

UWG IEA
Glossary of Terms

Institutional Effectiveness and Assessment (IEA) Glossary of Terms	
Term	Definition
AAUP	American Association of University Professors is a national organization of academic professionals (faculty and staff) that develops standards and procedures to maintain quality education and academic freedom. UWG participates in the annual AAUP Faculty Compensation Survey.
Academic calendar	Dates and deadlines important to academic progress such as application deadlines, registration timelines, first day of semester, last date of semester, final exam schedules, etc.
Academic program	An instructional program leading toward a degree (undergraduate or graduate) or certificate that has been approved by the USG Board of Regents, assigned a unique Classification of Instructional Programs (CIP) code and listed on the USG Degrees and Majors Authorized website.
Academic term	The part of the academic year during which classes are held. UWG is on the semester system and offers three terms per academic year (Summer, Fall, Spring).
Academic year	The academic year (AY) for official enrollment reporting is defined as Summer, Fall, and Spring. This method aligns with the way data are requested by and reported to the University System of Georgia Board of Regents. For example: AY 2018-19 refers to the interval from Summer 2018 to Spring 2019.
Acceptance rate	The number of students admitted compared to the number of students who applied. The "apply-to-admit ratio" is expressed as a percentage rate. [Freshman Acceptance Rate = Number of accepted applications divided by the number of completed applications (applicants)] The lower the percentage, the more selective the school is.
Accreditation	Accreditation is a voluntary process of higher education oversight that serves to assure the public of the institution's quality and to promote continuous institutional improvement. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the recognized accrediting body of degree-granting higher education institutions mainly comprised of institutions in 11 U.S. Southern states: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia. SACSCOC has six core values: Integrity, Continuous Quality Improvement, Peer Review/Self-regulation, Accountability, Student Learning, and Transparency.
Accrediting agency/body	Organizations that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.
Active Student	Students who have matriculated [enrolled] in a degree program
Admitted Student	Applicants that have been granted an official offer to enroll
Adult Learner	A student who is age 25 or older.

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Advanced Placement (AP) Courses	College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate, or other formal award. For a list of acceptable scores for UWG course credit, please see: https://www.westga.edu/administration/vpaa/assets/docs/AP_Final_Version_June_2017.pdf
Age at Term	The age of a student calculated as of a specific date in that term (Summer: July 15th, Fall: October 15th, Spring: March 1st) using Date of Birth
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. (IPEDS definition)
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) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn by applicant or institution.
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. (IPEDS definition)
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.
Baccalaureate Degree (Bachelor)	Students may earn a Bachelor degree by satisfactorily completing the required minimum number of undergraduate credits/units in courses numbered 1000 through 4999, including all university core curriculum requirements, degree requirements, and departmental requirements. A minimum GPA of 2.0 or better on a 4.0 system, both overall and in the major and minor fields (if applicable) is required. Certain programs require grade point averages higher than 2.0. Certain programs may require more than 120 credit hours.
Black or African American	A person having origins in any of the black racial groups of Africa. (IPEDS definition)
BOR (Board of Regents)	University System of Georgia Board of Regent's (19 members-7 year terms) has oversight of Georgia's 26 colleges and universities, the Georgia Archives, and the Georgia Public Library System. The Board elects a Chancellor to serve as Chief Administrative Officer of the USG.
Carnegie Classification	A framework for classifying colleges and universities in the United States. The framework primarily serves educational and research purposes, where it is often important to identify groups of roughly comparable institutions. UWG is classified as R3.

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Carnegie credit hour	Standardized measurement of educational credit based on minutes of instruction per credit hour. In the Carnegie classification system, one credit hour equals a minimum of 750 lecture minutes of instruction per semester. Lab credit hours are based on a minimum of 1500 instructional minutes per semester. For a three credit hour lecture course, a student will attend a minimum of 2250 minutes of course instruction in one semester to earn three credit hours. <i>See also Credit hour.</i>																								
Census Date	<p>Recognized enrollment figures based on data captured at a specific time in the semester determined by the USG Board of Regents. <i>See Mid-Term Census Date and End of Term Census Date .</i></p> <p>Official enrollment figures are based census date. USG defines CENSUS DATES table - http://www.usg.edu/research/data_reporting_systems/academic_data_mart</p> <p>USG Mid-Term</p> <table border="0" data-bbox="491 673 1134 828"> <thead> <tr> <th>Semester</th> <th>ADC Census I Date</th> <th>ADC I Due Date</th> </tr> </thead> <tbody> <tr> <td>Summer</td> <td>July 8</td> <td>July 15</td> </tr> <tr> <td>Fall</td> <td>October 7</td> <td>October 14</td> </tr> <tr> <td>Spring</td> <td>February 22</td> <td>March 3</td> </tr> </tbody> </table> <p>USG End-Of-Term</p> <table border="0" data-bbox="491 917 1134 1071"> <thead> <tr> <th>Semester</th> <th>ADC II Census Date</th> <th>ADC II Due Date</th> </tr> </thead> <tbody> <tr> <td>Summer</td> <td>August 6</td> <td>August 13</td> </tr> <tr> <td>Fall</td> <td>December 20</td> <td>January 7</td> </tr> <tr> <td>Spring</td> <td>May 12</td> <td>May 21</td> </tr> </tbody> </table>	Semester	ADC Census I Date	ADC I Due Date	Summer	July 8	July 15	Fall	October 7	October 14	Spring	February 22	March 3	Semester	ADC II Census Date	ADC II Due Date	Summer	August 6	August 13	Fall	December 20	January 7	Spring	May 12	May 21
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CIP Codes (Classification of Instructional Programs)	A standard numerical and terminological classification system for secondary and postsecondary instructional programs. The federally designated six-digit code (in the form xx.xxxx) identifies instructional program specialties within educational institutions to facilitate the organization, collection, and reporting of degree program data to various government and higher education organizations for use in surveys and databases. CIP codes are assigned to each degree program at the time it is established.																								
Classification (Student Level)	The student's level of progress toward a degree based on the number of credit hours earned. Freshman (First-year) = 0 to 29 accumulated credit hours, Sophomore = 30 to 59 accumulated credit hours, Junior = 60 to 89 accumulated credit hours, Senior = 90 or more accumulated credit hours; Graduate students are categorized as Graduate Level.																								

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Cohort	A specific group of students sharing one or more common characteristic or experience within a defined time period established for tracking purposes. For IEA reports, cohorts usually consist of full-time enrolled, first year students who begin college in a given term.
Completer	A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred.
Common Data Set (CDS)	A collaborative initiative between the higher education community and representative publishers of national surveys to establish standards, definitions, and reporting format for institutional data, with emphasis on undergraduate education. The collection of datapoints presented in the CDS includes: enrollment, degrees conferred, profile of first-year students, statistics and policies on admissions, academic offerings and policies, student life, annual expenses, financial aid, faculty profile, and class sizes.
Concentration	A designated group of courses within a major that establishes a focus area of learning
Continuing education	non-credit non-degree program or workshop
Continuing student	A student who is continuing from previous term at the same program level.
Core Curriculum	Also called General Education (GenEd). Sixty (60) semester hours of credit comprising the four major areas of humanities, sciences and mathematics, social sciences, and courses related to the major.
Course enrollment	Number of students enrolled in each course as of the mid-term census date for the semester.
Credit by examination	Credit granted upon the successful completion of a standardized test such as the examinations offered by the College Level Examination Program (CLEP). (The grade "K" appears on the record.)
Credit course	A course that, if successfully completed, can be applied toward the number of credit hours required for completion of degree, diploma, certificate, or other formal award.

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Credit hour	<p>A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire 15 week term. 750 minutes of instruction makes one lecture credit hour. Lab credit hours are based on a minimum of 1500 instructional minutes per semester. For a three credit hour lecture course, a student will attend a minimum of 2250 minutes of course instruction in one semester to earn three credit hours. It is applied toward the total number of credit hours necessary to complete the requirements of a degree, diploma, certificate, or other formal award.</p> <p>Lab credit hours, or practical application laboratory/studio credits, may be required in scientific or skill-intensive programs (such as art). It often involves the development of manual skills, requires limited out-of-class assignments per week, and is generally under the direct supervision of an instructor. Emphasis is on the use of equipment, tools, machines, or other technologies often found within a laboratory or studio environment.</p> <p>UWG grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen (15) weeks.</p>
Credit Load	<p>Total number of credits for which a student registers during a given semester. 18 hours is the limit without permission. Students may gain Dean approval to register for credit hours between 18 and 21. Maximum load, even with permission, is 21 hours. Minimum load for full-time status is 12 credit hours.</p>
Credit/No Credit	<p>A method of evaluating (grading) student performance in the completion of a course as either "Pass" or "Fail" "Satisfactory" or "Unsatisfactory." It is separate from the grade point system. (The grade "S" or "U" appears on the record.)</p>
CRN	<p>Course Reference Number; At UWG, a unique 5 digit code assigned to each section and/or course offering, specific to term. All fall semester course offerings begin with the number "8", while spring CRNs begin with a "1" and summer courses with a "5."</p>
Data element dictionary	<p>A file or a list that contains all known information about variables found in Banner download files such as format, data type, field width, and source.</p>
Date of Birth	<p>The calendar date of birth as designated on the individual's legal birth certificate or registration.</p>
Dean's List	<p>An announcement at the end of each semester listing students who have achieved a specified grade point average.</p>
Degree	<p>An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.</p>
Degree requirement	<p>A specifically identified course or examination that must be satisfied in order to become a candidate for a degree. UWG has both general University and specific program requirements.</p>

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Degree Seeking Student	Student enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students enrolled in postsecondary courses for credit (dual enrolled) are not considered degree/certificate-seeking.
Degrees conferred	The number of degrees awarded during the 12-month time period beginning July 1 of the previous calendar year and ending June 30 of the current calendar year [Academic Year = Summer through spring of the following year].
DFW Rate	Final course grades of D, F, withdrawn (W), withdrawn (WF) or unsatisfactory (U). DFW Rates are calculated as the number of D, F, W, WF, U grades divided by the total number of student grades.
Distance Education Course	A course in which the instructional content is delivered exclusively via distance education. One or two face-to-face requirements during a semester, for orientation, testing, or academic support services, do not exclude a course from being classified as distance education.
Distance Education Program	A program for which all the required coursework for program completion is available for completion via distance education courses.
Doctorate/Doctoral degree (Ph.D. or Ed.D)	The highest award (terminal degree) a student can earn for graduate study. The degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree. Successful completion of courses numbered 7xxx and above. EdD in Nursing = 60 semester hours EdD in Higher Education Administration = 60 semester hours EdD in Professional Counseling and Supervision (2 tracks) Students WITH EdS = accelerated program = 39 credits (2 yrs with dissertation) Students withOUT EdS = 60 credits (4 electives) EdD in School Improvement = 60 credit hours PhD in Psychology: Consciousness and Society = 60 credit hours
Drop/Add period	The process of making certain changes (dropping and adding classes) in a student's schedule of courses at the beginning of the semester. Adding courses is possible only during this five-day period. (See "The Scoop" on the Registrar's webpage for specific dates each semester.)
Dual enrollment	A program through which high school students may enroll in college courses while they are still enrolled in high school. Students are not required to apply for admission to the University in order to participate.
eCore	eCore stands for 'electronic core' - these are fully online core courses that are part of a state wide initiative (meaning students could be in classes with students from around the state and your instructor may or may not be a UWG instructor). One or two proctored exams are required but can be taken at sites around the world. See http://ecore.westga.edu

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Elective courses	An elective is a course elected from several. It implies options and choice; however, it should be stressed that physical education and recreation activity electives will not count as general academic electives. Also, programs require a certain number of hours to be upper-division and some lower-division. The term elective can refer to either of those; therefore, every use of the term elective is not the same.												
End of Term Census Date	<p>Date mandated by the University System of Georgia (USG) on which each institution takes a "snapshot" of data that includes end-of-term updates to grades, gpa, academic standing, credit hours earned and other items which may have changed since mid-term census date. The USG specifies their own FTE calculation. USG FTE = (FT UG Head Count + FT GR Head Count)+ ((PT UG Credit Hours/12) + (PT GR Credit Hours/9))</p> <p><i>See Census Date and Mid-Term Census Date.</i></p> <p>Official enrollment figures are based census date. USG defines CENSUS DATES table - http://www.usg.edu/research/data_reporting_systems/academic_data_mart</p> <p>USG End-Of-Term</p> <table border="0" data-bbox="495 737 1150 894"> <thead> <tr> <th>Semester</th> <th>ADC II Census Date</th> <th>ADC II Due Date</th> </tr> </thead> <tbody> <tr> <td>Summer</td> <td>August 6</td> <td>August 13</td> </tr> <tr> <td>Fall</td> <td>December 20</td> <td>January 7</td> </tr> <tr> <td>Spring</td> <td>May 12</td> <td>May 21</td> </tr> </tbody> </table>	Semester	ADC II Census Date	ADC II Due Date	Summer	August 6	August 13	Fall	December 20	January 7	Spring	May 12	May 21
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Endowment	Funds whose principal is nonexpendable (true endowment) and that are intended to be invested to provide earnings for institutional use												
Enrolled Student	Students who are currently enrolled in a credit bearing course.												
Entrance status	The entrance, or continuing, status of the student when he/she entered the institution in a particular term												

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<p>Ethnicity/Race (IPEDS)</p>	<p>Self-reporting variable. No response is necessary. Two-Part question.</p> <ol style="list-style-type: none"> 1. Part One asks for ethnicity. Either Hispanic/Latino or not. Yes or no. 2. Part Two asks person to select one or more of the listed races (Do NOT include unknown, refuse or decline, none of the above, other, or nonresident alien) IPEDS NCES.ED.GOV <p>Categories developed and defined by the Federal Government and do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. The Dept of Education (IPEDS-Integrated Postsecondary Education Data System) has provided these definitions:</p> <ul style="list-style-type: none"> · Hispanic or Latino(a): A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American or other Spanish culture or origin, regardless of race. · 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. · Black or African American: A person having origins in any of the black racial groups of Africa. · Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. · White: Not Hispanic. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. · Resident alien or other eligible non-citizen: A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status. · Nonresident alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. · Unknown: The category to report students or employees whose race and ethnicity are not known. · Two or More races: Not Hispanic; more than one race category selected
<p>Exclusions</p>	<p>Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates, Outcome Measures, and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.</p>

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Experience-based instruction	<p>Experience-based instruction or the equivalent focused on "real world" activities, albeit in an educational environment for the purpose of developing work-related competencies in the use of equipment, tools, machines, and/or other program-specific work products.</p> <p>Practical application laboratory/studio may generally be required in scientific or skill-intensive programs (such as art) and generally requires limited out-of-class assignments per week. Emphasis is in the use of equipment, tools, machines, or other technologies often found within a laboratory or studio environment. Practical application laboratory/studio often involves the development of manual skills and is generally under the direct supervision of an instructor. Ratio = 2:1 or 3:1, depending on program. (One hour of credit for 1500 or 2250 minutes of practical application laboratory/studio per term.)</p> <p>http://www.athens.edu/pdfs/policies/Operating/Academics/Determination-of-Credit-Hours.pdf</p>
Fact Book	<p>Annual Fact Books present snapshots and trends pertaining to admissions, enrollment, student financial aid, degrees conferred, cohort retention and graduation rates, faculty and employees, finances, and a number of other aspects of the University. (Compiled and published by IEA)</p>
Faculty	<p>A person appointed to a position with teaching responsibilities defined by a college or university. Usually in an academic unit. Categories include Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer and at UWG includes Librarians.</p>
Entering Cohort (Fall, First-time, Full-time Enrolled (IPEDS))	<p>The group of students entering in the fall term established for tracking purposes. For the Graduation Rate and Retention Rate calculations this includes all students who enter an institution as full-time enrolled, first-time degree or certificate-seeking undergraduate students during the fall term of a given year. 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 or postsecondary formal award earned before graduation from high school).</p>
Federal (un)subsidized loan	<p>A loan intended for eligible students to help cover the cost of higher education. The Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans (also known as Stafford Loans). Subsidized loans are available to undergraduate students with financial need; the Department of Education pays the interest while the student attends school. Unsubsidized Loans are available to all students, regardless of financial need</p>
Fees	<p>The expenses payable by the student to the University in order to be officially enrolled. Examples of such fees include the application fee, matriculation fee, and activity fees. Full-time Student - A student enrolled for a minimum of 12 credit hours each semester. The normal full-time course load is 15 credit hours per semester.</p>
First-generation college student	<p>An undergraduate student neither of whose parents have earned a four-year college/university degree</p>

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First-time, first-year student	A student who has no prior post-secondary experience 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 (i.e. through college credits earned before graduation from high school).
Fiscal year	Twelve-month period running from July 1st through the following June 30th. Generally for operating and budget cycles. For degrees awarded reporting, the terms included are Summer, Fall and Spring. For example: FY 2018 would include Summer 2017, Fall 2017 and Spring 2018.
Freshman/First Year Student	A student with 0-29.9 credits earned/completed.
Full-time equivalent (FTE - IPEDS)	<p>IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity. These are separate from the USG and standard student FTE definition already indicated.</p> <p>Calculation of FTE students (using fall student headcounts) - The number of FTE students is calculated based on fall student headcounts as reported by the institution on the IPEDS Enrollment (EF) component (Part A). The full-time equivalent (headcount) of the institution's part-time enrollment is estimated by multiplying the factors noted below times the part-time headcount. These are then added to the full-time enrollment headcounts to obtain an FTE for all students enrolled in the fall. This formula is used to produce an FTE that is used annually in the Digest of Education Statistics.</p> <p style="padding-left: 20px;">Part-time undergraduate enrollment</p> <p style="padding-left: 40px;">Public 4-year (.403543)</p> <p style="padding-left: 40px;">Private (not-for-profit and for-profit) 4-year (.392857)</p> <p style="padding-left: 40px;">Public 2-year and <2-year (.335737)</p> <p style="padding-left: 40px;">All other institutions (.397058)</p> <p style="padding-left: 20px;">Part-time graduate enrollment</p> <p style="padding-left: 40px;">Public 4-year (.361702)</p> <p style="padding-left: 40px;">Private (not-for-profit and for-profit) 4-year (.382059)</p> <p>Calculation of FTE students (using instructional activity) - The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the IC Header component. Semester -Enrollment level (one FTE over 12-month period)</p> <p style="padding-left: 40px;">-Undergraduate 30 credit hours</p> <p style="padding-left: 40px;">-Graduate 24 credit hours</p>

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<p>Full-time equivalent (FTE Enrollment - USG definition)</p>	<p>Undergraduate FTE Count each full-time student as 1 (where full-time is defined as attempting 12 or more hours, with Student Level less than 60); count all hours enrolled for the remaining undergraduates and divide those hours by 12; add the two numbers together.</p> <p>Graduate and Professional FTE Count each full-time student as 1 (where full-time is defined as attempting 9 or more hours, with Student Level 60 or greater); count all hours enrolled for the remaining graduate and professional students and divide those hours by 9; add the two numbers together.</p> <p>Add Undergraduate FTE and Graduate/Professional FTE to get the total FTE.</p> <p>FTE definition set by the Board of Regents (Total full-time undergraduate students taking 12 or more hours + total full-time graduate students taking 9 or more hours) + (Total part-time undergraduate credit hours/12 + total part-time graduate credit hours/9).</p>
<p>Full-time equivalent (FTE- Differences between IPEDS and USG)</p>	<p>The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. There are two standard calculations of FTE students used for most institutional reporting, one using fall student headcounts (full-time + 1/3 part-time) and the other using instructional activity ((UG SCH/15) + (GR SCH/12)). The USG BOR specifies a different calculation of FTE. $USG\ FTE = (FT\ UG\ Head\ Count + FT\ GR\ Head\ Count) + ((PT\ UG\ Credit\ Hours/12) + (PT\ GR\ Credit\ Hours/9))$</p> <p>Minimum credit hour load for full-time undergraduate students = 12 credit hours. Minimum credit hour load for full-time graduate students = 9 credit hours.</p>
<p>Full-time equivalent (FTE) - Employee</p>	<p>A numerical designator for an appointment based on 100% for full time. An FTE for a full-time employee is 1.00. Full-time equivalent (FTE) for employees is the amount of hours budgeted for a position. A position budgeted for 80 hours in a bi-weekly pay period would be 1 FTE; a position budgeted for 40 hours in a bi-weekly pay period would be .5 FTE. Total annual hours used in general calculations for full-time staff employee is 2080 hours.</p>
<p>Full-time equivalent (FTE) - Student</p>	<p>The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. There are two standard calculations of FTE students used for most institutional reporting, one using fall student headcounts (full-time + 1/3 part-time) and the other using instructional activity ((UG SCH/15) + (GR SCH/12)).</p>

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Full-time student	Full time undergraduate student is enrolled more than 12 credit hours per semester. Full time graduate students, depending on degree program, are enrolled for nine (9) or more credit hours per semester. A common definition of FTE enrollment includes all full-time students plus one-third of the total number of part-time students (IPEDS definition), but calculations can also be based on credit hours taken.
Full-Time/Part-Time status	Full-time status for undergraduate students is equal to or greater than 12 Semester Credit Hours (SCH), whereas part-time status for undergraduates is less than 12 SCH. Full-time status for graduate students is equal to or greater than 9 SCH, whereas part-time status for graduates is less than 9 SCH.
Grade Point Average (GPA)	UWG calculates GPA by dividing the total amount of grade points by the total amount of hours attempted. Grade points are assigned to credit hours attempted according to the grade earned. In a 4 point system, A=4.0, B=3.0, C=2.0, D=1.0, F/W=0. Multiply the grade points by the number of credits for the class/grade, then divide by the total number of attempted credit hours. average of all grades for all courses attempted at West Georgia adjusted by any graduation forgiveness policies in place in the catalog used to determine degree requirements
Graduate Student	A student who holds a bachelor's or first-professional degree, or equivalent, and is admitted to and taking courses in a post-baccalaureate program (Master's, certificate, Education Specialist, or doctorate - 5xxx-9xxx level courses).
Graduation Rate	The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of bachelor's (undergraduate) completers within 150% of normal time (i.e., 6 years) divided by the revised adjusted cohort. The percentage of students in a given cohort who graduate within a specified period of time. Four years and six years of time is the typical standard for measuring a first-time, full-time cohort's graduation rate. Usually based on the IPEDS first-time full-time entering cohorts. Rates can be calculated on 'all' or 'part time cohorts', etc. but the standard most commonly referenced calculations are based on FT/FT
Head Count (unduplicated)	A count of individuals. The count of students enrolled for credit, with each student counted only once during the reporting period, regardless of how many terms during the reporting period the student enrolled.
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. (IPEDS definition). Persons who are Hispanic should be reported only on the Hispanic line, not under any race.
In-State Student	A student who is a legal resident of the state in which she or he attends school. Some student sare granted waivers and indicated as "in-state" according to fees and tuitions paid

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Institutional Research (IR)	IR professionals support campus leaders and policy makers in wise planning, programming, and fiscal decisions covering a broad range of institutional responsibilities. These areas can include research support to senior academic leaders, admissions, financial aid, curriculum, enrollment management, staffing, student life, finance, facilities, athletics, alumni relations and many others. At UWG, IR is part of the Office of Institutional Effectiveness and Assessment (IEA).
International student	Non-resident Alien. A student with non-U.S. permanent residence upon enrollment.
IPEDS	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES (National Center for Educational Statistics) by congressional mandate, involves annual institution-level data collections. IPEDS gathers information from every college, University and technical and vocational institution that participates in the federal student financial aid programs. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices and student financial aid using a web-based data collection system. These data are made available to students and parents through the College Navigator college search website and to researchers and others through the IPEDS Data Center.
IPEDS Keyholder	The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.
Junior	A student with 60-89.9 credits completed.
Limited term employee (LTE)	A university employee assigned non-project appointment of less than 1,044 hours within 26 consecutive biweekly payroll periods, which does not lead to permanent status (i.e. a career).
Low-income student	A student who received a Federal Pell Grant in their first year of enrollment.
Major	Students are classified as majors according to their selection of a primary field of study. This field must be selected from approved degree programs. Most majors require the completion of 21 - 33 credit hours in the major field.
Master's degree	An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Course levels 5XXX-6XXX. Minimum credit hour requirement is 30 hours to earn a master's degree.
Matriculate	To enroll as a student
Mid-Term Census Date	Date mandated by the University System of Georgia on which each institution takes a "snapshot" of all students' enrollment that becomes the "official enrollment" that is used for both state reporting and financial aid eligibility.

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Minor	A field of secondary emphasis. The total number of units required in the minor field is less than that required for the major.
National Center for Education Statistics (NCES)	The National Center for Education Statistics (NCES), in the Institute of Education Sciences, is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education. Federal agency that conducts the collection of the Integrated Postsecondary Education Data System (IPEDS) data.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (IPEDS definition)
New student	A student who has no creditable (i.e. acceptable for transfer) course work in higher education (other than credits earned in summer session or high school). The student is considered a new student if he/she is new to higher education, not just new to the Extended Degree Program (EDP). Prior Learning Credits do not qualify as acceptable for transfer course work and therefore do not alter a student's entrance status (i.e., a student can have Prior Learning Credits and can still be considered a new student).
Non-credit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Note: Nonresident aliens are to be reported separately in the places provided, rather than in any of the racial/ethnic categories described above. (IPEDS definition)
Non-traditional student	An undergraduate student who is 25 years of age or older.
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, excluding summer terms) for a bachelor's degree at UWG.
Part-time student	An enrollment category based on a student's credit load. Generally, this refers to an undergraduate student enrolled for less than 12 credits or a graduate student enrolled for less than 9 credits in a particular semester during the academic year.
Peer Institutions	Institutions similar to UWG used for comparison/benchmarking purposes.
Pell Grant	A Federal Pell Grant, which is awarded to undergraduate students based on financial need.
Persistence rate	The percentage of students who remain enrolled in a given time period. IEA's persistence reports demonstrate the percentage of students who remain enrolled Term-to-Term (Fall-to-Spring or Spring-to-Fall).
Post-baccalaureate certificate	An award that requires completion of an organized program beyond the bachelor's degree but does not meet the requirements of academic degrees at the master's level.

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Post-master's certificate	An award that requires completion of an organized program beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.
Race/Ethnicity	Race and Hispanic ethnicity are now considered separate categories by the federal government and are reported as follows: All persons who identify themselves as Hispanic are reported only in the Hispanic ethnicity category. Individuals who are not Hispanic and report more than one racial background are reported in the Two or More Races, non-Hispanic category. All other individuals who do not claim Hispanic origin, nor multiple races, are classified in the single racial category chosen (Black, White, Asian, Native Hawaiian or other Pacific Islander,
Race/Ethnicity Unknown	The category used to report students or employees whose race and ethnicity are not known (not reported). (IPEDS definition)
Re-entry student	A student who was enrolled, left for one or more terms (other than Summer session), and returned. In the case of undergraduates, a student who did not earn transferable credits from another institution (other than Summer session) while away, and has re-enrolled.
Resident alien	A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). Note: Resident aliens are to be reported in the appropriate racial/ethnic categories along with United States citizens. (IPEDS definitions)
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. The percentage of students who remain enrolled in a given time period. UWG's retention reports demonstrate the percentage of students who remain enrolled Year-to-Year (Fall-to-Fall or Spring- to-Spring). Usually based on the IPEDS first-time full-time entering cohorts. Rates can be calculated on 'all' or 'part time cohorts', etc. but the standard most commonly referenced calculations are based on FT/FT
Semester (calendar system)	A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.
Senior	A student with 90 or more credits earned/completed.
Sophomore	A student with 30-59.9 credits earned/completed.
Specialist Degree (Ed.S.)	Post-Master's (pre-doctorate) degree program for students in Education. Twenty-seven (27) credit hours of courses 7xxx--8xxx level.

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Specialized Accreditation	Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions.
Staff	University employees who are employed part-time, full-time, or limited-term and are not classified as faculty.
STEM	An acronym that refers to the academic disciplines of science, technology, engineering and mathematics. STEM Disciplines include majors such as biology, chemistry, computer science, environmental science, mathematics, and physics.
Student Level (classification)	The student's level of progress toward a degree based on the number of credit hours earned. Freshman (First-year) = 0 to 29 accumulated credit hours, Sophomore = 30 to 59 accumulated credit hours, Junior = 60 to 89 accumulated credit hours, Senior = 90 or more accumulated credit hours; Graduate students are categorized as Graduate Level.
Student-to-faculty ratio	The ratio of FTE students to FTE instructional staff, i.e., students divided by instructional staff. The Common Data Set student-to-faculty ratio excludes both faculty and students in stand-alone graduate or professional programs and excludes graduate student teaching assistants as faculty. The CDS calculates student-to-faculty ratio = students (full-time + 1/3 part-time) divided by instructional faculty (full-time + 1/3 part-time)
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another
Transfer student	A student entering the reporting institution for the first time but known to have previously attended, and transferring credits from, a postsecondary institution at the same level (e.g., undergraduate, graduate).
Transient Student	A transient student is a "visiting" student who wishes to take course work at UWG for one semester and then return to his or her previously enrolled college.
Tuition	Price of Instruction which varies according to state residency status, course level (graduate/undergraduate), degree program, and delivery method (face-to-face/online). Does not include fess, room, board, textbooks, or other expenses associated with attending university.
Two or more Races	A person not reporting as Hispanic or Latino (ethnicity), but indicates more than one race/ethnic category. (IPEDS) persons who are non-Hispanic multi-racial should be reported only under "Two or more races."
Undergraduatate student	A student admitted for the purpose of taking classes to complete programs for bachelor's degree. Enrolled in courses 1xxx-4999.

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Unduplicated headcount	The count of students enrolled for credit, with each student counted only once during the reporting period, regardless of how many terms during the reporting period the student enrolled.
USG	University System of Georgia comprised of 26 insitutions of higher education and governed by the Board of Regents (appointed to 7 year terms by the governor). The Board elects a Chancellor.
Veteran	A current or former member of the U.S. military who was not dishonorably discharged. There is no requirement for active duty or a minimum number of days that the student must have served to be considered a veteran.
Veteran's Choice Act	Requires that certain eligible non-resident U.S. veterans and other eligible benefit recipients be charged the same tuition as Wisconsin residents pursuing the same course or program.
White, non-Hispanic	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (IPEDS definition)
Yield Rate	The percentage of admitted students who accept the offer of enrollment. The percentage of students that have applied to and been accepted by UWG, who then choose to enroll. (Calculated as number of students matriculated divided by the number of students offered admission.)