Glossary Quick Guide – Frequently Used Terms

Academic Year
The annual period during which an institution holds classes. The academic year begins with the start of the summer term and ends with the completion of the following spring term. For example, Academic Year 2016-2017 includes Summer 2016, Fall 2016, and Spring 2017.

Attempted Credit Hours (also called Credits Attempted)
Number of credit hours attempted by a student in a given term. Usually refers to the credit hours enrolled at Census Date.

Attrition Rate
Percent change of enrollment. Typically refers to the change in enrollment from the beginning of the term (or Census date) to the end of the same term.

Benchmark
A criterion-referenced objective performance datum that is used for comparative purposes. A program can use its own data as a baseline benchmark against which to compare future performance. It can also use data from another program as a benchmark. In the latter case, the other program often is chosen because it is exemplary and its data are used as a target to strive for, rather than as a baseline.

Census Point (also called Census Date)
The designated point by when a student must be registered for a course. For regularly scheduled course sections, the census point is the end of business on the 15th calendar day of the academic term (this is also sometimes referred to as the ‘14th day after the first day of classes’). For flexibly scheduled course sections, the census point is the end of business on the date closest to completing 20 percent of the course section based on the official start and end dates, regardless of the course section meeting pattern. For summer subterms, the census point for regularly scheduled summer term course sections is the 15th day of each summer subterm. HEI

Cohort
A group of individuals who have shared a particular experience during a particular time span; a specific group of students established for tracking purposes. IPEDS

Completer
A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the student must actually have the degree/award conferred upon him or her. IPEDS

Completed Credit Hours (also called Credits Completed or Credits Earned)
The credit hours a students gained by successfully completing courses in a given term. Typically includes grade types of A, B, C, D, SA, SB, SC, and S. Completed credit hours includes successful completions of developmental courses.

Completers within 150% of Normal Time
Students who completed their academic program within 150% of the normal (or expected) time for completion. For example, 150% of normal time for most two-year associate’s degree programs is three years; 150% of normal time for most four-year bachelor’s degree programs is six years. IPEDS

Concurrent Enrollment
A headcount of all undergraduate students enrolled at both LCC and another public college or university during the same specified period of time. HEI
Continuing Students
Students who are actively continuing their enrollment at Lakeland, excluding those who are considered to be transient or guest. College Credit Plus (CCP) are noted separately as CCP Continuing.

Core Indicators (also called Key Performance Indicators)
A regularly produced measure that describes a specified condition that is central (or foundational) to the achievement of a college’s mission and to meeting the needs and interests of key stakeholders.

Course Completion
Successful completion of a credit course for which a student receives a recorded grade of A, B, C, D, SA, SB, SC, or S.

Course Completion Rate (also called Course Pass Rates)
The percent of students earning a grade of D or better. The calculation is final grade of total students with passing grade/total students with a final grade. Final grades include A, B, C, D, SA, SB, SC, and S (Passing). Grades considered not passing include F, FNA, UD, UF, UFNA, U, UNA, AW, W, I. Each report regarding student success will clarify which grade types are included in the study.

Course Success Rate
The percent of students earning a grade of C or better. The calculation is final grade of total students with passing grade/total students with a final grade. Final grades include A, B, C, D, SA, SB, SC, and S (Passing). NOTE: Does NOT include the grade type D.

Course Enrollment Counts
The sum of the number of courses in which a student is enrolled. (A student enrolled in three courses would be counted 3 times).

Course Pass Rate (also called Course Completion Rate)
The percent of students earning a grade of D or better. The calculation is final grade of total students with passing grade/total students with a final grade. Final grades include A, B, C, D, SA, SB, SC, and S (Passing). Grades considered not passing include F, FNA, UD, UF, UFNA, U, UNA, AW, W, I. Each report regarding student success will clarify which grade types are included in the study.

Course Types:
- **Day**
  - Courses scheduled before 4:00 p.m.
- **Evening/Weekend**
  - Courses scheduled at 4:00 p.m. or later during the week and from 4:00 p.m. Friday through midnight on Sunday.
- **Distance Learning**
  - Includes online courses, telecourses, and teleweb courses.
- **Hybrid**
  - A blended course which includes in class and online participation.

Degrees Granted
Total number of degrees granted during an academic year

Delayed from High School Students
A subset of new students whose entry term is more than one calendar year of their high school graduation or GED receipt date.

Direct from High School Students (also called New from High School Students)
A subset of new students whose entry term is within one calendar year of their high school graduation or GED receipt date.
**End of Term**
Generally refers to enrollment and course data pulled at least 30 days after the end of each term.

**Enrollment**
The number of students enrolled at an institution as of a specified census point. Can be expressed in headcount, credit hours (FTEs), or course enrollment counts.

**Enrollment Status**
Refers to whether the student is enrolled as full-time or part-time based on the number of credit hours enrolled in a given term. Usually refers to the number of credit hours enrolled at Census date. See Full-Time Student and Part-Time Student.

**Entering Students**
Students at the undergraduate level, both full-time and part-time, who enter the institution for the first time. This includes all first-time undergraduate students, students transferring into the institution at the undergraduate level for the first time, and new non-degree/certificate seeking undergraduates entering with no prior credit enrollment at the institution. Students who previously participated in a post-secondary education opportunity program (PSEO) or College Credit Plus (CCP) are considered to be first-time entering college students the first-term in which they enroll after their high school completion.

**Excess Credit**
Students attempted/earned more credits than the total required for their degree.

**Exclusions**
Those students who may be removed (deleted) from a cohort (or subcohort).

**FTE**
Full-time equivalent.

**FTE Enrollment (Annual)**
The sum of FTE for a fiscal year; the total number of credit hours taken by students divided by 30.

**FTE Enrollment (Term)**
The sum of FTE for a term; the total number of credit hours taken by students divided by 15.

**FTE of Students**
The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity. IPEDS

**FTE Faculty**
Total number of student credit hours taught by faculty/15 (for term) or 30 (for academic year).

**Fall Cohort**
The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year. IPEDS

**First Generation Student**
A student is considered to be First Generation if neither parent received any postsecondary education.
**First-Time Ever in College (First Time in College)**
The first time the student has ever entered any higher education institution. **HEI**

**First-Time Student (Undergraduate)**
A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school). **IPEDS**

**First-Year Student**
A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours. **IPEDS** At Lakeland developmental credit hours apply toward the total number of semester hours.

**Fiscal Year**
The annual period used for budgeting and accounting. Lakeland’s fiscal year begins July 1st and ends on June 30th of the following year. The federal fiscal year begins October 1st and ends on September 30th of the following year.

**Graduation Rate**
This rate is calculated as the total number of degree or certificate completers within 150% of normal time divided by the revised adjusted cohort. The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. **IPEDS** Or more generally, the proportion of students who enrolled in and subsequently completed a degree or certificate program.

**Headcount Enrollment (Duplicated)**
A count of enrolled students in which each student, regardless of their level of instructional activity, counts as one student. **ODHE** Duplicated headcount is tabulated using enrollment in each course, therefore a student may be counted multiple times if they are enrolled in multiple courses.

**Headcount Enrollment (Unduplicated)**
A count of enrolled students in which each student, regardless of their level of instructional activity, counts as one student. **ODHE** Unduplicated headcount is tabulated using enrollment in each course, then removing any duplication of student identification number resulting from a student enrolling in multiple courses. Therefore a student is only counted once, regardless of the number of courses that the student is enrolled.

**In High School Students**
A student enrolled in secondary school or pursuing a high school diploma or recognized equivalent. Includes students who are taking college coursework concurrently (Dual Enrolled Students).

**Last Enrollment Term**
The last term that a student has been enrolled. This could be based on enrollment at Census Date, enrollment at end of term, or enrollment any time during that term.

**Longitudinal**
Data collected on the same individuals over time for use in a longitudinal study. A study that investigates development, learning, or other types of change in individuals over time.

**Matriculation**
The formal process of entering a university or becoming eligible to enter by acquiring the prerequisites.
Mean
A measure of central tendency for continuous variables calculated as the sum of all scores in a distribution divided by the number of scores; the arithmetic average.

Median
The value or score that exactly divides an ordered frequency distribution into equal halves; the outcome associated with the 50th percentile.

Midpoint
A number exactly half way between the true upper and lower limits of a measurement class or interval, obtained by adding the upper to the lower limits and dividing by 2.

Mode
The value of the response category in a frequency distribution that has the largest number or percentage of cases.

Needs Assessment
A process for determining and addressing needs or “gaps” between current conditions and desired conditions.

New from High School Students (also called Direct from High School Students)
A subset of new students whose entry term is within one calendar year of their high school graduation or GED receipt date.

Normal Distribution
A distribution of scores in which most values are dispersed around the average, or mean and fewer scores fall to the extreme ends of the range. Normal distributions are symmetrical and have a bell-shaped appearance. Many inferential statistical tests assume/require that the underlying distribution of scores is normally distributed.

Normal Time to Completion
The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs. IPEDS

Part-Time Student
A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. IPEDS

Peer Group (also called Comparison Group)
The group of peer institutions used for comparison purposes within the IPEDS Peer Analysis System (PAS). Comparison groups may be identified by the analyst by name or UnitID, they may be built by using characteristics (variables) from the IPEDS data, or they may be automatically generated by the system. IPEDS

Pell Eligible
Data from FAFSA indicate that the student’s expected family contribution (EFC) for the current year was low enough to qualify for a Pell Grant. ODHE At LCC, studies including Pell Eligible students are identified based on their eligibility their first term as a college student.

Percentile
The outcome or score below which a given percentage of observations fall.
Persistence Rate
A term that is frequently interchanged with “Retention Rate” to refer to the proportion of students enrolled at one point in time who re-enroll for at least one credit-bearing course at another point in time. Persistence is sometimes used to refer to the fall-to-spring re-enrollment of first-time degree- or certificate-seeking students.

Qualitative
Data in which the values of a variable differ in kind (quality) rather than in amount.

Quantitative
Data in which the values of a variable differ in amount rather than in kind.

Response Rate
The ratio of the number of people who answered the survey divided by the number of people in the sample.

Retention (Fall-Fall) (also called Fall-Fall Persistence)
Percentage of students in the cohort still enrolled at any campus of this institution in the fall term of the next academic year. ODHE

Retention Rate (Federal / IPEDS)
A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. The percentage of first-time degree/certificate-seeking students enrolled for credit on the 14th day of their fall entry term who either re-enroll (in at least one for-credit class) or successfully complete their program by the 14th day of the following fall. The IPEDS retention rate is provided separately for students who were enrolled full-time or part-time during their fall entry term. IPEDS

Returning Students
All remaining undergraduate students enrolled in fall term. ODHE

Standard Deviation
A statistic that reflects the average of the deviations of the scores from the mean in a set of data. In a normal distribution, 68% of the scores fall within one standard deviation of the mean, 95% fall within two standard deviations, and 98% fall within three. Scores within one standard deviation of the mean are typically considered to be within the normal range.

Stop Out
A student who left the institution and returned at a later date. IPEDS

Student Goal Attainment
The proportion of students whose goals for attaining a college education upon enrolling or during attendance in a college were met upon exit from the college. At LCC, this is determined by a question asked on the Graduate Exit Survey.

Student Outcomes Assessment
The systematic collection, review, and use of information about educational programs undertaken for the purpose of improving student learning and development.

Student Satisfaction
The proportion of enrolled students whose college experience is meeting or exceeding their expectations.
Student to Faculty Ratio
The ratio of FTE students to FTE instructional staff, i.e., students divided by staff. Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff. IPEDS

Subsidy FTE (Annual)
Total subsidy eligible credit hours/30 semester credit hrs.

Subsidy FTE Enrollment
Subsidy full-time equivalent (FTE) enrollment is the process used by the Ohio Department of Higher Education to determine the data to be used in calculating instructional subsidy. The result of the process is a listing of eligible and ineligible FTE by campus, by subsidy model. These data are also used for other subsidy and public policy development purposes. HEI

Success Points
A component of the Ohio State Student Success Initiative where funding points will be awarded for each of the following academic performance:
1. Students earning their first 12 college level semester SCH at this institution by the current year.
2. Students earning their first 24 college level semester SCH at this institution by the current year.
3. Students earning their first 36 college level semester SCH at this institution by the current year.
4. Students completing any developmental English in the previous year and attempting any college level English either in the remainder of the previous year on any term this year.
5. Students completing any developmental Math in the previous year and attempting any college level Math either in the remainder of the previous year on any term this year.

Success Rates
The proportion of students enrolled at one point in time who complete a degree or certificate OR who re-enroll for at least one credit-bearing course at another point. Success rates are frequently calculated for first-time degree- or certificate-seeking students who enter an institution in the fall term (or previous summer) and who graduate or re-enroll after three years. However, they can be calculated for other groups as well (e.g. all students enrolled during a particular term) over different periods of time (e.g., one term to the next) depending on the purpose of the analysis. Therefore, it is important that individual reports specify the population of students being tracked and over what period of time.

Term of First Enrollment
Term that the student enrolled at this institution after graduating from high school. HEI

Time to Degree
The amount of time (in years) that it takes a student to attain a degree. ODHE Time to degree can be calculated based upon the time the first entered the institution, the time the student declared a specific major, or the first course the student took within a specific program.

Transfer-In Student
A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. IPEDS

Transfer-Out Rate
Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort. IPEDS
**Transfer-Out Student**  
A student that leaves the reporting institution and enrolls at another institution. *IPEDS*

**Unduplicated Count**  
The sum of students enrolled for credit, with each student counted only once during the reporting period, regardless of when the student enrolled. *IPEDS*

**Withdrawal Rate**  
The percentage of students that withdraw from a particular course in a specified term. Cohort withdrawal rates, at the institutional level, are typically not calculated due to the complexity of calculating transfers and stop outs.

**Year of First Enrollment**  
The year that the student enrolled at this institution after graduating from high school. *HEI*