

UDC Office of Institutional Research, Assessment, and Planning: Data Glossary

- **Academic Warning Status:** A degree-seeking student who has attempted at least six credit hours whose term GPA falls below a 2.00.
- **Academic Probation Status:** A degree-seeking student whose cumulative GPA falls below 2.00 at any time after their first semester of enrollment.
- **Academic Suspension Status:** A student who does not earn a semester GPA of over 2.0 while on academic probation is placed on academic suspension. A student on suspension cannot enroll in the university for one semester
- **Academic Load:** A categorization based on the number of credits in which a student is enrolled in a given term. A student's academic load is either full-time or part-time (see Part-Time and Full-Time Student)
- **Academic Year:** The time period containing the academic sessions held during consecutive Fall and Spring semesters, not including Summer
- **Accelerated Degree:** A degree-seeking undergraduate student who has applied, and received admittance into a UDC Graduate Program with the intent of obtaining their Masters degree in less time than required if both degree programs were completed absent of the accelerated program
- **Add-Drop Persister:** A student who remains enrolled after the add-drop deadline
- **Add-Drop Persistence Rate:** Percentage of new students enrolled who remained enrolled after the add-drop deadline, calculated using the number of enrolled students who remained enrolled through the add-drop deadline divided by the total number of enrolled students
- **Admittance:** An applicant who is notified by the university in writing of his or her admission to the university
- **Applicant:** a prospective student who has submitted a formal application for admission to the Office of Admission
- **Application:** electronic or hard-copy submission of a formal admissions application to the Office of Admission
- **Application Fee:** That amount of money that the university charges for processing a student's application for acceptance. This amount is *not* creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the university.
- **Attrition Rate:** the rate of students who leave the university before obtaining their degree, calculated as the number of degree-seeking students who leave before obtaining their degree divided by the total number of students in the original cohort
- **Capture:** A student who has accepted a formal offer of admission and pays his or her enrollment deposit and enrolls
- **Capture Rate:** Percentage of yields who enroll, calculated using the number of enrolled yields divided by the total number of yields
- **Certificate:** A formal award by the university certifying the satisfactory completion of a combination of courses and related activities organized for the attainment of broad educational objectives as described by the university, generally requiring at least 18 credit hours
- **Cohort:** A specific group of students established for tracking purposes.
- **Complete Application:** an electronic or hard-copy submission of a formal admissions application including a complete application; transcripts; test scores if applicable; and an

application fee. A complete graduate application also includes two letters of recommendation and a personal statement.

- **Concentration:** A concentration is a specific area of thematic focus that a student is pursuing, generally as a complement to a major course of student and often comprised of courses offered from one or more degree programs. Concentrations generally encompass a minimum of 9 credit hours at the graduate level and 12 credit hours at the undergraduate level.
- **Conditional Admit:** An applicant who is admitted to the university contingent upon compliance with and/or completion of specific conditions within an identified timeframe
- **Continuing Freshmen:** A degree-seeking undergraduate student who was enrolled at UDC or another postsecondary institution who has earned less than 30 credits
- **Continuing Student:** A degree-seeking student who was enrolled at UDC or another post secondary institution the previous semester and has not yet graduated
- **Course Capacity:** The maximum number of students who can enroll in a course
- **Course Capacity Fill Rate:** The number of students enrolled in a course compared to the course capacity expressed as a percentage
- **Course Drop:** Withdrawing from a course before the add/drop deadline, but remaining enrolled in at least one course for a specific academic term
- **Course Withdrawal:** Withdrawal from a course after the add/drop deadline, but remaining enrolled in at least one course for a specific academic term
- **Credit Hour:** A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed to complete the requirements of a degree, diploma, or other formal award. In general, Flagship undergraduates require 120 credit hours to graduate.
- **Data Inquiry Status:** university employee or unit that has the ability to view specific data fields or reports in official university management information systems, including Banner, but cannot enter or alter data fields or reports in these systems
- **Data Update Status:** university employee or unit that can view, enter, and alter specific data fields or reports entered into official university management information systems
- **Data Manager:** Appointed representative for a university Department who has data entry and collection, maintenance and quality control, security and access, and sharing and reporting responsibilities and privileges for their Department, and who serves on the university Data Standards Committee
- **Degree Seeking:** Students enrolled in courses for credit and recognized by the university as seeking an Associates, Bachelors, or Masters Degree. High school students enrolled in postsecondary courses for credit are not considered degree/certificate-seeking
- **Double Major:** A degree-seeking student who has successfully declared and received approval to simultaneously pursue and earn a major in two different undergraduate degree-granting programs. For major enrollment calculation purposes, students who have declared a double major are double counted.
- **Dual UDC Enrollment:** A degree-seeking undergraduate student who is simultaneously enrolled in Flagship Undergraduate and Community College courses
- **Enrollment:** A student who is registered for at least one class and has met his or her payment obligations for the course by the freeze date for the semester
- **Enrollment Deposit:** A fee required from applicants who wish to confirm their acceptance of an offer of admission to the university. This amount is *not* creditable

toward tuition and required fees, nor is it refundable if the student decides to not enroll at the university.

- **Enrollment Headcount:** The count of student "heads" enrolled in at least one class for credit regardless of academic load or degree status
- **Enrollment Rate:** Percentage of new students who have registered who enroll, calculated using the number of enrolled students divided by the total number of registrants
- **Faculty Credit Assignment:** For measurement purposes to assess how many credits are generated by faculty in a given academic program, course credit is assigned to the program in which the primary course instructor is appointed rather than the program offering the course. For courses co-taught by two faculty members who serve as primary instructors, each faculty member and his or her appointed program receives credit. For courses taught by adjuncts, when hired, the adjunct is assigned a program appointment for credit assignment purposes.
- **Faculty Work Load:** The number of course credits that FTE faculty are expected to and actually generate in an academic year. Undergraduate FTE faculty are expected to generate approximately 24 course credits (8 courses) or an equivalent professional units in an academic year, and graduate faculty are expected to generate 18 course credits (6 courses) or an equivalent professional units. Faculty who teach both undergraduate and graduate courses are expected to generate 21 course credits (7 courses). Undergraduate or graduate faculty who are teaching 12 or 9 course credits respectively in a semester are considered "fully loaded."
- **Financial Aid Lock Date:** The date by which a student must meet minimum course attendance requirements to remain eligible for the full amount of financial aid. Students who withdraw from a course or do not meet the minimum attendance requirements for the course up until this date may have to return some or all of their aid based on their last date of course attendance. The lock date is generally the 60% completion point of each semester.
- **Financial Aid Status:** A classification based on whether students receive financial aid, and if so, whether they are Pell Grant recipients, other federal grant aid recipients, borrowers, work study recipients, and/or scholarship/tuition waiver recipients.
- **Good Academic Standing:** Students whose cumulative GPAs are above 2.0 for undergraduates and 3.0 for graduate students.
- **Good Financial Standing:** Student who have paid 100% of all required tuition and fees for previous semesters and 95% of required tuition and fees for the current semester.
- **Graduation Rate:** the number of students who graduate, calculated as the number of graduates divided by the total number of new students in the original cohort
- **First-Generation:** A student whose parents did not attain a post-secondary degree, including an associates or bachelors degree
- **First Time Freshmen:** A student who has no prior postsecondary experience attending an institution at the Associates or Bachelors level. This includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who enter with college credits earned before graduation from high school
- **First-Time First Year:** An associates or graduate student who has not previously attended a post-secondary institution at the undergraduate or graduate level respectively. For associates students, this includes students enrolled in the Fall term

who attended college for the first time in the prior summer term, and students who enter with college credits earned before graduation from high school

- **First Year:** An associates or graduate student who has earned less than half of the credits needed to graduate from the program to which they are admitted
- **First-Year Retention:** A measure of the rate at which students persist in their educational program, expressed as a percentage of degree-seeking students from the previous Fall semester who are enrolled in the subsequent Fall semester
- **Freeze Date:** Sometimes referred to as the census date, the freeze date is the official date each semester at which key institutional data, including enrollment, is fixed for reporting purposes. The freeze date is also the final deadline each semester for student registration, enrollment, and dropping or adding courses.
- **Freshmen:** A degree-seeking student who has earned less than 30 credits
- **Full-Time Equivalent Faculty:** Each full-time faculty member employed by the university, including full time visiting and temporary faculty, is defined as 1.0 FTE, even though he/she may teach only nine months a year and may teach less than a full work load. The FTE for part-time faculty members are calculated based on the number of hours they are hired to work in a week compared to a 40 hour work week (i.e. part-time faculty that work 20hrs a week are considered .5FTE). The FTE for adjunct faculty members are calculated based upon the number of courses taught compared to the required university undergraduate or graduate faculty course load (i.e. adjunct faculty who teaches two undergraduate courses in a semester are considered .5FTE).
- **Full-Time Equivalent Students:** A measure of student enrollment calculated based on the total number of student credit hours. Every 15 credit hours at the undergraduate level and 12 credit hours at the graduate level represent a full time equivalent student. Thus, the total FTEs for a semester is calculated by adding the number of total credits generated divided by 15 and 12 for undergraduate and graduate students respectively.
- **Full-Time Student:** An undergraduate student enrolled in 12 or more credits each semester or six credits for the summer term; a graduate student enrolled in 9 or more credits each semester.
- **Inquiry:** name of potential student for admission who inquires about the university through email, mail, in-person, or telephone to the Office of Admissions or via a designated representative of the Office
- **Intended Major:** The degree program that students are most interested in majoring in as identified at the time of application, and that is used for measurement purposes to assess student interest at the time of application and retention by degree program. Students must formally declare a major by the time they have earned 60 credits
- **Internal Transition:** A degree-seeking student currently enrolled in a UDC Flagship Undergraduate or Community College program who applies for an internal transition within UDC to a different level undergraduate program (i.e. Bachelors to Associates or vice versa), or a UDC Community College graduate who transfers to the Flagship.
- **Joint Degree:** An established and approved combination of graduate and/or professional programs in which a student can earn two degrees by sharing a certain number of credits between the two programs. The resulting total number of credits to earn both degrees is less than what would be required if both degree programs were completed absent of the joint program.
- **Junior:** A degree-seeking student who has earned between 60-89 credits

- **Late Applicant:** A student who submits their application for admission in the final 30 days before the application deadline
- **Minor:** An academic minor is a specific area of focus that an undergraduate student is pursuing within a single degree program, generally consisting of a minimum of 15 credit hours. Minors are designated by the University, and are formal degree designations awarded by the university, and are noted as such on student's transcripts.
- **Non-Degree Seeking Student:** A student enrolled in courses for credit who is not recognized as seeking an Associates, Bachelors, or Masters degree
- **Non-Resident Alien (international student):** A person who is not a citizen or national of the United States and is in this country on a visa or temporary basis.
- **Non-Traditional Student:** degree-seeking students above the age 24
- **Part-Time Student:** An undergraduate student enrolled in less than 12 credits each semester or less than six credits for the summer term or a graduate student enrolled in less than 9 credits per semester.
- **Persistence Rate:** the rate of students who graduated or remained enrolled in a given time period, calculated as the number of degree-seeking students who graduated or remained enrolled divided by the total number of students in the cohort
- **Post-Baccalaureate Undergraduate Student:** A student who has already earned a bachelor's degree at the university or another institution, and who seeks to earn an associates or additional bachelor's degree
- **Prospect:** Name of potential student for admission purchased by the university and who receives a formal communication from a designated representative of UDC
- **Race/Ethnicity:** Categories developed by the federal government that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. As designated by the Department of Education, individuals are asked to first designate ethnicity as: *Hispanic or Latino* (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race or *Not Hispanic or Latino*. Second, individuals are asked to indicate one or more races that apply among the following:
 - *American Indian or Alaska Native:* A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment
 - *Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - *Black or African American:* A person having origins in any of the black racial groups of Africa.
 - *Native Hawaiian or Other Pacific Islander:* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - *White:* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- **Race/Ethnicity Unknown:** A category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic categories

- **Readmit:** A degree-seeking student who was previously enrolled at UDC as a degree seeking student who applies to the university after consecutive fall and spring semesters of not being enrolled in the University, and who was not enrolled at another post-secondary institution. Readmitted students are classified as continuing students.
- **Registrant:** A student who is registered for at least one class in the current semester irrespective of whether the student has paid for the course
- **Registration Hold:** A hold placed on students' accounts that prevent them from registering for courses. Students receive a hold because they have not complied with all registration requirements such as tuition payments and mandatory advisor meetings.
- **Registration Rate:** Percentage of students who register, calculated using the number of confirmed and continuing students who register divided by the total number of confirmed and continuing students
- **Resident Alien:** A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant
- **Retention Rate:** The rate at which students persist from one-year to the next, calculated as the number of new degree-seeking students admitted and enrolled from the previous fall who are again enrolled in the current fall divided by the total number of degree-seeking students in the original cohort
- **Satisfactory Academic Progress:** The qualitative (grade point average) and quantitative (time limit) measure of a student's progress toward completing a program of study, which is a necessary requirement for students to continue to receive federal financial aid and for all students to remain in good standing and on track to graduate within an expected timeframe. Undergraduate students must maintain a 2.0 GPA, complete their degree or certificate within a maximum time frame measured by attempted credits equal to 150% of the number of credits required for their primary degree program (generally 180 credits), and earn two-thirds of credits attempted to maintain SAP. Graduate students must maintain a 3.0 GPA, remain on track to graduate within 150% of the expected time to graduation for the program, and earn three-quarters of credits attempted to maintain SAP.
- **Selectivity Rate:** Percentage of applicants formally accepted to the university, calculated using the number of admitted students divided by number of total applications. The selectivity rate is also presented using the number of admitted students divided by the number of complete applications
- **Second Year:** A degree seeking associate or graduate student who has earned at least half of the total number of credits needed to graduate from the program to which they are admitted
- **Second Year + :** A degree seeking associates or graduate students who has earned the number of credits needed to graduate or more from the program to which they are admitted who has not graduated
- **Senior:** A degree-seeking student who has earned between 90-119 credits
- **Senior +:** A degree-seeking student who has earned 120 credits or more who has not graduated
- **Sophomore:** A degree-seeking student who has earned between 30 and 59 credits
- **Student Leader:** A student who is an officer in any formally university recognized and approved student government organization, club, association, and student publication.
- **Traditional Student:** Degree seeking student 24 years old or under

- **Transfer Student:** A degree-seeking student who was previously enrolled in a postsecondary degree program at another institution. Students currently enrolled at the Community College who transition to the Flagship and vice versa are not considered transfer students.
- **Underclassmen:** Freshmen and sophomores, regardless of number of years they have attended the university
- **University Withdrawal:** Withdrawal from all courses such that the student is no longer enrolled at the university
- **Yield:** student who accepts a formal offer of admission and pays his or her enrollment deposit by the identified deadline
- **Yield Rate:** Percentage of students who accept their offer of admission, calculated as the number of students who accept their offer of admission and pay their enrollment deposit divided by the total number admitted for a given semester