

Glossary of Terms

Frequently Used Terms

Alumna, alumnae, alumnus, alumni: use alumna (alumnae in the plural) when referring to women attending CSB, alumnus (alumni in plural) when referring to a man who has attended SJU. When referring to both women and men, use alumnae/i. Reserve alum to informal publications only or quotes.

Coordinate or Joint: Refers to anything done in partnership by CSB and SJU.

Corporate Members: The leadership team of the Sisters of Saint Benedict, including the prioress, subprioress, secretary and treasurer of the Sisters of Saint Benedict. The Corporate Members have certain reserve powers at the College of Saint Benedict, specified in the CSB Bylaws.

Fiscal Year (FY): At CSB/SJU, the FY begins July 1 and ends June 30.

Liberal arts college: A postsecondary institution that emphasizes an undergraduate education in academic studies of subjects in the humanities, social sciences, and the natural sciences, with a focus on general knowledge, in contrast to a professional or technical emphasis. The majority of liberal arts colleges have small student bodies and faculty committed to teaching and advising. Liberal arts colleges are strictly defined by the Carnegie Foundation for the Advancement of Teaching based on the number of students who pursue certain subjects of study.

Liberal education or Liberal learning: An approach to college learning that empowers individuals and prepares them to deal with complexity, diversity, and change. This approach emphasizes broad knowledge of the wider world (e.g., science, culture, and society) as well as in-depth achievement in a specific field of interest. It helps students develop a sense of social responsibility; strong intellectual and practical skills that span all major fields of study, such as communication, analytical, and problem-solving skills; and the demonstrated ability to apply knowledge and skills in real-world settings.

Net Tuition: The amount of tuition received from students and families AFTER deducting all institutional grants and scholarships. It represents both a net price paid by families as well as net tuition revenue received by CSB and SJU.

Peers and Aspirants: In 2006, the Strategic Directions Council created a list of liberal arts peer and aspirants. The list and criterion were reviewed and revised in 2010. The list today includes 28 peer institutions and 15 aspirant institutions. The peer and aspirant lists were not created to describe major competitors. They have instead been used by a variety of management areas to benchmark and evaluate CSB/SJU's mission, market, and management performance. The lists were developed using the following criterion:

- Liberal arts colleges ranked between 30 and 50 by *US News* in 2010 were considered for the aspirant list. Colleges ranked between 51 and 90 were considered peers.
- Undergraduate enrollment had to exceed 1,000.
- Prospective peer and aspirant colleges reporting endowment per FTE student that was more than three times the per student total at Saint John's University (the larger dollar amount of our two institutions) were eliminated from consideration.

The lists were endorsed by the SDC and approved by the Presidents in 2010.

SD 2020 (Strategic Directions 2020): The strategic plan designed to guide the work of CSB/SJU for the next 5 years.

Tuition Discount Rate: Essentially the inverse of net tuition, the tuition discount rate represents total institutional scholarship and grant aid as a percentage of the total pre-discounted tuition price. It represents the price adjustment provided to students at the point they first enroll.

Yield Rate: The yield rate represents the proportion of students accepted for enrollment who matriculate.

Academic Terms

Academic adviser: A member of a school's faculty or staff who provides advice and guidance to students on academic matters, such as course selections.

Academic year: Annual period during which a student attends and receives formal instruction at a college or university, typically from August to May. At CSB/SJU, the academic year is divided into two semesters.

Accreditation: Official recognition that a college or university meets the standards of a regional or national association. CSB and SJU are externally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. See <https://www.ncahlc.org>. Specific departments and programs are also accredited by the following organizations: American Chemical Society, The American Dietetic Association, Council on Social Work Education, Minnesota Board of Nursing, Minnesota Board of Teaching, National Association of Schools of Music, National Council for Accreditation of Teacher Education, and Commission for Collegiate Nursing Education.

Audit: To take a class to gain knowledge about a subject, but without receiving credit toward a degree. Students pay a fee to audit a class.

Bachelor's Degree: An undergraduate degree awarded by a college or university upon successful completion of a program of study, typically requiring at least four years (or the equivalent) of full-time study. CSB/SJU offer bachelor of arts (B.A.) in most programs, and a bachelor of science (B.S.) in nursing.

Commencement: A graduation ceremony where students officially receive their degrees, held at the end of the academic year.

Core requirements: Mandatory courses that students are required to complete to earn a degree, may also be known as general education or gen ed requirements. Referred to as "**Common Curriculum**" at CSB/SJU because all students have these courses in common.

Course load: The number of courses or credits a student takes during a specific term, or the number of courses a faculty member teaches during a specific term.

Credits: Units that a school uses to indicate that a student has completed and passed courses that are required for a degree. Each school defines the total number and types of credits necessary for degree completion, with every course being assigned a value in terms of "credits," "credit hours," or "units."

Curriculum: A program of study made up of a set of courses offered by a school.

Degree: A diploma or title awarded to students by a college or university after successful completion of a program of study.

Department: A division of a school, either academic (such as the history department) or non-academic (such as the financial aid office).

Discipline: An area of academic study.

Double major: A program of study that allows a student to complete the course requirements for two majors at the same time.

Drop: To withdraw from a course. A college or university typically has a pre-determined period of time at the beginning of a term during which students can add or drop courses.

Electives: Courses that students can choose to take for credit toward a degree, but are not required.

English as a Second Language (ESL): A course or program of study used to teach English to non-native English speakers.

Enroll: To register or enter a school or course as a student.

Exempt: Not required to do something that other students may be required to do. For example, a school may require all students to take a foreign language course, but some students may be exempt based on their high scores on a college entrance exam or their previous coursework.

Faculty: A school's teaching and administrative staff who is responsible for designing programs of study.

Fees: An amount of money charged by colleges, in addition to their tuition, to cover costs of services such as libraries and computer technology.

Grade: A score or mark indicating a student's academic performance on an exam, paper, or in a course.

Grade point average (GPA): A student's overall academic performance, which is calculated as a numerical average of grades earned in all courses. The GPA is determined after each term, typically on a 4.0 scale, and upon graduation, students receive an overall GPA for their studies.

Humanities: Academic courses focused on human life and ideas, including history, philosophy, foreign languages, religion, art, music, and literature.

Independent study: An academic course that allows students to earn credit for work done outside of the normal classroom setting. The reading or research assignment is usually designed by the students themselves or with the help of a faculty member, who monitors the progress.

Internship: An experience that allows students to work in a professional environment to gain training and skills. Internships may be paid or unpaid and can be of varying lengths during or after the academic year.

Liberal arts college: A postsecondary institution that emphasizes an undergraduate education in academic studies of subjects in the humanities, social sciences, and the natural sciences, with a focus on general knowledge, in contrast to a professional or technical emphasis. The majority of liberal arts colleges have small student bodies and faculty committed to teaching and advising. Liberal arts colleges are strictly defined by the Carnegie Foundation for the Advancement of Teaching based on the number of students who pursue certain subjects of study.

Liberal education or Liberal learning: An approach to college learning that empowers individuals and prepares them to deal with complexity, diversity, and change. This approach emphasizes broad knowledge of the wider world (e.g., science, culture, and society) as well as in-depth achievement in a specific field of interest. It helps students develop a sense of social responsibility; strong intellectual and practical skills that span all major fields of study, such as communication, analytical, and problem-solving skills; and the demonstrated ability to apply knowledge and skills in real-world settings.

Major: The academic subject area that a student chooses to focus on during his or her undergraduate studies. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the major during their junior and senior years. Both majors and minors are designated on a student's transcript.

Midterm exam: An exam given after half of the academic term has passed and that covers all material studied in a particular course until that point. Not all courses have midterm exams.

Minor: An academic subject area that a student chooses to have a secondary focus on during their undergraduate studies. Unlike a major, a minor is typically not required, but it allows a student to take a few additional courses in a subject different from his or her major. Both majors and minors are designated on a student's transcript.

Pass-fail: A grading system in which students receive either a "pass" or "fail" grade, rather than a specific score or letter grade. Certain college or university courses can be taken pass-fail, but these typically don't include ones taken to fulfill major or minor requirements.

Plagiarism: The use of another person's words or ideas as your own, without acknowledging that person. Schools have different policies and punishments for students caught plagiarizing, which tends to occur with research papers and other written assignments.

Prerequisite: A required course that must be completed before a student is allowed to enroll in a more advanced one.

Probation: A status or period of time within which students whose GPA falls below established standards, or whose academic work is unsatisfactory according to the school, must improve their performance. If they are unable to do so, they may be dismissed from the school. Students may also face "disciplinary probation" for nonacademic reasons, such as behavioral problems in the residence halls.

Provost: The senior academic officer of a college or university who typically oversees all academic policies and curriculum-related matters.

Tenure: A status offered to high-level faculty members at a college that gives them the contractual right not to their positions terminated without just cause, after demonstrating a strong record of teaching and published research.

Tenure track: A job classification used at colleges to ensure that a faculty member is on the track to achieve tenure, if he or she fulfills the requirements.

Rank: The titles of professors, researchers, and administrative personnel in academia, denoting relative status, experience and authority. Academic ranks include:

- **Professor Emeritus/a:** bestowed upon a retired faculty member who has rendered distinguished service to the college

- **Distinguished and/or Endowed Professor:** an appointment that is supported fully or partly by the income of an endowment, which is usually awarded to a person who is already a fully-tenured professor
- **Professor or Full Professor:** having exhausting all normally expected promotions
- **Associate Professor:** tenured; on track to be a Full Professor
- **Assistant Professor:** untenured; on track to be an Associate Professor
- **Clinical Professor, Instructor, Lecturer, Research Associate, and Research Professor:** typically non-tenure track positions
- **Adjunct Professor:** untenured, part-time faculty
- **Term Faculty:** appointed outside the tenure system on an academic year or annual basis

Registrar: The college or university official who is responsible for registering students and keeping their academic records, such as transcripts.

Registration: The process in which students choose and enroll in courses to be taken during the academic year.

SD 2020 (Strategic Directions 2020): The strategic plan being designed to guide the work of CSB/SJU for the next 5 years.

Semesters: Periods of study that divide the academic year into two equal segments.

Seminar: A course offered to a small group of students who are typically more advanced in their academic program of study and who meet with a professor to discuss specialized topics.

SEVIS (Student and Exchange Visitor Information System): A computerized U.S. government database used to track international students and scholars in the United States.

Term: Periods of study, which can include semesters, quarters, trimesters, or summer sessions.

Thesis: A formal piece of writing on a specific subject, which may be required to earn a bachelor's degree or honors designation.

Transcript: An official record of a student's coursework and grades at a high school, college, or university. A high school transcript is usually one of the required components of the college application process.

Transfer credit: Credit granted toward a degree on the basis of studies completed at another college or university. For instance, students who transfer from a community college to a four-year college may earn some transfer credit.

Tuition: An amount of money charged by a school per term, per course, or per credit, in exchange for instruction. Tuition generally does not include the cost of textbooks, room and board, and other fees.

Undergraduate student: A student enrolled in an academic program at a college after graduation from high school, leading to a bachelor's degree.

Withdraw: To formally stop participating in a course or attending a university.

Student Experience Terms

Co-curricular activities: Activities, programs, and learning experiences that complement, in some way, what students are learning in school—i.e., experiences that are connected to or mirror the academic curriculum. Generally speaking, co-curricular activities are an extension of the formal learning experiences in a course or academic program, while extracurricular activities may be offered or coordinated by a school, but may not be explicitly connected to academic learning.

Culture shock: Feelings of uncertainty, confusion, or anxiety that can occur when adjusting to a new country and culture that may be different from one's own. Students studying internationally may also experience "reverse culture shock" upon returning to their home country, after they have become accustomed to a new country and culture.

Dormitories (dorms): Student housing provided by a college, known as "**residence halls**" at CSB/SJU, which typically includes rooms, bathrooms and common areas.

Extracurricular activities: Optional activities, such as sports, that students can participate in outside of academic classes.

Orientation: A college's official process of welcoming new, accepted students to campus and providing them with information and policies before classes begin, usually in a half-day or full-day event.

Residence halls: Student housing provided by CSB/SJU, which typically includes rooms, bathrooms and common areas.

Resident assistant (RA): A student leader who works in campus residence halls and supervises issues and activities related to life on campus.

Resident director (RD): A staff person who works in campus residence halls and supervises issues and activities related to life on campus.

Room and board: Housing and meal expenses. "Room and board" is typically one of the costs that colleges and universities will list in their annual estimated cost of attendance, in addition to tuition, fees, and textbooks and supplies. If students choose or are required to live in residence halls may be required to purchase a meal plan to use on-campus dining facilities.

Institutional Advancement Terms

Alumna, alumnae, alumnus, alumni: use alumna (alumnae in the plural) when referring to women attending CSB, alumnus (alumni in plural) when referring to a man who has attended SJU. When referring to both women and men, use alumnae/i. Reserve alum to informal publications only or quotes.

Alumnae Board: At the College of Saint Benedict, the Board refers to the Board of Trustees. This group is not the same as the Alumnae Association Board of Directors. The Alumnae Association Board of Directors is generally referred to as the Alum Board for short. It is important to maintain this distinction when talking to alums and friends.

Annual Giving Program: provides critical, annual philanthropic support for the College of Saint Benedict's operating budget and scholarships each year, as well as restricted programmatic support. Annual Giving at College of Saint Benedict goes beyond the unrestricted annual fund, and allows donors to select from a group of funds which provide critical support for the operating budget and scholarships each year. The Annual Giving Program consists primarily of the following funds:

- Current Scholarships (Default designation for annual giving): Without exception, the greatest ongoing need for financial support is student scholarships. Nine out of ten Saint Ben's students rely on annual scholarships to lessen their financial burden, allowing them to focus on their educational experience.
- Arts Scholarships: Providing opportunities for self-expression and proven to improve academic performance, the arts are an essential part of the student experience at Saint Ben's. Arts scholarships are talent-based and support students with a passion and demonstrated excellence in visual art, music or theater regardless of her major.
- Trustees' Scholarships: Maintaining academic excellence is ensured by recruiting and retaining top students nationally. Trustees' Scholarships are merit based and awarded to students with exceptional academic achievement, involvement in extracurricular activities, demonstrated leadership and service.
- Area of Greatest Need (unrestricted annual fund): Gifts are immediately directed to the college's greatest and most fundamental needs including the ability to offer innovative student programs, attract and retain the best faculty and students, and maintain state-of-the-art facilities.
- Other annual giving designation scholarship funds include: Nursing Annual Scholarships, Intercultural LEAD, MapCores
- Restricted annual funds include: Blazer Backers (providing programmatic support to our Blazer athletes), individual academic departments, campus ministry

Comprehensive capital campaign: an intensive fundraising effort to meet a specific financial goal within a specified period of time for one or more major projects that are out of the ordinary, such as the construction of a facility, the purchase of equipment, or the acquisition of endowment funds, but also includes strategic initiatives from all facets including annual giving, scholarships and faculty support.

Constituent: an alumna, parent (of a current student or alumna), or friend of the College of Saint Benedict.

Donor: anyone who has made a gift to CSB; more commonly we are referring to someone who has made a recent gift (last three years)

Endowment: a permanently restricted net asset, the principal of which is protected and the income from which may be spent and is controlled by either the donor's restrictions or the organization's governing board.

Fulfillment: the act of consummating a pledge.

Gift: a monetary donation received by the college. A pledge immediately fulfilled by a credit card over the phone is a gift.

Honor Roll: a yearly publication that lists all CSB donors during a particular fiscal year. It is published in the fall, and includes all of the donors from the previous July 1-June 30 fiscal year. It is used as a method of thanking our donors.

Matching gift: a gift contributed on the condition that it be matched, often within a certain period of time, in accordance with a specified formula. Also refers to a gift by a corporation matching a gift contributed by one or more of its employees.

Participation rate: the percentage of degreed alumnae of record (those who are active in our system with a valid address) who make a hard credit gift to CSB in a fiscal year. We report this number to both the Council for Aid to Education (CAE) and U.S. News and World Report.

Why is alumnae participation so important?

- It improves the College's ability to leverage major gifts from other constituents.
- It improves the school's ability to secure grants from national foundations and corporations.
- It demonstrates:
 - The success of CSB alumnae.
 - Satisfaction with the quality of a CSB education.
 - Alumnae pride.
 - Investment in the future of CSB and its students.

Philanthropy: giving of one's time, talent and treasure to enhance the well-being of humanity.

Phonathon: the means by which the Annual Giving Program raises money by contacting alumnae, parents, and friends of the College via telephone conversations with current students. The Phonathon is responsible for raising almost a quarter of the CSB Annual Giving Program goal.

Pledge: a promise to make a gift to CSB. Any pledge that crosses over a fiscal year (be it for endowment, capital, multi-year annual pledge) must be accompanied with documentation of the donor's intent to make said pledge. A signed agreement or an email (as long as it is not from a Gmail, Hotmail, Yahoo, etc. email address) can be used as documentation of the pledge.

Rapport: a relationship, especially one of mutual trust or affinity. Phonathon callers must try to build rapport in each call.

Unrestricted Gift: any gift not designated to a particular area that can be used by the college to support wherever the need is greatest.

Restricted Gift: any annual gift designated to a specific area, such as an academic department, athletic team or campus organization.

Solicit: to make a request or appeal for a philanthropic contribution

Solicitation: a philanthropic request in the form of a face-to-face communication, a phone call, an email or a direct mail piece.

Hard Credit: a donor who makes a monetary contribution to CSB for which he or she can receive a tax deduction is given hard credit for that contribution. There can only be one hard credit donor (or donor couple) for any transaction so as not to count cash received twice.

Memo Credit (Soft Credit): a gift that did not come directly from the individual donor (therefore she cannot receive a tax-deduction) but is attributed to the donor, and tracked in her gift history. Examples of these gifts are those through family foundations, donor-advised funds, gifts through third party processors like GiveMN on Give to the Max Day.

Affinity: a group with a common interest. Physicians have an affinity group, teachers have an affinity group. It is not generally used to describe a geographical group.

CASE Standards: the Council for Advancement and Support of Education (CASE) is the leading source for best practice in educational fundraising. They provide a guide for reporting standards and management guidelines for annual fundraising and campaigns. Some of these are prescribed standards, especially for reporting to annual fundraising surveys. Others are guidelines to consider in the management of development efforts.

Deferred gift: a gift (such as a bequest, life insurance policy, charitable remainder trust, gift annuity, or pooled-income fund) that is committed to a charitable organization but is not available for use until some future time, usually upon the death of the donor.

Gift-acceptance policy: the rules and regulations developed by an organization to determine which types of gifts should or should not be accepted.

Gift planning: a systematic effort to identify and cultivate a person for the purpose of generating a major gift that is structured and that integrates sound personal, financial, and estate-planning concepts with the prospect's plans for lifetime or testamentary giving. A planned gift has tax implications and is often transmitted through a legal instrument, such as a will or a trust.

BBA (Benedictine Bar Association): a CSB/SJU Affinity Group for graduates working in the legal field. This group helps to coordinate the annual Red Mass, and several networking events throughout the year.

YAC (Young Alum Committee): This effort lives in each institutions Office of Alumnae/i Relations. It is each office's effort to engage young alums (zero to 10 years out from graduation) in a meaningful relationship with CSB/SJU. The YAC is comprised of a chair, 4 pillars, and a secretary/special projects coordinator with each position shared by a both a CSB and SJU representative.

YAPC (Young Alum President's Circle): A giving circle for young alums from zero to 15 years out from graduation. Giving levels are prorated so that if a donor steps up on schedule, she will be giving at Presidents' Circle levels at the end of her 15th year.

Casual Conversations: The series of programming sponsored by the Alum Board's Alumnae Development Committee focused on social interactions and networking between alums. Events are social in nature.

Professional Development Series: The series of programming sponsored by the Alum Board's Alumnae Development Committee focused on topics that help alums grow skills or networks to help them advance professionally.

Reunion Awards: Annually at Reunion, 4 awards are presented to distinguished alums.

- The Sister Emmanuel Renner Service Award: Honors an alumna for her service to the College of Saint Benedict and recognizes her contributions as a leader, steward and volunteer to her alma mater.
- The Benedictine Service Award: Honors an alumna who has made a significant impact on those around her for her continued commitment and contributions to community service and social justice at a regional, national, or international level while also demonstrating a commitment to the Benedictine spirit of giving, hospitality, love of others, listening and social stewardship.
- The Decade Award: Honors an alumna 10 years out from graduation who is recognized by her peers as a great role model and leader for younger alumnae because her outstanding achievements, representing global consciousness and community involvement in her chosen profession.
- The Distinguished Alumna Award: Honors an alumna who has distinguished herself for her outstanding achievements in her chosen profession as well as having made a lasting contribution in her field as a role model or leader for all alumnae.

Bennie eNewsletter/Bennie Blast: monthly electronic newsletter emailed to CSB alums, family, friends and parents.

VSE: The **Voluntary Support of Education** survey which is conducted annually by the Council for Aid to Education (CAE). We report our fundraising numbers through this survey annually.

U.S. News and World Report participation calculation: *U.S. News and World Report* ranks every college on a 1-100 point scale, and alumni participation in giving (based on a three-year average) makes up 5% of that score. They use alumni participation as a proxy for alum satisfaction.

Saint Ben's Sustainer: a donor who makes an automated, recurring gift to Saint Ben's through a credit card, a bank account or CSB/SJU payroll. These donors provide CSB the security of steady, reliable support consistent with our commitment to sustainability.

Cash received: all cash received in a fiscal year, regardless of when the commitment was made. It could include pledge payments from previous fiscal years and previous campaigns.

Commitments: gifts and pledges made to the college during a specific fiscal year. This does not include cash received as pledge payments on prior year pledges.

Donor-advised fund: a philanthropic vehicle established at a public charity. It allows donors to make a charitable contribution, receive an immediate tax benefit and then recommend grants from the fund over time. An easy way to think about a donor-advised fund is like a charitable savings account: a donor contributes to the fund as frequently as they like and then recommends grants to their favorite charity when they are ready. An individual who directs a gift to CSB from a DAF does not receive hard credit from CSB as he or she has already received the tax benefit. The institution where the DAF is the hard credit donor. As such, for alumnae participation purposes, any alumna who makes a gift only through a DAF is not counted as a donor for the purposes of *US News and World Report* or the VSE.

Higher Education Finance Terms

Fiscal Year (FY): At CSB/SJU, the FY begins July 1 and ends June 30.

E & G income: educational and general income is comprised of total unrestricted revenues including net tuition, private gifts and grants, governments grants, endowment spending (defined in the financial statements as long-term investment income and gains allocated to operations), and other income.

E & G expenses: educational and general expenses are the institutions primary academic, administrative and related activities; they do not include auxiliary enterprises. Educational and general expenses are normally categorized as instruction, academic support, student services, and institutional support. Operation and maintenance of plant are allocated across these functional areas in the financial statements.

- **Instruction:** includes expenses for all activities that are part of an institution's instruction program and include all academic departments (i.e. faculty compensation).
- **Academic support:** includes expenses incurred to provide support services for the institution's primary missions of instruction, research, and public service. It includes the library, academic media, academic administration, academic computing, and sabbaticals.
- **Student services:** includes expenses incurred for the offices of admissions and registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of formal instruction program

(such as student activities, intercollegiate athletics, counseling, career services, and campus ministry).

- **Institutional support:** includes expenses for fiscal operations, executive-level management, planning, development and fund-raising (i.e. administrative computing, business office, president's office, human resources, provost, security, and student accounts, VP for student development and VP for Institutional Advancement).
- **Operation and maintenance of plant:** this category is required to be allocated to the above functional categories for external financial reporting purposes but appears in our annual operating budget as a category. This category includes all expenses for the administration, supervision, operation, maintenance, preservation and protection of the institution's physical plant. These expenses include janitorial and utility services, care of grounds, maintenance and operation of buildings, and central receiving.

Auxiliary enterprises: these exist to furnish goods and services to students, faculty, staff, and other institutional departments. Auxiliaries charge a fee directly related to, although not necessarily equal to, the cost of goods and services. These are managed as self-supporting activities and include residence halls, culinary services, and the bookstore.

Tuition discount: this is required to be shown as an offset from gross tuition revenue and includes institutional grants and scholarships and SEOG grants (federal grant program). It does not include those items considered to be agency transactions such as Federal Pell grants, Minnesota state grants, work study, or loans.

Tuition dependency: the reliance on tuition and required fees to finance operations. An institution is called tuition dependent (as are we) if most of its revenue comes from tuition and fees.

Net assets

- **Permanently restricted net assets:** this includes net assets that are 1) restricted by donors to investments to provide a permanent source of income (endowments) or 2) donated (such as land or works of art) with stipulations that they be used for a specific purpose, preserved, and not sold (or, if sold, reinvested in other similar assets).
- **Temporarily restricted net assets:** this includes net assets that have been restricted by donors for 1) support of particular operating activities 2) investment for a specified term 3) use in a specified future period, or 4) acquisition of long-lived assets. By their nature, these assets will at some future point be released from restrictions.
- **Unrestricted net assets:** this includes all other assets. Net assets are presumed to be unrestricted unless a donor has placed a restriction on their use. This means that contractual commitments do not represent restrictions. Likewise, board designations do not give rise to restrictions but may be disclosed either in the statements or in the notes as designated net assets.

Contributions: one of the major distinguishing characteristics of nonbusiness organizations is the receipt of significant amounts of resources from resource providers who do not expect to receive either repayment or economic benefits proportionate to resources provided (i.e. contributions).

Equity: the net equity of a not-for-profit (assets minus liabilities) is not represented by defined ownership interests that can be sold, transferred, redeemed, or convey entitlement to a share of a residual distribution of resources in the event of liquidation of the organization. At not-for-profits, the equity is represented in the net assets section of the balance sheet.

Endowment: a gift carrying a stipulation that the principal be invested in perpetuity, with the investment income generated by the gift being available for program support or other purposes.

Quasi-endowment: resources set aside by the institution's governing board and combined with true and term endowment for investment purposes, with only the investment income available for use. Unlike the true or term endowment, the principal of quasi-endowments can be expended at the governing board's discretion.

Spending rate: the portion of resources related to endowment funds that are made available for spending in a given fiscal year. This is defined by the investment policy and the amount typically includes both current investment yield as well as a portion of accumulated appreciation and realized gains.

Repair and replacement reserve: funds set aside as savings to be used for facilities maintenance and renewal.

990 and 990t: Form 990 is an annual reporting return that certain federally tax-exempt organizations must file with the IRS. It provides information on the filing organization's mission, programs, and finances. Form 990t is filed to report unrelated business income (UBIT) which comes from an activity engaged in by tax-exempt organizations that is not related to the tax-exempt purpose of that organization. For CSB this includes, outside events and conferencing, sports camps, and catering revenues from external groups.

Admission and Financial Aid Terms

ACT (American College Test): A standardized college entrance exam administered by the American College Testing Program. Four separate, multiple-choice tests measure knowledge of English, math, reading, and science, and one optional writing test measures essay planning and writing skills. Most students take the ACT during their junior or senior year of high school. CSB/SJU accept scores from the ACT or SAT.

SAT: A standardized college entrance exam administered by the Educational Testing Service (ETS) on behalf of the nonprofit College Board, which measures reading, writing, and math skills. Most students take the SAT during their junior or senior year of high school. CSB/SJU accept scores from either the SAT or ACT.

Standardized tests: Exams, such as the SAT and ACT, which measure knowledge and skills and are designed to be consistent in how they are administered and scored. Standardized tests are intended to help admissions officials compare students who come from different backgrounds.

AP (Advanced Placement): A program offered by the College Board, a nonprofit educational organization, that allows students to take college-level courses while in high school. Students can then take standardized AP exams; those with qualifying scores can earn college credit.

Inquiry: A request by a prospective student for information about the college. Inquiries can be generated by mail received from us or they can be initiated independently by students. An inquiry is generally the first stage in the college search process. An inquiry is not an application for admission.

Completed Application: An application from a prospective student that includes all of the supporting materials required for an admission decision, including the formal application, academic transcripts, and letters of recommendation. An application must be complete before we accept a student. When reporting data on applications to the federal government and to consortia to which we belong, we are asked to report the number of completed applications.

Common Application: The Common Application is a standard online college admissions application form accepted by the more than 400 colleges who are members of Common Application Association. A single, completed Common Application can be sent to multiple colleges simultaneously. CSB and SJU are members of the Common Application Association and accept the Common Application. Students applying for admission to CSB or SJU can complete submit either the Common Application or our own institutional application. CSB and SJU do not charge an application fee. For additional information about how to apply for admission to CSB and SJU, visit our website at <http://csbsju.edu/admission/apply>.

Acceptance: A student who has been accepted by us for admission. All accepted students receive a formal notification of acceptance. Students not accepted for admission also are notified of our decision. The acceptance rate represents accepted applicants as a percentage of all completed applications received.

Matriculant: A student who has submitted an enrollment deposit to us, accepting our offer of admission and holding a place in the entering class. Most students do not matriculate until after they have received financial aid offers from all of the schools to which they have been accepted.

Yield Rate: The yield rate represents the proportion of students accepted for enrollment who matriculate.

Regular decision: An admissions process used by colleges and universities that typically requires applicants to submit their materials by January 1; an admissions decision is generally received by April 1, and if admitted, students usually have until May 1 to respond to the offer. The majority of applicants are evaluated during regular decision, rather than early action and early decision.

Rolling admissions: An admissions process used by some colleges and universities in which each application is considered as soon as all the required materials have been received, rather than by a specific deadline. Colleges and universities with this policy will make decisions as applications are received until all spaces are filled.

TOEFL (Test of English as a Foreign Language): A standardized exam administered by the nonprofit Educational Testing Service (ETS), which measures English-language proficiency in reading, listening, speaking, and writing. Many U.S. colleges and universities require non-native English speakers to take the TOEFL and submit their scores as part of the admissions process.

Conditional admission: An acceptance to a college or university that is dependent on the student first completing coursework or meeting specific criteria before enrollment. For an international student, this can include a requirement to attain a certain level of English-language proficiency. CSB/SJU do offer conditional admission to a small group of students.

Deferral / Deferred admission: A school's act of postponing a student's application for early decision or early action, so that it will be considered along with the rest of the regular applicant group. A "deferral" can also refer to a student's request to postpone enrollment for one year, if the school agrees.

Early action: A program offered by some colleges, including CSB/SJU, allows students to submit their applications early, typically in November or December, and receive admission decisions early, usually in mid- or late December. Students are not required to accept the admissions offer and have until May 1 to decide.

Early decision: A program offered by some colleges, but not CSB/SJU, that allows students to submit an application to their top-choice school early, typically in November or December, and receive the admission decision early, usually in mid- or late December. If accepted, students are required to enroll at that school and withdraw all applications to other schools.

Wait list: A list of qualified applicants to a school who may be offered admission if there is space available after all admitted students have made their decisions. Being on a wait list does not guarantee eventual admission, so some students may choose not to remain on the list, particularly if the school is not their first choice.

Gap year: The year between high school and college, when a student postpones enrollment for one year. Some students spend a gap year working, volunteering, or traveling.

Cost of Attendance: The comprehensive cost of the college, including tuition, required fees, room, board (food), and allowable expenses (which include a book allowance and modest allowances for travel and living expenses). The comprehensive cost of attendance at CSB and SJU for 2014-15 totals approximately \$49,500.

FAFSA: An acronym for Free Application for Federal Student Aid, the FAFSA is an application form used by students and families to apply for financial aid from the federal and state governments. Like nearly all other colleges and universities in the U.S., CSB and SJU require students and their families to complete the FAFSA to be considered for need-based grant assistance. The application gathers financial and other information from students and families (including income, assets, family size, and number of children in college) that is used to make a determination about family ability-to-pay for college. The data is subjected to a formulaic algorithm – whose terms and conditions are defined by federal law – that yields an Expected Family Contribution (EFC). The EFC is a measure of a family's financial strength. It is calculated independent of the cost of a college. It represents the resources a family would be expected to have available to pay for any college. The difference between the cost of a college and the expected family contributed is described as demonstrated financial need. In addition to the FAFSA, many institutions, including CSB and SJU, require supplemental financial information to award institutional grants and scholarships (e.g. number of children attending private elementary or secondary schools, extraordinary medical expenses, etc.).

Need-based Aid: Need-based aid is awarded to students based on their derived ability-to-pay. Students who receive need-based aid must have an expected family contribution less than the cost of attendance.

Merit-based Aid: Merit-based aid is awarded to students based on their personal achievements. Scholarships awarded to students typically are based on academic achievement, achievement in the arts, or in relation to other characteristics (e.g. legacy students, students studying in the sciences, etc.). As schools who participate in the NCAA's Division III, neither CSB nor SJU award athletic scholarships. Merit-based awards do not include a consideration of ability-to-pay. Merit awards are categorical; students are automatically considered for CSB and SJU merit scholarships upon applying for admission. Information about scholarship requirements and scholarship levels at CSB and SJU is available on our website at <http://csbsju.edu/admission/finaid/scholarships>. Merit-based scholarships at CSB and SJU are awarded for four years at the point of entry. They are not annually adjusted upward or downward.

Need-blind admissions: A college's policy of accepting or declining applications without considering an applicant's financial circumstances. This policy does not necessarily mean that these schools will offer enough financial aid to meet a student's full need.

Loan: A type of financial aid that consists of an amount of money that is loaned to someone for a period of time, with an agreement that it will be repaid later.

Scholarship: A type of financial aid that consists of an amount of free money given to a student by a school, individual, organization, company, charity, or federal or state government. "Scholarship" is often used interchangeably with "grant."

Work-study: A financial aid program funded by the U.S. federal government that allows undergraduate or graduate students to work part time on campus or with approved off-campus employers. To participate in work-study, students must complete the FAFSA.

Grant: A type of financial aid that consists of an amount of money given to a student, often by the federal or a state government, a company, a school, or a charity. A grant does not have to be repaid. "Grant" is often used interchangeably with "scholarship."

Federal Pell Grant: The federal Pell Grant Program is the largest need-based grant program managed by the federal government. It provides grants to students based on their demonstrated financial need and is targeted at students with the lowest family incomes, and it is sometimes used as a proxy for the number of low income students enrolled in college. The maximum federal Pell Grant available to students for the 2014-15 academic year is \$5,730. Federal Pell Grants can be used at institutions of higher education across the country. Approximately 15% of all CSB and SJU students each year receive a federal Pell Grant.

Minnesota State Grant: The Minnesota State Grant Program is the largest grant program managed by the state. It provides Minnesota resident students with grants based on demonstrated financial need. Students must be legal residents of Minnesota to qualify for a Minnesota State Grant. The maximum state grant available to private college students for the 2014-15 academic year is \$10,745. The Minnesota State Grant Program is among the largest state-run need-based grant programs in the country. Each year, nearly 30% of all Minnesota resident students at CSB and SJU receive a Minnesota State Grant, making it the second largest source of grant and scholarship aid for our students (after institutionally awarded aid).

Financial Aid Package: The financial aid package includes all types of assistance from multiple sources offered to a student to help pay for college. It can include need-based grants (federal, state, and institutional), institutional merit-based scholarships, a student employment award (which must be earned over the course of a semester or academic year), and a student loan recommendation (families may pursue choose not to borrow, they may choose to borrow more than we recommend, and they may choose to borrow from private sources beyond those suggested by our financial aid office). For more information about the various kinds of financial aid included in the financial aid awards we package for students and their families, go to <http://csbsju.edu/admission/finaid/needbased>.

Net Price Calculator: An online tool that provides prospective students and their families a personalized estimate of what it could cost to attend a particular college or university. Colleges and universities are required by federal law to provide a net price calculator on their websites. The NPC for CSB and SJU can be found at <https://csbsju.studentaidcalculator.com/survey.aspx>.

Net Tuition: The amount of tuition received from students and families AFTER deducting all institutional grants and scholarships. It represents both a net price paid by families as well as net tuition revenue received by CSB and SJU.

Tuition Discount Rate: Essentially the inverse of net tuition, the tuition discount rate represents total institutional scholarship and grant aid as a percentage of the total pre-discounted tuition price. It represents the price adjustment provided to students at the point they first enroll.

Enrollment Reporting Terms

Headcount Enrollment: The total number of students enrolled, irrespective of their status as full-time or part-time students.

Full-time/Part-time Students: Full-time students at CSB and SJU include those registered for 12 or more credits per semester. Part-time students are those registered for fewer than 12 credits. Standards for determining full-time or part-time status vary among colleges and universities, though 12 credits (or the equivalent) is the standard for derivation of most federal and state financial aid.

Full-time Equivalent (FTE) Enrollment: At CSB and SJU, FTE enrollment is derived from the sum of all students registered for 12 or more credits per term PLUS the total number of credits generated by part-time students divided by 12. There are many different ways to calculate FTE. In order to insure a common calculation for comparative purposes, the federal government requires private four-year colleges to report FTE as the sum of total full-time headcount enrollment PLUS total part-time headcount enrollment multiplied by .392857. The federal government applies a different part-time multiplier to different types of institutions.

Cohort: A specific group of students established for tracking purposes. At CSB and SJU, we most commonly track students based on their time of entry and status at entry (e.g. fall new entering students, spring transfer students, etc.). Cohort and class level often are confused. Cohort refers specifically to time of entry, while class level is based on the number of college credits earned. The fall term is the most important cohort base point at CSB and SJU. For example, when we discuss New Entering Cohort or New Entering First-Year Cohort, we refer to students who enrolled in the fall.

Class Level: A measure of credits completed by students. First-year students include all students who have completed up to 27 credits (credits that could have been earned at CSB/SJU or elsewhere). Students with Sophomore status includes those who have earned between 28 and 57 credits. Students with Junior status have completed between 58 and 87 credits. Students with senior status must have completed at least 88 credits. CSB and SJU require completion of 124 credits to graduate. Of that total, these, at least 40 credits must be earned in upper-division courses. At least 45 of the 124 credits required for a degree must be earned from CSB or SJU. At least half of the credits required for the major, excluding supporting courses, must be earned from CSB or SJU.

10th Day Census Date: Measures enrollment at the conclusion of the 10th day of classes in each academic term. 10th day is a common date for locking enrollment for reporting purposes, though enrollment can and does change after that. When we report official enrollment at CSB and SJU (whether through the Registrar's Office or the Institutional Planning and Research Office), we report it as of the 10th day of classes.

Student-to-faculty ratio: The ratio of FTE students to FTE faculty. For reporting purposes, we derive FTE faculty as the sum of the number of full-time faculty PLUS the number of part-time faculty times .333. A full-time faculty member is counted as anyone teaching more than three four-credit courses per year. The FTE faculty number can be derived in many ways to serve different or multiple purposes.

Retention Rate: Retention rates evaluate year-to-year changes in cohorts as they move from their first-year to their fourth-year or beyond. They answer the question, what percentage of students enrolled in the prior year or the prior academic term return for the next year or the next term?

Persistence: Often used interchangeably with retention, though it is most similar to a survival rate. Persistence measures the proportion of an original cohort that returns each year. The denominator for retention or persistence is always the number in the entering cohort. Most four-year institutions publicly

report only retention of first-time new entering students from their first fall who to the following fall. The federal government requires only that four-year institutions report first-year to second-year retention.

Graduation Rate: The proportion of a new entering cohort who complete their degree within a specified period of time. CSB and SJU report graduation rates at four years, five years, and six years. The federal government requires only that we report six-year graduation rates. The vast majority of CSB and SJU students (more than 90%) earn their baccalaureate degrees here in four years or less.

Carnegie Classification: Developed by the Carnegie Commission on Higher Education in 1970 and subsequently revised, the Carnegie Classification provides a rubric for organizing institutions of higher education in the U.S. Originally created for research purposes (as a way to categorize and understand institutions by type and scope of mission), it today very often is used inside and outside of higher education as a tool for comparing institutions who share similar characteristics. The annual college rankings compiled by *US News*, for example, categorize institutions by their Carnegie Classification. Colleges are classified by size, type (research, doctoral, master's, baccalaureate, etc.), and undergraduate program classification, among a handful of other criterion. CSB and SJU both are classified as Arts and Sciences (formerly described as "Liberal Arts") Baccalaureate colleges. That classification requires that at least half of all baccalaureate degrees conferred here be in arts and science disciplines. Each year, approximately 70% of all degrees conferred at CSB and SJU are awarded in arts and science disciplines. Disciplines at CSB and SJU excluded from the arts and sciences definition include Accounting, Dietetics, Elementary Education, Global Business Leadership, Nursing, and Theology (which the Carnegie Classification recognizes only as preparation for ministry). Only 270 of the nation's more than 2,200 four-year colleges and universities are designated as Arts and Sciences baccalaureate colleges by the Carnegie Endowment. All of our peers and aspirants share that designation. There are only eight colleges in Minnesota formally classified as Arts and Sciences baccalaureate institutions: CSB, SJU, Carleton College, Concordia College Moorhead, Gustavus Adolphus College, Macalester College, St. Olaf College, and the University of Minnesota at Morris.

Unique CSB Terminology and Acronyms

Bennie Day: Occurring during the week of SJU's Homecoming celebrations, Bennie Day is a day to foster Bennie Spirit and Pride. Events happen on social media and Bennies everywhere are encouraged to wear Bennie gear. On campus the day is marked with the revelation of the coveted Bennie t-shirt and community celebrations.

Bennie Creed: Written by students in 2007, the Bennie Creed is a pledge the details the beliefs and actions Bennies commit to living by as a result of their experience on the CSB campus.

Intercultural LEAD: Unique to CSB/SJU, **Intercultural Leadership, Education and Development** is a fellowship program that provides support for talented first-generation students to build on the leadership skills they are already demonstrating within their high schools and home communities. Intercultural LEAD Scholars represent many cultures, races and ethnicities; promote equality, and the ideas of diversity and civic stewardship; aspire to be academic leaders in college, and attend national and international leadership conferences. See <http://www.csbsju.edu/intercultural-lead>.

MapCores: The **Mathematics, Physics, Computer Science Research Scholars** program is a scholarship and support program for women studying science, technology, engineering, and mathematics (**STEM**). The program started with the incoming students in the fall of 2009. In December 2009, the College of Saint Benedict was given a grant by the National Science Foundation which is supporting the MapCores classes that began at the College of Saint Benedict in 2010 and 2011. Students who are

accepted into this program will receive a scholarship and gain cross-disciplinary academic and research experiences which help prepare them for careers in these fields. See <http://www.csbsju.edu/mapcores>.

SD: Student Development, a division headed by the Vice President of Student Development, which includes Campus Ministry, Campus Recreation, Career Services, Counseling and Health Promotion, Intercollegiate Athletics, Intercultural and International Student Services, Institute for Women's Leadership, Orientation, Parent Relations, Residential Life, Student Activities & Leadership Development, and Upward Bound. See <http://www.csbsju.edu/csb-student-development>.

IISS: International and Intercultural Student Services, a department that advocates for, educates, and serves the campus community through programs and workshops that advance self-identity development, diversity, inclusion, and social justice. See <http://www.csbsju.edu/iiss>.

ASOC: American Students of Color

HUS: Historically Underrepresented Students

SALDO: Student Activities, Leadership Development and Orientation. See <http://www.csbsju.edu/joint-student-development/catholic-identity/student-activities-and-leadership-development> and <http://www.csbsju.edu/orientation>.

IWL: Institute for Women's Leadership. See <http://www.csbsju.edu/csb-student-development/institute-for-womens-leadership>.

Halls: Short for residence halls (not dorms).

Blazers: The name of the CSB sports teams.

AD: Athletic Director

SDERS: Student Development Recognition Team, the divisional professional development team

1:1: A meeting between a single institutional report and her supervisor.

2:1: A meeting between a joint institutional report and her CSB and SJU supervisors.

HCC: Haehn Campus Center, the building containing campus work-out facilities, Claire Lynch Hall, Clemens Field House, Alumnae Hall, McGlynn's dining, and O'Connell's coffee shop.

IR: Incident report, generated by staff for violations of campus policy and community standards

Duty: On call staff who can be called any time of day or night in the event of emergency

ABE: Alternative Break Experience, an ecumenical program offered through CSB Campus Ministry that works to provide meaningful, service-oriented trip to students, both nationally and internationally. See <http://www.csbsju.edu/csb-campus-ministry/alternative-break-experiences>.

SBS: Saint Ben's (Student) Senate

APBC: Academic Planning and Budget Committee

APSAC: Academic Policies, Standards and Assessment Committee

BAC: Benedicta Arts Center, a main arts and academics building at CSB. See campus map at <http://www.csbsju.edu/about/at-a-glance/csb-campus-map>.

Academic Curriculum Committee: Handles proposals for new courses or modifications of existing courses; also considers proposals for revision of major/minor requirements

FCBC: Faculty Compensation and Benefits Committee

FDRC: Faculty Development and Research Committee

FHEC: Faculty Handbook and Elections Committee

HAB: Henrita Academic Building, a main academic building at the College of Saint Benedict. See campus map at <http://www.csbsju.edu/about/at-a-glance/csb-campus-map>.

IDC: Intercultural Directions Council, a committee charged to empower, facilitate, assess and provide data, resources and feedback to the CSB/SJU communities so as to enhance intercultural competence. **Intercultural competence** is the ability to engage, learn from, and work with people whose cultural identity is different from one's own. See <http://www.csbsju.edu/idc>.

Joint Administrative Council (JAC): a committee of monastery and college leadership that meets twice annually

Joint Faculty Assembly (JFA): the body in which the faculty of the College of Saint Benedict and Saint John's University conduct their collective business. The JFA membership delegates authority to the Joint Faculty Senate to make certain decisions, and elects representatives to the Joint Faculty Senate.

Joint Faculty Senate (JFS): The Joint Faculty Assembly delegates to the Joint Faculty Senate responsibility to represent the collective faculty of the College of Saint Benedict and Saint John's University. The JFS is charged to deliberate and make decisions on matters related to the academic policies and programs, faculty rights and responsibilities, and the general academic environment of the institutions. The JFS communicates and consults with faculty, administration staff, and the Boards in formulating, developing, and implementing the CSB/SJU educational mission.

Strategic Directions Council (SDC): Manages the development and implementation of strategic plans for CSB and SJU.

Common Curriculum Committee: Handles proposals for courses that may fulfill common curriculum requirements, in Ethics, Gender, Humanities, Math, Fine Arts, Natural Science, Social Science, Theology, Experiential Learning, or Intercultural Competence.

Student Senate: The **Saint Ben's Senate (SBS)** is the voice of the students of the College of Saint Benedict. The purpose of the SBS is to express views and suggestions to staff, faculty and administrators; to provide students with the best academic, social and cultural experience; to promote students' rights and to aid CSB in operating more effectively in the interest of students. See <http://www.csbsju.edu/csb-student-senate>.

Coordinate or Joint: Refers to anything done in partnership by CSB and SJU. In certain cases, joint can also refer to things done in partnership by CSB and Saint Benedict's Monastery (i.e. Joint Administrative Council).

General Terms

Board of Trustees: Trustees govern the College of Saint Benedict through the following responsibilities: setting mission and purposes of the college, appointing and supporting the president of the college, monitor the educational and public service programs of the college, ensuring adequate resources and good management, preserving institutional independence, and regularly assessing board performance. Members of the Board of Trustees are recommended by the Board's Trusteeship Committee, approved by the Board's Executive Committee, and approved by the Corporate Members (Sisters of the Order of Saint Benedict).

The Board of Trustees is responsible for governance, whereas the president is responsible for leadership, and staff and faculty of the college are responsible for management, administration, and operations.

- Governance: planning a framework for work and ensuring it is done
- Leadership: vision and planning for an institution
- Management: execution and value creation
- Administration and operations: process and tasks

Corporate Members: The leadership team of the Sisters of Saint Benedict, including the prioress, subprioress, secretary and treasurer of the Sisters of Saint Benedict. The Corporate Members have certain reserve powers at the College of Saint Benedict, specified in the CSB Bylaws.

IPEDS: The **Integrated Postsecondary Education Data System**, the primary source for data on colleges, universities, and technical and vocational postsecondary institutions in the United States. IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the College Navigator college search Web site (<http://nces.ed.gov/collegenavigator/>) and to researchers and others through the IPEDS Data Center (<http://nces.ed.gov/ipeds/datacenter/>).

Peers and Aspirants: In 2006, the Strategic Directions Council created a list of liberal arts peer and aspirants. The list and criterion were reviewed and revised in 2010. The list today includes 28 peer institutions and 15 aspirant institutions. The peer and aspirant lists were not created to describe major competitors. They have instead been used by a variety of management areas to benchmark and evaluate CSB/SJU's mission, market, and management performance. The lists were developed using the following criterion:

- Liberal arts colleges ranked between 30 and 50 by *US News* in 2010 were considered for the aspirant list. Colleges ranked between 51 and 90 were considered peers.
- Undergraduate enrollment had to exceed 1,000.
- Prospective peer and aspirant colleges reporting endowment per FTE student that was more than three times the per student total at Saint John's University (the larger dollar amount of our two institutions) were eliminated from consideration.

The lists were endorsed by the SDC and approved by the Presidents in 2010.