

Institutional Research Data Glossary

This glossary provides definitions for commonly used Institutional Research terms, metrics, and student population categories referenced in reports and dashboards. Definitions are intended to support consistent interpretation of university data.

Term	Definition	Additional Information
Academic and Enrollment Terms		
Academic Year	Approximately July 1st - June 30th	
Census or Freeze Date	Date when the university captures official data on student enrollment for reporting to external agencies (i.e. PASSHE, IPEDS, PDE, MSCHE, etc.); end of the 15th day of classes each term	Fall and Spring census is 15th day; Summer and Winter based on date of grades being posted
Course Mode	Mode of instruction by which the course is offered. Modes are defined in part by the Collective Bargaining Agreement.	LE = Lecture IN = Internship ST = Student Teaching
Course Medium	The medium type of the course section that is flagged as distance education	Online = 100% Online Blended = 30-79% Online Classroom = Face-to-Face
Fulltime Equivalent (FTE)	<i>By semester</i> , FTE is calculated by dividing undergraduate (UNDG) credit hours by 15 and Graduate (GRAD) credit hours divided by 12. <i>Annualized FTE</i> is calculated by dividing UNDG credits for the year by 30, and GRAD credits for the year divided by 24.	Semester: UNDG 15 credit hours = 1 FTE Semester: UNDG 9 credit hours = 0.6 FTE Annualized: UNDG 30 credit hours = 1 FTE Annualized: GRAD 18 credit hours = 0.75 FTE
Fulltime Equivalent Employee	Full-time employees counted as 1 FTE and part-time are calculated based on utilization/hours worked	Some external reporting calculates part-time as 0.333 FTE regardless of utilization
Admissions		
Admit Rate	Percentage of admits to applications	Acceptance rate
Application/App	A <i>completed</i> application that is actionable by Admissions.	

Term	Definition	Additional Information
First-Time Student	New, Fall degree-seeking students with no postsecondary enrollment after high school graduation unless it's the Summer prior to their first Fall	
Transfer	Degree-seeking student with prior postsecondary enrollment after graduating high school, excluding the prior Summer after high school graduation	The student may transfer with or without credit
Yield	Percentage of admitted students who enroll in classes	
Retention and Success Metrics		
DFWI Rate	Rate at which students do not receive credit for a course because they did not complete or did not pass the course	Students received a failing grade, an incomplete, or withdrew from course
Federal Cohort	First-Time, Full-Time, Bachelor's Degree-Seeking Students who enter in the Fall term	Cohort used to calculate official retention and graduation rates
Second Year Retention Rate	Percent of Federal Cohort who were retained to second Fall term	First Fall term to second Fall Term (i.e. Fall 2024 to Fall 2025)
Third Year Retention Rate	Percent of Federal Cohort who were retained to third Fall term	First Fall term to third Fall Term (i.e. Fall 2024 to Fall 2026)
Student Populations		
Dual Enrolled	High school student taking college-level courses while still enrolled in high school, earning college credit and high school credit simultaneously	

Term	Definition	Additional Information
First Generation	Student whose parents have not completed a bachelor's degree. Derived from the FAFSA form which includes those completing a bachelor degree or above; Those in the "Less than College" category would be considered First Generation; Percentages are typically calculated for undergraduate degree seeking students only	Shown on "Parents Educ" tab in the IR Dashboards (Parents Education Level)
Non-Traditional Student	Undergraduate student who is age 25 or older	
Pell	Includes any student who receives a Pell award in the academic year; Current year may contain partial year data until data is finalized in August; Pell percentages are typically calculated for undergraduate degree seeking students only	Utilized as a measure for low income
Underrepresented Minority (URM)	Includes Native American, African American/Black, Hispanic, Pacific Islander, or 2 or more that includes any of these categories: International and Asian are coded as NonURM	

**Last Updated 07/09/2026*