

# Data Dictionary:

## Definitions of Commonly Used Institutional Research Terms

Office of Institutional Research

Riverland Community College

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**[Admission Status](#)**: The specific admission status of a student.

**Undergraduate First-Time**: New first-time degree seeking student in credit courses at the undergraduate level.

**Undergraduate Transfer**: New degree-seeking student in credit courses at the undergraduate level who has previously attended another postsecondary institution (other than the one at which they are enrolled) at the undergraduate level regardless of whether or not transfer credits are accepted.

**Undergraduate with Previous Degree**: Degree seeking student in credit courses at the undergraduate level with a previous bachelor's degree.

**PSEO High School Student**: High School Student in credit courses enrolled at the undergraduate level under the provisions of the Post Secondary Enrollment Options (PSEO) Program.

**Non-PSEO High School Student**: High School Student in credit courses enrolled at the undergraduate level but not under the provisions of the Post Secondary Enrollment Options (PSEO) Program.

**Undergraduate Unclassified**: Non-degree seeking student in credit courses at the undergraduate level.

**Applicant:** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn (by applicant or institution).

**Associate Degree:** An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

**CIP Code:** A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A CIP code is assigned to each program at the time it is established.

**Class Type:**

**Off Campus Class:** A class which takes place outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

**On Campus Class:** A class which takes place inside the confines of the parent institution where courses are offered and that are part of an organized program at the parent institution.

**Online Class:** A class in which instruction is delivered predominately online, completely online, or online.

**Cohort:** A specific group of students established for tracking purposes.

**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 for completing the requirements of a degree, diploma, certificate, or other formal award.

**Faculty:** Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities).

**First Generation Student:** According to MN state statute, Chapter 133, Article 1, Section 3, Subdivision 3, a first generation student is "a student whose parents never enrolled at a postsecondary education institution". According to the Federal (TRIO) definition "a student is considered to be First Generation if neither parent has a bachelor's degree".

**FTE Faculty or FTEF:** Full time equivalent faculty. Adjunct positions and overload assignments are calculated on a 32 credits = 1 FTEF basis for technical college faculty; and on a 30 credits = 1 FTEF for community college faculty.

**FTE Student or FTES:** Full time equivalent student. It is defined as:

Undergraduate Credit Hours divided by 15 = 1.0 FTES

**FYE Students:** Fiscal year equivalency students. It is defined as:

Undergraduate Credit Hours divided by 30 = 1.0 FYE

**Enrollment Status:**

**Full-Time Student:** Includes undergraduate students enrolled for 12 or more credits.

**Part-Time Student:** Includes undergraduate students enrolled for less than 12 credits.

**Headcount:** The total number of individuals enrolled in a program with each student counted as one enrollment, regardless of the number of courses they are taking.

**IPEDS:** The Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The online IPEDS Glossary provides definitions for almost 500 postsecondary-related terms used in the collection and dissemination of IPEDS data.

**Pell Grant:** Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.

**Perkins Loan:** Formerly known as National Direct Student Loans (NDSL), the Perkins Loan program provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

**Race/Ethnicity:**

**African American:** A person having origins in any black racial groups of Africa (except those of Hispanic origin).

**American Indian/Alaskan:** 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 American:** 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.

**Caucasian (white):** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

**Ethnic Minority:** Students with any of the following race classifications: American Indian/Alaskan, African American, Hispanic or Latino, Native Hawaiian/Pacific Islander, and Asian American.

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Multi-Racial:** A person having origins of various or multiple race classifications.

**Native Hawaiian/Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Unknown:** This category is used ONLY if a student did not select a racial/ethnic designation, and the postsecondary institution finds it impossible to place the student in one of the aforementioned categories during established enrollment/employment procedures, or any post-enrollment/employment identification or verification process.

**Residence:** A person's permanent address determined by such evidence as a driver's license or voter registration. For entering first-time first-year students, residence may be the legal residence of a parent or guardian.

### **Student Types:**

**Admitted Students:** Students who have been formally admitted by the institution (see also [Admission Status](#)).

**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 college credits earned before graduation from high school. The term applies even to students who earned more than 30 college credits in high school.

**New Entering Undergrad First Year Student (NEF):** A student attending any institution for the first time at the undergraduate level. Does not include student enrolled in the fall term who attended college for the first time in the prior summer term.

**New Student:** A student entering the institution within a particular admissions type for the first time.

**New Entering Undergrad Transfer Student (TRF):** A student entering the institution for the first time as an undergraduate but known to have previously attended a postsecondary institution at the same level. The student may transfer with or without credit.

**Concurrent HS Student:** Concurrent enrollment is an option available to high school-enrolled students who are academically prepared to enroll in college and are interested in taking on additional coursework.

**Continuing Student:** A student attending the institution continuously from the previous term (not including any summer terms). However, PSEO students who re-enroll as undergraduates are considered 'New' students; similarly, undergraduate students who re-enroll as graduate students are considered 'New' students.

**Returning Student:** A student who previously attended the institution and is returning after being absent one or more terms (not including any summer terms).

**Hourly Student:** Students who took at least one course on a hourly (non credit) basis. The student may also have taken courses for credit.

**Enrolled Students:** Students enrolled at any time during an academic year taking one or more courses including continuing students or those taking a temporary leave of absence.

**Degree-Seeking Student:** Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

**Non-Degree Seeking Student:** A student enrolled in courses for credit who is not recognized by the institution as seeking a degree.

**International Student:** A person having origins outside the United States.

**Underrepresented Students:** A cohort of students including those who are Pell Eligible, Ethnic or Racial Minority, and First Generation.

**Student-Faculty Ratio:** The number of students at an institution compared to the number of faculty.