

Key Business Concept, Term, and Data Element Standards

Version 1.7

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Overview

Objective

This document and related appendices will help to ensure:

- the consistent use and integrity of the institution's data
- the user community has the needed resources to help them understand the various types of data that are maintained and who is responsible for it
- Institutional reporters use data consistently and appropriately
- institutional data is categorized and protected appropriately

Background

This document is meant to supplement the Shared Data Standards and is centered on key ODS reportable shared data. It includes references to Banner as the primary integrated source system for the ODS and is designed to give the reporting community a broader perspective of institutional data.

Definitions

Following are definitions clarifying the difference and relation between business concepts, business terms, and data elements.

A **business concept** explains, reflects and governs business practice. It interprets facts and allows overall understanding of critical University functions. A business concept may encompass a single, or multiple business terms.

A **business term** defines a specific usage of a business concept. A business term always relates to at least one business concept, and may be derived from one or more data elements.

A **data element** is a specific field, or comprised of derived fields, within an enterprise application or database which is used to identify a business term.

Benefits

An established business term standards document will provide numerous benefits for the Northeastern University community.

- 1. **Improved Data Quality:** Naming information consistently, with agreed-upon definitions for business terms and a common set of properties for each term, makes systems and data analysis easier and business intelligence more effective.
- 2. **Enforcement of Standards:** Establishes an agreed-upon standard that allows for monitoring, controlling, and enforcement of adherence to the standards.
- 3. **Consistency in data use:** Implementing a consistent naming and agree-upon definition for business terms across applications leads to consistency in data use.
- 4. **Promote sound and uniform institutional reporting practices:** Having business terms clearly defined allows for consistent and accurate reporting across institutional entities.
- 5. **Reuse of data:** Creating business term standards promotes reuse of data and sharing of information across the Northeastern community.
- 6. **Reduced data redundancy:** Describing business terms and the use of a defined set of properties for each reduces or eliminates the creation of redundant term.
- 7. **Easier data analysis:** Business data custodians and other users will be able to use the business term policy as a vehicle for robust query and report generation.

- 8. **Improved documentation and control:** Managing and maintaining all business terms ensures understanding, consistency, and completeness of the terms over time.
- 9. **Simpler programming:** Using a common set of attributes for each business term and consistent naming ensures that business and programmer analysts can easily identify relevant concepts to support implementation of business requirements.

Matrix of Business Concepts, Terms and Data Elements Defined

	Business Entity Type		
	Business Concept	Business Term	Data Element
Business Entity Defined	explains, reflects and governs business practice. It interprets facts and allows overall understanding of critical University functions. A business concept may encompass a single, or multiple business terms.	defines a specific usage of a business concept. A business term always relates to at least one business concept, and may be derived from one or more data elements.	a specific field, or comprised of derived fields, within an enterprise application or database which is used to identify a business term.
Year	Х		
- Academic Year		Х	
- Award Year		Х	
- Calendar Year		Х	
- Fiscal Year		Х	
- Enrollment Status by Term		X	X
- Online Student Status Per Term		X	
- Online Student Status Per Level		X	
- Application Status		X	
- Decision Status		X	
Faculty	X		
FTE (Full-Time Equivalent)	X		
- FTE Employee Position		X	
- FTE Student		Х	
Cooperative Education	Х		
- Co-op Location		Х	
- Co-op Course		Х	
- Co-op Work Term		Х	
Co-op Job Placement	Х		
Diversity	Х		
- Underrepresented Minority		Х	
- Students of Color		Х	
- IPEDS Race-Ethnicity		X	
Service Learning	X		
Experiential Learning	X		
Experiential Education	X		
Global Experience	X		
- Study Abroad	^	X	
- Dialogue of Civilizations		X	
- Hybrid Class		X	

	Business Entity Type		
	Business Concept	Business Term	Data Element
Business Entity Defined	explains, reflects and governs business practice. It interprets facts and allows overall understanding of critical University functions. A business concept may encompass a single, or multiple business terms.	defines a specific usage of a business concept. A business term always relates to at least one business concept, and may be derived from one or more data elements.	a specific field, or comprised of derived fields, within an enterprise application or database which is used to identify a business term.
- Blended Class		Х	
- Institutional Financial Aid Awarded		Х	
- Institutional Financial Aid Disbursed		Х	
- International Student in the U.S.		Х	

I. Year

1. Year - Definition and Usage

Business Concept A year is a measure of time spanning 12 months and is generally the **Definition:**

highest aggregation of time used to represent trends of business

activities. A year may be measured in multiple methods depending on

the nature of the business activities being considered.

Associated Business Concepts(s)/Term(s): Academic Year, Award Year, Calendar Year, Fiscal Year

Usage by Subject Area:

Subject Area	Default Business Term
Admissions	Academic Year
CPS Admissions	Academic Year
Graduate Admissions	Academic Year
Law Admissions	Academic Year
Undergraduate Admissions	Academic Year
Advancement	Fiscal Year
Cooperative Education	Fiscal Year
Finance	Fiscal Year
Financial Aid	Award Year
Human Resources	Depends on business activity
Benefits, W2's	Calendar Year
Merit Increases, Vacation Time	Fiscal Year
Research	Fiscal Year
Student	Academic Year
Student Accounts	Academic Year

1.1 Academic Year — Definition and Usage

Business Term Definition:

The academic year runs from September through August (except for the School of law—see below), and is comprised of 3-4 full academic terms, depending on the particular academic calendar.

The semester calendar is comprised of three full semesters—Fall, Spring, and Summer Full—and two half semesters—Summer 1 and Summer 2.

The quarter calendar is comprised of four quarters—Fall, Winter, Spring, and Summer. The quarter calendar is used primarily in the College of Professional Studies.

The School of Law uses both quarter and semester calendars. First year J.D. students follow a semester calendar—Fall and Spring—with the academic year beginning in Fall. Second and third year J.D. students and LL.M. students follow a quarter calendar—Summer, Fall, Winter, Spring—with the academic year beginning in Summer.

Business Term Logic: See Academic Year – Reportable Valid Values table in this section.

Business Term Reporting Usage:Highest level of time aggregation for the academic calendar. Used to summarize metrics such as credit hours or student FTE on an annual basis and analyze trends across years.

Source System Banner Student Module

Information: Table and Field Name: STVTERM.STVTERM_ACYR_CODE¹

Source Reporting See Inventory of ODS Custom Reporting Views and related Argos Data

Environment and Blocks released to NU Reporting Community (Appendix B)

Reporting Tool:

Associated

Data Classification: 1 Lock²

ODS Auditing Rules: ODS audits are not currently performed on this term. Source system

audits may be performed at the discretion of the data custodian(s).

<u>Reporting Valid</u> See list of term's valid values on the next page in Reporting Valid Values

Values: section.

¹ STVTERM does not reflect Law academic year structure defined in the document. Law academic year begins in summer e.g., term 201458 is coded academic year 2014, but begins academic year 2015.

² See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

1.1 Academic Year — Reporting Valid Values

Code ³	Description ⁴	Value Defined	Comments
2010	2009-2010	Academic year beginning in Fall 2009 and ending in Summer 2010.	
2011	2010-2011	Academic year beginning in Fall 2010 and ending in Summer 2011.	
2012	2011-2012	Academic year beginning in Fall 2011 and ending in Summer 2012.	
2013	2012-2013	Academic year beginning in Fall 2012 and ending in Summer 2013.	
2014	2013-2014	Academic year beginning in Fall 2013 and ending in Summer 2014.	
2015	2014-2015	Academic year beginning in Fall 2014 and ending in Summer 2015.	

³ Academic year code is the calendar year in which the academic year ends.

⁴ Academic year description provides the range of calendar years spanned by the academic year.

1.2 Award Year — Definition and Usage

Business Term Definition: The financial aid award year is determined based on student level and academic program.

For undergraduate semester students, the award year aligns with the academic year, beginning in the Fall semester and ending in the Summer semester, including both half and full summer terms (Fall, Spring, Summer 1, Full Summer, Summer 2).

For students in the College of Professional Studies, both undergraduate and graduate quarter, the award year begins in the Summer quarter and ends in the Spring quarter (Summer, Fall, Winter, and Spring).

For graduate semester students, the award year is dependent on the academic program. For some programs, the award year aligns with the academic year (Fall, Spring, Summer), but for other programs, the award year begins in the summer (Summer, Fall, Spring).

For students in the School of Law, the award year aligns with the academic year, depending on the student's year in the program. First year J.D. students follow a semester calendar—Fall and Spring—with the academic year beginning in Fall, and the award year is the same. Second and third year J.D. students and LL.M. students follow a quarter calendar—Summer, Fall, Winter, Spring—with the academic year beginning in Summer, and the award year is the same.

Business Term Logic:

See Award Year - Reportable Valid Values table in this section.

Business Term Reporting

Usage:

Highest level of time aggregation for the financial aid subject area. Used to summarize financial aid on an annual basis and analyze trends across years.

Source System Banner Student Module

Information:

STVTERM.STVTERM FA PROC YR

Source Reporting Environment and See Inventory of ODS Custom Reporting Views and related Argos Data Blocks

released to NU Reporting Community (Appendix B)

Associated Reporting

Tool:

1 Lock⁵

ODS Auditing Rules:

Data Classification:

ODS audits are not currently performed on this term. Source system audits

may be performed at the discretion of the data custodian(s).

Reporting Valid Values:

See list of this term's valid values on the next page in Reporting Valid Values

section.

⁵ See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

1.2 Award Year — Reporting Valid Values

Code	Description	Value Defined	Comments
2009	2009-2010	2009 – 2010 Financial Aid Year Beginning July	
		1, 2009 and ending June 30, 2010.	
2010	2010-2011	2010 – 2011 Financial Aid Year Beginning July	
		1, 2010 and ending June 30, 2011.	
2011	2011-2012	2011 – 2012 Financial Aid Year Beginning July	
		1, 2011 and ending June 30, 2012.	
2012	2012-2013	2012 – 2013 Financial Aid Year Beginning July	
		1, 2012 and ending June 30, 2013.	
2013	2013-2014	2013 – 2014 Financial Aid Year Beginning July	
		1, 2013 and ending June 30, 2014.	
2014	2014-2015	2014 – 2015 Financial Aid Year Beginning July	
		1, 2014 and ending June 30, 2015.	

1.3 Calendar Year — Definition and Usage

Business Term Definition:

The calendar year runs from January 1 through December 31.

Sometimes it is necessary to report academic activities on a calendar year basis, in which case academic periods must be correlated to the calendar year. This is accomplished by aligning academic periods to the January 1 through December 31 date range based on the academic period start date.

ate.

For the quarter calendar, the first academic period of the calendar year is Winter, and the last academic period of the calendar year is Fall.

For the semester calendar, the first academic period of the calendar year

is Spring, and the last academic period of the calendar year is Fall.

<u>Business Term Logic:</u> See Calendar Year - Reportable Valid Values table in this section.

<u>Business Term</u> Highest level of time aggregation for the traditional calendar. Used for

Reporting Usage: payroll and tax-related reporting, and other Human Resources

compliance reporting.

Source System Banner Student Module

Information: STVTERM.STVTERM_FA_PROC_YR

Source Reporting See Inventory of ODS Custom Reporting Views and related Argos Data

Environment and Blocks released to NU Reporting Community (Appendix B)

Associated Reporting Tool:

Data Classification: 1 Lock⁶

ODS Auditing Rules: ODS audits are not currently performed on this term. Source system

audits may be performed at the discretion of the data custodian(s).

Reporting Valid See list of this term's valid values on the next page in Reporting Valid

Values: Values section.

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⁶ See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

1.3 Calendar Year — Reporting Valid Values

Code	Description	Value Defined	Comments
2009	2009	Calendar Year Beginning January 1, 2009 and ending December 31, 2009.	
2010	2010	Calendar Year Beginning January 1, 2010 and ending December 31, 2010.	
2011	2011	Calendar Year Beginning January 1, 2011 and ending December 31, 2011.	
2012	2012	Calendar Year Beginning January 1, 2012 and ending December 31, 2012.	
2013	2013	Calendar Year Beginning January 1, 2013 and ending December 31, 2013.	
2014	2014	Calendar Year Beginning January 1, 2014 and ending December 31, 2014.	
2015	2015	Calendar Year Beginning January 1, 2015 and ending December 31, 201.	

1.4 Fiscal Year — Definition and Usage

Business Term Definition:

The fiscal year runs from July 1 through June 30, and is comprised of 12 fiscal periods corresponding to the months July through June, and two additional fiscal periods used for opening (period 00) and closing (period 14) transactions.

Sometimes it is necessary to report academic activities on a fiscal year basis, in which case academic periods must be correlated to the fiscal calendar. This is accomplished by aligning academic periods to the July 1 through June 30 date range based on the academic period start date.

For the quarter calendar, the first academic period of the fiscal year is Summer, and the last academic period of the fiscal year is Spring.

For the semester calendar, the first academic period of the fiscal year is Summer 2, and the last academic period of the fiscal year is Summer 1/Summer Full.

Note that for some financial-related metrics, such as tuition revenue, the Summer Full semester is both the first and last period of the fiscal year, with half attributable to the preceding fiscal year and half attributable to the following fiscal year.

Business Term Logic: See Fiscal Year - Reportable Valid Values table in this section.

Business Term Highest level of time aggregation for the fiscal calendar. Used to summarize **Reporting Usage:** financial metrics such as revenue or expense on an annual basis and analyze trends across years.

Banner Finance Module **Source System**

Information: Banner Advancement Module

> FTVFSYR.FTVFSYR_CODE (Finance) ATVFISC.ATVFISC_CODE (Advancement)

See Inventory of ODS Custom Reporting Views and related Argos Data Blocks **Source Reporting Environment and** released to NU Reporting Community (Appendix B)

Reporting Tool:

Associated

1 Lock⁷ **Data Classification:**

ODS Auditing Rules: ODS audits are not currently performed on this term. Source system audits

may be performed at the discretion of the data custodian(s).

Reporting Valid

See list of this term's valid values on the next page in Reporting Valid Values

Values: section.

⁷ See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

1.4 Fiscal Year — Reporting Valid Values

Code	Description	Value Defined	Comments
10	2010	Fiscal year beginning July 1, 2009 and ending June 30, 2010	Finance
11	2011	Fiscal year beginning July 1, 2010 and ending June 30, 2011.	Finance
12	2012	Fiscal year beginning July 1, 2011 and ending June 30, 2012	Finance
13	2013	Fiscal year beginning July 1, 2012 and ending June 30, 2013	Finance
14	2014	Fiscal year beginning July 1, 2013 and ending June 30, 2014	Finance
2010	Fiscal Year 2010	Fiscal year beginning July 1, 2009 and ending June 30, 2010.	Advancement
2011	Fiscal Year 2011	Fiscal year beginning July 1, 2010 and ending June 30, 2011	Advancement
2012	Fiscal Year 2012	Fiscal year beginning July 1, 2011 and ending June 30, 2012	Advancement
2013	Fiscal Year 2013	Fiscal year beginning July 1, 2012 and ending June 30, 2013	Advancement
2014	Fiscal Year 2014	Fiscal year beginning July 1, 2013 and ending June 30, 2014	Advancement

II. Enrollment Status

2.1 Enrollment Status by Term — Definition and Usage

Business Term Definition:

Categorizes student according to their academic activity for a given term.

Business Term Logic:

Set in Banner Student module for student levels Undergraduate (UG) and

Law (LW) according to the student's pattern of attendance8.

Set in Banner Student module to 'EL' at time of registration for student

levels:

Continuing Education (CP)

CPS - Graduate (GP) CPS - Undergraduate (UP)

Undergrad Specialty Semester (US)

Graduate (GR).

Adjusted based on the student's academic circumstances most frequently involving going out on Co-op and additionally for planned and unplanned Leave of Absences, Study Abroad or Withdrawal from the University.

See Enrollment Status - Reportable Valid Values table in this section.

Business Term Reporting Usage: Used to identify students "in school" (CL, EL, SA) versus "out-of-school" (CO, LA, VA) or to isolate specific populations, such as students engaged

in Co-op (CO) or Study Abroad (SA) activities.

Source System Information: Banner Student Module STVESTS.STVESTS _CODE SFBETRM_ESTS _CODE

Source Reporting

See Inventory of ODS Custom Reporting Views and related Argos Data

Environment and

Blocks released to NU Reporting Community (Appendix B)

<u>Associated</u>

Reporting Tool:

<u>Data Classification:</u> 1 Lock unless Student restricts their FERPA information then 3 Locks⁹

ODS Auditing Rules: See ta

See table in Appendix

Reporting Valid

See list of this term's valid values on the next page in Reporting Valid

Values:

Values section.

⁸ Pattern of Attendance (POA) - Specifies a student's predetermined set of enrollment statuses throughout their course of study. Only Undergraduate (UG) and Law (LW, JD Program) students have a pattern of attendance. Law LLM Program plans to implement POA starting in 2013.

⁹ See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

2.1 Enrollment Status by Term — Reporting Valid Values

Code	Description	Value Defined	Comments
CL	Clinical	Student is registered for a practice-based, for-credit, academic experience, typically in a medical/health-care setting.	Only used for student level 'GR'10
СО	On Coop	Student is in a period of employment in a position related to their academic and/or career interests which provides the opportunity for work experience.	Not used for CPS students (levels 'UP' and 'GP')
EL	Eligible to Register	Student is permitted to register for courses.	
LA	Leave of Absence	Student is voluntarily separated from the university for a temporary time period. Valid types of Leave of Absence (LOA) are: a) General LOA: Student has applied for and has been granted a 'General leave' that is not: Emergency Non-Medical LOA or Emergency Medical LOA or Military LOA. b) Emergency LOA: Granted when a student cannot continue attending class after the start of the term but is confident that he or she will reenroll at the University in a future term. c) Medical LOA: Student is on a leave of absence due to serious illness or injury during the semester. d) Military LOA - Student in the U.S. Reserves or in the National Guard is called to active duty or an international student that is called to active duty in his or her home country.	
NS	New Student No- Show	N/A	Not used
SA	Study Abroad	Student is participating in a program of study outside of the US. Examples include Traditional Study Abroad, Dialogue of Civilizations, N.U.in, BSIB outgoing exchange, and the Three Seas program.	
VA	On Vacation	Student is on a period of suspension of study usually used for rest and recreation. This will be populated in the appropriate summer term(s) according to a student's Pattern of Attendance, i.e., if a student is on vacation in Summer 1 (academic period yyyy40) or Summer 2 (academic period yyyy60), there will be no Enrollment Status for Full Summer (academic period yyyy50), and vice versa.	
WD	Withdrawn After Stats	Student is withdrawn from the University after the last date allowed to drop/add classes according to the academic calendar for reasons including financial, disciplinary, academic, or health.	
WX	Withdrawal Prior to Stats	Student is withdrawn from the University on or before the last date allowed to drop/add classes according to the academic calendar for reasons including financial, disciplinary, academic, or health.	
XX	Not allowed to Register	N/A	Currently not used ¹¹

 $^{^{10}}$ Used for student levels 'UG' and 'GR' prior to Fall 2010 11 Created to assist in the resolution of a student billing issue that existed in the Summer of 2010

III. Online Student

3.1 Online Student Status per Term — Definition and Usage

Business Term Categorizes a student according to the proportion of courses taken online **Definition:**

in a given term. Students may conduct their studies fully or partially

online, or completely on ground.

If a student has no courses with Campus Code VTL (Virtual), then Online **Business Term** Logic:

Status Code is N (Not Online) meaning the student is not registered for

any online courses.

If the number of the student's courses with Campus Code VTL (Virtual) equals the number of courses the student is enrolled for then Online Status Code is F (Fully Online) meaning the student is registered for 100%

online courses.

If the number of the student's courses with Campus Code VTL (Virtual) does not equal the number of courses the student is enrolled for then Online Status Code is P (Partially Online) meaning the student is

registered for both online and on ground courses.

If the record does not match the logic above then Online Status Code is X (Not Registered) meaning the student is not registered for any courses in

the given academic period and online status is not applicable.

Business Term Used in compliance reporting and internal analyses to examine the **Reporting Usage:** University's online education efforts, e.g., counting number of students

enrolled completely online and determining in which academic programs

they are enrolled.

Banner Student Module **Source System** Information: ODS custom calculated field

> (Z NEU STUDENT DAILY VW. ONLINE STATUS CD, Z NEU CENSUS STUDENT VW.ONLINE STATUS CD)

See Inventory of ODS Custom Reporting Views and related Argos Data **Source Reporting**

Environment and

Blocks released to NU Reporting Community (Appendix B)

Associated Reporting Tool:

2 Locks¹² **Data Classification:**

Must be one of the following valid values from the table (F, P, N or X). **ODS Auditing Rules:**

Cannot be null.

Cannot be 'X' if Registered Indicator is 'Y'. Must be 'X' is Registered Indicator is 'N'.

Reporting Valid See list of this term's valid values on the next page in Reporting Valid

Values: Values section.

¹² See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

3.1 Online Student Status per Term — Reporting Valid Values

Code	Description	Value Defined	Comments	
F	Fully Online	Student is registered solely for online		
		courses in the given academic period.		
Р	Partially Online	Student is registered for both online courses		
		and on ground courses in the given		
		academic period.		
N	Not Online	Student is not registered for any online		
		courses in the given academic period.		
Χ	Not Registered	Online status is not applicable. Student is	Value only present when	
		not registered for any courses (online or on	student is not registered	
		ground) in the given academic period.	in any courses.	

3.2 Online Student Status per Level — Definition and Usage

Business Term Definition:

A measure of the proportion of courses taken by a student on line over the course of his/her entire program at a given level¹³

Business Term Logic: New derived field – Proposed logic to derive this information is in the table below:

Derivation Logic for <u>Percent of Online</u> <u>Presence</u>	Online Student Status Per Level (Desc)	
If current Student Level = GP, GR, LW, UC Get current Student Program Find minimum Academic Term where Student Program == current Student Program Find Total Courses Enrolled with Term => minimum Academic Term for Current Student Program Else If current Student Level = UG, US, CP Find Total Courses Enrolled with Student Level == current Student Level Evaluate Courses Enrolled with Campus Code VTL/ Total Courses Enrolled		
IF Courses with Campus Code VTL/ Total Courses =1 All Course Campus = VTL	100% Online	
IF 0.75<= Courses with Campus Code VTL/ Total Courses < 1* 75% or more of courses taken are virtual (but not all)	75-99% Online	
IF 0.5<= Courses with Campus Code VTL/ Total Courses < 0.75 50% or more of courses taken are virtual (but less than 75%)	50-74% Online	
IF 0.25<= Courses with Campus Code VTL/ Total Courses < 0.5 25% or greater, but less than 50%, or courses taken online e	25-49% Online	
IF 0< Courses with Campus Code VTL/ Total Courses < 0.25 Less than 25% of courses are taken virtual	< 25% Online	
IF Courses with Campus Code VTL/ Total Courses =0* No on-line courses are taken	0% Online	

¹³ A program can comprise all courses delivered entirely online, a mix of courses delivered entirely online and partially online, a mix of course entirely online and entirely on-ground, or a mix of courses partially online and entirely on-ground.

Business Term

Reporting

To be used for institutional reporting

Usage:

Source System(s) New proposed calculated field in ODS; see derivation logic in Business Term

Logic section and list of valid values in Reporting Valid Values section

Information:

System of

N/A – new derived field to be implemented; source table does not exist.

Source Validation Table:

<u>Source</u>

N/A – Proposed new field in ODS.

Reporting

Environment(s)

and

Associated Reporting Tool(s):

ReportingN/A – Auditing rules do not currently exist for this field as the field has not yet been created. After the field is available in reporting environment, auditing

<u>Auditing Rules:</u> rules will be created.

Reporting Valid See list of this term's valid values on the next page in Reporting Valid Values

Values: section

<u>Data</u> 2 locks

Classification:

3.2 Online Student Status per Level — Reporting Valid Values

Online Student Status per Level Code	Online Student Status per Level Description	Definition	Comments
6	100% Online	All courses a student is registered for, within a specific program, are Online (VTL)	
5	75-99% Online	75% or more, but not all, of courses a student is registered for, within a specific program, are Online (VTL)	
4	50-74% Online	50% or more, but less than 75%, of courses a student is registered for, within a specific program, are Online (VTL)	
3	25-49% Online	25% or more, but less than 50%, of courses a student is registered for, within a specific program, are Online (VTL)	
2	< 25% Online	Less than 25%, but greater than 0%, of courses a student is registered for, within a specific program, are Online (VTL)	
1	0% Online	No courses a student is registered for, within a specific program, are Online (VTL)	
NA	Not Applicable	Not Applicable what courses a student registered for, within a specific program, are Online (VTL)	
UND	Undefined	Undefined what courses a student is registered for, within a specific program, are Online (VTL)	
UNK	Unknown	Unknown what courses a student is registered for, within a specific program, are Online (VTL)	

IV. Application Status

4.1 Application Status — Definition and Usage

Business TermDefines key stages in an incoming student admissions application that are useful to track for reporting purposes. Changes when all required

decuments are completed when a decision is made when the

documents are completed, when a decision is made, when the

application is under review for a decision.

<u>Business Term Logic:</u> CPS AY does not have a field to store this information. Application

status is discerned by looking at the following fields:

Incomplete has no value in the decision field and completed date field. *Completed* has a value in the completed date field and value in decision

made field.

See Application Status - Reportable Valid Values table in this section. Used to drive call campaigns (incomplete apps, or decision made to

Business Term Used to drive call campaigns (incomplete apps accept who have not enrolled).

Used to calculate rates: completion rate (# of completed apps/total).

<u>Source System</u> AdmitWare, ACES2, AY. When data is loaded to Staging, Application

<u>Information:</u> Status is calculated and stored in STAPPL_APPSTATUS

Banner Admissions Module:

Table - STVAPST

Field - SARADAP_APST_CODE

Source Reporting See Inventory of ODS Custom Reporting Views and related Argos Data

Environment and Blocks released to NU Reporting Community (Appendix B)

Associated

Reporting Tool:

Data Classification: 2 Locks¹⁴

ODG A IIII D I

ODS Auditing Rules: A value must exist for application status.

Must be one of the three Reportable Valid Values below. Cannot be null.

Reporting Valid See list of this term's valid values on the next page in Reporting Valid

<u>Values:</u> Values section.

-

¹⁴ See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

4.1 Application Status — Reporting Valid Values

Code	Description	Value Defined	Comments
С	Complete ready for review	Applicant has all required documents, academic rating and counselor rating, but no decision has been made.	
D	Decision Made	In Process of Clarification with Data Custodian	
I	Incomplete items outstanding	Application is missing some required documents, which may include SAT scores, high school transcripts, or teacher recommendations.	

V. Decision Status

5.1 Decisions Status — Definition and Usage

Business Term Describes the result of the admissions review process unless the **Definition:**

application was withdrawn (which can be initiated either by the

applicant or the University).

Business Term Logic:

Business Term Reporting Usage:

See Decision Status - Reportable Valid Values table in this section. For UG/GR: feeds ACPTCNT which is used to report on number of

accepted students, accept rates, yield (how many accepted that actually

enrolled).

UG: Used to report on applications who are accepted and denied.

In Grad, feeds DEPCNT and MATRICNT (decision code indicates this) to count the number of prospective students who deposit and matriculate.

Source System Information:

Undergraduate: AdmitWare Graduate: ApplyYourself

Law: ACES2

CPS: ApplyYourself

Banner Staging: SAPPDEC APPDEC

Banner Admissions: STVAPDC CODE STVAPDC DESC

Source Reporting

See Inventory of ODS Custom Reporting Views and related Argos Data Blocks released to NU Reporting Community (Appendix B)

Environment and Associated

Reporting Tool:

2 Locks¹⁵ **Data Classification:**

ODS Auditing Rules: If the Application Status = D (Decision Made) then the Decision Status

> must be one of the valid values below, and cannot be null. If the Application Status is C (Complete ready for review) or I

(Incomplete Items Outstanding) or not equal to D (Decision Made) then

Decision Status must be null.

Reporting Valid

See list of this term's valid values on the next page in Reporting Valid

Values:

Values section.

¹⁵ See Appendix A for recommended Data Classification categories by risk level and data type. It will become a University requirement upon successful completion of the Data Classification pilot program.

5.1 Decisions Status — Reporting Valid Values

Code	Description	Value Defined	Comments
AA	Already Admitted	In Process of Clarification with Data	
		Custodian	
AM	Admit	Student admitted for Program and	
		Term applied	
AS	Admit- Special Student	Student admitted to university as a	
		Special Student	
BX	BSIB Exch Stu to ADMI	In Process of Clarification with Data	
	Convert	Custodian	
СТ	Defer	Student was admitted to a term, but	
		decided to defer potential enrollment	
		to a future term	
DA	Deleted Application	In Process of Clarification with Data	
		Custodian	
DC	Deny - Contract	In Process of Clarification with Data	
		Custodian	
DE	Deny	Student denied for Program and term	
		application	
DG	Deny - Global Pathways	Student denied admission to Global	
		Pathways	
DL	Deny - ESL	In Process of Clarification with Data	
		Custodian	
ER	Admit - Express Reg	Student record created through	Only used for
		Express Registration	undergraduate CPS
			non-degree students
EX	Exchange Stu to ADMI	In Process of Clarification with Data	
	Convert	Custodian	
GX	GEO Exch Stu to ADMI	In Process of Clarification with Data	
	Convert	Custodian	
NA	Drop - Not Attending	Student was admitted, decided not to	
		attend	
NI	Drop - Incomplete	In Process of Clarification with Data	
	Application	Custodian	
NR	Admitted No Response Drop	Student admitted, never responded	
		whether or not he/she will attend,	
		admissions dropped student	
NS	New or Transfer No Show	In Process of Clarification with Data	
		Custodian	
PD	Paid Deposit	Student admitted, then paid deposit	
PR	Paid Deposit Withdrew App	Student admitted, then paid deposit,	
		then decided not to attend	
PS	Paid Special	In Process of Clarification with Data	
		Custodian	

PW	Paid Deposit - Deposit Waived	Student admitted, will attend, deposit waived	
RA	Withdrew Application	Student applied, then withdrew application before admissions decision was made	
RC	Admi Convert to Student Record	In Process of Clarification with Data Custodian	
RD	Re-Admit after Drop	In Process of Clarification with Data Custodian	
RM	Admi Convert to Student Manual	In Process of Clarification with Data Custodian	
RS	Admi Convert CPS Grad Special	In Process of Clarification with Data Custodian	
RX	Admi Convert Special Load	In Process of Clarification with Data Custodian	
UG	UG Special or Cross-Reg Stu	In Process of Clarification with Data Custodian	
WL	Waitlist Fall	Student applied for Fall term admissions; has been waitlisted	
WS	Waitlist Spring	Student applied for Spring term admissions; has been waitlisted	
YF	Waitlist Yes	Student on Waitlist	

VI. Faculty

6. Faculty — Definition and Usage

Business Concept Definition:

Faculty are the academic staff of the university: professors of various ranks, lecturers, and/or researchers. A Faculty can be tenured, on track for tenure or non-tenure track in terms of their contract of employment. The faculty role generally encompasses three areas of responsibility: Teaching, Research, and Service. The proportion of time a faculty member allocates in each area may vary from one faculty member to another.

<u>Associated Business</u> <u>Concept(s)/Term(s):</u>

Interdisciplinary Faculty, Part-Time Faculty, Tenure

Key University Users (Unit/Department, Line of Business):

Key University Users	Associated Business Concept(s)/Term(s)_Used	
Human Resources	Interdisciplinary Faculty, Part-Time Faculty, Tenure	
Institutional Research	Interdisciplinary Faculty, Part-Time Faculty, Tenure	
Office of the University Registrar	Interdisciplinary Faculty, Part-Time Faculty, Tenure	

Additional Notes/Comments: N/A

Other Notes/Comments: optional, if needed; if not, becomes invisible.

VII. Full-Time Equivalent (FTE)

7. FTE — Definition and Usage

Business Concept

FTE

Definition:

An FTE is a measurement unit that indicates the workload of an employed person or student in a way that makes work or class loads comparable. The concept is used to convert the hours engaged by a part-time employee or student into the fractional equivalent of hours engaged by a full-time employee or student.

Associated Business

Terms:

FTE Student, or full-time equivalent, is an aggregate measure used to

indicate the number of full-time students that would be equivalent to the

actual enrollment of both full-time and part-time students¹⁶.

FTE Employee
Position¹⁷

The **FTE** for **faculty** and **staff** are based on either a 35 or 40 hour work week. For those who work fewer than the defined maximum for their position or job type, the FTE is calculated as a proportion of their standard work week

divided by the defined maximum for that position/job type.

Usage by Subject Area:

Subject Area	Default Business Term	
Registrar	FTE Student	
Human Resources	FTE Employee Position	
Budget Office	FTE Student, FTE Employee Position	

Correlated Business Concept(s):

Student Enrollment Headcount (Student, Faculty, Staff) Enrollment Status

¹⁶ See FTE Student section for detailed information

¹⁷ At this point FTE Employee Position covers both FTE Staff and FTE Faculty. See FTE Employee Position section for detailed information.

7.1 Employee Position FTE — Definition and Usage

Business Term Definition:

Employee Position FTE is the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule depending on the Employee Class as defined in Banner¹⁸.

Business Term Logic:

Human Resources does not calculate FTE at the level of the individual employee, but for each individual position¹⁹. The FTE calculation in Banner depends on the <u>Number of Standard Hours</u> (Hours *per day multiplied by five*) and the Position Employee Class.

FTE Value	Employee Class Code	Employee Class Code Description	Number weekly Standard Hours
	A7	Administrative Professional 7h	
	07	Office Technical Support 7h	35
	FA	Faculty Tenured/Tenure Track	35
	FB	Faculty Non-Tenure Track	
	A8	Administrative Professional 8h	
	08	Office Technical Support 8h	
1	SV	Facilities Service	40
	СТ	Crafts and Trades	
	PS	Public Safety	
	СР	CPS PT Faculty	
	FP	Faculty Part-Time	> 0
	TP ²⁰	Temporary Non-Student	
	PA	Part-Time Admin Professional	
Number of	A7	Administrative Professional 7h	
standard	07	Office Technical Support 7h	< 35
hours worked/35	FA	Faculty Tenured/Tenure Track	\ 33
workeu/55	FB	Faculty Non-Tenure Track	
	A8	Administrative Professional 8h	
Number of	08	Office Technical Support 8h	
standard hours	SV	Facilities Service	< 40
worked/40	СТ	Crafts and Trades	
	PS	Public Safety	

Note: If an employee has more than one Job record, each job record will be populated with its own FTE based on the ECLs and Number of standard hours. If an employee has one job with interdisciplinary appointments, the FTE value at the Job record level will be the overall FTE based on the ECLs and the number of Standard hours. The Appointments split is populated on a different Table (PPRSKIL), as a Percentage value (PPRSKIL SKLV CODE)

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¹⁸ As one of the following: Administrative professional, office technical support, public safety, facilities service, crafts and trades staff; tenure/tenure track, non-tenure track, Part-time, CPS Part-time faculty, and temporary non-student employees.

¹⁹ FTE is not calculated for Hour Paid/Contracting Employees (TNS and Part Time Faculty). The FTE value is defaulted to 1 in Banner when the number of Hours is > 0.

7.1 Employee Position FTE — Definition and Usage (continued)

Business Term

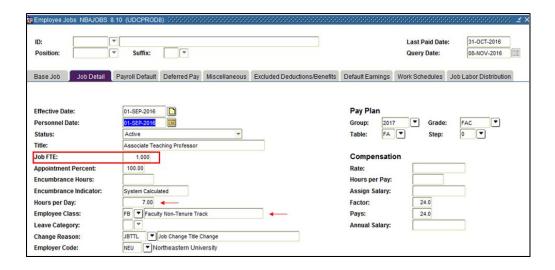
 NA^3

Reporting Usage: Source System(s)

Employee Position FTE is a Banner delivered field located on the NBAJOBS form. The

Information:

field name is Job FTE.



System of Source

N/A

Validation

Table/Field:

Source Reporting Of

ODS: FULL_TIME_EQUIVALENCY_PCT field from EMPLOYEE_POSITION table

Environment(s)

<u>and</u>

Associated

Reporting

Tool(s):

Reporting

reporting in

Environment

HRIS has created auditing rules to ensure the calculations match the table above in

the Business Term Logic section.

Auditing Rules:

<u>Data</u> Classification: 2 lock – The field is not confidential but is not publicly published. When requested,

the need is evaluated before the data is shared. Currently only Human Resources unit

and college/department Key Contacts have access to this information.

Reporting Valid

<u>Values</u>

See list of this term's valid values on the next page in Reporting Valid Values section.

³ Human Resources Management Unit does not report on the Employee Position FTE as defined by Banner. They mainly use a Full-time/Part-time indicator calculated based on the number of hours per Day, the Employee Class and the HR definition of "Full-time". The Office of Institutional Research reports to external agencies (e.g. AAUP, CUPA, etc.) on Faculty FTE per each requestor's own definition which is based on certain number of hours worked

7.1 FTE Employee Position — Reporting Valid Values

Banner calculated field. See "Business Term Logic" section above.

7.2 Student FTE — Definition and Usage

Business Term Definition:

Student FTE , or full-time equivalent, is an aggregate measure used to indicate the number of full-time students that would be equivalent to the actual enrollment of both full-time and part-time students, where full-time students are counted as one FTE and part-time students are counted as less than one FTE as described below.

Business Term Logic:

Effective as of Fall 2016: FTE = (full-time student count) + ((part-time student credits sum)/(full-time credit load))

Full-time students are identified by a value of 'FT' in the Current_Time_Status field in Banner. A student has a Current_Time_Status of 'FT' if s/he is enrolled in credits greater than or equal to the threshold for the student's level, or a single course carrying full-time equivalent²² (e.g. PhD Dissertation Continuation), in a single term in his/her academic level (e.g. College of Engineering Graduate student taking courses in the Fall 2016 Semester).

FTE is calculated in aggregate on all students in a specific academic level who are carrying a less than full-time load (as defined by the Current Time Status field). The sum of all credits taken by such students is divided by the number of credits deemed "full-time" for their academic level. Please refer table below for logic.

Student Level	Current Time Status value	FTE Calculated/Derived Logic
GP , GR, LW, UC,		Value always equal to number of students. 1FTE X by number of
UG, US	= FT	students.
		FTE=Sum of all students
UC, UG, US	<> FT, 99 or NE	Course Credits/ 12
	_	FTE=Sum of all students
GP, GR, LW	<> FT, 99 or NE	Course Credits/8

Example: There are 100 students in the XX Graduate School, with 80 carrying a full-time course load and 20 a part-time load.

The 80 who are full-time result in an FTE of 80. The credits for the other 20 students are then added together and divided by 8 (the threshold to be full-time in that academic unit). The 20 students are taking 112 credits between them. When 112 is divided by 8 the result is 14, meaning that the 20 students are taking the equivalent number of credits taken by 14 full-time students.

14 is then added to 80 and the unit will have an FTE of 94.

For pre-Fall 2016 logic use Office of the Registrar SharePoint site via this link.

Use Census Reporting Archive section on the right and choose the appropriate pre-Fall 2016 term and select the University Summary Report for that year's FTE Student logic.

²² Please see link below for a list of courses included http://www.northeastern.edu/registrar/ref-udc-fulltime.pdf

7.2 Student FTE — Definition and Usage (continued)

Business Term Reporting

Usage:

Student FTE is reported on the Fall *University Summary Report* produced by the Office of the University Registrar for internal University consumption, and may be reported to various external organizations upon request if they do not specify their own method of calculating FTE²³. FTE is often used by other internal offices (e.g. Finance) in ratios defining resources "per student." It is always reported in aggregate and never at the individual student level²⁴.

Source System(s)

Information:

System of Source
Validation
Table/Field:

Does not exist in any system of record but can be derived from Banner student fields and the logic defined above.

While FTE does not exist in Banner, it is derived from the values in the Current_Time_Status field. The Banner validation table for this field is STVTMST

Code	Description
99	Error Calculating Time Status
FT	Full-time
QT	Three Quarter Time
HT	Half-time
LT	Less than half-time
NE	Not Enrolled

Source

NA

Reporting Environment(s)

and

Associated
Reporting
Tool(s):

Reporting NA

Environment
Auditing Rules:

Data 1 lock

Classification:

Reporting Valid

See list of this term's valid values on the next page in Reporting Valid Values

Values: section.

²³ Note that external organizations requesting FTE will define their own method of calculation (e.g. IPEDS), in which case that method will be used instead of the method defined here.

²⁴ Colleges are currently being consulted to see if they have their own internal FTE definitions. This document will be updated upon conclusion of this gap analysis, but have approved the posting of this information.

7.2 Student FTE — Reporting Valid Values

Calculated/derived value. See "Business Term Logic" section above.

VIII. Cooperative Education

8. Cooperative Education Concept — Definition and Usage

Business Concept Definition:

Cooperative education is a type of experiential education where the educational institution cooperates with an occupational field to offer a joint educational program that alternates periods of academic study and workplace practice related to a student's major. The arrangement is conceived as a pedagogical structure that aims to establish an intimate tie between disciplinary theory and occupational practice for the student.

Associated Business
Concept(s)/Term(s):

Experiential Learning, Co-op Work Term

Key University Users (Unit/Department, Line of Business):

Key University Users	Associated Business Concept(s)/Term(s)_Used
Coop Units (Central, MBA, Law, CPS), Academic Units/Colleges	Experiential Learning, Co-op Work Term, Co-op Job Placement

Additional Notes/Comments: N/A

8.1 Co-op Location — Definition and Usage

Business Term Definition:

The geographic location as city, state, and/or country of a given co-op workplace assignment.

Business Term

Logic:

The student confirmed location of where work was/is performed for a given co-op placement.

Business Term Reporting Usage: Reported to determine the geographic distribution of co-op placements:

- By city
- By state(in-state, vs. out of –state: US based)
- By province(in province, vs out of province: Canada based)
- By country (in U.S, vs. not in US based (out of country -international))
- City and State, for In-State and Domestic U.S co-op workplace placements

City and Country, for Global (international) co-op workplace placements.

Source

System(s)
Information:

NUcareers

System of

NUcareers validation tables:

Source Validation ZZ_NEU_SYS_STATES. STATECODE - for states/provinces ZZ_NEU_SYS_COUNTRIES. ID/COUNTRY - for countries.

Table/Fields:

<u>Source</u>

NUcareers, ODS

Reporting

Environment(s) and Associated

Reporting Tool(s):

Data 2 Locks

Classification:

ODS Auditing

 $\ensuremath{\mathsf{ODS}}$ audits are not currently performed on this term. Source system audits

may be performed at the discretion of the Data Custodian(s).

Reporting

Rules:

State and Country values must be in NUCareers for the same fields.

Valid Values:

See list of this term's valid values on the next page in Reporting Valid Values

section

8.1 Co-op Location — Reporting Valid Values

State Codes Valid Values²⁵ are:

AB, AK, AL, AR, AZ, BC, CA, CO, CT, DC, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MB, MD, ME, MI, MN, MO, MS, MT, NB, NC, ND, NE, NH, NJ, NL, NM, NS, NT, NV, NY, OH, OK, ON, OR, PA, PE, PR, QC, RI, SC, SD, SK, TN, TX, UT, VA, VI, VT, WA, WI, WV, WY, YT

Samples of Country Ids and Descriptions are below²⁶

ID	Country	Comments
1	Afghanistan	
2	Akrotiri	
3	Kiribati	
4	Albania	
5	Algeria	
6	Korea, South	
7	American Samoa	
8	Andorra	
9	Kyrgyzstan	
10	Angola	
11	Anguilla	
12	Latvia	
13	Antarctica	
14	Antigua and Barbuda	
15	Lesotho	
16	Timor-Leste	
17	Argentina	
18	Armenia	
19	Liechtenstein	
20	Trinidad and Tobago	

²⁵ Only Codes are available in the ZZ_NEU_SYS_STATES validation table – sourced from NUcareers

²⁶ For complete list contact COOP Central – sourced from NUcareers

8.2 Co-op Course — Definition and Usage

Business Term Definition:

Required introductory course about cooperative education practices, job search, career planning, and workplace norms taught by co-op faculty coordinators to full time students during the academic term prior to their first co-op workplace assignment.

Business Term

Logic:

Full time undergraduates and graduate students intending to be placed on co-op workplace assignment for the first time who are registered into a co-op introductory course. This logic does not encompass students in the College of Professional Studies, Satellite Campuses, Law School or MBA program.

Business Term

Reporting **Usage:**

COOP departments report on their course rosters internally to gauge how many students are expected to go on their first COOP.

Source System(s) Information: This information currently resides in Banner Student module and mostly can be identified by the COURSE TITLE. For more detailed information contact

the Scheduling unit of the Office of the University Registrar²⁷.

Source System **Validation**

Table:

N/A

Source

Reporting Environment(s) and Associated Reporting Tool(s):

ODS information (ODS view.ODS field(s):

Z NEU CLASS DAILY VW. SUBJECT, COURSE NUMBER, TITLE SHORT DESC Z NEU CENSUS CLASS VW. SUBJECT, COURSE NUMBER, TITLE SHORT DESC Z NEU ENROLLMENT DAILY VW. SUBJECT, COURSE NUMBER, TITLE SHORT DESC

Z_NEU_CENSUS_ENROLLMENT_VW. SUBJECT, COURSE_NUMBER,

TITLE SHORT DESC

Argos information (Argos Datablock – Argos Field Name(s): DB ST Class Daily – Subject, Course Number, Title Short Desc DB ST Class Census – Subject, Course Number, Title Short Desc DB ST Enrollment Daily - Subject, Course Number, Title Short Desc DB ST Enrollment Census - Subject, Course Number, Title Short Desc

Reporting **Environment Auditing Rules:** ODS audits are not currently performed on this item. Source system audits

may be performed at a discretion of data custodian(s)

Data 1 Lock

Classification:

Reporting Valid

Values:

N/A

²⁷ Data Administration is currently working with the Scheduling unit to provide the complete list of COOP courses. When this information becomes available it will added to this document.

8.3 Co-op Work Term — Definition and Usage

Business Term Definition:

Period of time that a student is eligible to be on co-op according to his/her assigned Pattern Of Attendance and Year Of Study, approval by a co-op coordinator, and/or documentation indicating the student's co-op placement.

Business Term Logic:

In ODS it is a concatenated field which represents the year and academic term of when a student's co-op placement began. See "Source Reporting Environment(s) and Associated Reporting Tool(s)" section below.

Business Term Reporting Usage: Used, in combination with Work Term Length, to determine period in which a student is on a co-op placement. See table below.

Applicable Academic Term	Work Term Length	Work Term Label used in Reporting	Approximate calendar time frame that student is working on co-op	Academic Period(s) that comprise work term
Fall	4 Month	FL	Sept 1- Dec 18	AY period ending in '10'
Fall	6 Month	S2FL	Jul 5 – Dec18	AY periods ending in '60', '10'
Fall	8 Month			N/A – invalid ²⁸
Fall	S2FL Split	S2FL	Jul 5- Dec18 by association to a second placement of the same student in Summer –S2FL Split	AY period ending in '10'
Spring	4 Month	SP	Jan 2- Apr 30	AY period ending in '30'
Spring	6 Month	SPS1	Jan-2-Jun 30	AY periods ending in '30', '40'
Spring	8 Month	SPSM	Jan 2-Aug 31	AY periods ending in '30', '50'
Spring	SPS1 Split	SP	Jan 2- Jun 30 by association to a second placement of the same student in Summer –SPS1 Split	AY period ending in '30'
Summer	4 Month	SM	May1-Aug 31	AY period ending in '50'
Summer	6 Month			N/A – invalid
Summer	8 Month	SMFL	May 1- December 18	AY periods ending in '50', '10'
Summer	S1 Only	S1	May 1 – Jun 30	AY period ending in '40'
Summer	S2 Only	S2	July 5 – Aug 31	AY period ending in '60'
Summer	S2FL Split	S2FL	July 5- Dec 18 by association to a second placement of the same student in Fall –S2FL Split	AY period ending in '60'
Summer	SPS1 Split	SPS1	Jan 2- Jun 30 by association to a second placement of the same student in Spring –SPS1 Split	AY period ending in '40'

²⁸ Fall 8 month (placement between May – December) used before Fall 2017

Source Orbis, NUcareers, CoopUtilities

System(s)
Information:

System of CoopUtilities in the table MASTER.Sys_AcademicTerms

Source Validation Table:

Source ODS information (ODS view.ODS field):

ReportingZ_NEU_COOP_ALL_PLACEMENTS_VW.Coop_Work_Term_Cd29Environment(s)Z_NEU_COOP_YEAR_END_FREEZE_VW.Coop_Work_Term_CdandZ_NEU_COOP_PLACEMENT_DAILY_VW.Coop_Work_Term_CdAssociatedZ_NEU_ER_COOP_PLACEMENT_VW.Coop_Work_Term_Cd30

Reporting Tool(s):

Reporting ODS audits are not currently performed on this term. Source system audits may

Environment be performed at the discretion of the Data Custodian(s).

Auditing Rules:

Reporting Valid See list of this term's valid values on the next page in Reporting Valid Values

Values: section

Data 1 Lock

Classification:

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²⁹ Co-op term code in Z_NEU_COOP_ALL_PLACEMENTS_VW view is represented by the following taxonomy Four digit year code and a single term name (e.g. 2010 – Fall, 2012 – Summer, 2017 – Spring).

³⁰ Co-op term code in the following views (Z_NEU_COOP_YEAR_END_FREEZE_VW, Z_NEU_COOP_PLACEMENT_DAILY_VW, Z_NEU_ER_COOP_PLACEMENT_VW) are represented by the following taxonomy Academic Term(s) and two digit year (e.g. FL17, FLSM17, S116, SPS109, S2FL13, SM10)

8.3 Co-op Work Term — Reporting Valid Values

Valid Values used in

Z_NEU_COOP_YEAR_END_FREEZE_VW Z_NEU_COOP_PLACEMENT_DAILY_VW Z_NEU_ER_COOP_PLACEMENT_VW Z_NEU_COOP_ALL_PLACEMENTS_VW

See table in Business Term Reporting Usage section above.

IX. Co-op Job Placement

9. Co-op Job Placement — Definition and Usage

Business Concept A confirmed co-op work assignment of a student through the university

<u>Definition:</u> co-op program³¹ for a given co-op work period³².

Associated Business Co-op Work Term, Cooperative Education, Experiential Learning

Concept(s)/Term(s):

Key University Users (Unit/Department, Line of Business):

Key University Users	Associated Business Concept(s)/Term(s)_Used	
Co-op Central and Academic Units/Colleges	Co-op Work Term	

Additional Notes/Comments: N/A

³¹ As of now there are different business processes depending on the student academic unit. Graduate (except the MBA programs) and Undergraduate student co-op job placements are maintained in the NUcareers system by the Co-op Central unit. CPS, Graduate MBA, and Law co-op job placements are managed currently by each unit separately. It is planned to move CPS co-op job placements into the NUcareers system within one year.

³² In the process of being defined in a "Co-op work term" business term.

X. Diversity

10. Diversity — Definition and Usage

Business Concept Definition:

Diversity

"Diversity" has a variety of definitions across the university depending upon the office in question.

For the purposes of this document, diversity is the breakdown of ethnicity and race of applicants, students and/or employees, as derived from their self-reported responses.

The University also considers voluntarily disclosed identity data for the following categories:

- Gender
- Nationality
- Veteran status
- Disability status

The items listed above are reported on by the University both internally or externally.

In addition, diversity is comprised of a number of dimensions of identity which are not collected or tracked by the University, including:

- Sexual orientation,
- Religious/spiritual identity,
- Parental status,
- Socioeconomic status, etc.

Associated Business Concept(s)/Term(s)³³:

<u>Students of Color</u> (SOC), <u>Underrepresented Minority</u> (URM), <u>IPEDS</u> Race/Ethnicity

Usage by Subject Area:

Subject Area	Business Term Used	
Undergraduate Admissions	SOC, URM	
Institutional Research	SOC, URM	

Additional Correlated Business terms and concepts will be further defined in separate documents.

³³ As of the time of this publication (May 11, 2017) the Business Concepts Subgroup determined to have only a business definition for each Associated Business Term/Concept. If the business need arises, we may define each, or all, Terms/Concept separately in accordance with those standards.

10.1 Underrepresented Minority — Definition and Usage

Business Term Definition:

Defined as any student who is not an international citizen and who has self-declared either an ethnicity of Hispanic, or one of the following Races: American Indian/Alaskan, Black or African American, Native Hawaiian/Pacific Islander³⁴ or more than one race³⁵

Business Term

Logic:

Any student who has declared Hispanic ethnicity, or one of the following races after declaring Non-Hispanic ethnicity: African-American, American Indian/Alaska Native, or Native Hawaiian/Pacific Islander³⁶. As stated in Footnote 2, students who select more than one racial category are considered Underrepresented Minority if at least one of the selections is

from the options above.

Business Term Reporting Usage: Used to measure the number of non-white and non-Asian students who

have chosen to declare and ethnicity.

Source System(s) Information:

Banner Student

System of Source Validation Tables: SPBPERS (ethnicity), GORRACE (race)

Source Reporting

Environment(s) and

Associated

Reporting Tool(s):

This information does not exist as a separate field in any system, but can

be derived by following the logic above.

Reporting **Environment Auditing Rules:** ODS audits are not currently performed on this term. Source system audits may be performed at the discretion of the Data Custodian(s).

Reporting Valid Values:

See list of this term's valid values on the next page in Reporting Valid

Values section

Data Classification: 3 Locks

³⁴ This logic has been in place since the start of the Fall 2010 academic terms. Taxonomy prior to this time was based on the following ethnic values found in the STVETHN look-up table in Banner: Unknown, American Indian/Alaskan, Black - Non-Hispanic, Asian/Pacific Islander, Hispanic, International, White - Non-Hispanic, Chose not to declare

³⁵ A student can self-identify as multiple races. A student who selects at least one of the races listed here (and can also select Asian and/or White) is considered an Underrepresented Minority.

³⁶ Institutional Research excludes both International and Unknown from the calculation for IPEDS reporting. For further information please consult the Business Term definition of IPEDS Race-Ethnicity.

10.1 Underrepresented Minority — Reporting Valid Values

SPBPERS – Used for Ethnicity

Code	Description	Comments
1	Not Hispanic or Latino	
2	Hispanic or Latino	
(null)	not recorded	

GORRACE – Used for Race

Code	Description	Comments
1	American Indian/Alaskan	
2	Asian	
3	Black or African American	
4	Native Hawaiian or Pacific Islander	
5	White	
Α	Hispanic	

10.2 Students of Color — Definition and Usage

Business Term Definition:

Defined as any student who is not an international citizen and who has self-declared either an ethnicity of Hispanic, or one of the following Races: American Indian/Alaskan, Asian, Black or African American, Native

Hawaiian/Pacific Islander³⁷ or more than one race³⁸

Business Term Logic:

Any student who has declared Hispanic ethnicity, or one of the following races after declaring Non-Hispanic ethnicity: Asian, African-American, American Indian/Alaska Native, or Native Hawaiian/Pacific Islander³⁹. As stated in Footnote 2, students who select more than one racial category are considered Students of Color if at least one of the selections is from the options above.

Business Term
Reporting Usage:

Used to show how many students, with a declared ethnicity, are non-white.

Source System(s)
Information:

Banner Student

System of Source Validation Tables:

SBPPERS (ethnicity), GORRACE (race)

Source Reporting Environment(s) and This information does not exist as a separate field in any system, but can

be derived by following the logic above.

Associated

Reporting Tool(s):

Reporting Source system audits are performed to ensure that this field is not null

Environment for any student. **Auditing Rules:**

Reporting Valid

See list of this term's valid values on the next page in Reporting Valid

<u>Values:</u> Values section

Data Classification: 3 Locks

³⁷ This logic has been in place since the start of the Fall 2010 academic terms. Taxonomy prior to this time was based on the following ethnic values found in the STVETHN look-up table in Banner: Unknown, American Indian/Alaskan, Black – Non-Hispanic, Asian/Pacific Islander, Hispanic, International, White – Non-Hispanic, Chose not to declare

³⁸ A student can self-identify as multiple races. A student who selects at least one of the races listed here (and can also select White) is considered a Student of Color.

³⁹ Institutional Research excludes both International and Unknown from the calculation for IPEDS reporting. For further information please consult the Business Term definition of IPEDS Race-Ethnicity.

10.2 Students of Color — Reporting Valid Values

SPBPERS – Used for Ethnicity

Code	Description	Comments
1	Not Hispanic or Latino	
2	Hispanic or Latino	
(null)	not recorded	

GORRACE – Used for Race

Code	Description	Comments
1	American Indian/Alaskan	
2	Asian	
3	Black or African American	
4	Native Hawaiian or Other Pacific Islander	
5	White	
Α	Hispanic	

10.3 IPEDS Race/Ethnicity — Definition and Usage

Business Term Definition: The race/ethnicity information voluntarily submitted by each student or

employee is measured against a two-part question from IPEDS (Integrated Postsecondary Education Data System), which first labels a person as Hispanic or non-Hispanic, and then to what race(s) the individual choose to identify as

being a member.

Business Term

Logic:

Race/Ethnicity for students and employees of the university is rolled up via the following method — Hispanic or non-Hispanic as Ethnicity, and then one or more of the following races: American Indian/Alaska Native, Black or African-American, Native Hawaiian/Pacific Islander, White. If a person selects more than one race, then he/she is listed as "Two or more races". If a person does not make a selection, then he/she is labelled as "Race and Ethnicity Unknown".

Business Term Reporting

Usage:

Used for formal reporting to IPEDS.

Source System(s)
Information:

Banner (Student subject area)

System of Source Validation Table:

Banner validation table GORRACE

Source Reporting
Environment(s) and
Associated Reporting

Tool(s):

ODS information (ODS view.ODS field):

Z_NEU_STUDENT_DAILY_VW.IPEDS_ETHNICITY_RACE_CD
Z_NEU_STUDENT_DAILY_VW.IPEDS_ETHNICITY_RACE_NAME

Z_NEU_STUDENT_DAILY_VW.NEW_ETHNIC_IND

Z_NEU_CENSUS_STUDENT_VW. IPEDS_ETHNICITY_RACE_CD Z_NEU_CENSUS_STUDENT_VW. IPEDS_ETHNICITY_RACE_NAME

Z_NEU_CENSUS_STUDENT_VW.NEW_ETHNIC_IND

Argos Information (Argos Datablock – Argos Field Name):

DB ST Student Daily - New Ethnic Ind

DB_ST_Student_Daily - IPEDS_Ethnicity_Race_Cd
DB_ST_Student_Daily - IPEDS_Ethnicity_Race_Name

DB_ST_Student_Census - New_Ethnic_Ind

DB_ST_Student_Census - IPEDS_Ethnicity_Race_Cd
DB_ST_Student_Census - IPEDS_Ethnicity_Race_Name

Reporting Environment

Auditing Rules:

ODS audits are not currently performed on this term. Source system audits

may be performed at the discretion of the Data Custodian(s).

Reporting Valid Values: See list of this term's valid values on the next page in Reporting Valid Values

section

Data Classification: 3 Locks

10.3 IPEDS Race/Ethnicity — Reporting Valid Values

IPEDS Reporting Field			
Value/Code	Label	Logic	
1	Hispanics of any race	Nonresident alien = N, and	
		Hispanic/Latino = Y (this trumps all race categories)	
2	American Indian or Alaska	Nonresident alien = N, and	
	Native	Hispanic/Latino = N or is null, and	
		American Indian or Alaska Native = Y,	
		And all other race categories = N	
3	Asian	Nonresident alien = N, and	
		Hispanic/Latino = N or is null, and	
		Asian = Y,	
		And all other race categories = N	
4	Black or African American	Nonresident alien = N, and	
		Hispanic/Latino = N or is null, and	
		Black or African American = Y,	
		And all other race categories = N	
5	Native Hawaiian or Other	Nonresident alien = N, and	
	Pacific Islander	Hispanic/Latino = N or is null, and	
		Native Hawaiian or Other Pacific Islander = Y,	
		And all other race categories = N	
6	White	Nonresident alien = N, and	
		Hispanic/Latino = N or is null, and	
		White = Y,	
		And all other race categories = N	
7	Two or more races	Nonresident alien = N, and	
		Hispanic/Latino = N or is null, and	
		More than one race category = Y	
8	Nonresident Alien	Indicator for Nonresident alien = Y (this trumps the	
		Hispanic/Latino category and all race categories because for	
		IPEDS we don't report race or ethnicity for nonresident aliens	
		even though we may collect it)	
9	Race and Ethnicity unknown	Indicator for Nonresident alien = N (or is null), and	
		Hispanic/Latino = N or is null, and	
		All race categories = N or are null	

XI. Service Learning

11. Service-Learning — Definition and Usage

Business ConceptService-Learning is a form of Experiential Learning for students and a teaching tool for faculty that purposefully integrates academics and

service to meet classroom and community goals. As part of their coursework, students serve (e.g. direct service, project-based service, and/or other forms of advocacy or engagement) with community partners as a way to learn the course material, with an aim to empower

people and communities locally and globally.

<u>Associated Business</u> <u>Experiential Education, Experiential Learning, Global Experience, Student</u>

<u>Concept(s)/Term(s):</u> Research, <u>Cooperative Education</u>

Key University Users (Unit/Department, Line of Business):

Key University Users	Associated Business Concept(s)/Term(s)_Used
Office of Government Relations and Community Affairs	

Additional Notes/Comments: N/A

XII. Experiential Learning

12. Experiential Learning — Definition and Usage

Business Concept Definition:

Experiential learning is the process of developing knowledge, skills and values through the practice of mindful reflection on the integration of theory and practice in authentic settings (e.g., professional work experience, research, community involvement, co-curricular activities, industry challenges) with real-world opportunities, responsibilities and consequences that enhance the students' abilities to transfer those knowledge, skills and values across new contexts, and prepare them for a lifetime of learning and growth.

<u>Associated Business</u> Concept(s)/Term(s): Experiential Education, Service Learning, Global Experience, Student

Research, Cooperative Education, Study Abroad

Key University Users (Unit/Department, Line of Business):

Key University Users	Associated Business Concept(s)/Term(s)_Used	
Institutional Research	Experiential Education, Service Learning, Global Experience, Student Research, Cooperative	
	Education, Study Abroad	
Provost Office	Experiential Education	

<u>Additional Notes/Comments:</u> The definition above is important for use as the litmus test of program design at Northeastern, for external grant writing, and for external academic reporting.

XIII. Experiential Education

13. Experiential Education — Definition and Usage

Business Concept Experiential education is the purposeful design of learning experiences and environments that engage all students, faculty, staff, employers and

and environments that engage all students, faculty, staff, employers and community partners. Well-planned, supervised and assessed experiential learning programs can stimulate intellectual agility, global mindset,

social consciousness & commitment, professional & personal

development, and well-being.

<u>Concept(s)/Term(s):</u> Research, <u>Cooperative Education</u>, <u>Study Abroad</u>

Key University Users (Unit/Department, Line of Business):

Subject Area	Business Term Used	
	Experiential Education, Service Learning, Global	
Institutional Research	Experience, Student Research, Cooperative	
	Education, Study Abroad.	
Provost Office	Experiential Education, Experiential Learning	

Additional Notes/Comments: N/A

XIV. Global Experience

14. Global Experience — Definition and Usage

Business Concept Providing Northeastern students with academically challenging and culturally enriching opportunities throughout the world. First-hand

culturally enriching opportunities throughout the world. First-hand global experiences not only complement students' on-campus studies but also prepare them to become effective members and leaders in an increasingly global community. There are different types of international

programming for students, including the signature Dialogue of

Civilizations, Study Abroad, and Global Co-op

<u>Associated Business</u> <u>Dialogues of Civilization, Study Abroad</u>, Global Co-op, NUin, BSIB, Three

Concept(s)/Term(s): Seas

Key University Users (Unit/Department, Line of Business):

Key University Users	Associated Business Concept(s)/Term(s)_Used	
Global Experience Office	Dialogues of Civilization, Study Abroad	
Co-op Central	Global Co-op	

Additional Notes/Comments: N/A

14.1 Study Abroad — Definition and Usage

Business Term Study Abroad programs have a direct immersion aspect which can assist in broadening students' academic experience and deepening their

in broadening students' academic experience and deepening their cultural awareness. A traditional study abroad is held at one of

Northeastern University's partner institutions where students can take classes at a foreign university, typically taught by local faculty members

during the Fall, Spring and Summer semesters.

<u>Business Term</u> Classes that carry an Instructional Method of 'SA'(Study Abroad)

and Course Identification begins with ABRD or ABRH and is not

'ABRD5120'(Three Seas)

Business Term To measure the numbers of classes and students who participate in Study

Reporting Usage: Abroad programs during each term, academic year, fiscal year, or

academic career. These numbers also inform how many students have a

Global Experience.

Source System(s)

Information:

Logic:

Student Banner

System of Source

Validation Table:

Banner validation table GTVINSM

Source Reporting
Environment(s) and
Associated
Reporting Tool(s):

ODS information (ODS view.ODS field):

Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL METHOD

Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL METHOD_DESC

Z_NEU_CLASS_DAILY_VW.COURSE_IDENTIFICATION

Z_NEU_CENSUS_CLASS_VW. INSTRUCTIONAL METHOD

Z_NEU_CENSUS_CLASS_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_CENSUS_CLASS_VW.COURSE_IDENTIFICATION

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_ENROLLMENT_DAILY_VW.COURSE_IDENTIFICATION

Z NEU CENSUS ENROLLMENT VW. INSTRUCTIONAL METHOD

Z_NEU_CENSUS_ENROLLMENT_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_CENSUS_ENROLLMENT_VW.COURSE_IDENTIFICATION

Argos Information (Argos Datablock – Argos Field Name):

DB_ST_Class_Daily - Instructional_Method

DB_ST_Class_Daily - Instructional_Method_Desc

DB_ST_Class_Daily - Course_Identification

DB_ST_Class_Census - Instructional_Method

DB ST Class Census – Instructional Method Desc

DB_ST_Class_Census - Course_Identification

DB_ST_Enrollment_Daily - Instructional_Method

DB_ST_Enrollment_Daily - Instructional_Method_Desc

DB ST Enrollment Daily - Course Identification

DB ST Enrollment Census - Instructional Method

DB ST Enrollment Census - Instructional Method Desc

DB_ST_Enrollment_Census - Course_Identification

Reporting
Environment
Auditing Rules:

ODS audits are not currently performed on this term. Source system audits may be performed at the discretion of the Data Custodian(s).

Reporting Valid Values:

See list of this term's valid values on the next page in Reporting Valid

Values section

Data Classification: 1 Lock

14.1 Study Abroad — Reporting Valid Values

Code	Description	Definition	Comments
SA	Study Abroad	See above	The only value applies to this business term
SL	With Service Learning		
HY	Hybrid		
SAFL	NU Faculty-led Study Abroad		
BL	Blended	These values are not applicable to Study Abroad business term	
USFL	NU Faculty-led in USA		
СО	Cooperative Education		
OL	Online		
000	One-On-One		
TR	Traditional		
VS	Video Streaming		

14.2 Dialogue of Civilizations — Definition and Usage

Business Term Definition:

Dialogues of Civilizations is a set of University programs which have a direct immersion aspect to assist in broadening students' academic experience and deepening their cultural awareness. A Dialogue of Civilizations is taught by Northeastern faculty at an overseas partner institution during the Summer 1 or Summer 2 semesters. This type of experience is best suited for students who are looking for an intensive short-term international experience.

Business Term

Logic:

Classes that carry an Instructional Method of 'SAFL' (NU Faculty led Study

Abroad) and Course Identification is not "ABRD5120" (Three Seas)

Business Term
Reporting Usage:

To measure the numbers of classes and students who participate in Dialogue of Civilizations programs during each Summer term, academic year, fiscal year, or academic career. These numbers also inform how

many students have a Global Experience.

Source System(s)
Information:

Student Banner

System of Source Validation Table:

Banner validation table GTVINSM.

Source Reporting
Environment(s) and
Associated
Reporting Tool(s):

ODS information (ODS view.ODS field):

Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL METHOD

Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL METHOD_DESC

Z NEU CLASS DAILY VW.COURSE IDENTIFICATION

Z NEU CENSUS CLASS VW. INSTRUCTIONAL METHOD

Z_NEU_CENSUS_CLASS_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_CENSUS_CLASS_VW.COURSE_IDENTIFICATION

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_ENROLLMENT_DAILY_VW.COURSE_IDENTIFICATION

Z NEU CENSUS ENROLLMENT VW. INSTRUCTIONAL METHOD

Z_NEU_CENSUS_ENROLLMENT_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_CENSUS_ENROLLMENT_VW.COURSE_IDENTIFICATION

Argos Information (Argos Datablock – Argos Field Name):

DB ST Class Daily - Instructional Method

DB_ST_Class_Daily - Instructional_Method_Desc

DB_ST_Class_Daily - Course_Identification

DB_ST_Class_Census - Instructional_Method

DB ST Class Census – Instructional Method Desc

DB ST Class Census - Course Identification

DB_ST_Enrollment_Daily - Instructional_Method

DB_ST_Enrollment_Daily - Instructional_Method_Desc

DB_ST_Enrollment_Daily - Course_Identification

DB ST Enrollment Census - Instructional Method

DB ST Enrollment Census – Instructional Method Desc

DB_ST_Enrollment_Census - Course_Identification

Reporting
Environment
Auditing Rules:

ODS audits are not currently performed on this term. Source system audits may be performed at the discretion of the Data Custodian(s).

Reporting Valid Values:

See list of this term's valid values on the next page in Reporting Valid

Values section

Data Classification: 1 Lock

14.2 Dialogue of Civilizations — Reporting Valid Values

Code	Description	Definition	Comments		
SAFL	NU Faculty-led Study Abroad	See above	The only value applies to this business term		
SL	With Service Learning				
HY	Hybrid				
SA	Study Abroad				
BL	Blended	These values are not applicable to Study Abroad			
USFL	NU Faculty-led in USA	business term			
СО	Cooperative Education				
OL	Online				
000	One-On-One				
TR	Traditional				
VS	Video Streaming				

XV. Class

15.1 Hybrid Class — Definition and Usage

Business Term Classes that combine on-campus and online instruction. Classes do not meet on campus every week; instead, they meet on campus during alternating

on campus every week; instead, they meet on campus during alternating weeks of the academic term. The rest of the instruction is delivered online.

<u>Business Term</u> Courses delivered by the hybrid Instructional Method.

<u>Logic:</u> SSASECT.INST_METHOD_CODE = 'HY'

Business TermUsed to measure how many students are taking courses that have combined

Reporting Usage: elements of on-ground and online course content delivery -hybrid.

<u>Source System(s)</u> Banner (Student subject area) **Information:**

Tool(s):

System of Source Banner validation table GTVINSM

Validation Table:

Source Reporting ODS information (ODS view.ODS field):

 Environment(s) and
 Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL METHOD

 Associated Reporting
 Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL METHOD_DESC

Z_NEU_CENSUS_CLASS_VW. INSTRUCTIONAL METHOD

Z_NEU_CENSUS_CLASS_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_CENSUS_ENROLLMENT_VW. INSTRUCTIONAL METHOD

 ${\tt Z_NEU_CENSUS_ENROLLMENT_VW.\ INSTRUCTIONAL\ METHOD_DESC}$

Argos Information (Argos Datablock – Argos Field Name):

DB ST Class Daily – Instructional Method

DB_ST_Class_Daily - Instructional_Method_Desc

DB ST Class Census - Instructional Method

DB_ST_Class_Census - Instructional_Method_Desc

DB ST Enrollment Daily – Instructional Method

DB_ST_Enrollment_Daily - Instructional_Method_Desc

DB ST Enrollment Census – Instructional Method

DB ST Enrollment Census – Instructional Method Desc

Reporting ODS audits are not currently performed on this term. Source system audits

Environment may be performed at the discretion of the Data Custodian(s).

Auditing Rules:

Reporting Valid See list of this term's valid values on the next page in Reporting Valid Values

Values: section

Data Classification: 1 Lock

15.1 Hybrid Class — Reporting Valid Values

Code	Description	Definition	Comments
BL	Blended	See Blended Class Business	
		Term	
CO	Cooperative Education		Not in the scope of the Business
			Concepts Subgroup currently
HY	Hybrid	See definition above	
OL	Online	See Online Class Business Term	
000	One-On-One		Not in the scope of the Business
			Concepts Subgroup currently
SA	Study Abroad		Not in the scope of the Business
			Concepts Subgroup currently
SAFL	NU Faculty-led Study		Not in the scope of the Business
	Abroad		Concepts Subgroup currently
TR	Traditional		Not in the scope of the Business
			Concepts Subgroup currently
VS	Video Streaming		Not in the scope of the Business
			Concepts Subgroup currently

15.2 Blended Class — Definition and Usage

<u>Business Term</u> Classes that are only offered by the College of Professional Studies that

deliver content both online and on-ground in a single academic term. These

classes do not alternate between on-ground and online delivery from week

to week.

<u>Business Term</u> Courses delivered by the hybrid Instructional Method.

<u>Logic:</u> SSASECT.INST_METHOD_CODE = 'BL'

<u>Business Term</u> Used to measure how many students are taking courses that have combined

Reporting Usage: elements of on-ground and online course content delivery-hybrid.

Source System(s) Banner (Student subject area)

Information:

Definition:

System of Source Banner validation table GTVINSM

Validation Table:

Source Reporting ODS information (ODS view.ODS field):

Environment(s) and

<u>Associated</u>

Reporting Tool(s):

 ${\tt Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL\:METHOD}$

Z_NEU_CLASS_DAILY_VW.INSTRUCTIONAL METHOD_DESC

Z NEU CENSUS CLASS VW. INSTRUCTIONAL METHOD

 ${\tt Z_NEU_CENSUS_CLASS_VW.\ INSTRUCTIONAL\ METHOD_DESC}$

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD

Z_NEU_ENROLLMENT_DAILY_VW. INSTRUCTIONAL METHOD_DESC

Z_NEU_CENSUS_ENROLLMENT_VW. INSTRUCTIONAL METHOD

Z NEU CENSUS ENROLLMENT VW. INSTRUCTIONAL METHOD DESC

Argos Information (Argos Datablock - Argos Field Name):

DB_ST_Class_Daily - Instructional_Method

DB ST Class Daily – Instructional Method Desc

DB ST Class Census - Instructional Method

DB ST Class Census – Instructional Method Desc

DB ST Enrollment Daily – Instructional Method

DB_ST_Enrollment_Daily - Instructional_Method_Desc

DB ST Enrollment Census – Instructional Method

DB_ST_Enrollment_Census – Instructional_Method_Desc

Reporting ODS audits are not currently performed on this term. Source system audits

Environment may be performed at the discretion of the Data Custodian(s).

Auditing Rules:

Reporting Valid

Values:

See list of this term's valid values on the next page in Reporting Valid Values

section

Data Classification: 1 Lock

15.2 Blended Class — Reporting Valid Values

Code	Description	Definition	Comments
BL	Blended	See definition above	
СО	Cooperative Education		Not in the scope of the Business Concepts Subgroup currently
HY	Hybrid	See Hybrid Class Business Term	
OL	Online	See Online Class Business Term	
000	One-On-One		Not in the scope of the Business
			Concepts Subgroup currently
SA	Study Abroad		Not in the scope of the Business
			Concepts Subgroup currently
SAFL	NU Faculty-led Study		Not in the scope of the Business
	Abroad		Concepts Subgroup currently
TR	Traditional		Not in the scope of the Business
			Concepts Subgroup currently
VS	Video Streaming		Not in the scope of the Business
			Concepts Subgroup currently



16.1 Institutional Financial Aid Awarded — Definition and **Usage**

Business Term Any internal grant(s) or scholarship(s) awarded to students, on the basis **Definition:**

that they will register and maintain appropriate class levels and academic

standing with the University.

Business Term If Detail Code is fully numeric or have a prefix of a 'W', then it is

institutional financial aid awarded amount transaction. Logic:

Business Term Used to help each department determine the level of funding they received from the Univ. Used for buy/sell purposes and HBM, discount **Reporting Usage:**

rate. From the Financial Aid standpoint, can be used for federal audits,

surveys.

Source System(s) **Information:**

PowerFAIDS

System of Source Based on Banner Detail Code, as determined by Central Finance.

Validation Table: Information resides in Banner validation table TBBDETC.

Source Reporting

Environment(s) and

Associated

Reporting Tool(s):

ODS information (ODS view.ODS field):

Z_NEU_COLLEGE_FINAID_VW.DETAIL_CODE_DESC Z_NEU_COLLEGE_FINAID_VW.AMOUNT_TRANS

Argos Information (Argos Datablock.Argos Field Name):

DB FA Awards – Annual. Actual Amt

DB FA Awards - Annual.Fund Long Name

DB_FA_Awards - Scheduled Deposits.Actual_Amt

DB FA Awards - Scheduled Deposits. Fund Long Name

ODS audits are not currently performed on this term. Source system Reporting **Environment** audits may be performed at the discretion of the Data Custodian(s). **Auditing Rules:**

Reporting Valid

Values:

See Valid Values section, beginning on next page.

Data Classification: 4 Locks

16.1 Institutional Financial Aid Awarded — Reporting Valid Values

Detail Code	Detail Code Description	<u>Definition</u>	Comments
Bouve Nurse Minority Fellowshp	0111	Institutional	Applies to FY
CBA Dean's Award	1526	Financial Aid	2010-2018
CBA Dean's Merit Scholarship	0148		
Dean's Fellowship	1448		
Diversity Fellowship	0260, 0261, 0262, 0263, 1457, 1520,		
	1545		
Diversity Fellowship - Bouve	0264		
DMSB Dean's Award	1526		
DMSB Merit Scholarship	0148, 2099		
Double Husky Schol Grad Award	1257		
EMBA Award	0304		
Full Circle Sholarship	2033		
Graduate Achievment Award	2049		
Graduate Bouve Award	0425		
Graduate Dean's Scholarship	0426, 0427		
Graduate Fullbright Award	0428		
High Tech MBA Award	0466		
Lifetime Learning MembershipGR	1932		
Martin Luther King Scholarship	0620		
MBA Achievers Scholarship	2100		
MBA Posse Schol	1437		
N.U. Tuition Scholarship	1672, 1676, 2053		
NEU Diversity Fellowship	1645, 1646		
Northeastern Univ Tuit Schol.	1167, 1798, 1872, 1896, 1816, 1887,		
	1888, 1889, 1891		
Northeastern Univ Tuition Sch.	1638, 1639, 1856, 1986, 1988, 2045,		
	2051		
Northeastern Univ.Tution Schol	1723, 1727		
NU Diversity Fellowship	0717, 1320, 1322, 0718, 0720, 0721,	1	
	0723, 0725		
NU Tuition Schol	1454	1	
NU Tuition Schol Bouve	1170		
NU Tuition Schol CBA	1171	1	
NU Tuition ScholEnglish	0730	1	
NU Tuition ScholHistory	0731		

NU Tuition Scholarship	0732-0743, 1246, 1283, 1284, 1285,
	1286, 1356, 1357, 1374, 1663, 1664,
	1734, 1923-1925, 1930, 1931, 1933,
	1937, 2032, 2097
NU Tuition Scholarship CS	1572
NU Yellow Ribbon Schol (GRAD)	1305
NUTA (Bouve)	1174
NUTS Award Bouve	1175
Parent & Family Scholarship	2082
Physics Dept Tuition Exemption	0786
Professional Advancement Schol	2050
Psychology Dept Co-Op Fellow.	1763
SGA - Fullbright	0885
SGA IREX-Economics	0886
SGA Tuition Waiver	1584-1587, 1620, 1622-1628, 1647-
	1650, 1656-1658, 1671, 1673-1675,
	1732, 1733, 1743-1745, 1764, 1799,
	1853, 1857, 1863, 1864, 1866, 1868,
	1870, 1871, 1890, 1922, 1934-1936,
	1939-1941, 1950, 1979, 1980, 2031,
	2095, 2603, 2604
SLPA Award	1444,
Stipend Grad Assist-Fulbright	0915, 0916,
Stipended Grad Assistantship	0921, 0927, 0939, 0947, 0972,
	0977, 0982, 0986-1005, 1007-1009,
	1013-1025, 1027, 1028, 1031,
	1035,1036, 1043, 1045-1048, 1288-
	1291, 1321, 1334, 1337, 1360, 1367,
	1375, 1384, 1440, 1546, 1547, 1650,
	1733, 1745, 1863, 1544, 1544, 1536,
	1539, 1540, 1541, 1054, 1055, 1059,
	1061, 1063, 5711
Stipended Grad Asst (A&S)	1192
Stipended Grad Asst COE-IGERT	1194
Stipended Graduate Asst	1453, 1456, 1458, 1486, 1521, 1522,
	1523, 1524, 1461
Summer Design Studio Schol.	W212
Tuition Adj. Exec. MBA	W110

16.2 Institutional Financial Aid Disbursed — Definition and Usage

<u>Business Term</u> Any internal grant(s) or scholarship(s) awarded and disbursed to students

<u>Definition:</u> who have registered and maintained appropriate class levels and

academic standing with the University.

<u>Business Term</u> If the Detail Code is fully numeric or has a prefix of a 'W', then it is an

Logic: institutional financial aid disbursed amount transaction.

Business TermUsed to help each department determine the level of funding they received from the Univ. Used for buy/sell purposes and HBM, discount received from the Univ.

received from the Univ. Used for buy/sell purposes and HBM, discount rate. From the Financial Aid standpoint, can be used for federal audits,

surveys.

Source System(s) Po

Information:

PowerFAIDS

System of Source Based on Banner Detail Code, as determined by Central Finance.

Validation Table: Information resides in Banner validation table TBBDETC.

Source Reporting ODS information (ODS view.ODS field):

Environment(s) and

<u>Associated</u>

Reporting Tool(s):

Z_NEU_COLLEGE_FINAID_VW.DETAIL_CODE_DESC Z_NEU_COLLEGE_FINAID_VW.AMOUNT_TRANS

Argos Information (Argos Datablock.Argos Field Name):

DB_FA_Awards - Annual.Actual_Amt

DB_FA_Awards – Annual.Fund_Long_Name
DB_FA_Awards – Scheduled Deposits.Actual Amt

DB_FA_Awards - Scheduled Deposits.Fund_Long_Name

ReportingODS audits are not currently performed on this term. Source system **Environment**audits may be performed at the discretion of the Data Custodian(s).

Auditing Rules:

Reporting Valid

Values:

Codes Used apply from Fiscal Year 2010 to 2018 and may apply to a

single year or to multiple years.

Data Classification: 4 Locks

16.2 Institutional Financial Aid Disbursed — Reporting Valid Values

See table of Valid Values in Business Term for Institutional Financial Aid Awarded.

XVII. International Student

17.1 International Student in the US — Definition and Usage

A person enrolled⁴⁰ and studying at a Northeastern University campus in **Business Term Definition:**

the United States who is in the country and who is not a citizen, national, immigrant (permanent resident with an I-51 or Green Card), asylee or a

refugee⁴¹.

Business Term

Logic:

Any student who has a value of 'N' in the Citizenship field, and has a Student Attribute of GCHL, MSAJ, MSEA, TBOS, TECL, TECO or TESA^{42,43}.

Business Term Measure the population of students above at single, or all campuses, of

the university located in the United States. **Reporting Usage:**

Source System(s)

Information:

Banner (Student subject area)

System of Source

Validation Table:

STVCITZ and STVATTS

Source Reporting Environment(s) and

ODS information (ODS view.ODS field):

Associated

Z_NEU_STUDENT_DAILY_VW.CITIZENSHIP_TYPE Z NEU STUDENT DAILY VW.STUDENT ATTRIBUTE 1/2/3/4/5

Reporting Tool(s): Z_NEU_CENSUS_STUDENT_VW. CITIZENSHIP_TYPE

Z NEU CENSUS STUDENT VW. STUDENT ATTRIBUTE 1/2/3/4/5

Argos Information (Argos Datablock – Argos Field Name):

DB ST Student Daily - Citizenship Type Ind

DB_ST_Student_Daily - Student_Attribute_1/2/3/4/5

DB ST Student Census - Citizenship Type Ind

DB ST Studnet Census – Student Attribute 1/2/3/4/5

Reporting **Environment Auditing Rules:** ODS audits are not currently performed on this term. Source system audits may be performed at the discretion of the Data Custodian(s).

Reporting Valid

See list of this term's valid values on the next page in Reporting Valid

Values:

Values section

Data Classification: 3 Locks

⁴⁰ Refer to definition of 'Enrollment', which is In a draft state at this point.

⁴¹ Exchange students who are studying abroad at Northeastern are not included in this definition.

⁴² Students who are on a Vacation or approved Leave of Absence will not have any of these attributes.

⁴³ A 'Student Campus' field is planned to be used in Banner to track the home campus of each student in the future. Each campus will be checked as either "International" or not. Exploratory work on this field has begun. This document will be adjusted when that field is implemented.

17.1 International Student in the US — Reporting Valid Values

STVCITZ table for Citizenship Values on the Person level.

Code	Description	Comments
N	Non-US Citizen	Only this value is applicable for this population.
Р	US Permanent Resident	
0	Other	
U	Unknown	
Υ	US Citizen	

The following attributes are being used to track this population until the 'Student Campus' field is implemented form the STVATTS table.

Code	Description	Comments
GCHL	Graduate Campus - Charlotte	
MCHL	Charlotte, NC Student	
MSAJ	San Jose, CA Student	
MSEA	Seattle, WA Student	
TBOS	Student has a Boston Course	
TECL	On Clinical	
TECO	On Co-op	
TESA	Study Abroad	

XVIII. Appendices

Appendix A – Data Classification Guidelines

RISK LEVEL DEFINITION	DATA TYPE DEFINITION	RISK LEVEL*
Unauthorized public disclosure, alteration, or loss of this data would result in criminal or civil penalties, identity theft, financial loss, invasion of privacy and will have serious adverse effects on the University's reputation, resources, services, or individuals.	Data that the university is obligated to safeguard by law, regulation, industry standards, and/or contract, using the most secure controls.	High Risk Level
Unauthorized public disclosure, alteration, or loss of this data would adversely affect the University's mission, reputation, services, safety, finances, resources or individuals.	Data that is not for public consumption and requires protection based on law, regulation, university-wide policy and/or internal procedures, taking into account proprietary, ethical, business practice or privacy implications.	Medium Risk Level
Unauthorized public disclosure or loss of this data would not cause material harm and is unlikely but could pose risk to the University's mission, reputation, services, resources and individuals.	Data that university could publish by laws and regulations but has chosen to keep confidential. Its handling is based on university or department/unit protocols or procedures.	Low Risk Level
Public disclosure or loss of this data poses no risk to the University's mission, reputation, services, safety, finances, resources and individuals.	Data that may, or must, be available and accessible to the general public with no expectation for privacy, risk or confidentiality. There are no legal and institutional limitations on its access or use.	No Risk Level

^{*} If you believe that a Risk Level Definition and the Data Type Definition are in different Risk Levels, please escalate this issue for resolution to DCS

Appendix B – Inventory of Custom Reporting Views and Corresponding Argos Data Blocks

Inventory of Custom Reporting Views and Corresponding Argos Data Blocks matrix

Appendix C – Enrollment Status ODS Auditing Rules⁴⁴

	Student Level						
Audit Rule	UG	GR	LW	US	UP/UC ⁴⁵	GP	СР
If Enrollment Status is 'CO', student should be enrolled in a co-op placeholder course (Cooperative_Education_Ind = 'Y').	Y	Y	Y	n/a	n/a	n/a	n/a
If student is enrolled in a co-op placeholder course (Cooperative_Education_Ind = 'Y'), Enrollment Status should be 'CO'.	Y	Y	Y	n/a	n/a	n/a	n/a
If Enrollment Status is 'SA', student should be enrolled in a study abroad placeholder course (Subject = 'ABRB', 'ABRC', 'ABRD', 'ABRL').	Y	Y	Y	Y	n/a	n/a	n/a
If student is enrolled in a study abroad placeholder course (Subject = 'ABRB', 'ABRC', 'ABRD', 'ABRL'), Enrollment Status should be 'SA'.	Y	Y	Y	Y	n/a	n/a	n/a
If Enrollment Status is 'LA', student should not be enrolled in any courses.	Υ	Y	Υ	Υ	Y	Υ	n/a
If Enrollment Status is 'VA', student should not be enrolled in any courses.	Υ	Y	n/a	n/a	n/a	n/a	n/a
If Enrollment Status is 'WD', student should only have courses with Registration Status 'WD' or 'WW'.	Y	Y	Y	Y	Y	Y	Y
If Enrollment Status is 'CL', student should be enrolled in a clinical course.	n/a	Y	n/a	n/a	n/a	n/a	n/a
If student is enrolled in a clinical course, enrollment status should be 'CL'.	n/a	Y	n/a	n/a	n/a	n/a	n/a
If enrollment status is 'EL', student should be enrolled in at least one course.	Υ	Y	Υ	Y	Y	Υ	Υ

⁴⁴ Table under review.

 $^{^{45}}$ Student Level UP existed from Fall 2009 through Summer 2016 on a quarter calendar, became Student Level UC on a semester calendar.

XIX. Glossary

Data Usage: Describes how a data element is handled in practice at the university.

Data Sensitivity: Classifies the appropriate level of protection for each data element as one of the following: Public, Sensitive, or Protected.

Operational Data Store (ODS): The Operational Data Store is the primary enterprise reporting environment that provides a consistent view of institutional data for everyone across campus.

Shared Data: Data that is updated by more than one functional area and/or is critical to more than one unit's business processes: for example, NUID, email, and address. The data is stored in one place such that it is consistent across systems.

Document Legend

Coding	Description	
Y ⁴⁶	Document section (eg. I, II, III)	
X ⁴⁷	Business concept (eg. 1, 2, 3)	
X.X	Business term (eg. 1.1, 1.2, 2.1)	
X.X.X	Data element (eg. 1.1.1, 1.2.1, 2.1.3)	

⁴⁶ Y represents a Roman numeral placeholder

⁴⁷ X represents a numeric placeholder

XX. Document History

Document Version No.	Edited By	Date Approved / Approved By	Reason
1.0	Data	3/11/2015 / DSC	Original Document includes Year,
	Administration		Enrollment Status by Term
1.1	Data	Approved	Addition of Online Student Status
	Administration	4/29/2016 / DSC	per Term, Application Status, and
			<u>Decision Status</u>
1.2	Data	Approved	Reformatted document for better
	Administration	7/18/2016 / DSC	user experience; no new content
			was added
1.3	Data	Approved	Added <u>FTE Business Concept</u> and
	Administration	2/24/2017 / DSC	Employee Position FTE and
			Student FTE terms
1.4	Data	Approved	Added Online Student Status per
1.4	Administration	6/22/2017 / DSC	Level and made adjustments
1.5	Data	Approved	Added Co-op Location and Co-op
1.5	Administration	7/18/2017 DSC	Course business terms and
	Administration	7/10/2017 D3C	Diversity business concept
1.6	Data	Approved	Added Hybrid Class, Co-op Job
1.0	Administration	10/31/2017 DSC	Placement, Experiential Learning,
		,,	Experiential Education,
			Underrepresented Minority,
			Cooperative Education, Students
			of Color, Global Experience,
			Blended Class
1.7	Data	Approved	Added <u>Co-op Work Term</u> ,
	Administration	3/23/2018 DSC	Institutional Financial Aid
			Awarded, Institutional Financial
			Aid Disbursed, Faculty, IPEDS
			Race/Ethnicity, International
			Student in the U.S., Service
			Learning, Study Abroad, and
			<u>Dialogue of Civilizations</u>