still outstanding. <span style="color: red;">Approved 3/25/08</span></p>				
<p><b>Dashboard:</b></p> <p>1. In information technology, a dashboard is a user interface that, somewhat resembling an automobile's dashboard, organizes and presents information in a way that is easy to read. At Pace, the Dashboard allows users to quickly see the daily status of Key Performance Indicators.</p> <p>2. Some products that aim to integrate information from multiple components into a unified display refer to themselves as dashboards. For example, a product might obtain information from the local operating system in a computer, from one or more applications that may be running, and from one or more remote sites on the Web and present it as though it all came from the same source. <span style="color: red;">Approved 12/08/09</span></p>				
<p><b>Data Dictionary:</b> A file or a list that contains all known information about variables such as format, data type, field width, and source.</p>	HELP button on BANNER, Also HelpCenter on the most right of the Main Menu form, GURPDED			HELP Button=Query a form,Place your cursor on a field,Click Help, Click OnlineHelp, Dynamic Help Query or Dynamic Help Edit or Help (Item Properties) GURPDED= is a Banner job to generate the data element dictionary for a particular table or module.
<p><b>Data Mart:</b> A data repository organized for a business functional area or department. The database contains data summarized at multiple levels of granularity and may be designed using relational or multidimensional database structures. <span style="color: red;">Approved 11/10/09</span></p>				

**Data Definitions**  
compiled by the Pace University Banner Reporting/Data Integrity Committee

<b>Definition</b>	<b>Banner Location Form</b>	<b>Banner Location Table</b>	<b>Data Origin</b>	<b>Comments</b>
<b>Data Warehouse:</b> A centralized repository of an organization's data. It is used to support forecasting and decision-making processes across the institution. Banner uses a database that is designed to support typical day-to-day operations via individual user transactions (e.g. registering for a course, entering a financial transaction, etc.). Such systems are generally called operational or transactional systems. A data warehouse complements an existing operational system by providing subject-oriented and analytical capabilities. <b>Approved 11/10/09</b>				
<b>Dataset:</b> A collection of data records.	Object Access Views			MyPaceportal, RePortal, ObjectViewDescriptions and SCT. Pace.Edu, Banner documentation, Click on Module, Object Access:Reporting Guide
<b>Degree/certificate-seeking Students:</b> Students enrolled in courses for credit who are recognized by the institution as seeking a degree or other formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.	SGASTDN, SHADGMR	SGBSTDN,SHRDGMR	Registrar	See Academic Program. Pace doesn't offer vocational or occupational programs; however, certificate awards/programs are granted. Enrollment is determined by viewing SFAREGQ.
<b>Degree/Credential:</b> These terms are interchangeable. An award that is given such as BA, MBA, or MPA. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. <b>Approved 12/4/07</b>	STVDEGC	STVDEGC	Academic Scheduling	See Academic Program. Pace doesn't offer vocational or occupational programs; however, certificate awards/programs are granted.
<b>Diploma:</b> A formal document certifying the successful completion of a prescribed program of studies. <b>Approved 2/17/09</b>				
<b>Disbursed/Memo/Authorized:</b> These terms refer to the status of a payment as it moves into the Accounts Receivable module in Banner. A payment is <b>disbursed</b> when it has been received and moved to Accounts Receivable, whether it was received from Financial Aid or in another form of payment. Aid marked with a <b>memo</b> date or an <b>authorized</b> date is in the final stages of passing through the Financial Aid module and into Accounts Receivable. Accounts Receivable can take <b>memo/authorized</b> payments into account, e.g., bills sent to students will subtract <b>memo/authorized</b> aid from the total owed, with a notation that certain criteria may need to be met in order for the <b>memo/authorized</b> aid to be applied. <b>Approved 7/7/09</b>				
<b>Distance Learning:</b> An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means. At Pace, students can be identified as being in a distance learning curriculum if any of these codes are detected for a given term or range of terms: -Student attribute of (but not only): BCP, CEN, ONDP, T1 through T8 -All registered sections having one or a combination of Schedule Types or Instructional Methods (but not only): BIH=Beth Israel Hospital BOCS=Site, BOCES HNRY=Site: Henry Street HVC = Site: Hudson Valley Center LHH = Site: Lenox Hill Hospital NAC=NACTEL OC=Site: Off Campus VC=Video Conference WA=Web Assisted WWW=World Wide Web ( <b>Approved 3/25/08</b> ) -Course Attribute of (but not only): NCTL = NACTEL	STVCAMP,STVSCHD,S CACRSE,SSASECT	STVCAMP(OC,WWW), SSASECT, STVSCHD(OC,VC,WA,W WW), SCRSCHD,SSBSECT	Academic Scheduling	OC=Off-Site=Affiliation with another school or business; VC=Video Conference Technology; WA=WebAssisted=some classroom meetings; WWW=completely Web

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<b>Division Name:</b> It is called division for staff and for faculty it is school. <b>Home Department</b> reflects the division or school. Staff within a school will use the school as their division. See <b>Home department</b> . <span style="color: red;">Approved 11/4/08</span>			Human Resources	
<b>Doctoral Degree:</b> The highest award a student can earn for graduate study. The Doctor's classification at Pace University includes the DPS, Psy.D and DNP degrees. In addition, Pace University offers the first professional degrees JD and SJD, both of which are on the doctoral level. <span style="color: red;">Approved 3/4/08</span>	STVDEGC	STVDEGC		See Academic Program
<b>Dual Degrees:</b> Two separate and individual degrees of the same academic level, which derive from two different programs taken concurrently. Each degree is awarded individually and separately upon completion. <span style="color: red;">Approved 3/4/08</span>			Academic Scheduling	
<b>Dual Credit:</b> Pace has the High School Bridge Programs. Freshmen with advanced standing. See <b>Dual Enrollment</b> . <span style="color: red;">Approved 3/27/07</span>	SAAADMS,SGASTDN, SHATERM as Transfer	SARADAP,SGBSTDN,SHR DGMR	Admissions	styp_code = H
<b>Dual Enrollment:</b> Students with dual enrollment do not go through an admissions process. They fill out a High School Bridge Form and their high school has to send verification that the student can take the course. <span style="color: red;">Approved 3/27/07</span>				Our HS Bridge program consists of current high school students who either: 1) take a Pace course offered in their local high school or 2) take a Pace course on campus while still in high school. These students would be coded with student type H. From Christopher Tyburski 6/28/07, Documentation placed in students folder
				<i>High School Bridge</i> =HS affiliation with school district that allows the student to take a course and fulfill HS requirement <i>Jump Start Students</i> = May take up to 24 credits toward freshmen year while still a hs student <i>Towards a GED</i> =Need GED as non-matric and when completed 24 credits, Pace transcript would be sent back to HS as a completion to receive HS diploma.
<b>Dual Major:</b> When a student has two majors, but receives one award, or degree. There is an internal code to determine two majors within the same school. A dual major must be approved by the advisor or department chair. <span style="color: red;">Approved 12/18/07</span>	SGASTDN, SHADGMR	SGBSTDN,SHRDGMR		See Academic Program.
<b>Dual Schools:</b> Two degrees with one from each school. <span style="color: red;">Approved 12/18/07</span>	SGASTDN, SHADGMR	SGBSTDN,SHRDGMR		See Academic Program.
<b>E-Class:</b> This is a Human Resources code that denotes employee status such as full-time, part-time, student, faculty, non-college work study, work study, graduate assistant, adjunct and paraprofessional. It is used for reporting to various agencies. A1 = Executive, F2 e-class = faculty, A8 = part time instructors. <span style="color: red;">Updated 11/4/08</span>	PTRECLS	PTRECLS	Human Resources	
<b>Educational offerings:</b> Educational programs offered by postsecondary institutions that are academic, first-professional or continuing professional and qualify as postsecondary education programs. Offerings may include courses of remedial instruction and ESL. <span style="color: red;">Approved 2/17/09</span>	SMAPRLE	SMRPRLE	Academic Scheduling	Also consider Banner Form = SOACURR. Use tabs for related majors for program.
<b>Effective Date:</b> In the case of Student Accounts Receivable, the date when a charge is due. Once the transaction has reached its <b>effective date</b> , it can roll to Finance. For example, when a student pre-registers for courses in April, the <b>effective date</b> for those charges would be the later point in time when the charges are due, e.g., August 10.				
In the case of Payroll, a salary could have a transaction date earlier than the effective date, for instance, a new salary might have an April transaction date and a June effective date.				

## Data Definitions

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Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
<b>Effective Term:</b> The term in which a returning student resumes enrollment with the University. Related terms: catalog term, entry term, returning student. <span style="color: red;">Approved 9/29/09</span>				
<b>Employer Identification Number (EIN):</b> The number assigned to an institution by the Internal Revenue Service for tax purposes.			Human Resources	
<b>Employment Date (benefits):</b> This date refers to the first date the employee is eligible for benefits. <span style="color: red;">Approved 11/4/08</span>			Human Resources	
<b>Employment Services for Current Students:</b> Employment opportunities for Pace students, on or off campus. <span style="color: red;">Approved 3/13/07</span>			Human Resources	
<b>Employment Status:</b> One's employment status is either active or terminated. Leave of absence (L), long term disability, and sabbatical are considered active. Retirees are based on a benefit code. <span style="color: red;">Approved 11/4/08</span>			Human Resources	
<b>Encumbrance:</b> Dollars that are earmarked. We earmark dollars to pay an invoice when we process the order to make sure that the dollars are available. <span style="color: red;">Approved 5/8/07</span>			Finance and Administration	
<b>Enrolled/Enrollment:</b> One of the nine components of IPEDS. This component collects data annually on the number of full- and part-time students enrolled (on a census date in the fall) in Title IV postsecondary institutions in the United States and its outlying areas, by level (undergraduate, graduate, first-professional), and by race/ethnicity and gender of students. Institutions report on students enrolled in courses creditable toward a degree or other formal award; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers; and high school students taking regular college courses for credit. <span style="color: red;">Approved 3/27/07</span>				Submitted by OPAIR
<b>Entering Students (undergraduate):</b> Students coming into the institution for the first time (in the fall term) at the undergraduate level. Includes: students who initially attended in the prior summer term and returned again in the fall; all first time, first-year undergraduate-level students; students transferring into the institution at any undergraduate level for the first time; both full- and part-time students; and all degree- and certificate-seeking as well as non-degree/certificate-seeking students. <span style="color: red;">Approved 3/27/07</span>	SGASTDN	SGBSTDN	Admissions and Registrar	TERM_CODE_ADMIT = FALL TERM being requested; LEVL = 01 (undergraduates)
<b>Entry Term (admit term):</b> The semester for which students have applied, and/or have been accepted, and/or started their studies. If they are on the flat file, they have registered. Examples: Second undergraduate degree - new entry term Coming back and completing degree programs - don't change entry term Going from an associate's to a bachelor's degree - don't change entry term Related terms: effective term, catalog term. <span style="color: red;">Approved prior to January 2007; updated 9/29/09</span>	SAAADMS,SGASTDN	SARADAP, SGBSTDN	Admissions and Registrar	TERM_CODE_ADMIT
<b>Extension Centers:</b> Sites or centers outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary, but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. (source: IPEDS)	STVCAMP	STVCAMP	Academic Scheduling	Campuses not coded 1,2,3 or not coded NYC, PLV, WP. For instance but not only Briarcliff, Graduate Center, Hudson Valley, Midtown

## Data Definitions

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<b>Faculty:</b> Individuals whose primary classification in the University is to teach for-credit programs. They have an appointment or contract. <span style="color: red;">Approved 5/8/07</span>			Human Resources	
<b>Fall Term:</b> The part of the academic year that begins between late August and November 1.	STVRTRM	STVRTRM	Provost	
<b>Federal College Work Study:</b> Provides grants to institutions for partial reimbursement of wages paid to students for part-time employment at the institution or by non-professional agencies who have contracts with the institution. <span style="color: red;">Approved 2/27/07</span>				Contact Financial Aid
<b>Financial Aid:</b> Grants, loans, assistantships, scholarships, fellowships, tuition waivers, tuition discounts, veteran's benefits, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This includes Title IV subsidized and unsubsidized loans made directly to students.				Contact Financial Aid
<b>FIPS (Federal Information Processing Standards):</b> Standardized numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities throughout all federal government agencies.				
<b>First-professional Degree:</b> An award that requires the completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields: I Chiropractic (D.C. or D.C.M.) I Dentistry (D.D.S. or D.M.D.) I Law (L.L.B., J.D.) I Medicine (M.D.) I Optometry (O.D.) I Osteopathic Medicine (D.O.) I Pharmacy (Pharm.D.) I Podiatry (D.P.M., D.P., or Pod.D.) I Theology (M.Div., M.H.L., B.D., or Ordination) I Veterinary Medicine (D.V.M.) - <span style="color: red;">Approved 2/27/07</span>	STVDEGC	STVDEGC	Academic Law School Dean	Example but not only, LLB, JD. See Academic Program
<b>First-Year Student:</b> A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 32 semester hours (in a 128-hour degree program) or less than 900 contact hours. <span style="color: red;">Approved 2/3/09</span>				
<b>Fiscal Period:</b> The fiscal month counting from the beginning of the fiscal year --July 200x eg., Sept is fiscal period 3, June is period 12. <span style="color: red;">Approved 5/8/07</span>			Finance and Administration	
<b>Freshman:</b> First-year, undergraduate student with less than 32 credits enrolled in a matriculated program. Entry term must equal registration term for first-time first-year students (specific group of new incoming freshmen). <span style="color: red;">Approved 2/17/09</span>				



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<b>Full-time/part-time Indicator:</b> This indicator comes from the application form and also from the registration file for credit hours (which indicate whether a student is full-time or part-time). <span style="color: red;">Approved 9/15/07</span>				
<b>Full-time Student:</b> Undergraduate—A student enrolled for 12 or more registered credits, or 12 or more quarter credits, or 24 or more contact hours a week each fall or spring term. *Graduate—A student enrolled for 9 or more semester credits**, or 9 or more quarter credits each fall or spring term, or a student involved in thesis or dissertation preparation that is considered full time by the institution.  * Dyson, Lienhard, School of Education, and Seidenberg consider graduate students full-time when registered for 9 credit hours. Lubin considers graduate students full-time when registered for 12 credit hours. The Law School considers all Law Day (LD) students full-time, all Law students of 12 or more credit hours full-time, and all Law Evening (LE) and Law students of less than 12 credit hours part-time.  ** For financial aid purposes, graduate-level full-time is considered 9 or more credit hours, undergraduate full-time is 12 or more credit hours. <span style="color: red;">Approved 11/17/08</span>				
<b>Graduate Level:</b> This includes postbaccalaureate, master's, post-master's and doctoral levels. 02 - graduate level and 05 - doctorate level. <span style="color: red;">Approved 12/18/07</span>	SOAPCOL,SGASTDN	SORPCOL,SORDEGR,SG BSTDN	Admissions, Registrar	
<b>Graduate Student:</b> A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may, or may not be enrolled in graduate programs. At Pace, a student may be taking graduate level courses on a non-matriculated basis. Graduate students may initiate their studies on a master's level or on a doctoral level. <span style="color: red;">Approved 2/5/08; updated 7/7/09</span>	STVDEGC	STVDEGC	Academic Scheduling	see Academic Programs; 02 = Master's, 05 = Doctoral
<b>Graduating Class 2006:</b> Students completing coursework during Fall 2005 are candidates for January 2006 degree conferral. Students completing coursework during Spring 2006 are candidates for May/June degree conferral. Students completing coursework during Summer 2006 are candidates for September 2006 degree conferral. <span style="color: red;">Approved prior to January 2007</span>	SHADGMQ	SHRDGMR	Graduation Audit part of OSA	Students with outcome status coded AW, awarded, have met the criteria to graduate. PN, pending, have applied for graduation or are still being reviewed. Missing grades might be a major reason. SO, sought, are students who have not applied for the graduation auditing process. The SHRDGMR record originates from SGASTDN form. The completed semester Awarded students usually are not available for approximately 2 months after the semester is over. January awarded available in March; May/June awarded are available in July, and September awarded are available in October.
<b>Higher Education General Information Survey (HEGIS):</b> The Higher Education General Information Survey (HEGIS) system was conducted by the NCES between 1966 and 1985. This system was comprised of several surveys of institutions that were accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These surveys collected institution-level data on such topics as institutional characteristics, enrollment, degrees conferred, salaries, employees, financial statistics, libraries, and others. HEGIS surveys were sent to approximately 3,400 accredited institutions of higher education.				
<b>Home Department:</b> The home department is the primary job of the employee. The employee could have multiple jobs. <span style="color: red;">Approved 11/4/08</span>				
<b>In-state Student:</b> A student who is a legal resident of the state in which he/she attends school.	SAAADMS, SGASTDN	SARADAP_RES_D_CODE, SGBSTDN_RES_D_CODE	Admissions	Reference the STVRES_D validation table for values.

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<u>Definition</u>	<u>Banner Location Form</u>	<u>Banner Location Table</u>	<u>Data Origin</u>	<u>Comments</u>
<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.	N/A			
<b>Institution Affiliation:</b> A classification that indicates whether a private not-for-profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated. Related term: <b>Control</b> (of institution).	N/A			
<b>Interdisciplinary:</b> Interdisciplinary courses are identified by an INT subject code. Interdisciplinary courses combine at least two disciplines into one course for new learning outcomes. They have one roster and submit one grade. A course can be offered in a variety of credit values - typically either 3 credits or 6 credits – subject abbreviation is INT. <b>Approved 3/4/08</b>	STVSUBJ	STVSUBJ	Academic Scheduling	
<b>International:</b> An international student does not have a PR (permanent resident) or RE (refugee) code, but has a visa code. <b>Approved 9/25/07</b>	GOAINTL, SPAPERS	STVVTYP, GORVISA_VTYP_CODE, STVETHN, SPBPERS_ETHN_CODE	Admissions and International Programs and Services Director	Ethnicity is 09, Non-Resident Alien, from STVETHN validation table
<b>Job Status:</b> An employee's job status refers to a specific job. If the job is terminated it does not mean all jobs are terminated. <b>Approved 11/4/08</b>			Human Resources	
<b>Job Termination Reason:</b> The reason the job ended. <b>Approved 11/4/08</b>			Human Resources	
<b>Job Title:</b> The description of what the person is doing. It is inherited from the position number. The position number is different for each semester for adjuncts who hold a pool position (S = Spring, U = Summer, F = Fall, e.g., FXXXX for Fall, SXXXX for Spring). Full-time faculty and staff positions are single positions (a unique number) and are not changed every semester. Related term: <b>Position Number</b> . <b>Approved 11/4/08</b>			Human Resources	
<b>Learning Communities:</b> Linked courses and disciplines designed so that students and their professors experience a coherent and enriched learning environment together. There are two kinds of Learning Communities: 1) Two paired integrated and coordinated courses, each taught by a different professor in a different discipline. Students must register for both sections of the Learning Community, Banner does not link the two courses, OR 2) an interdisciplinary (INT) course taught by a team of two professors from different disciplines and focused on a particular theme.	SCACRSE,SSASECQ			Refer to Course/Section Attribute.
In either case, Learning Communities provide an ideal setting for college students to develop a sense of responsibility and community; an increased interaction among students and faculty; a rich, learning-centered environment; active and collaborative learning; exploration and understanding of diverse perspectives and a deeper understanding of course materials. In general, students who are in a Learning Community in their first year of college have better retention rates. <b>Approved 3/4/08</b>				
<b>Major:</b> A combination of courses and related activities within a program organized for the attainment of specific educational objectives. <b>Approved 7/7/09</b>			Academic Scheduling	

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Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
<b>Matriculated Students:</b> See Degree/certificate-seeking Students.				IPEDS does not offer a definition for matriculated, deferring instead to the institutions.
<b>Minor:</b> A group of courses that satisfies a specific educational objective. A minor is not a degree requirement. It is not required to be registered with the state. <b>Approved 3/25/08; updated 7/7/09</b>			Academic Scheduling	
<b>Nature of Operations:</b> Pace University (the University) is an independent, coeducation, nonsectarian, not-for-profit institution of higher education with campuses in New York City and Westchester County. The University was founded in 1906 and was granted college status in 1948 by the New York State Board of Regents. It is exempt from Federal income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code. The University considers teaching and learning its highest priorities. The University's commitment to the individual needs of students is at the heart of its mission. Offering access and opportunity to qualified men and women, the University embraces persons of diverse talents, interests, experiences, and origins who have the will to learn and the desire to participate in University life. The University offers a wide range of academic and professional programs at the graduate and undergraduate levels in six colleges and schools. The University is accredited by major accrediting entities. <b>Approved prior to January 2007</b>			Finance and Administration	
<b>Noncredit Course:</b> A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. <b>Approved 6/19/07</b>	SCACRSE,SFAREGQ	SCBCRSE, SFRSTCR	Academic Scheduling, Registrar	
<b>Non-degree-seeking Student:</b> A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award. <b>Approved 6/19/07</b>	SAAADMS,SGASTDN	SARADAP, SGBSTDN	Adult Education, Registrar	Refer to STVDEGC for values of ('ND', 'NDM')
<b>Non-tenure Track Faculty:</b> Any faculty, full or part-time, not holding the title of Professor, Associate Professor or Assistant Professor. <b>Approved prior to January 2007</b>			Human Resources	
<b>Normal Time to Completion:</b> The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs. <b>Approved 6/19/07</b>	N/A			
<b>Off-campus Centers (extension centers):</b> Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. (source: IPEDS) <b>Approved prior to January 2007</b>	STVATTR		Academic Scheduling	In Pace vernacular, the terms off-campus and off-site are often used interchangeably to mean off-campus centers.
<b>Operations:</b> The statements of changes in unrestricted net assets distinguish between operating and non-operating activities. Non-operating activities principally include investment return in excess of (or less than) amounts authorized for spending by the University's board of trustees, investment return on funds held by bond trustees, unrealized appreciation (depreciation) in fair value of derivative instruments, loss on defeasance of long-term debt, and other non-recurring transactions. <b>Approved prior to January 2007</b>			Finance and Administration	

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<b>Original Hiring Date:</b> The first date that a person enters into employment with Pace University, which could be as a student without benefits. <i>Approved 11/4/08</i>			Human Resources	
<b>Other Instructional Site:</b> A location, other than a branch campus or additional location, at which the institution offers one or more courses for credit. (source: Middle States Commission on Higher Education, <i>Self-Study: Creating a Useful Process and Report</i> ) <i>Approved 2/17/09</i>				
<b>Part of Term:</b> Programs like NACTEL and CLOUT that have terms that overlap and don't start the same date or end the same date as most other programs. The Law school also starts early. Used for refund rules and registration charges. It is based on a section within a term. <i>Approved 10/9/07</i>	SOATERM		Academic Scheduling & Registrar	Next block twice
<b>Pay Rate:</b> Applies to part-time, or stipend for hourly rate. Each adjunct has a specific rate depending on the school/college in which they teach. They can report two annual salaries if they teach both spring and fall semesters. The Clinical Practice Educator is considered an adjunct. <i>Approved 11/4/08</i>			Human Resources	
<b>Pending Graduation:</b> One of three options in the Degree Status Field: sought, pending, awarded.				
<b>Sought (so):</b> Student is seeking a degree but has not yet applied for graduation.				
<b>Pending (pe):</b> Student has applied for graduation and is in active degree-audit mode.				
<b>Awarded (aw):</b> Student has met degree requirements. <i>Approved 10/27/09</i>				
<b>Permanently Restricted Net Assets:</b> Net assets subject to donor-imposed restrictions that stipulate that they be maintained permanently by the University, but permit the University to expend part or all of the income derived therefrom.			Finance and Administration	
Revenues and gains and losses on investments and other assets are reported as changes in unrestricted net assets unless limited by explicit donor-imposed restrictions or by law. Expenses are reported as decreased in unrestricted net assets. Expiration of temporary restrictions on net assets is reported once net assets are released from restrictions. <i>Approved prior to January 2007</i>			Finance and Administration	

## Data Definitions

compiled by the Pace University Banner Reporting/Data Integrity Committee

Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
<p><b>Person Sensitive/Confidential Data:</b> In the list below, "yes" indicates that the item is confidential, "no" indicates that the item may be released.</p> <ol style="list-style-type: none"> <li>1. Age - yes</li> <li>2. Birth date - day and month not confidential, year is confidential</li> <li>3. Ethnicity - yes</li> <li>4. First name - no</li> <li>5. Foreign tax id - yes</li> <li>6. Full name - no</li> <li>7. Gender - no</li> <li>8. Government ID - yes</li> <li>9. Hispanic, Latino, ethnicity - yes</li> <li>10. ID - no</li> <li>11. Immigration status - yes</li> <li>12. Immigration status date - yes</li> <li>13. Last name - no</li> <li>14. Legacy - no</li> <li>15. Legacy description - no</li> <li>16. Marital status - no</li> <li>17. Marital status description - no</li> <li>18. Medical information - yes</li> <li>19. Middle name - no</li> <li>20. Person UID (internal ID number) - yes</li> <li>21. Primary disability - yes</li> <li>22. Primary disability description - yes</li> <li>23. Primary disability services - yes</li> <li>24. Primary ethnicity - yes</li> <li>25. Primary ethnicity description - yes</li> <li>26. Primary medical condition - yes</li> <li>27. Primary medical condition description - yes</li> <li>28. Primary medical equipment - yes</li> <li>29. Primary medical equipment description - yes</li> <li>30. Primary disability service description - yes</li> </ol>				<p>20. PERSON_UID is the System Generated, unique, internal identification number assigned to this person.</p>
<ol style="list-style-type: none"> <li>31. Primary ethnicity category - yes</li> <li>32. Primary ethnicity category description - yes</li> <li>33. Race - yes</li> <li>34. Race Category - yes</li> <li>35. Race description - yes</li> <li>36. Race category description - yes</li> <li>37. Race category count - yes</li> <li>38. Race count - yes</li> <li>39. Race, ethnicity confirm date - yes</li> <li>40. Race, ethnicity confirm ind - yes</li> <li>41. Religion - yes</li> <li>42. Religion description - yes</li> <li>43. Tax ID - yes <span style="color: red;">Approved prior to January 2007</span></li> </ol>				
<p><b>Philanthropy:</b> Charitable contributions to Pace University from private sources (individuals, estates, corporations, foundations, and other organizations). See separate definition of <b>Contributions</b>. <span style="color: red;">Approved 2/27/07</span></p>			Philanthropy	
<p><b>Placement Services for Program Completers:</b> Assistance for students in evaluating their career alternatives and in obtaining full-time employment upon leaving the institution. <span style="color: red;">Approved 6/19/07</span></p>	N/A		Coop and Career Services	

## Data Definitions

compiled by the Pace University Banner Reporting/Data Integrity Committee

Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
<b>Plant Assets:</b> Plant assets are stated as follows: * Land and land improvements – at cost. * Buildings, building improvements, and leasehold improvements – at cost. * Furniture and equipment – at cost. * Library books – at nominal amount of \$1 per volume.			Finance and Administration	
Depreciation of plant assets is computed on a straight-line basis over their estimated useful lives. No depreciation is computed in the year assets are acquired and a full year's depreciation is computed in the year of disposition. Depreciable lives of land improvements, buildings, building improvements, and leasehold improvements range from 2 years to 20 years. <i>Approved prior to January 2007</i>			Building and Grounds	
<b>Position Number:</b> Job level. The definition of the job classification. There is a single position number for full-time faculty or staff and salary grade that is specific to the job. The position belongs to the department. When there is a pool position number all part-timers have the same position number for that department. Related term: <b>Job Title.</b> <i>Approved 11/4/08</i>			Human Resources	
<b>Postbaccalaureate Certificate:</b> An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but do not meet the requirements of a master's degree. <i>Approved 6/19/07</i>	STVDEGC	STVDEGC		see Academic Programs; 02 = Master's;
<b>Postbaccalaureate Student:</b> A student with a bachelor's degree who is enrolled in graduate-level or first-professional courses. <i>Approved 6/19/07</i>			Academic Scheduling	
<b>Postsecondary Education:</b> The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs. <i>Approved 6/19/07</i>			Admissions	
<b>Postsecondary Education Institution:</b> An institution which has as its sole purpose or one of its primary missions, the provision of postsecondary education. <i>Approved 6/19/07</i>			Admissions	
<b>Program:</b> A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. At Pace, a program may consist of one or multiple majors. Components of a program are school, credential/degree and major. <i>Approved prior to January 2007; updated 10/13/09</i>				
<b>Rate of Faculty (by credit/hourly rate):</b> Each adjunct has a specific rate. They are normally paid by credit hours. <i>Approved 11/4/08</i>				
<b>Returning Student:</b> A student who left the institution and returned at the same level after missing a fall or spring term. For Enrollment Management, a returning/continuing/advanced student is one whose registered term does not equal entry term. <i>Approved 11/17/08</i>				In Banner, the term used is Returning Stop Out (the term used in the legacy system was Resuming).

## Data Definitions

compiled by the Pace University Banner Reporting/Data Integrity Committee

Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
<p><b>Schedule Type:</b> Schedule Type is a field in Banner (as in ISIS) that is used to define a course and/or section of a course type. A course can have multiple schedule types. An example of one course having two different schedule types in the same semester could be one which has both a lecture and a lab. The coding takes place on the section level. An example of a schedule type that would not be different from course to section is Student Teaching or Thesis/Research Project. Schedule Types are not dictated or governed by any body – they are University defined.</p>				
<p><b>Split-Interest Agreements:</b> The University's split-interest agreements with donors consist primarily of irrevocable charitable remainder trusts, for which the University serves as trustee, and charitable gift annuities. Assets associated with such split-interest agreements are included in investments. Contributions are recognized at the date the trusts are established or when funds are transferred from the donor to the University after recording liabilities for the present value of the estimated future payments to be made to the donors and/or other beneficiaries. The liabilities are adjusted annually for changes in the value of the assets, accretion of the discount, and other changes in the estimate of future benefits. Such adjustments are reflected as change in value of split-interest agreements in the accompanying financial statements. <i>Approved prior to January 2007</i></p>				
<p><b>Student Counts (headcount):</b> The number of individuals for whom instruction is provided in an educational program under the jurisdiction of a school or educational institution. This is not a Banner term. <i>Approved 3/25/08</i></p>				
<p><b>Temporary Budget:</b> Temporary adjustment made to the budget. <i>Approved 5/8/07</i></p>				
	BD04 & BDT rule code			
<p><b>Temporarily Restricted Net Assets:</b> Net assets subject to donor-imposed restrictions that will be met either by actions of the University or the passage of time. <i>Approved 5/8/07</i></p>				
<p><b>Termination Reason:</b> The reason for employment termination; could be laid off, retirement, personal reasons, or position elimination. <i>Approved 11/4/08</i></p>				
<p><b>Track:</b> See <b>concentration</b>. The use of <b>track</b> is discontinued and discouraged and has been replaced by <b>concentration</b>. Track is not used in Banner. <i>Approved 4/28/09</i></p>				
<p><b>Transfer-in Student:</b> A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level. The student may transfer with or without credit. <i>Approved 11/17/08</i></p>				
<p><b>Unrestricted Net Assets:</b> Net assets that are not subject to donor-imposed restrictions. <i>Approved prior to January 2007</i></p>				
<p><b>U.S. Government Grants Refundable:</b> Funds provided by the U.S. Government under the Federal Perkins and Nursing Student Loan programs are loaned to qualified students and may be reloaned after collection. These funds are ultimately refundable to the Government and are presented in the accompanying balance sheets as a liability. <i>Approved prior to January 2007</i></p>				

**Data Definitions**  
compiled by the Pace University Banner Reporting/Data Integrity Committee

Definition	Banner Location Form	Banner Location Table	Data Origin	Comments
Year-to-Date (YTD): Actual Revenue and Expenses accumulated to date. <b>Approved 5/8/07</b>				
* <b>Other Significant Accounting Policies:</b> Other significant accounting policies are set forth in the following notes.				
<p><b>Contributions Receivable:</b> Unconditional promises to give are reported in the financial statements as contributions receivable and as revenue of the appropriate net asset class. Contributions receivable due more than one year from the date of the financial statements are recorded net of a discount to reflect the present value of future cash flows.</p>				
<p><b>Investments and Investment Return:</b> Investments are carried at fair value based upon quoted market prices or values provided by the University's external investment managers if no quoted market prices exist.</p>				
<p>Alternative investments are less liquid than the University's other investments and consist of three hedge funds and a fixed income return fund. Such alternative investments are carried at estimated fair values as provided by the investment managers. Those estimated fair values may differ significantly from the values that would have been used had a ready market for those securities existed. These estimated values are reviewed and evaluated by management. <b>Approved prior to January 2007</b></p>				



Appendix 1:  
Validation Codes Relationships to Other Tables  
compiled by Christine Stephens, DoIT

**Appendix 1: Validation Codes Relationships to Other Tables**

12/16/2008	Student Attributes Validation Table	STVATTR	Course Attributes Validation Table	STVSCHD	Schedule Type Validation Table	STVSTYP	Student Type Validation Table	STVCHRT	Cohort Validation Table
BCP	Bachelors Completion Program			BDP	Bachelor's Degree Program			5YEAR	Combined Degree Program
BOCE	Site: Boces	BOCE	Boces Program						
BONY	Bank of NY Cert Program	BONY	Bank of NY -CSIS Cert. Program						
CLOU	Clout	CLOU	Clout	CLT	Clout				
DCIT	DPS in Computing-IT	DCIT	DPS in Computing-IT						
ETPR	Education Technology Prfssnls	ETPR	Education Technology Prfssnls						
		HSB	High School Bridge			H	High School Bridge		
HONO	Honors College Enrolled	HON	Honors						
HP	Honors Program								
LAWD	Law-Day	RLAW	Required Law					JDYEARD1	First Year Law JD - Day
LAWD	Law-Day	RLAW	Required Law					JDYEARD2	Second Year Law JD - Day
LAWD	Law-Day	RLAW	Required Law					JDYEARD3	Third Year Law JD - Day
LAWE	Law-Eve	RLAW	Required Law					JDYEARE1	First Year Law JD - Evening
LAWE	Law-Eve	RLAW	Required Law					JDYEARE2	Second Year Law JD - Evening
LAWE	Law-Eve	RLAW	Required Law					JDYEARE3	Third Year Law JD - Evening
LAWE	Law-Eve	RLAW	Required Law					JDYEARE4	Fourth Year Law JD - Evening
RLFW	Rolling Fellows	RF	Rolling Fellows						
T1	Telecom Tier 1 Pricing	NCTL	Nactel	NAC	Nactel				
T2	Telecom Tier 2 Pricing	NCTL	Nactel	NAC	Nactel				
T3	Telecom Tier 3 Pricing	NCTL	Nactel	NAC	Nactel				
T5	Telecom BS NACTEL Affiliated	NCTL	Nactel	NAC	Nactel				
T7	Telecom - NACTEL - MS in IT	NCTL	Nactel	NAC	Nactel				
TFA	Teach for America	TA	Teach for America						
TFEL	Teaching Fellows	TF	Teaching Fellows						
YEAR	Year Up program	YEAR	Year Up Program						