

# Iowa Western Data Dictionary

McBee, Camie

IOWA WESTERN COMMUNITY COLLEGE

## Contents

Academic Program .....	9
Academic Term.....	9
Academic Year .....	9
Accepted Application .....	9
Accommodation Services.....	9
Accommodations .....	9
Accrediting Agencies/Bodies .....	9
Adjunct Faculty .....	9
Adjunct Instructional Staff .....	9
Admission Decision .....	10
Admitted Student.....	10
Adult Basic Education (ABE).....	10
Adult Learner .....	10
Aggregated Data .....	10
ALEKS (Assessment and Learning in Knowledge Spaces) .....	10
Applicant .....	10
Application Date.....	10
Application Status .....	10
Apprenticeships (Registered).....	11
Area 13 Schools.....	11
Articulation Agreement .....	11
Arts & Sciences Courses.....	11
Associate Degree .....	11
Award .....	11
Award Date .....	11
Award Type (Credit) .....	11
Awarded Aid.....	11
Calendar Year .....	11
Career Academy .....	12
Career and Technical Education (CTE) .....	12
Career Pathway .....	12
Census .....	12

Census Count: .....	12
Census Data: .....	12
Census Date: .....	12
Certificate.....	12
Certificate Program .....	12
Iowa Western Definition: .....	12
VFA Definition: .....	12
CIP Code .....	12
Citizenship Status .....	13
Resident (Resident Alien):.....	13
U.S. Nonresident (Nonresident Alien): .....	13
Clinical Experiences.....	13
Cohort .....	13
Fall Cohort:.....	13
Graduation Rate Cohort:.....	13
Initial Cohort: .....	13
Revised Cohort:.....	13
Subcohort:.....	13
Credential Seeking Cohort: .....	14
Main Cohort: .....	14
First Time in College (FTIC) Cohort: .....	14
Colleague .....	14
College and Career Transition Counselors (CCTC) .....	14
College Ready.....	14
Completer (Program Completer) .....	14
Completions .....	14
Concurrent Enrollment .....	15
Concurrent Enrollment Instructor .....	15
Contact Hour.....	15
Continuing Education.....	15
Continuing Education Unit (CEU) .....	15
Count Date .....	15
Course Enrollment .....	15

Course Retention .....	15
Credit Course .....	15
Credit Hour.....	15
Credit Hour Threshold .....	16
Credit Student Enrollment.....	16
Credits Earned.....	16
Completer .....	16
Course Reference Number (CRN) .....	16
Cumulative GPA.....	16
Degree.....	16
Degree Type .....	16
Delivery Method .....	17
Face-to-Face:.....	17
Online:.....	17
Hybrid: .....	17
Arranged: .....	17
Live Virtual: .....	17
Video Conferencing:.....	17
Developmental Course.....	17
Iowa Western Definition:.....	17
IPEDS Definition: .....	17
VFA Definition: .....	17
Diploma.....	17
Diploma Program .....	18
Disability .....	18
Distance Learning.....	18
Dual Enrollment .....	18
DFW Rate .....	18
Earned Credit Hours.....	18
Eligible Non-Credit Course .....	18
Employment Rate .....	18
Enrolled .....	18
Enrollment Count.....	19

Head Count: .....	19
Duplicated Head Count: .....	19
Unduplicated Head Count: .....	19
Credit Hours: .....	19
FTEE: .....	19
VFA Definition: .....	19
Enrollment Status .....	19
Enrollment Type .....	19
Expected Family Contribution (EFC) .....	19
Experimental Sites Initiative (ESI) .....	19
Faculty .....	20
Faculty Instructional Load .....	20
Faculty Overload .....	20
Faculty Rank .....	20
Instructor: .....	20
Assistant Professor: .....	20
Associate Professor: .....	20
Professor: .....	20
FAFSA (Free Application for Federal Student Aid) .....	20
Fees .....	20
FERPA (Family Educational Rights and Privacy Act) .....	20
Financial Aid .....	20
Financial Aid Packet .....	21
First-Generation College Student .....	21
First-Time College Student .....	21
Fiscal Year .....	21
Five Year Program Evaluation .....	21
Formal Award .....	21
Freshman Classification .....	21
Full Aid Year .....	21
Full-Time Equivalent (FTE) of Students .....	21
IPEDS Fall Student Headcount FTE: .....	21
IPEDS Instructional Activity FTE: .....	22

Full-Time Equivalent of Staff .....	22
Full-Time Student.....	22
Iowa Western Definition: .....	22
VFA Definition: .....	22
Full-Time/Part-Time Admit Status .....	22
Gender .....	22
VFA Definition: .....	22
General Education.....	22
GPA (Grade Point Average) .....	22
Graduate (by Award).....	23
Graduate (Student) .....	23
Graduation Date.....	23
Graduation Rate .....	23
IPEDS Definition: .....	23
100% Graduation Rate: .....	23
150% Graduation Rate: .....	23
200% Graduation Rate: .....	23
In Progress Application .....	23
Incomplete Application .....	24
Institution Type .....	24
Institutional Effectiveness .....	24
Instructional Staff.....	24
Internship.....	24
Interim .....	24
Iowa Resident/Non-Resident Student Classification .....	24
IPEDS (Integrated Postsecondary Education Data System) .....	24
IPEDS Collection Year .....	25

Joint Enrollment.....	25
Licensure Exam .....	25
LMS (Learning Management System).....	25
Locations .....	25
Low-Income Student.....	25
Major.....	25
Matriculate.....	25
Military Tuition Assistance Program (TAP).....	25
Nontraditional Representation (Gender).....	26
Online-Only Student .....	26
Part-Time Student.....	26
Iowa Western Definition:.....	26
VFA Definition: .....	26
Pell Grant Program.....	26
Perkins Loan Program .....	26
Pell Eligible .....	26
Phi Theta Kappa (PTK).....	26
Placement Data.....	26
Program Review .....	27
Prospective Student.....	27
Race/Ethnicity.....	27
Hispanic or Latino: .....	27
American Indian or Alaska Native:.....	27
Asian: .....	27
Black or African American:.....	27
Native Hawaiian or Other Pacific Islander: .....	27
White: .....	27
Registration Status.....	28
Regular Term.....	28

Retention Rate .....	28
Fall to Fall: .....	28
Fall to Spring: .....	28
Reverse Credit Transfer .....	28
Satisfactory Academic Progress (SAP).....	28
Second Chance Pell .....	28
Semester .....	28
Service Area .....	28
Sophomore Classification .....	28
Standard Term.....	28
Student Classification.....	29
Degree-Seeking Student: .....	29
Visiting Student:.....	29
Non-Degree/Adjunct Student: .....	29
High School Student:.....	29
Student Credit Hours .....	29
Course: .....	29
Student:.....	29
Student-to-Faculty Ratio .....	29
Student ID .....	29
Student Type .....	29
Continuing:.....	29
High School: .....	29
New: .....	30
Returning: .....	30
Visiting: .....	30

Success Rate.....	30
Class Section Success Rate:.....	30
Course Success Rate: .....	30
Term Enrollment Status .....	30
Term GPA.....	30
Term Home Location .....	30
Test of English as a Foreign Language (TOEFL) .....	30
Third Party Credentials .....	30
Title IV Aid .....	31
Transcript .....	31
Transfer-in Student .....	31
Iowa Western Definition:.....	31
IPEDS Definition: .....	31
Transfer-out Student .....	31
Tuition .....	31
Undergraduate .....	31
Veteran Status.....	31
VFA (Voluntary Framework of Accountability).....	31
Visual Analytics (SAS).....	32
Winterim .....	32
Work-Based Learning.....	32
Yellow Ribbon Program.....	32

# Definitions

## Academic Program

Instructional program leading toward a certificate, diploma, or associate degree, or resulting in credits that can be applied to one of these degrees.

## Academic Term

The total number of weeks a course takes to complete, also called a semester. There are five specific terms offered at Iowa Western: Fall, Winterim, Spring, Interim, and Summer. Additionally, there may be shorter-term offerings within the term, such as four-week Summer courses and eight-week Fall or Spring courses. For the purposes of Informer, terms are usually entered in this format: 19/SP.

## Academic Year

The period of time from the beginning of the Fall semester through the end of the Summer semester.

## Accepted Application

Status of an application for admission when a student has met all the checklist items in order to be accepted into the program, and there is an open seat for the student if it is a maximum capacity program.

## Accommodation Services

The office responsible for providing students with disabilities with the accommodations they may need to provide equal access.

## Accommodations

Supports that are assigned in order to afford students with disabilities equal or equitable access to the opportunities available to all students.

## Accrediting Agencies/Bodies

External organizations that establish operating standards for educational or professional institutions and programs and publicly announce which the standards have been met. Ex. Higher Learning Commission

## Adjunct Faculty

A part-time faculty member who is hired on a contractual basis. Adjunct faculty FTE = .25.

## Adjunct Instructional Staff

For IPEDS reporting purposes, non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach a developmental or ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time

instructional staff (who, unlike adjuncts are not paid on a course-by-course basis), full-time professional staff of the institution who may teach individual courses (such as a dean or academic advisor), and appointees who teach noncredit courses exclusively.

## Admission Decision

Decision made in reference to a submitted application.

## Admitted Student

Applicants granted an official offer to enroll in a postsecondary institution.

## Adult Basic Education (ABE)

ABE offers students the opportunity to develop basic skills and to work toward their High School Equivalency Diploma (HSED) through HiSET instruction, and/or to acquire English language skills that enable them to increase independence, improve employability, and/or prepare for continuing education.

## Adult Learner

Undergraduate student aged 25 or older.

## Aggregated Data

Numerical or non-numerical information that is (1) collected from multiple sources and/or on multiple measures, variables, or individuals and (2) compiled into data summaries or summary reports, typically for the purposes of public reporting or statistical analysis—i.e., examining trends, making comparisons, or revealing information and insights that would not be observable when data elements are viewed in isolation.

## ALEKS (Assessment and Learning in Knowledge Spaces)

Web-based placement assessment that uses artificial intelligence to map a student's strengths and weaknesses. Up to 30 questions and generally takes 60-90 minutes to complete. Following assessment, individualized Prep and Learning Module is available for students to refresh their knowledge on forgotten topics. Students then have the opportunity to reassess and improve their placement.

## Applicant

Person who has submitted an application for admission.

## Application Date

Date when original application material was submitted.

## Application Status

Status of the admissions application. Ex: Incomplete, Accepted, Standby, Withdrawn

## Apprenticeships (Registered)

Relationships designed to prepare individuals to enter and succeed in a Registered Apprenticeship.

## Area 13 Schools

High schools or school districts located within the Area Education Agency 13 (AEA 13) boundaries. Includes both public and private schools. These are schools for whom Iowa Western coordinates programming. Each community college in Iowa collaborates with their own AEA service area.

## Articulation Agreement

Formal agreement between two or more colleges, universities and/or programs of study as to how coursework will transfer from one school to another. Institutions that agree to an articulation express a shared commitment to increasing opportunities for students' access to, and success in, higher education by clarifying transfer policies and procedures.

## Arts & Sciences Courses

Credit courses in the Liberal/General Studies that are transferable to four-year institutions for completion of a baccalaureate degree and included in career/technical education curricula for employment.

## Associate Degree

An award that normally requires at least two years of full-time equivalent college work or at least sixty credit hours to complete.

## Award

Credential awarded to a student from Iowa Western. See Examples in Award Type (Credit).

## Award Date

Year, month, and day the award was granted. Use the ending date of the term the award was granted, if appropriate.

## Award Type (Credit)

There are seven types of awards a student can earn: Associate in Arts (AA); Associate in Science (AS); Associate in Applied Arts (AAA); Associate in General Studies (AGS); Associate in Applied Science (AAS); Diploma; or Certificate.

## Awarded Aid

Dollar amounts offered to financial aid applicants. This includes the aggregate of Federal, State, and Private awards.

## Calendar Year

Time period commencing on the first day of January and ending on the last day of December.

## Career Academy

Associate degree, or above, program which combines a minimum of two years of secondary education and at least two years of postsecondary education not taught at a high school. Operational policies should include such items as defined curriculum, credit provisions, sequence and locations of courses, enrollment procedures, etc.

## Career and Technical Education (CTE)

Provides students with the academic and technical skills, knowledge, and training necessary to succeed in future careers and to become lifelong learners. CTE prepares these learners for the world of work by reinforcing workplace competencies and makes academic content accessible to students by providing it in a hands-on context.

## Career Pathway

Narrower grouping of occupations and broad industries within a career cluster. The curriculum allows for pursuing a full range of career opportunities within a pathway. Ex. Ag Mechanics – Sales and Service.

## Census

**Census Count:** Official count of student enrollment that occurs one eighth of the way through a semester.

**Census Data:** The consistent “snapshot” in time of enrollment data and student credit hours that is taken on the census date.

**Census Date:** Date at which the “snapshot” of enrollment and student credit hours is taken, generally one eighth of the way through the term.

## Certificate

Formal award certifying the satisfactory completion of a postsecondary education program.

## Certificate Program

**Iowa Western Definition:** A credit bearing, standalone program concentrated within a specific field of expertise that consists of between five and forty-eight credit hours.

**VFA Definition:** Any non-degree (associate/baccalaureate) formal award recognized by the college for completing a credit-based program of study. For reporting purposes, this would include certificates, diplomas, or any other sub-baccalaureate award other than an associate degree.

## CIP Code

Each program has a CIP code that identifies it. The CIP Code System was developed by the U.S. Department of Education’s National Center for Education Statistics to classify instructional programs and activities. The CIP is used at the program level in the credit world but in noncredit, the CIP is used at the course level.

## Citizenship Status

Classifies a student/employee according to legal U.S. citizenship status.

**Resident (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 status (and who holds either a 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).

**U.S. Nonresident (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.

## Clinical Experiences

Work-based learning activities hosted on-site at a healthcare facility, often required as part of a healthcare-related academic program's curriculum and supervised by a licensed healthcare practitioner.

## Cohort

Specific group of students established for tracking purposes. There are various cohorts that are tracked internally and externally. For IPEDS, there are the following cohorts:

**Fall Cohort:** The group of students entering in the fall term established for tracking purposes. For the IPEDS Graduation Rates survey, this includes 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.

**Graduation Rate Cohort:** For IPEDS reporting, graduation rate cohort is determined by students in a Fall cohort completing their award within 150% of the normal time to completion. Other academic programs may track this rate for semesters in addition to Fall.

**Initial Cohort:** A specific group of individuals established for tracking purposes. For the IPEDS Graduation Rates and Outcome Measures surveys, the initial cohort is defined as the enrollment count before removing revisions and exclusions of all degree/certificate-seeking students who enter in either (1) the fall term of a given academic year, or (2) between September 1<sup>st</sup> and August 31<sup>st</sup> of the following year. For the Graduation Rates survey, the initial cohort is only for full-time, first-time students. For the Outcome Measures survey, all undergraduates are placed in one of four initial cohorts: full-time, first time; part-time, first-time; full-time, non-first time; and part-time, non-first time.

**Revised Cohort:** Initial cohort after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.

**Subcohort:** A predefined subset of the initial cohort or the revised cohort established for tracking purposes. For IPEDS, degree/certificate-seeking students in the bachelor's degree-

seeking group in the Graduation Rates survey and Pell-Grant, non-first-time, part-time students in the Outcome Measures survey are examples of subcohorts.

For VFA, there are the following cohorts:

**Credential Seeking Cohort:** Students in the main cohort who, based on course-taking behavior, are identified as pursuing a credential by earning at least twelve semester credit hours by the end of their second year.

**Main Cohort:** All students who entered the institution for the first-time post high school completion and are enrolled in credit or developmental education classes in the fall term. Includes:

- Full-time and part-time enrollment
- Degree- and non-degree seeking students
- Transfer and first-time in college students

**First Time in College (FTIC) Cohort:** Students in the main cohort who are degree- or certificate-seeking, had no prior postsecondary experience, and attended Iowa Western for the first time (as defined by IPEDS). Includes full-time and part-time enrollment.

## Colleague

Administrative software application developed specifically for higher education institutions. Colleague maintains records for Iowa Western, including student, finance, financial aid, and human resources data all within a single database software program.

## College and Career Transition Counselors (CCTC)

Counselors who work directly through community colleges and high schools to support college transition and career exploration.

## College Ready

For VFA purposes, this term is used for students who are not expected to take developmental education courses.

## Completer (Program Completer)

A student who has completed the entire sequence of courses in the program, with or without fulfilling all of the necessary graduate requirements of the college. Iowa Western reviews completer data when the student completes the requirements, regardless of the length of time it takes to complete. Total completers can be reported in percentages of time to completion such as 150% & 200%.

## Completions

Total number of formal programs completed. This could include certificates, diplomas, and associate degrees. This could include duplicated headcount. For example, a student who earns three certificates and an associate degree would count as four completions. Completion is not considered an award unless the student applies for graduation.

## Concurrent Enrollment

High school students taking college courses taught by instructors qualified by Iowa Western. Terms used: concurrent enrollment, dual credit enrollment, Career Advantage, & dual enrollment/credit, joint enrollment.

## Concurrent Enrollment Instructor

An instructor employed by an area high school, not by Iowa Western, who teaches Iowa Western courses.

## Contact Hour

Unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

## Continuing Education

An umbrella term used to describe any additional formal learning activities offered by Iowa Western that are not for credit. Courses can be for personal enrichment or career advancement.

## Continuing Education Unit (CEU)

Uniform unit of measurement awarded for non-credit activities, courses, and/or programs. One continuing education unit (CEU) equals ten contact hours (based on a fifty-minute classroom hour) of participation in an organized education experience.

## Count Date

See Census.

## Course Enrollment

Number of students enrolled in each course as of the census date for the semester.

## Course Retention

The percentage of students enrolled on census date and were still enrolled at the end of the term.

## Credit Course

For purposes of the VFA, courses or programs that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other formal award. All developmental education courses are considered credit courses, unless otherwise noted.

## Credit Hour

A unit of measure representing the equivalent of an hour of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

## Credit Hour Threshold

For VFA reporting purposes, this refers to the number of credit hours students earn after completing two full years at the college. For full-time students this is 42 credit hours; for part-time students this is 24 credit hours. Credit hours should include both developmental education and college-level coursework. For this metric that captures credit accumulation, all credits earned based on institutional practice are to be counted regardless of the grade the student received for the credits. Full- and part-time status is determined in the first fall term only, not current enrollment status.

## Credit Student Enrollment

Courses, programs, and activities offered for credit. The categories for MIS reporting are: Liberal/General Studies; College Parallel/Career/Option; Preparatory (Career/Technical); Corrections; Contract/Customized Business/Industry Training; Economic Development; and Recertification/Relicensure Programs.

## Credits Earned

For the VFA, credits earned are the number of semester credit hours accumulated over a given period of time. For purposes of the VFA, credits earned include developmental coursework, unless otherwise noted. Credits earned are inclusive of credits earned prior to high school completion (e.g. dual enrollment) and transfer credits, unless otherwise noted. This should be based on institutional practice for awarding credits, or for passing a class that does not have a formal grade.

## Completer

For IPEDS purposes, a student who receives a degree, diploma, certificate or other recognized postsecondary credential. In order to be considered a completer, the degree/award must actually be conferred.

## Course Reference Number (CRN)

Course reference number; unique 5-digit code assigned to each section and/or course, specific to term.

## Cumulative GPA

The average of all grades earned in a student's academic career at Iowa Western. When a student retakes a course at Iowa Western, the most recent grade counts toward the cumulative GPA.

## Degree

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

## Degree Type

See Award Type (Credit).

## Delivery Method

Also called the course format or modality, this is the way course content is delivered. Iowa Western has the following delivery methods:

**Face-to-Face:** Course activity is organized around scheduled class meetings, that students are required to physically attend.

**Online:** Course activity is done online through instructor-directed learning and is not self-paced. Faculty may offer in-person or online real-time instruction.

**Hybrid:** Course activity consists of a combination of scheduled face-to-face sessions complemented with an instructor-directed online component. Students are required to physically attend in-person class meetings as well as participate in online course activities.

**Arranged:** Instruction is between one student and an instructor. The student and faculty may meet in person, online, or a combination. This is not a self-paced course. The schedule is determined by faculty and the student enrolled. Arranged courses are only offered when specific extenuating circumstances apply.

**Live Virtual:** Web-based technologies are used to extend course activity to students at any location with internet access. Students are required to participate in virtual sessions at scheduled times.

**Video Conferencing:** Web-based technologies are used to extend course activity to students at remote sites in real time. Students are expected to physically attend class meetings at approved locations.

## Developmental Course

**Iowa Western Definition:** Courses (credit and non-credit) designed to provide assistance to students so they can successfully complete the regular courses in their program of study. These courses are not designed to be college transferable and do not count toward graduation requirements. Courses with course numbers starting with zero are considered developmental.

**IPEDS Definition:** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

**VFA Definition:** Any level of instructional courses or activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. Developmental courses can include a wide variety of formal learning activities that prepare students to be successful in college-level work.

## Diploma

A formal document certifying the successful completion of a prescribed program of studies that consists of between fifteen and forty-eight credit hours.

## Diploma Program

A credit-bearing course of study leading to specific credentials at the vocational or undergraduate level.

## Disability

The ADA defines A person with a disability is someone who:

- has a physical or mental impairment that substantially limits one or more major life activities,
- has a history or record of such an impairment (such as cancer that is in remission), or
- is perceived by others as having such an impairment (such as a person who has scars from a severe burn).

If a person falls into any of these categories, the ADA protects them.

## Distance Learning

Formal learning activity where students and instructors are separated by geography, time, or both, for the majority of the instructional period. These are not the same as correspondence courses, as distance learning is instructor-paced.

## Dual Enrollment

See concurrent enrollment

## DFW Rate

The percentage of students who earned a D, F, or withdrawal in an academic course.

## Earned Credit Hours

Total credit hours posted to a student transcript at time of reporting, including transfer, test-out, tech prep, life experience, articulation, etc.

## Eligible Non-Credit Course

Non-credit offerings eligible for general state financial aid. The categories used for MIS reporting are: Adult Literacy Program (except Corrections); Adult High School Diploma; State/Federal Mandated, Recognized, Court Ordered/Referred; Enhance Employability/Academic Success (except Corrections); Economic Development (except 260E); Recertification/Relicensure Programs; Community and Public Policy; and Family/Individual Development to Enhance Family Development.

## Employment Rate

Employment information collected at or after graduation.

## Enrolled

When a student is registered for a class.

## Enrollment Count

Enrollment count is a way of determining how many students are enrolled or how many credit hours are being taken at a given time at the institution. It can be calculated in several different ways, such as the following:

**Head Count:** Actual number of students enrolled in a given instructional category or unit during a given period of time. May be duplicated or unduplicated.

**Duplicated Head Count:** An enrollee is counted more than once during the reporting period.

**Unduplicated Head Count:** An enrollee is counted only once during the reporting period even though they may be enrolled in more than one curriculum or in more than one term during the reporting period

**Credit Hours:** The total number of credit hours students are enrolled in during the reporting period.

**FTEE:** Full-time equivalent enrollment (FTEE) used for calculating the distribution of the proportional share of state general financial aid usually collected at census.

**VFA Definition:** The count of students who are taking courses or classes.

- Credit enrollment is any student taking a course that earns college credit or is a developmental education course
- Non-credit enrollment is any student taking a class, module, or learning experience that is not offered for credit and is not developmental education.

## Enrollment Status

For VFA purposes, this is used to indicate whether a student is enrolled full-time or part-time at the college, and is based upon the fall term of the student's initial academic year at the college.

## Enrollment Type

See Term Enrollment Status.

## Expected Family Contribution (EFC)

This is an index number used to determine a student's eligibility for federal student financial aid. This number results from the information students provide in their FAFSA form.

## Experimental Sites Initiative (ESI)

A program that allows institutions participating in Second Chance Pell the opportunity to continue to offer programs to confined or incarcerated individuals for up to three award years while they work through the application and approval process for the PEP(s) they wish to offer.

## Faculty

Persons identified by the institution who are responsible for, assist in, or administer an instructional program.

## Faculty Instructional Load

This refers to the total courses or credit hours a faculty member teaches a semester. For full-time Arts and Science faculty, the typical instructional load is 15 credit hours. For Career and Technical faculty, the typical instructional load is 24-27 contact hours.

## Faculty Overload

When a full-time faculty member teaches additional classes beyond the typical teaching load.

## Faculty Rank

The title earned by full-time faculty at Iowa Western.

**Instructor:** A full-time faculty member who ranks below an assistant professor.

**Assistant Professor:** A full-time faculty member at Iowa Western who ranks above an instructor and below an associate professor. This distinction can be earned by faculty who have been employed full-time for three years as an instructor and are in good academic standing.

**Associate Professor:** A full-time faculty member at Iowa Western who ranks above an assistant professor and below a professor. This distinction can be earned by faculty who have been employed full-time for three years as an assistant professor and are in good academic standing.

**Professor:** A full-time faculty member at Iowa Western who has the highest rank. This distinction can be earned by faculty who have been employed full-time for three years as an associate professor and are in good academic standing.

## FAFSA (Free Application for Federal Student Aid)

Form students submit annually to qualify for “federal student aid, such as federal grants, work-study, and loans.”

## Fees

Incidental fees collected from students, such as lab, graduation, transcript, and other similar types of services.

## FERPA (Family Educational Rights and Privacy Act)

A federal law that protects the privacy of students’ educational records.

## Financial Aid

Federal Work Study, grants, loans to students (government and/or private), scholarships, fellowships, tuition waivers, tuition discounts, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This excludes loans to parents.

## Financial Aid Packet

Total financial awards offered to a student. Includes financial aid, loans, and scholarships.

## First-Generation College Student

A student whose parent(s) did not complete a four-year college or university degree, regardless of other family members' levels of education.

## First-Time College Student

A student who has no prior postsecondary experience (except as a dual-enrolled high school student and students who were enrolled in the previous summer session) attending any institution for the first time at the undergraduate level. A first-time college student may be a full-time or part-time student.

## Fiscal Year

The year that commences on the first day of July and ends on the last day of June of the following calendar year. Fiscal year shall be used for purposes of making appropriations and financial reporting and shall be uniformly adopted by all departments and establishments of the government. The Department of Workforce Development may use the federal fiscal year or calendar year instead of the State fiscal year commencing on July 1.

## Five Year Program Evaluation

The Iowa Department of Education requirement for CTE programs. Evaluation includes student, employer, advisory committee, and graduate surveys; assessment results; and summary of successes, opportunities for improvement, and goals for future. See also Program Review.

## Formal Award

For VFA purposes, any credential (degree, certificate, diploma, etc.) conferred by the institution to recognize completion of a credit-based program of study.

## Freshman Classification

Any student who has earned 1 through 32 credits is classified as a freshman.

## Full Aid Year

For the purposes of the IPEDS Student Financial Aid (SFA) component, full aid year refers to the academic year.

## Full-Time Equivalent (FTE) of Students

The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.

**IPEDS Fall Student Headcount FTE:** Calculated based on the fall student headcounts as reported by the institution on the Enrollment survey. The full-time equivalent (headcount) of the

institution's part-time enrollment is estimated by multiplying 0.335737 by the part-time headcount. This number is then added to the full-time enrollment headcount to obtain the FTE for all students enrolled in the fall.  $FTE = \text{Full-time Head Count} + (\text{Part-time Head Count} * 0.335737)$ .

**IPEDS Instructional Activity FTE:** The number of FTE students is calculated based on the credit hours reported by the institution on the IPEDS 12-month Enrollment survey. Student credit hours are divided by the full-year equivalent, which is 30 credit hours.  $FTE = \text{Student Credit Hours} / 30 \text{ Credit Hours}$

## Full-Time Equivalent of Staff

As defined by IPEDS, the full-time-equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the IPEDS Employees by Assigned Position (EAP) survey and adding one-third of the total number of part-time staff.

## Full-Time Student

**Iowa Western Definition:** A student enrolled for twelve or more Fall or Spring semester credits hours, or its equivalent in the most recent regular term of enrollment.

**VFA Definition:** A student who attempted 12 credits (or their equivalent) or more in the fall term of the student's initial academic year. Developmental courses should be counted.

## Full-Time/Part-Time Admit Status

Full-Time or Part-Time student status on the admissions application at the time of being admitted.

## Gender

**Iowa Western Definition:** The way a person categorizes themselves as male, female, or as not fitting in these categories. For reporting purposes, individuals must usually fit in one of the two binary categorizations: male or female. When unknown, a best effort is made to categorize an individual.

**VFA Definition:** The categorization of student as male, female, or Unknown/Other.

## General Education

The selection of courses, not including electives, a student earning an associate degree must take in addition to courses required for their major of study. Requirements vary by degree, but may include courses in these areas: communications, diversity, humanities, social sciences, mathematics, science, and social sciences.

## GPA (Grade Point Average)

Student grade point average is calculated using a 4.0 scale.

## Graduate (by Award)

The number of awards earned vs. number of graduates. One individual graduate may earn multiple awards. For example, one student/graduate may earn a certificate, diploma and an AA in the same program; this would count as three graduation awards even though it applies to only one student/graduate.

## Graduate (Student)

Student who has fulfilled all the requirements of a program and has earned an award.

## Graduation Date

The date a degree is officially conferred to a graduating student. Usually, it is the last day of the semester.

## Graduation Rate

Graduation rates may be calculated differently for various reports. Typically, the graduation rate consists of the percentage of students who earned a degree or credential (such as a diploma or certificate) in a specific reporting period.

**IPEDS Definition:** This rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.

**100% Graduation Rate:** The percentage of students who entered the institution as full-time, first-time degree or certificate-seeking students in a particular year (cohort) who completed their program in the normal period of time (3 years for associate degrees).  
(150% GR = Number in Adjusted Cohort / Number of Adjusted Cohort Student Completers in Expected Time)

**150% Graduation Rate:** The percentage of students who entered the institution as full-time, first-time degree or certificate-seeking students in a particular year (cohort) who completed their program in 150% of the normal period of time (3 years for associate degrees). (150% GR = Number in Adjusted Cohort / Number of Adjusted Cohort Student Completers in 150% of Expected Time)

**200% Graduation Rate:** The percentage of students who entered the institution as full-time, first-time degree or certificate-seeking students in a particular year (cohort) who completed their program 200% of the normal period of time (4 years for associate degrees). (200% GR = Number in Adjusted Cohort / Number of Adjusted Cohort Student Completers in 200% of Expected Time)

## In Progress Application

Application for admission that has been started, but not submitted.

## Incomplete Application

Status of an application for admission when a student has not yet met all the checklist items in order to be accepted into a program.

## Institution Type

For VFA purposes, this attribute classifies an institution based on organizational structure, such as single campus, multi-campus college, or college of a multi-college district or system.

## Institutional Effectiveness

Institutional Effectiveness (IE) provides decision support services to all units of the College and to external bodies as necessary. Its primary purpose is to facilitate the collection, analysis, and interpretation of institutional data and the provision of information to support planning and decision making.

## Instructional Staff

For IPEDS, an occupational category that is comprised of staff who are either: 1) Primarily instruction or 2) Instruction combined with research and/or public service. The intent of the Instructional Staff category is to include all individuals whose primary occupation includes instruction at the institution.

## Internship

One-time work service experiences related to the student's major or a participant's work goal. The internship plan generally involves participants working in professional settings under the supervision and mentoring or practicing professionals. Internships can be paid or unpaid and may or may not involve academic credit.

## Interim

A two-week accelerated term that occurs between the spring and summer semesters.

## Iowa Resident/Non-Resident Student Classification

A student enrolling at Iowa Western shall be classified as resident or non-resident of the State of Iowa for purposes of tuition assessment. This classification is determined by the Director of Admissions at the time of application and admission to the College. This classification shall be based upon information furnished by the student and all other relevant information available about the student.

## IPEDS (Integrated Postsecondary Education Data System)

The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. 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 using a web-based data collection system.

## IPEDS Collection Year

The academic year in which IPEDS data were collected. Most Institutional Characteristics, Human Resources, Fall Enrollment, and Admissions data are collected for the current year; Completions, 12-Month Enrollment, Student Financial Aid, Academic Libraries and Finance data collections cover the prior year. Graduation Rates and Outcome Measures cover cohorts from prior years that completed college by August 31 of the most recent fall.

## Joint Enrollment

The term the State of Iowa uses to refer to concurrent enrollment students. See concurrent enrollment.

## Licensure Exam

For VFA purposes, an assessment that yields a license that is required by law to work in a particular profession. Licenses are generally issued by a state or provincial government through a licensing board, or another professional body.

## LMS (Learning Management System)

An online platform designed to support and manage the delivery of instructional content (e.g., Canvas).

## Locations

In addition to the Council Bluffs Campus, Iowa Western has other for-credit locations that allow Iowa Western to serve Merged Area 13. Each location has its own unique numbers used for scheduling courses that can be found in the code book. Iowa Western centers include the Cass County Center, Clarinda Center, Page/Fremont County Center, and the Shelby County Center. Iowa Western also has regional centers, such as the Buss Center in Missouri Valley, and holds classes in the Clarinda Correctional Facility.

For HLC reporting purposes, each area high school that allows high school students to earn 50% or more of an Iowa Western certificate, diploma, or degree at the high school is also considered an Iowa Western location.

## Low-Income Student

A low-income student is a student who is Pell eligible.

## Major

A student's declared program of study.

## Matriculate

To enroll as a student at Iowa Western as a degree-seeker.

## Military Tuition Assistance Program (TAP)

A program that funds up to 100% of an eligible service member's college tuition and course-specific fees. Available only to eligible servicemembers who are currently in active service as long as criteria limits are

not exceeded, and students are enrolled off-duty in an accredited institution. This benefit is paid directly to the institution by the individual's Armed service.

## Nontraditional Representation (Gender)

For Perkins, nontraditional representation includes nontraditional gender data, which refers to the percentage of nontraditional gender enrollment at the end of the year in the program.

## Online-Only Student

Student enrolled 100% in online coursework.

## Part-Time Student

**Iowa Western Definition:** Student enrolled for less than twelve semester credits. Appropriate adjustments for length of summer term are to be used if the student has not attended a regular term during the academic year.

**VFA Definition:** A student who attempted at least one, but less than twelve, credits during the fall term of their initial academic year at the institution. This includes developmental courses.

## Pell Grant Program

(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.

## Perkins Loan Program

(Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.). Formerly known as National Direct Student Loans (NDSL), the Perkins Loan program provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

## Pell Eligible

Students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.

## Phi Theta Kappa (PTK)

An honor society that accepts students with at least twelve completed hours of coursework toward an associate degree and a 3.5 GPA.

## Placement Data

Employment data obtained by students who self-report on completion surveys. Each cohort includes graduates who applied for graduation and were approved officially.

## Program Review

Academic programs are evaluated on a regular basis. The components of this review are in line with the Iowa Department of Education and HLC requirements.

## Prospective Student

A person considering attending Iowa Western but has not yet officially enrolled. Prospective students may take part in activities, such as open houses or campus tours, before deciding to enroll or not at the school.

## Race/Ethnicity

The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens.

Individuals are asked to first designate ethnicity as:

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Definition is based on IPEDS categorization.

Or not Hispanic or Latino.

Second, individuals are asked to indicate all races that apply among the following:

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintain cultural identification through tribal affiliation or community attachment. Definition is based on IPEDS categorization.

**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. Definition is based on IPEDS categorization.

**Black or African American:** A person having origins in any of the black racial groups of Africa. Definition is based on IPEDS categorization.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Definition is based on IPEDS categorization.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Definition is based on IPEDS categorization.

**Unknown:** Category used to report students or employees whose race or ethnicity are not known. <https://surveys.nces.ed.gov/ipeds/VisGlossaryPopup.aspx?idlink=911>

## Registration Status

See Term Enrollment Status.

## Regular Term

Academic semesters that last approximately sixteen weeks, including the fall and spring semesters.

## Retention Rate

**Fall to Fall:** The percentage of students from the previous Fall who are again enrolled in the following Fall at Iowa Western.

**Fall to Spring:** The percentage of students from the previous Fall who are again enrolled in the following Spring semester at Iowa Western.

## Reverse Credit Transfer

Partnership developed by the Board of Regents and Iowa's public universities in close collaboration with Iowa's community colleges to facilitate the transfer of credits back to one of Iowa's community colleges for the purpose of providing an opportunity for students to attain a degree, diploma, or certification.

## Satisfactory Academic Progress (SAP)

As required by federal financial aid regulations, SAP includes maintaining a cumulative Grade Point Average (GPA) of at least a 2.0 AND successful completion of at least 67% of attempted credits.

## Second Chance Pell

A program that provides need-based Pell Grants to incarcerated individuals to allow them to participate in eligible postsecondary programs.

## Semester

Calendar system that consists of two regular-term sessions called semesters during the academic year with about sixteen weeks for each semester of instruction.

## Service Area

Merged Area XIII (13) is Iowa Western's service area. This service area includes the following counties: Cass, Fremont, Harrison, Mills, Page, Pottawattamie, and Shelby.

## Sophomore Classification

Any student who has earned thirty-three or more credit hours is classified as a sophomore.

## Standard Term

See Regular Term.

## Student Classification

Students are classified according to their academic intentions as indicated on their application. The following classifications are used at Iowa Western:

**Degree-Seeking Student:** A student who is seeking a degree must select an academic program of study. Degree-seeking students are classified under either Arts and Sciences or Career and Technical areas of education.

**Visiting Student:** A college student regularly enrolled at another institution that takes a course or courses at Iowa Western with the intention of transferring that credit back to the initial institution.

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

**High School Student:** A high school student in grades 9-12, who deemed proficient by their high school, may be accepted to the college to take a course or courses through a variety of joint enrollment options including but not limited to those afforded through Senior Year Plus legislation.

## Student Credit Hours

**Course:** Total student credit hours for all students enrolled in an individual course; may also be referred to as Student Credit Hours (course). Also called "generated credits."

**Student:** Enrolled credit hours of student for term of enrollment; may also be referred to as Student Credit Hours (student). Also called "registered hours."

## Student-to-Faculty Ratio

The number of students to each faculty member is calculated by dividing the student FTE by faculty FTE. For IPEDS, this is (the number of full-time students + 1/3 of the number of part-time students) divided by (the number of full-time instructional staff + 1/3 of the number of part-time instructional staff).

## Student ID

Unique ID comprised of seven digits including any leading zeroes. Also called Colleague ID.

## Student Type

Student's status for select term of enrollment (e. g. New, Visiting, Continuing, Returning, and High School).

**Continuing:** A student who has not experienced a break in enrollment.

**High School:** A high school student in grades 9-12, who deemed proficient by their high school, may be accepted to the college to take a course or courses through a variety of joint enrollment

options including but not limited to those afforded through Senior Year Plus legislation.

**New:** Students are designated in this status if they are new to Iowa Western, even if they were previously enrolled through concurrent enrollment courses.

**Returning:** A student who was previously admitted to and attended Iowa Western, then re-enrolls after a break in enrollment that consists of one or more terms.

**Visiting:** A college student regularly enrolled at another institution that takes a course or courses at Iowa Western with the intention of transferring that credit back to the initial institution.

## Success Rate

**Class Section Success Rate:** Percentage of students enrolled within a section of a course who earned a passing grade at the end of the term. A passing grade includes any grade that is a C or better. This is calculated by dividing the number of students who earned a passing grade in the section by the total number of students enrolled in that section. (Class Section Success Rate = Students Earning a C or Above in the Section / Total Students Enrolled in the Section).

**Course Success Rate:** Percentage of students who were enrolled in all sections of a course who earned a passing grade at the end of the term. Passing grade includes any grade that is a C or better. This is calculated by dividing the number of students who earned a passing grade by the total number of students enrolled (Course Success Rate = Students Earning a C or Above in All Sections of the Course / Total Students

## Term Enrollment Status

This is a field on some reports and in Colleague to show a student's enrollment status within a given term. Students can be registered, withdrawn, deleted, or transcribed for the semester. See the code book for enrollment status codes.

## Term GPA

The overall GPA for one term of enrollment (e.g., Fall 2024) including developmental courses.

## Term Home Location

This is the location where the student is taking their credits for the term. This is a category often found on reports. See Locations for more information.

## Test of English as a Foreign Language (TOEFL)

Standardized test designed to determine an applicant's ability to benefit from instruction in English.

## Third Party Credentials

Credential awarded after official testing upon the completion of an Iowa Western conducted training/certificate/diploma/degree. Testing can occur at the college or at a separate entity, but certification must be issued/mailed/emailed/distributed by the third-party entity to qualify.

## Title IV Aid

Financial aid to students that includes federal grants, work study, and student loans.

## Transcript

Official copy of a student's educational record that is created at the time of enrollment and updated as the status and progress of the individual changes.

## Transfer-in Student

**Iowa Western Definition:** Student who last attended another institution from which credit is acceptable toward the degree or certificate in progress by the student.

**IPEDS Definition:** Student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). This includes new students enrolled in the fall term who transferred into the institution the prior summer term. The student may transfer with or without credit.

## Transfer-out Student

Student who transfers to another institution after attending Iowa Western.

## Tuition

The cost amount charged to students for instructional services based on enrolled credit hours per term.

## Undergraduate

A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or a vocational or technical program below the baccalaureate.

## Veteran Status

Student veteran calculated from these six separate elements, in hierarchical order:

1. Veteran's Bursar/Financial Aid
2. Veteran's Benefits
3. Veteran's Residency
4. Federal Student Financial Aid application
5. Student Application
6. PLA Military Credit

If one of the fields (reviewed in the hierarchy listed above) indicates the active duty or veteran's status, the student is coded as a veteran.

## VFA (Voluntary Framework of Accountability)

The VFA is a national system that community colleges report data to; the VFA uses unique metrics for gauging how well community colleges are performing and allows institutions to benchmark their progress compared to similar institutions.

## Visual Analytics (SAS)

Interactive, self-service tool that allows users of all skill levels to visually explore data on their own. VA is a complete platform for analytics visualization, enabling users to identify patterns and relationships in data that weren't initially evident.

## Winterim

A three-week accelerated term that occurs between the fall and spring semesters; it is comprised of classes offered completely online through the college's LMS.

## Work-Based Learning

Structured learning opportunities and authentic work experiences that include, but not exclusive to, mentoring, internships, externships, quality pre-apprenticeship programs, and registered apprenticeship programs.

## Yellow Ribbon Program

A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions.