

## Common IR Terms

**10 Day:** This snapshot is taken on the 10<sup>th</sup> full day of the term (excludes weekends and holidays). The 10 Day snapshot is used internal reporting, program assessment, and budgeting.

**Accelerated and Graduate:** Includes all graduate programs (MBA, MPH, MAT, MA-ELS) and the undergraduate accelerated programs (BBA, RN-BSN, BAC-ELS, BAC-INDP, BAC-PSYCH, AAC-MGMT).

**Census:** Census is the snapshot that is taken on October 15<sup>th</sup> or March 15<sup>th</sup>. October 15<sup>th</sup> is used for IPEDS reporting. Both October 15<sup>th</sup> and March 15<sup>th</sup> are used for KPEDS reporting. To align with what is reported at the state and federal level, the census is also used for internal reporting to count students by major/program, part-time or full-time status, class-level, and other relevant metrics.

**Cohort:** Cohorts are defined by IPEDS as 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. The cohort is set on Fall Census (10/15). The cohort is used to calculate persistence, retention, and graduation rates. The cohort does not include transfer students.

**Databook:** IR produces databooks four times a year: Fall 10 Day and Census and Spring 10 Day and Census. Databooks are an important part of meeting compliance and data transparency. They are published on the website and sent out in the Insider. The databook contains enrollment headcount and credit hours by student type (traditional, accelerated undergraduate, graduate, and dual credit), college, major or degree program. Term to term persistence for full-time, traditional undergraduates as well as cohort persistence, retention, and graduation are provided. Databooks allow for data comparison for the past five years.

**Dual Credit:** Formerly Gemini, Dual Credit includes high school students enrolling at Thomas More to complete college credit while still attending high school.

**First-time student:** A first-time student is a traditional, undergraduate student who has no previous higher education experience post high school graduation.

**Full-time:** An undergraduate student is considered full-time if they are enrolled in 12 or more credit hours. A graduate student is considered full-time if they are enrolled in 9 or more credit hours.

**Full-time equivalent (FTE):** FTE is calculated for the entire student population. It is total full-time enrollment plus 1/3 of the part-time enrollment.

**Graduation Rate (cohort students):** Per IPEDS definitions, graduation rates is calculated for 4-year and 6-year graduation dates. 6-year graduation rates may also be referred to as 150% of normal time. The university 4-year graduation rate strategic goal is 45%.

**Helpdesk Tickets:** Helpdesk tickets are the primary way IR collects requests for reports and data requests. Reports are hosted in SSRS and allow faculty and staff to run data on demand. Subscriptions can also be created to automatically email reports to specific individuals. Data requests are one-time data pulls by IR and are generally emailed directly to the requestor.

**IPEDS:** [IPEDS](#) stands for the Integrated Postsecondary Education Data System. IR submits data to IPEDS three times a year: Fall Collection (Completions and 12-month enrollment), Winter Collection (Graduation Rates, 200% Graduation Rates, Outcomes Measures), Spring Collection (Fall Enrollment). Also collected by IPEDS but submitted in conjunction with other offices are: Student Financial Aid, Admissions, Finance, Human Resources, and Academic Libraries.

**KPEDS:** [KPEDS](#) stands for the Kentucky Postsecondary Education Data System. KPEDS collects data similar to IPEDS but with specific data points the KY Council for Postsecondary Education tracks such as KY High School or transfers from in-state schools. IR reports to KPEDS six times a year on : Term Enrollment (Fall, Spring, Summer), Preliminary Enrollment (Fall), Estimated Degrees Conferred, and Degrees Conferred.

**Major:** When reported in the databooks, the count of majors in a term includes both primary and secondary major of full-time, traditional students. This information is in the database on the student's degree history. Major must be updated prior to the snapshot to be counted in reporting. When calculating retention and graduation rates for the cohort, the major(s) from the student's first term at Thomas More are used, even if their major changed at some point during their academic career. Because major counts include primary and secondary majors; they are not unique and a student may be included in multiple counts.

**Part-Time:** A undergraduate student is considered part-time if they are enrolled in fewer than 12 credit hours. A graduate student is considered part-time if they are enrolled in fewer than 9 credit hours.

**Persistence:** Persistence refers to a student's enrollment term to term. It is calculated for full-time, traditional students in the databook for either Fall to Spring persistence or Spring to Fall persistence. A student is counted as persisted if they enroll in the immediate, subsequent term and are still full-time.

**Readmit:** A readmit student is a traditional, undergraduate student who previously enrolled at Thomas More but was not enrolled in the term prior to the one reported in the databook. Readmits are determined at 10 Day.

**Residential Student:** A residential student is a student living in Thomas More on-campus housing.

**Retention:** Retention refers to a student's enrollment fall to fall. It is calculated for the cohort. A student is counted as retained if they enroll in the subsequent fall and are still full-time. The institution has a strategic goal of 75% retention.

**Snapshot:** A snapshot is a picture of the data on a specific date. As databases are dynamic, snapshots allow IR to "freeze" the data in a separate table to complete federal and state mandated reporting and track changes over time using a standard date. IR, in collaboration with the registrar and advising, spends several days reviewing and cleaning the data prior to snapshots. When reporting historical data, IR will use snapshots to fill requests and will most often use the census data unless otherwise specified.

**SSRS:** SQL Server Reporting Services is the platform IR and IT use to host reports created for faculty and staff. SSRS is only available on-campus or on the VPN. Users have access to folders based on their roles/permissions.

**Traditional:** Traditional students are undergraduate, degree-seeking students who are not enrolled in an accelerated program. They included both transfer and first-time students. Traditional students make up the largest population of students and are the primary focus of many initiatives. Typically, persistence, retention, and graduation rates are only calculated for traditional students and usually only those in the first-time, full-time cohort unless otherwise stated.

**Transfer:** A transfer student is a traditional undergraduate student with prior higher education experience not including dual credit experience.