



# Data Dictionary

## As of November 1, 2023

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For more information, contact:  
Robert E. Smith, Ed.D.  
Chief Information and Technology Officer  
(CITO) Computing Center  
East Stroudsburg University  
200 Prospect Street | East Stroudsburg, PA  
18301 P: 570-422-3114 | [rsmith91@esu.edu](mailto:rsmith91@esu.edu)

## Census or Freeze Data

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Census or Freeze data is a semester “snapshot” of detailed university information collected and stored on students. The Freeze data are arranged in files that are “frozen” in the same week each semester. In general, freeze data are captured by the 15th day of class each semester after the add/drop registration period ends (summer terms are currently captured at the end of the term).

The Census data files contain static demographic and academic data for each student enrolled for a given term. These data are used for official reporting purposes inside and outside the university.

## The Unit of Analysis = Student

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### Student:

#### Credit Hour

One “credit hour” is defined in line with the amended Higher Education Act of 1965 as equivalent to one hour of instruction and two or more hours of additional student work per week over a fifteen-week semester or an equivalent amount of instruction/student work over a different amount of time.

#### Credit Hours (CRS)

Credit Hour totals will contain the number of credit hours attempted or earned for coursework counting towards a degree, certificate, or other formal award, including remedial courses.

- **Attempted Credit Hours** – Refers to a student’s registered credit hours as captured at Census before a final grade is known.
- **Earned Credit Hours** – Refers to a student’s registered credit hours for which a final passing grade was received at the completion of the term.

#### Student Credit Hours (SCH)

Student Credit Hour totals (SCH) are the sum of attempted or earned credit hours that are registered and paid for the semester, regardless of the student’s full-/part-time status or location.

#### Full-/Part-time Enrollment

Each student is determined to be full-time or part-time in a term based on their academic level and the number of credit hours they are attempting, as captured at Census. Statuses are determined as follows:

##### For Undergraduates

- **Full-time** – An undergraduate is full-time if they attempt 12 or more credit hours.
- **Part-time** – An undergraduate is part-time if they attempt 11.99 or fewer credit hours.

##### For Graduate Students

- **Full-time** – A graduate student is full-time in a term if they are attempting nine or more hours.
- **Part-time** – A graduate student is part-time in a term if they are attempting 8.99 or fewer hours.

**Full-time Equivalent (FTE) Student Semester calculation:**

Student Semester FTE is a unit of measure derived from the Student Credit Hour (SCH). Generally, one undergraduate semester FTE is equivalent to 15 student credit hours and/or one graduate semester FTE is equivalent to 12 student credit hours.

**Total Undergraduate Student Credit Hours / 15 = Undergraduate Full-time Equivalent Students (FTES)**  
**Total Graduate Student Credit Hours / 12 = Graduate Full-time Equivalent Students (FTES)**

**Annualized FTE**

The undergraduate Annualized FTE is calculated as the sum of annual student credit hours for the academic year divided by 30. The graduate Annualized FTE is calculated as the sum of annual student credit hours divided by 24.

**Headcount Enrollment (HC ENR)**

Headcount Enrollment is the number of students enrolled for at least one course counting towards a degree, certificate, or other formal award, including remedial courses. Students enrolled solely in audit courses and non-degree-seeking students are not counted in official headcounts. Official headcounts include all students registered at Census, regardless of full-time or part-time status.

**Unduplicated Headcount Enrollment**

The total number of students enrolled for credit within a given reporting period where each individual is only counted once.

**First-time Undergraduate**

First-time Undergraduates are students who enroll at the undergraduate level for the first time in a given term. First-time Undergraduates entering each fall term constitute a group of central importance for federal reporting compliance; see “First-time Cohort” below. First-time undergraduates include the following:

- A student who has earned no previous college credit hours;
- A student who has earned college credits while in high school through joint enrollment in college courses;
- A student who enrolls in college the summer between graduating from high school and fall matriculation. The summer and fall enrollments may be in different institutions.

The following definitions are adapted from National Center for Education Statistics (NCES) definitions used in reporting to the Integrated Postsecondary Education Data System (IPEDS). See the NCES’s [IPEDS glossary](#) for more information.

**Degree-Seeking Student**

Degree-seeking students are students who declare the objective of earning a certificate or degree when they enroll for their first term in college. That includes students seeking less-than-one-year and one-year certificates, associate's degrees, and bachelor's degrees. Degree-seeking students that are seeking a bachelor's degree may be referred to as “bachelor's-seeking.”

### **First-time Cohort**

The group of students defined by the federal government for official retention and graduation rate calculations that are required for compliance with federal IPEDS reporting. A First-time Cohort is a group of first-time, full-time, bachelor's-seeking students in a given fall term (or preceding summer). Under certain circumstances, students may be excluded from a cohort for the purposes of calculating retention or graduation rates; see "IPEDS Exclusions."

Usage of "cohort" in official reports refers to the "first-time, full-time, bachelors-seeking undergraduate cohort" unless otherwise noted.

### **Exclusions**

Students may be removed from the numerator and denominator of a retention or graduation rate calculation if they experience any of the following circumstances within the period relevant to the calculation: death or total and permanent disability; service in the armed forces; service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions. Students who leave for service in the armed forces, a foreign aid service, or a church mission but return to enrollment or are able to graduate within the relevant timeframe are not excluded.

### **Retention Rate**

The federal measure of a student's continued study at a particular academic institution. Retention Rate is defined as the percentage of a First-time Cohort who has enrolled the following fall again. Usage of "retention rate" in official reports refers to this federal definition unless otherwise noted.

Following the same logic, the "1-, 2-, or 3-year Retention Rate" corresponds to the percentage of a First-time Cohort who have enrolled again in a fall term 1, 2, or 3 years after their cohort term, respectively.

### **Graduation Rate**

The Student Right-to-Know Act enacted the official federal measure of student degree attainment and required compliance with IPEDS reporting. Graduation Rate is defined as the percentage of students within a First-time Cohort who receive a bachelor's-level award within 150% of normal time (i.e., six years).

Following the same logic, the "4-, 5-, or 6-year Graduation Rate" corresponds to the percentage of a First-time Cohort who receive a bachelor's-level award within 4, 5, or 6 academic years since their matriculation, respectively. Graduates are counted through the summer of the corresponding year. The 4-year Graduation Rate is also called the "On-time Graduation Rate."

### **Transfer Student**

A student entering the institution for the first time which 1) is not already classified as a First-time Undergraduate and 2) is known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit(s).

#### **Definition**

An undergraduate degree or certificate-seeking student entering the reporting institution after previously attending another post-secondary institution. The student may transfer with or without credit.

Undergraduate students entering the institution directly from high school who earned dual credit or Advanced Placement credit or any other type of college credit while enrolled in high school are not considered transfer students.

If the only postsecondary attendance at another institution is the summer or winter immediately preceding the fall or spring admissions term, the student is not a transfer.

If a student moves from one administrative unit of an institution to another within the same institution without having attended another institution, that student is not considered a transfer (Non-degree to Degree-seeking, second-degree, etc.).

Students with prior postsecondary experience credit from attending a military academic institution (e.g., Community College of the Air Force, West Point, U.S. Naval Academy, etc.) are Transfer students. Students who have not attended a postsecondary institution and are being awarded transfer credit for military service/training from an association such as the American Council on Education are NOT Transfer students.

For more information, refer to Board Policy 1999-01: The Student Transfer Policy and Procedure/Standard Number 2022-54 Student Transfer

### **Continuing Student**

A student enrolled at the institution in any term after entering as either a first-time or new transfer student.

### **IPEDS Race/ethnicity Categories**

Racial/ethnic group classification indicating general racial or ethnic heritage. Race/ethnicity data are based on the Hispanic ethnic category and the race categories listed below. There are six single-race/ethnicity categories as well as “Two or more races,” “Nonresident alien,” and “Unknown.”

Race categories exclude persons of Hispanic ethnicity unless otherwise noted.

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Used interchangeably with the shortened term Hispanic.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Used interchangeably with the shortened term Black.
- **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. Before 2010–11, the Common Core of Data (CCD) combined Asian and Pacific Islander categories.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Before 2010–11, the Common Core of Data (CCD) combined Asian and Pacific Islander categories. Used interchangeably with the shortened term Pacific Islander.

- **Two or more races:** A non-Hispanic person identifying themselves as two or more of the following race groups: White, Black, Asian, Native Hawaiian or Other Pacific Islander, or American Indian or Alaska Native. “Two or more races” was introduced in the 2000 United States Census and became a required category for IPEDS reporting in the 2010-11 collection year.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Nonresident alien:** A person who is not a citizen or national of the United States or a permanent resident alien who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
- **Unknown:** The category used to report individuals whose race and ethnicity are not known.

### **Minority Race/Ethnicity**

A non-majority race/ethnicity, including the following federal categories: Hispanic, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, and two or more races. Does not include individuals classified as Nonresident alien or unknown.

### **Additional definitions**

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**ACADEMIC YEAR** - The period generally extends from August to July, usually equated to a sequence of three terms: fall, winter, spring, and summer. For example, the 2020-21 academic year includes Fall 2022, Winter, 2023, Spring 2023, and Summer 2023.

**ASSOCIATE’S AWARD** - A degree awarded for satisfactory completion of no less than 60 credit hours or equivalent hours of college credit representing a planned sequence of learning experiences.

**BACHELOR’S AWARD** - A degree awarded for satisfactory completion of no less than 120 semester hours or equivalent hours of college credit representing a planned sequence of the learning experience and also referred to as a “baccalaureate award.”

**CLASS LEVEL** – For degree-seeking undergraduate students, denotes progress towards earning a typical 120 credit hour degree by the following stages: freshman (less than 30 hours earned), sophomore (30 to 59.9 hours earned), junior (60 to 89.9 hours earned), and senior (90 hours and above).

**CREDIT** - Recognition of attendance or performance in an instructional activity (course or program) that a recipient can apply toward the requirements for a formal award.

**CREDIT COURSE** - A course that, if completed, can be applied toward the number of courses required for achieving a formal award.

**DOCTORATE** - A degree awarded for satisfactory completion of the requirements of a program of study representing a planned sequence of learning experiences consisting of at least two years of study beyond the master's level, including completion of a thesis or dissertation.

**FIRST-YEAR** - A student who has completed less than the equivalent of one full year of full-time undergraduate work, i.e., less than 30 credit hours for a typical 120-credit-hour program.

**FORMAL AWARD** - An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

**FOURTH YEAR AND BEYOND** - A student who has completed the equivalent of three years of full-time undergraduate work, i.e., at least 90 credit hours for a typical 120 credit hour program.

**GEOGRAPHIC ORIGIN** - The permanent residence of a student at the time of application.

**GRADUATE STUDENT** - A student enrolled in a graduate degree program. Includes students taking graduate course work, whether degree-seeking or non-degree seeking.

**LOWER DIVISION COURSES** - Credit courses in the Catalog are listed in the 100s or 200s, typically designed for students at the first-year (freshman) or second-year (sophomore) levels.

**MASTER'S AWARD** - A degree awarded for satisfactory completion of the requirements of a program of study representing a planned sequence of learning experiences consisting of at least 30 credit hours.

**NON-DEGREE SEEKING** - Students enrolled in courses for credit whom the institution recognizes as having no intention of seeking a degree or who have not made a declaration of degree intention.

**STUDENT ADDRESS AS OF CENSUS** – A student's permanent residence as of the official Census date in a given term.

**CONCURRENT HIGH SCHOOL STUDENT** – A high school student concurrently enrolled at the institution before graduation from high school. A Concurrent High School Student that receives credit toward their high school diploma and future college attendance is also referred to as a "Dual Credit Student."

**DUAL CREDIT STUDENT** – A high school student enrolled at the institution before graduation receives credit for their high school diploma and/or future college attendance.

### **Applicant**

An individual who has submitted an application, complete or incomplete, to pursue study at East Stroudsburg University.

- **Admission (Admitted Applicant)** – An applicant whose application has been accepted and who has been notified of their eligibility to continue towards matriculation.
- **Conditional Admission (Conditionally Admitted Applicant)** – An applicant whose application has been accepted but who must satisfy particular requirements as a condition of matriculation.

### **Application**

An application is the submission of information and materials for consideration of admission into a degree-/certificate-granting program or for study as a special/non-degree-seeking student.

Undergraduate applicants can only submit one application per term of entry, whereas graduate applicants must submit an application to each sought-after graduate program.

- **Incomplete Application** – A submitted application that does not include all the required materials for an admission decision.
- **Complete Application** – A submitted application includes all required information and materials for an admission decision.
- **Cancelled Application** – An application that has been withdrawn from consideration by the institution at any stage of the admissions process.
- **Decided Application** – An application for which an admissions decision has been reached.

### **Unduplicated Headcount of Applicants**

A count of applicants in which each applicant is only counted once within the given time frame.

### **Application Program**

The academic program that an applicant declares on their application.

### **Application Materials for First-time Undergraduates**

The following definitions describe some of the materials that first-time undergraduate applicants may be required to submit to document their prior academic history or readiness for university study. Some information or materials submitted by applicants, such as test scores and transcripts, may be updated on receipt of the official version from the relevant authority.

### **Official High School Transcript or recognized equivalent**

A document certifying the successful completion of a prescribed secondary school program of study that includes a record of the applicant's high school course grades and cumulative grade point average (GPA). In some cases, applicants may submit a recognized equivalent to a high school diploma, such as satisfactory scores on the Tests of General Educational Development (GED).

### **Standardized Test Scores**

Scores on standardized educational tests, such as the SAT or ACT. East Stroudsburg uses "superscores," or the most significant score on each test component, when considering a standardized test score in admissions considerations. As a "test-optional" school, East Stroudsburg permits applicants to specify whether or not their test scores will be used in their admissions decisions. However, test scores are required for homeschooled students and students who attend a high school where letter grades are not awarded.

### **Evidence of English Proficiency**

International applicants, or domestic applicants that have studied outside of the United States, may be required to submit materials documenting proficiency in English, such as scores from the Test of English as a Foreign Language (TOEFL) exam or a recognized equivalent (e.g., a high school diploma or university credit earned from a school in an English-speaking country).

### **Advanced Standing**

First-time undergraduate applicants may be admitted with "advanced standing," credit earned from standardized tests, prior completion of college courses, or other work/life experience.

- **Dual Credit** – Credit from college courses attended as a high school student that can apply towards both a high school diploma and future college attendance.
- **Advanced Placement (AP) Credit** – Credit from satisfactory performance on AP exams.



- **International Baccalaureate (IB) Credit** – Credit from satisfactory performance on IB exams.
- **College Level Examination Program (CLEP) Credit** – Credit from satisfactory performance on general or subject CLEP exams.
- **Credit earned from SAT or ACT scores** – Credit towards some math or English requirements may be received based on an applicant’s SAT or ACT scores.
- **Military Service Credit** – Credit for courses completed during military service.
- **Prior Learning Credit** – Credit awarded for knowledge gained through work or life experience, typically assessed through an exam or submission of a portfolio.

#### **Transfer credit**

First-time undergraduate applicants that have earned college credit from a regionally accredited postsecondary institution may transfer credit to East Stroudsburg. This is to be distinguished from “transfer applicants” who are applying to East Stroudsburg having completed college coursework post-high school graduation.

**The Admissions “Funnel”**

The typical stages that a new prospective undergraduate student moves through on the way to becoming an enrolled student are described as the admissions “funnel” because the total number of individuals tends to decrease from the first stage to the last. Note that, to make comparisons to other universities, IPEDS only collects counts of “Applicants,” “Admitted applicants,” and “Students Enrolled at Census.”

Stage	Criteria to enter a stage.
Applicant Admitted applicant or “Admit” Offered applicant or “Offered”	A prospective student applies. An applicant’s application is accepted. An admitted applicant expresses their intention to enroll at East Stroudsburg. Deferral – An admitted applicant that opts to delay entry.
Applicants with deposit paid	An offered applicant pays a monetary deposit to secure a place in the entering class.
Matriculated student or “Matric”	A confirmed applicant becomes a matriculated student and is eligible to register for courses.
<i>Orientation</i>	
Registered for orientation	A matriculated student signs up for an orientation session.
Attended orientation	A matriculated student attends orientation.
<i>Course Registration</i>	
Student Enrolled pre-Census	A matriculated student registers for classes <i>before</i> Census.
Student Enrolled at Census	A matriculated student is registered for classes <i>at</i> Census.

The following metrics are commonly used to characterize the admissions funnel:

**Admission Rate**

The percentage of applicants who are admitted.

**Yield Rate**

The percentage of admitted applicants that enroll, either pre-Census or at Census.

**Yield Rate into Application Program**

The percentage of admitted applicants that enroll in the program declared on their application. May differ from Yield Rate due to students changing majors after admission but before Census.

## Online Learning

### Online Course (or Distance Education Course)

A course where instruction is delivered primarily through online/distance education methods. Online courses may still require a small percentage of the total work or course requirements to be met through in-person activities (e.g., testing).

- **Synchronous Online Course** – An online course where instruction or meetings between students and instructors are designed to be held in real time.
- **Asynchronous Online Course** – An online course where instruction is not delivered in real-time but delivered through means such as pre-recorded lectures.

### Attendance Modality in a Term

A student is considered to attend online in a term if they take 80% or more of their non-audit enrolled credit hours through online courses.

### Academic Program

A program of study and/or set of requirements approved by the Pennsylvania State System of Higher Education (PASSHE) which, when completed, results in the conferral of a degree, certificate, or other formal awards. East Stroudsburg University's PASSHE-approved program offerings are listed in the Academic Program Inventory.

- **On-campus Only Program** – An academic program that does not carry PASSHE approval to be delivered primarily or exclusively online.
- **Online Program (or Distance Education Program)** – An academic program approved by PASSHE to be delivered primarily, but not necessarily exclusively, through online courses. Students pursuing a degree program online may still choose, when applicable, to enroll in face-to-face courses.

### Students Pursuing an Online Program

A student is considered to pursue a program online if they are pursuing a PASSHE-approved online program and carry an online "site" code on their record from either a) being admitted as an online student or b) transitioning to being an online student at a later time. Note that, in general, this group is different from the group of students who happen to be attending online in a given term, as defined by credit hour delivery in "Attendance Modality in a Term."

### Online Program Completers

A student is considered to have completed their program online if 1) they have been conferred a degree in a PASSHE-approved online academic program, and 2) they carry the online "site" code at the time of graduation.

### Distance Education Reporting for PASSHE, IPEDS, and NC-SARA

Reporting to the Pennsylvania State System of Higher Education (PASSHE), the Integrated Postsecondary Education Data System (IPEDS), and the National Council for State Authorization Reciprocity Agreements (NC-SARA) requires categorizing each student's distance education status in a term as:

- Enrolled exclusively in online courses
- Enrolled in some, but not only, online courses
- Enrolled in no online courses

**PROGRAM & ENROLLMENT  
SUPPORT RATIOS**

**BI Reporting for Sustainability Enrollment  
Metrics**

### Data Sources

**SAP/Business Warehouse:** SAP enterprise data warehouse consisting of all data from SAP ECC system (Human Resources, Finance, Purchasing, etc.) and other external data sources, including source for Annual Data Collection processes of related academic data.

**Annual Data Collection Plan Submissions:** Required university data submissions surrounding numerous file collections related to academic and financial data. Examples include Student Enrollment, Student Completions, various student financial collections, Faculty Workload, etc.

**Comprehensive Planning Process (Excel file):** Annual, integrated Excel file collection, which includes university budget requests/projections, workforce projections, sustainability metrics, academic planning and goals and strategies.

### Definitions

**Academic Year:** Coinciding with the fiscal year, running July 1 through June 30 and identified via Year and Semester coding, per collection via the Annual Data Collection processes. Terms within the Academic Year include the following, in the following order:

- 7: Summer 2
- 1: Fall
- 6: Winter
- 2: Spring
- 9: Summer 1

**Clock-Hour Students** are measured in clock hours attempted towards and identified clock hour program of study. Measurement is based on time spent related to class or other instructional activities.

**Culinary Faculty and Staff** are identified by their funding source settings within SAP Human Capital Management and specifically for those associated to the *Academy of Culinary Arts*.

**Degree Programs:** University classification of academic programs, as classified in the Academic Program Inventory (API). Degree programs are further differentiated by their award type of Associates, Bachelors, Masters and Doctoral.

**Fiscal Year:** State System and university fiscal year cycle follows a July 1 through June 30<sup>th</sup> schedule.

**Fund:** Fund on financial posting as it occurs in the SAP Finance Ledger; Funds are used to segregate financial activities to account for requirements of outside restrictions or regulations and internal designations.

**Unrestricted Funds:** unrestricted resources used in support of the primary academic mission of the university, with no restrictions placed on them by outside agencies. Restrictions or designations placed on the use of the funds by internal entities such as the Board of Governors,

Office of the Chancellor, university presidents, and senior management do not cause the funds to become restricted.

**Restricted Funds:** Restricted funds are resources received with purpose restrictions imposed by a donor or an agency outside the State System. The funds must be expended according to the specific directions of the donor or external agency. Examples of entities that can cause funds to be classified as restricted are the Commonwealth of Pennsylvania and its agencies, the federal government, and corporate or individual donors.

**Personnel Subarea:** SAP Human Resources designation of a specific unit, which is a subdivision allowing for specific pay scale and wage structures.

**Faculty:** All personnel designated as being employed under the APSCUF collective bargaining agreement; designation is set in SAP Human Capital management as the employee's personnel subarea.

**Nonfaculty:** All personnel designated as employed in a unit other than APSCUF and for the purposes of these metrics, do not include Student Employees, Contractors or Volunteers. Designation is set within SAP Human Capital Management as the employee's personnel subarea, within one of the following: *AFSCME, Nonrepresented, SCUPA, SPFPA, POA, Coaches, Cheer Advisors, OPEIU, PSSU, Physicians, Other.*

**Student Residency Status:** PA residency status of the student. Collected within Annual Data Collection processes for student enrollment; acceptable values:

- R: PA resident (receiving in-state tuition)
- N: Non-PA resident (receiving out-of-state tuition)

**Student Program Level:** The student's program level associated to the primary major; this reflects the level of the student's enrollment, regardless of the courses they are registered in. Collected within Annual Data Collection processes for student enrollment

Undergraduate Program Levels:

- Non-degree credit bearing undergraduate (A)
- Certificate program undergraduate (C)
- Associate degree program (G)
- Baccalaureate degree program (H)
- Post-baccalaureate non-degree credit bearing undergraduate (O)
- Clock Hour (Q)

Graduate Program Levels:

- Non-degree credit bearing graduate (B)
- Certificate program graduate student (D)
- Post-master's certificate (E)
- Master's degree program (I)

- Doctoral degree program (J)
- First Professional program (K)
- Post-baccalaureate non-degree credit bearing graduate (P)

### Measure Definitions and Calculations

**Full Time Equivalents:** Measurement which is equivalent to an individual, measuring an employee or student workload. In general,

**Employee FTE** calculations sourced from all SAP employment records, based on capacity measured across the relevant time periods where compensation is received. Results will not exceed a 1.0.

**Student FTE** calculations are sourced from attempted credits by student program level, as submitted in the student enrollment submissions

#### *Faculty FTE Measures*

Faculty FTE calculations are performed for employees classified as APSCUF; where there is no distinction made between instructional and noninstructional classifications. Results are aligned in accordance with Article 23 of the *APSCUF Collective Bargaining Agreement*, calculated directly from the capacity utilization associated to base compensation for employees in an active pay status (i.e. this excludes employees in a leave without pay status). This does not include additional equivalencies associated to overload, summer, winter, distance education, individualized instruction, independent study, etc. Results will not exceed a 1.0 per individual.

**Annualized Faculty FTE:** Measurement of the employee utilization over the course of the academic year; a 1.0 full time equivalent of a faculty member is based across the span of 9 months, aligned to the academic terms of fall and spring.

**Fall Faculty FTE:** Measurement of faculty time *specifically* calculated for the fall term. These results are not a fall snapshot nor are they results across the entire fiscal year, rather these figures are the fall semester specific measurement of faculty time, which is referred to as the *periodized average FTE across the fall term*.

**Shared Faculty FTE:** A formal collaboration has been established between System universities for the sharing of faculty members time. A negative FTE is associated to the *service providing* university (the home university and base for the faculty member's employment) and a positive FTE is associated to the *service purchasing* university (the university offering the class and procuring the service). Based on results reported by each university within the submission for the Comprehensive Planning Process (CPP) document. The impact of faculty sharing has been incorporated beginning with the results of Fall 2020.

### *Nonfaculty FTE Measures*

**Annualized Nonfaculty FTE** are calculated from all employment records for those employees classified in the units identified as nonfaculty. A 1.0 full time equivalent of a nonfaculty member is based across the span of the fiscal year (July 1 – June 30) and calculated directly from the capacity utilization associated to base compensation for employees in an active pay status.

*Within this sustainability and efficiency context, all personnel FTE results are based on work performed within unrestricted funding areas.*

*When used in historical comparison FTE reporting, Faculty and Staff FTEs associated to the Culinary funding sources are generally excluded as the corresponding student enrollment data are not available across all years; their data collection began in academic year 2012-13.*

### *Student FTE Measures*

Student FTE calculation combines full- and part-time student credit loads and equates those totals to a full-time number by using a specific formula per student program level. Student FTE results are derived from Attempted Student Credit Hours based on the following attributes collected in the university student enrollment submissions:

#### Annualized FTE

- Fall and Spring Attempted Credits, from Final (Active) data, from Freeze data collection
- Winter and Summer Attempted Credits, from Final (Active) data, from End of Term data collection
- *Undergraduate Annualized FTE* is derived from the sum of the total attempted credits from Fall, Spring and Winter and Summer terms and is then divided by 30
- *Graduate Annualized FTE* is derived from the sum of the total attempted credits from Fall, Spring and Winter and Summer terms and is then divided by 24
- *Annualized FTE Student* result is the sum of the Undergraduate and Graduate FTEs

#### Fall FTE

- Fall Attempted Credits, from Final (Active) data, from Freeze data collection
- *Undergraduate Fall FTE* is derived from the total attempted credits, divided by 15
- *Graduate Fall FTE* is derived from the total attempted credits, divided by 12
- *Fall FTE Student Enrollment* is the sum of the Undergraduate and Graduate FTEs

**Clock Hour FTE:** Measurement of Total Clock Hour Attempted Credits, based on annual or fall collection methods described above, but with the following calculations performed:

- Annualized FTE = Total Clock Hour Attempted Credits/900
- Fall FTE = Total Clock Hour Attempted Credits/450

*\*When used in historical comparison FTE reporting, Clock Hour FTE Students are generally excluded as their data collection began in academic year 2012-13.*



### *Student to Faculty Ratios*

Measure of productivity calculated by dividing Student FTE by Faculty FTE. The student to faculty ratio is calculated by considering all APSCUF members, whether instructional or not and tenure-track or not.

*Refer to details of above definitions for the complete specifications of each factor within these calculations, but in general:*

- **Fall Student FTE to Faculty FTE Ratio:** Fall Student FTE/Fall Faculty FTE
  - *Student FTE are comprised of undergraduate and graduate FTE measures, excluding Clock Hour enrollments, based on final, fall freeze data collection.*
  - *Faculty FTE are comprised of all APSCUF members from unrestricted funding sources, in an active payment status, excluding Culinary faculty and inclusive of shared faculty FTE, associated to base workload exclusively for the Fall term*
- **Annualized Student FTE to Faculty FTE Ratio:** Annualized Student FTE/Annualized Faculty FTE
  - *Student FTE are comprised of undergraduate and graduate FTE measures, excluding Clock Hour enrollments, based on final fall and spring freeze, as well as final end of term winter and summer data collections.*
  - *Faculty FTE are comprised of those from unrestricted funding sources, in an active payment status, excluding Culinary faculty, associated to base workload across the entire academic year.*

### *Student to Nonfaculty Ratios*

Measure of productivity calculated by dividing annualized Student FTE by annualized nonfaculty FTE. The student to nonfaculty ratio is calculated by considering all non-APSCUF members and will only be performed across the annualized results.

- **Annualized Student FTE to Nonfaculty FTE Ratio:**
  - *Student FTE are comprised of undergraduate and graduate FTE measures, excluding Clock Hour enrollments, based on final fall and spring freeze, as well as final, end of term winter and summer data collections.*
  - *Nonfaculty FTE are comprised of all non-APSCUF members from unrestricted funding sources, in an active payment status, excluding Culinary staff across the entire academic year.*

## Reporting Views: Support and Efficiency Ratios

### 1. Enrollment Ratios: Fall FTE Comparison (Default Reporting View)

With the Fall of 2010 as a baseline, this provides a comparison of the Fall 2010 Student FTE, Faculty FTE and Student to Faculty FTE ratio to the same calculations of the current fall term.

**Time period:** Fall 2010 and Current Fall Term, based on Fall Freeze

Measures:

- Fall FTE Student Enrollment (excluding IUP Clock Hour enrollments)
- Fall Faculty FTE (Unrestricted Funding sources, excluding IUP Culinary Faculty)

Calculations:

- **Fall FTE Student to Faculty Ratio:** Total Fall FTE Enrollment/Fall Faculty FTE
- Calculates the numeric difference and percentage change between fall terms

### 2. Enrollment Ratios: Student/Faculty Efficiency

Using fall 2010 student to faculty ratio results as the target goal, this calculation provides the total faculty FTE necessary to achieve this ratio and the delta when compared to the current fall term.

**Time period:** Fall 2010 and Current Fall Term, based on Fall Freeze

Measures:

- Fall FTE Student Enrollment (excluding IUP Clock Hour enrollments)
- Fall Faculty FTE (Unrestricted Funding sources, excluding IUP Culinary Faculty)

Calculations:

- **Fall FTE Student to Faculty Ratio:** Total Fall FTE Enrollment/Fall Faculty FTE
- **Faculty FTE to achieve Fall 2010/11 Ratio:** Current Fall FTE Enrollment/Fall FTE Student to Faculty Ratio of Fall 2010
- **Actual Faculty FTE vs. Need for 2010/11 Ratio (delta):** Total Fall Faculty FTE for Current Fall Term - Total Fall Faculty FTE Needed for 2010/11 Ratio

*A negative delta indicates additional faculty FTE would be necessary to achieve former ratio.*

### 3. Program Array and Enrollment Size (Review of Program Portfolio)

Includes current count of degree programs, by award, based on Academic Program Inventory (API), calculated alongside student Fall FTE enrollment and assumes a target 90 FTE to serve per program.

**Time period:** Current Fall Term, based on Fall Freeze

Measures:

- Degree Program: Count of active API degree programs by award type
- Fall FTE Student Enrollment (excluding IUP Clock Hour enrollments)

Calculations:

- **Fall Student FTE per 90 Majors Supported:** Total Fall Student FTE/90
- **Fall Student FTE per Program vs. 90:** Total Fall Student FTE/Total Degree Programs
- **Under/(Over) Programs at 90 FTE Minimum:** Total Fall Student FTE per 90 Majors Supported – Total Degree Programs
- **Fall UG per 90 Majors Supported:** Fall Undergraduate FTE/90
- **Fall UG FTE per 90 Programs vs 90:** Fall Undergraduate FTE/Bachelor's Degree

Programs

- **Under/(Over) Bachelor's programs at 90 Minimum:** Fall UG per 90 Majors Supported – Bachelor's Degree Programs

**4. Student Conversion Factors (SCH/FTE)**

This coincides with the university-specific review of the enrollment, ratios and program offerings per college and department and generates a conversion factor.

**Time Period:** Fall 2015 to Current Fall Term (excluding IUP Clock Hour enrollments), based on Fall Freeze

Measures:

- Fall FTE Enrollment (Excluding IUP Clock Hour enrollments)
- Fall Total Student Credit Hours (Excluding IUP Clock Hour enrollments)
- Fall Faculty FTE (Unrestricted Funding sources, excluding IUP Culinary Faculty)

Calculations:

- **Student Conversion Factor:** Fall Total Student Credit Hours/Fall FTE Enrollment
- **Fall FTE Student to Faculty Ratio:** Total Fall FTE Enrollment/Fall Faculty FTE

**5. Trend Reporting**

Numerous trend reporting views are available for all FTE figures, beginning with the 2007-2008 academic year. These include the following:

Enrollment Trends

- a. Annualized Student to Faculty Ratio
- b. Annualized Student to Staff Ratio
- c. Fall Student to Faculty Ratio

FTE Trends

- a. Annualized Faculty FTE
- b. Annualized FTE Students
- c. Annualized Nonfaculty FTE
- d. Fall FTE Faculty
- e. Fall FTE Students
- f. Fall FTE Temporary Faculty
- g. Fall FTE Total Faculty (All Funds)