

**INSTRUCTIONS AND DEFINITIONS
GEOGRAPHIC ORIGIN OF UNDERGRADUATE STUDENTS
DHE 07-1**

I. INSTITUTIONAL IDENTIFICATION

Complete all institutional identification items at the top of the form, including the name of the institution and the reporting period for which the form is being submitted. Also provide the name and telephone number of the person who is responsible for completing this form.

II. REPORTING PERIOD

Enrollment counts by geographic origin on the DHE 07-1 should be reported as of the institution's official fall reporting date or October 15th.

III. STUDENTS INCLUDED IN THIS REPORT

Include in this report the same universe of first-time degree-seeking freshmen and undergraduate students that was reported on the IPEDS EF1 or EF2, Fall Enrollment form and the DHE02, Supplement to the IPEDS EF, Fall Enrollment form.

The distribution of students by geographic origin is based on the student's present legal residence at the time of admission to college.

The distinction between "geographic origin" and "legal residence": the student's geographic origin is based on his legal residence at time of admission to college and never changes while in attendance at the same institution. The student's legal residency can be changed as a result of the passage of time and that change could be reflected in tuition and fee assessments.

IV. STUDENTS EXCLUDED FROM THIS REPORT

Exclude from this report the same undergraduate students that were excluded from the IPEDS EF1 or EF2, Fall Enrollment form and the DHE02, Supplement to the IPEDS EF, Fall Enrollment form.

GLOSSARY OF TERMS THAT MAY BE USEFUL WHEN COMPLETING THIS REPORT

DEGREE-SEEKING: An individual who has been admitted to a general or specific course of study or program at the completion of which a degree/diploma/certificate or other formal award is awarded by the institution. Students who have not yet declared a major but have taken and/or are presently enrolled in courses and activities that when successfully completed will be applied to a degree/diploma/certificate or other formal award. Students classified as auditing a course would normally be included in this category, although their classification in the non-degree-seeking category might also be appropriate. Due to varying institutional procedures for enrolling students, it is possible that a student could be admitted to a general or specific course of study or program but, because of his or her objectives, be more appropriately considered a non-degree-seeking student. In such cases the institution should develop its own means for reflecting this situation in its data files.

FIRST-TIME UNDERGRADUATE: A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the mid-term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. Also included in this definition are **FIRST-TIME FRESHMAN** and **FIRST-TIME STUDENT**.

GEOGRAPHIC ORIGIN: The legal residence of a student **AT THE TIME OF ORIGINAL ADMISSION** to the institution (as for the DHE 07-1). Legal residency used on the DHE 07-1 for a student will never change, while the legal residency of the student during enrollment at an institution may. For example, a student enrolling as an out-of-state student from Illinois may be considered to have Illinois as their legal residency and would thus be counted on both the DHE 07-1 and IPEDS EF, Part C as having Illinois as their legal residency and state of origin. If the student subsequently makes Missouri the state of legal residency, the geographic origin on the DHE 07-1 remains Illinois, but on the IPEDS EF, Part C the current legal residency becomes Missouri. The following mutually exclusive categories will be used:

In-district (state community junior colleges only): A student who has legal residence, at time of original admission, within the district of the institution he or she attends.

In-state: A student who attends a postsecondary education institution in the state in which he or she has legal residence at the time of original admission. If the institution also tabulates in-district student data, care should be exercised to avoid double counting; in such a case, this category means out-of-district but in-state.

Out-of-State: A student who attends a postsecondary education institution outside of the state in which he or she had legal residence at the time of original" admission. International students are not included in this category.

Foreign/International: a student who attends a postsecondary education institution outside of the country in which he or she had legal residence at the time of original admission.

The in- and out-of-state student categories of this term should not be confused with 'in-state' and 'out-of-state' students as classified by current **LEGAL RESIDENCE**. The former designations are for purposes of classifying a student's legal residence upon first admission, while the latter are for classifying a student's current legal residence, usually for tuition and fee purposes in state-supported institutions. A student may be classified the same under both designations for his or her entire attendance at the reporting institution, or may be classified differently for geographic origin and for current legal residence. The primary difference between the two designations is that the student's original legal residence (i.e., geographic origin) never changes while in attendance at the same institution, regardless of the passage of time or tuition and fee considerations, while his or her current legal residence can be changed.

LEGAL RESIDENCE: A student's present legal residence as determined in accordance with the Residency Policy of the Coordinating Board and used as the basis for institutional fee assessment policies. For the DHE 07-1, the

legal residency at the student's first admissions into the institution is used. On the IPEDS EF, Part C, the legal residency during the student's current enrollment is to be used. See also GEOGRAPHIC ORIGIN.

STATE OF RESIDENCE: A person's permanent address at the time of admission to his current student level as determined by such evidence as a driver's license or voter registration as used on the IPEDS EF, Part C form. For entering freshmen, residence may be the legal residence of a parent or guardian. On the DHE 07-1, legal state of residency at the time of the student's first admission into the institution is used.

STUDENT HEADCOUNT: A simple unduplicated tally of all students for the specified reporting period.

UNDERGRADUATE: A student enrolled in a four-year or five-year bachelor's degree program, in an associate's degree program, or in a vocational or technical program below the baccalaureate.