

Term	Short Title	Definition	Related Terms
Census Day (Date)	The official day for student headcount based on attendance	The official day for student headcount based on attendance, usually a Monday after the third full week of instruction in a weekly census course or the 20% of the way through the course. The census date determination is State Mandated through the Title V Ed Code.	Withdrawal Count; Retention Rate* ; Census Day Enrollment
Census Day Enrollment	Count of students enrolled as of census date.	Count of students enrolled as of census date. The census date determination is State Mandated through the Title V Ed Code.	Census Day (Date)
Continuing Student	A student with continuous enrollment from one term to the next	A continuing student is <u>defined as</u> one who was enrolled in a course for a semester and received a grade (A, B, C, D, I, IP, NP, P, W, <u>or MW</u>) at the end of the term. The student then registers for classes for the following semester	
Course Enrollment*	A student is considered to have been enrolled in a course if the student received an end-of-term grade notation that is displayed on their official transcript.	Definition: A student is considered to have been enrolled in a course if the student received an end-of-term grade notation that is displayed on their official transcript. Grade notations indicating valid enrollment: A, B, C, D, F, FW, I*, MW, P/CR, NP/NC, RD, W Grade notations not indicating valid enrollment: DR**, UD, XX * Includes IA, IB, IC, ID, I, INP, IPP, <u>and IX</u> ** DR = Indicates a drop after first census date, but before the date for receiving a "W". A "DR" notation has no academic implications for a student and is not included on the student's transcript. For that reason, the "DR" grade is excluded from most enrollment and success metrics. However, we note that the ARCC report does include "DR" as a valid enrollment indicator.	
Course Completion Rate*	Percentage of students who do not withdraw from class and who receive a valid grade.	(formerly Retention Rate)* = Definition: Percentage of students who do not withdraw from class and who receive a valid grade. Numerator: A, B, C, CR, D, F, I*, NC, NP, P, RD Denominator: A, B, C, CR, D, F, FW, I*, NC, NP, P, RD, W *Includes IA, IB, IC, ID, IF, INP, IPP, and IX *Excluded grade notations: DR, IP, MW, UD, XX	End of Term Enrollment
End of Term Enrollment	An enrollment count that captures all credit-bearing activity including only enrollments processed after the census date.	An enrollment count that captures all credit-bearing activity including only enrollments processed after the census date.	Course Completion Rate*; Census Day (Date)
FTES	Full-Time Equivalent Student) total unit hours/525	Data Element Dictionary) in all the enrollment records reported to CCCC MIS	

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		The acronym FTES refers to the term "full-time-equivalent student" enrollment, a calculation used by the State to determine funding levels per student. For the California Community College system, one FTES represents 525 class (or contact) hours of student instruction/activity in credit and noncredit courses. The number, 525, is derived from the fact that 175 days of instruction are required each year; and a student attending three hours per day for 175 days will be in attendance for 525 hours. That is, three times 175 equals 525. <i>Note:</i> The California State University and the University of California use "Full-Time-Equivalent," or FTE, to describe units of student workload measure for funding purposes for the systems. Though the terms FTES and FTE are often used interchangeably, it is important to note that FTE enrollment and FTES are determined through entirely different methodologies.	
Headcount (Unduplicated)	Student headcount is an "unduplicated" count of students (number of individual students).	Student headcount is an "unduplicated" count of students (number of individual students). An unduplicated headcount is the actual number of individual students enrolled. Students may be enrolled in one or more courses in a term, but they are counted only once for the term.	Headcount (Duplicated)
Headcount (Duplicated)	Student enrollment is a "duplicated" student number.	Student enrollment is a "duplicated" student number. Student enrollment is the total course count (i.e., the number of students enrolled in the number of courses) not the actual number of individual students. Students may be enrolled in more than one course in a term and would therefore be counted in each course (i.e. counted twice or more) for the term.	Headcount (Unduplicated)
New Student *	A new student is one who does not have any prior academic records (enrollments) at SWC.	A new student is one who does not have any prior academic records (enrollments) at SWC.	Returning Student*
Program Awards – Degrees and Certificates	These are defined as Chancellor's Office approved awards.	These are defined as Chancellor's Office approved awards as follows: • Associate of Arts or Associate of Science • Certificate requiring 18 to fewer than 30 semester units, • Certificate requiring 30 to fewer than 60 semester units • Certificate requiring 60 or more semester units.	
Retention Rate*	Percentage of students who are enrolled as of census for an initial and a subsequent term.	(formerly Persistence Rate) Definition: Percentage of students who are enrolled as of census for an initial and a subsequent term. Numerator: The number of students who receive a grade of A, B, C, D, F, FW, I*, MW, P/CR, NP/NC, R, or W in at least one class in the subsequent primary term. Denominator: The number of students who receive a grade of A, B, C, D, F, FW, I*, MW, P/CR, NP/NC, RD, W in at least one class in the initial primary term Exclude: Any students who receive a degree, certificate, or transfer during the time period	

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		covered by the first term and subsequent term. <i>Note:</i> Retention is commonly calculated for two adjacent terms, e.g., Fall 2010 to Spring 2011. This is called "term-to-term" retention. An annual retention rate is also popular, e.g., Fall 2010 to Fall 2011. Inter-session terms and summer session terms are typically ignored.	
Returning Student*	A student who is returning after being absent one or more primary terms	A returning student is one who formerly attended Southwestern College and is returning after being absent one or more terms (not including a summer session).	New Student *
Success Rate*	Percentage of students who receive a passing/satisfactory grade.	Definition: Percentage of students who receive a passing/satisfactory grade. Numerator: A, B, C, CR, IA, IB, IC, IPP, P Denominator: A, B, C, CR, D, F, FW, IA, IB, IC, ID, IF, INP, IPP, P, NC, NP, W Excluded grade notations: DR, IP, IX, MW, RD, UD, XX	
Transfer Directed*	A student who enrolls in any transfer level English course and in any transfer level math course.	A student who enrolls in any transfer level English course and in any transfer level math course.	
Transfer Prepared*	A student who has earned 60+ transferable units with a 2.0+ GPA.	A student who has earned 60+ transferable units with a 2.0+ GPA.	
Transfer Ready*	A student who completes transfer requirements	A student who completes at least 60 transferable units with at least a 2.0 GPA and who successfully complete any transfer level English and any transfer level math course by earning grades of A, B, C, P, or CR. <i>Note:</i> Students may be transfer ready by this definition and still not meet the minimum requirements for admission to a given program as admission requirements for particular programs may exceed these minimum requirements.	
Weekly Student Contact Hours (WSCH)	Total number of hours faculty contacted students weekly	This represents a total number of hours faculty contacted students weekly in a department, division, or an institution. WSCH is calculated from a relationship between class enrollment and weekly hours for each class as well as weekly hours. $WSCH \text{ (Weekly Student Contact Hours)} = \text{Class Enrollment} \times \text{Weekly Hours}$	
Withdrawal Count	Students who officially remove themselves from a course after census and before 75% through the course.	Grade assigned to students who officially remove themselves from a course after census and before 75% through the course.	

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Award Glossary	Glossary of credit award codes	CR = Credit awarded (satisfactory) DR = Indicates a drop after first census date, but before the date for receiving a "W". If for a Positive Attendance section the "DR" indicates a drop before a grade has been earned. New in 2010. FW = Withdrawn without permission and without having achieved a final passing grade. Equivalent to an "F" for grade point purposes. IP = In progress, typically awarded when a course has not yet completed as of the grade submission deadline. IX = Incomplete; if a student does not complete their coursework within one year this grade defaults default to the grade notation following the "I". It is often submitted without a character in the second position, resulting in an "IX" notation, which is typically interpreted as an "IF". Other valid notations include: IA, IB, IC, ID, IF, INP, IPP. IPP is used to signify Incomplete/Pass because "IP" alone indicates "In progress" (see above). NC = No Credit awarded (unsatisfactory) NP = No Pass (unsatisfactory) P = Pass (satisfactory) RD = Report Delayed, used when a course has completed by the time of submission but the instructor has not yet submitted final grades. UG = Ungraded (Non-Credit) UD = Ungraded Dependent XX = legacy notation indicating no appropriate grade notation available. Although not specifically defined as such the "XX" grade notation was a precursor to the "DR" grade notation.	