

Glossary of Terms Used by Institutional Research and Academic Affairs (2021)

This glossary is composed of common terms that are used within Institutional Research within Higher Education and some that are specific to the California State University System. Sources for both the terms and definitions can be found within the IPEDS Data Collection System Glossary (<https://surveys.nces.ed.gov/ipeds/public/glossary>) along with the California State University, Office of the Chancellor Institutional Research & Analyses Glossary (<https://www.calstate.edu/data-center/institutional-research-analyses/Pages/Glossary.aspx>)

This glossary is meant to be used as a functional reference. For all technical reference questions please email the Institutional Research team at uepa@csudh.edu.

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Census Date: The day when official enrollment is taken for each campus in the CSU system. It is the close of the fourth week of each semester. They usually occur on or around end of September and end of February.

Census Data: All data are collected on Census date and are systematically submitted to the Chancellor’s Office. These are the official numbers for reports used to send to the Federal government, State agencies, and various national organizations. Census data are also the result of rigorous data checking, cleaning, and error correction process. These important Census data submissions are known as Enrollment Reporting System (ERS) and Academic Planning Database (APDB) files.

ERS Files: (Enrollment Reporting System): A series of files that the Chancellor's Office uses to monitor the status of Applications (ERSA), State-Side Student Enrollment (ERSS), Self-Support Student Enrollment (sERSS), and Degrees Conferred (ERSD). These files are the main source of official campus reporting that is done to the Chancellor's Office along with other constituents.

- a. ERSA, ERSS, and sERSS files are submitted each term
- b. ERSD files are submitted twice a year

APDB Files: (Academic Planning Database): APDB reports provide information in support of academic planning and administration. These reports present information related to enrollment, student-faculty ratios, class size, mode of instructions, etc., by discipline, discipline category, and administrative structure. These reports are used locally to support such activities as the review and approval of newly proposed degree programs, as well as the continued evaluation of existing programs. They are also utilized by the Chancellor's Office to examine and assess the structure, workload and productivity of each campus's faculty in order to conduct its annual analysis of faculty utilization.

Academic Year (AY) The period of time that includes a fall semester and the subsequent spring semester. For example, Academic Year 2017-2018 begins with the fall 2017 semester and ends with the spring 2018 semester.

College Year (CY) The period of time that starts with a summer semester, continues through the subsequent fall semester, and ends with the following spring semester. For example, College Year 2017-2018 includes the summer 2017, fall 2017, and spring 2018 semesters.

Cohort: A cohort is a group of students with similar college experience (First-time freshmen, Undergraduate Transfers, and First-time Classified Graduates) who matriculate together in the same semester. (Statistical outcomes are considered more meaningful when tracking students that start at the same time). Cohort Retention and Graduation Rates are the main measures of progress and success for each group as a whole.

First-time, first-year student: A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

First-time, Full-time (freshman) student: A student attending any institution for the first time at the undergraduate level that is also enrolled in 12 or more units. However, in order to be able to graduate within four (4) years, students are encouraged to take 15 units or more.

Transfer Student: A student entering CSUDH for the first time but known to have previously attended a postsecondary institution at the same level (ex. undergraduate, graduate).

California Community College Transfers (Sophomores and above): Students who transfer to CSUDH from a California Community College in a fall term and who enter with at least sophomore standing (the equivalent of 30+ earned semester units). The group of students

entering CSUDH during the fall semester that is established for tracking and reporting Graduation and Retention Rate.

Regular Admission: A student who meets all the stated academic requirements for admission to the University.

Exceptional Admission (Special Admit): Campuses are allowed to admit students who are not academically eligible for admission, but are considered disadvantaged. This category could also refer to students with special talents such as athletic or musical abilities. The number of these special admits does not exceed 8 percent of all undergraduates who enrolled during the previous year.

Acceptance Rate (admission rate): Equals number of students admitted divided by number who applied. It is one of the criteria for evaluating a university's selectivity.

Yield Rate (enrollment rate): Equals number of students enrolled divided by number admitted. It is one of the criteria for evaluating a university's recruitment effort.

Enrollment Status: A coding system which classifies the current enrollment of a student and distinguishes between new, continuing, returning, and transitory students.

Continuing Students: Refers to students who had enrolled the previous semester and returned for the current term.

Returning Students: Refers to students who had enrolled previously, left for more than one term, and were readmitted.

Transitory Students: Students primarily enrolled at another educational institution (often a high school) but have permission to take courses for credit at California State University, Dominguez Hills.

Pell Eligible: To be eligible for a Pell grant, a student must meet the general federal student aid eligibility requirements determined by their completion of the Free Application for Federal Student Aid (FAFSA).

Pell Grant Recipient: A student who received a federal Pell Grant, which is awarded on the basis of financial need identified through analysis of the student's FAFSA form. This serves as a proxy for low-income status.

Race: Categories are: Black or African American (a person having origins in any of the black racial groups of Africa), 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), Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands), Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race), White (A person

having origins in any of the original peoples of Europe, the Middle East, or North Africa), and Two or More Races (A person who identifies with more than one of the above six races).

Historically Underserved Group (also known as Underrepresented Minority within the CSU system): For Federal reporting of historically underserved groups, racial groups of Black/African American, American Indian or Native Americans, and Hispanic/Latino are considered. Other terms have emerged to describe the group, as some within included are no longer minority. This may include historically underserved, historically marginalized, or other terms that recognize the issues of power, class, and race.

Non-URM (Not Underrepresented minority): IPEDS Ethnic/Race reporting categories of white, Asian, Native Hawaiian, Pacific Islander, Two or More Races, Unknown, and Non-Resident Citizen.

First Generation to attend College: Student is among first generation of family to attend a college or university (parents or guardian did not attend college).

First Generation to earn a college degree: Student is among first generation of family to attend a college or university (parent or guardian did not attend college) AND students of whom one or more parents attended college but neither have earned a bachelor degree or higher.

Persistence Rates: Persistence rates represent the proportion of a student cohort that is still enrolled, or that has graduated from CSUDH in a specified time period after matriculation.

Retention/Continuation Rates: Retention/Continuation rates represent the proportion of a student cohort still enrolled at CSUDH for a specified year after matriculation. Calculations usually begin and end in Fall term.

Graduation Rates: Graduation rates represent the proportion of a student cohort that has graduated from CSUDH in a specified time period after matriculation.

Term GPA: Refers to the GPA a student has earned at the conclusion of a semester.

Degree GPA: Refers to the overall (cumulative) GPA a student has earned at the time the degree was awarded.

Student Credit Units (SCU): Identifies the total number of earned course credit units for all students enrolled in a given section. For example, HRS 122 in spring 2007 was a 3-unit class with 48 students enrolled. Thus, SCU is computed as $48 \times 3 = 144$.

Mean Unit Load (MUL): Identifies the total number of units being attempted within that term by the student divided by the total number of students by type (ex: New, Continuing, Graduate student types)

Academic Year Full-Time Equivalent Student Enrollment (FTE): Academic year FTE for a semester campus is the sum of fall and spring term FTE divided by 2. If a semester campus has a short winter session (as in self-support), those "term" FTE are divided by 2.

Annualized Summer Full-Time Equivalent Student Enrollment (FTE): Summer term FTE for a semester campus is divided by 2.

Annualized Summer Headcount: Summer term headcount for a semester campus is divided by 2.

Academic Year Headcount: Academic year headcount for a semester campus is the sum of fall and spring term headcount divided by 2. If a semester campus has a short winter session (as in self-support), those "term" headcounts are divided by 2. For a quarter campus, the sum of fall, winter, and spring term headcount is divided by 3. Academic year headcount for a campus on the 4-1-4 calendar (Stanislaus prior to 2010-11) combines term headcount for the fall, winter, and spring terms weighted by 13, 4, and 13 $[(\text{Fall Headcount} * 13/30) + (\text{Winter Headcount} * 4/30) + (\text{Spring Headcount} * 13/30)]$ is the formula].

Full-time Equivalent Student (FTES): A measurement of undergraduate and graduate enrollment. This number is different than the number of students attending CSUDH who are enrolled "full-time". For terms prior to Summer 2006, both graduate and undergraduate FTE were calculated by dividing total student credit hours by 15. For terms as of Summer 2006, graduate FTE is now calculated by dividing total student credit units by 12, while the undergraduate FTE calculation remains unchanged.

College/Department FTES: By using the same formula (see above), FTES is credited to the college/department which offers the courses. A student's FTE is credited to the English Department if that student took English 101 in a semester (regardless of the student's major).

Full-time Equivalent Faculty (FTEF): All full-time faculty members are counted as 1 FTE. FTE for part-time faculty, early Retirement Program members (FERP) and Teaching Assistants are calculated based on their particular HR contracts. This also includes faculty on sabbatical and/or those without a current teaching load.

Student-Faculty Ratio (SFR): Student-Faculty Ratio is FTES divided by Instructional FTEF.

Time to Degree: The total length of time it takes a student, from his/her first day of class, to receive a degree. For CSU analysis purposes, total time to degree (TTD) is a measure of the time lapse between matriculations to degree completion.

Retention Rate: The retention rate is a calculation of the sum of the counts of continuation and graduation divided by the number of students who originally entered at the same fall semester. College cohorts are based on the initial majors that students declared during the first semester at college.

Graduation Rate: The graduation rate is a calculation of the sum of the number of students who graduated within 6 or 4 years divided by the number of students who originally entered at the same fall semester. College cohorts are based on the initial majors that students declared during the first semester at college. Therefore, students who graduated from a college other than the one they initially declared are still credited to their initial college selection.

Retention rate within Major: A tracking rate which is the sum of those continuing as undergraduates plus those who earned a degree during a defined period within their original majors.

Graduation Rate within Major: Refers to the proportion of entering undergraduates (First-time freshmen and Transfers) who earned a degree in a specified number of years within their original major.