

Term	Description	Definition/Detail	Related Term(s)
Academic Year	The annual period during which students attend an educational institution.	<p>The annual period during which students attend an educational institution. For Southwestern College, the academic year begins with the summer session (June) and ends with the spring term (May) the following year.</p> <p>The California Community College Chancellors Office (CCCCO) uses a summer, fall, and spring academic year for reporting purposes (including the Scorecard and the CCCCCO MIS Datamart).</p> <p>A common convention for designating an academic year is the use of a single year value to represent two adjoining years; for that reason, 2017 can be used to stand for the 2017-18 academic year (summer, fall, spring).</p>	
Career Technical Education (CTE)	Career Technical Education (CTE) refers to programs with a vocational emphasis necessary for workforce entry and career preparation.	Career Technical Education (CTE) refers to programs with a vocational emphasis necessary for workforce entry and career preparation. It is an academic approach that seeks to create skills and knowledge relevant to the workforce or for obtaining advanced training in colleges, universities, or other institutions of higher learning. Programs are often in, but not limited to, applied sciences and technologies.	
Census Day (or, Census Date)	The official day of a student headcount based on attendance.	The official day of a student headcount based on attendance. Usually, a Monday after the third full week of instruction in a weekly census course, or at a date twenty percent (20%) of the way through the course. The census date determination is state mandated through the Title V Education Code.	Census Day Enrollment; End of Term Enrollment

Term	Description	Definition/Detail	Related Term(s)
Census Day Enrollment	The count of students enrolled as of the Census date.	Count of students enrolled as of the Census date. The census date determination is state mandated through the Title V Education Code.	Census Day (or, Census Day Date); End of Term Enrollment
Continuing Student	A student with continuous enrollment from one term to the next.	A continuing student is defined as a student who was enrolled in a course for a semester and received a grade (A, B, C, D, F, I, IP, P/CR, NP/NC, W, or MW) at the end of the term. The student then registers for courses the following term (i.e., primary semester)	New Student; Returning Student
Course Enrollment	A student is considered to have been enrolled in a course if the student receives an end-of-term grade notation that is displayed on their official transcript.	<p>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, to include:</p> <p>Grade notations indicating valid enrollment: A, B, C, D, F, I, IP, MW, P/CR, NP/NC, RD, W or MW</p> <p>Grade notations not indicating valid enrollment: DR*, UD, XX (omitted)</p> <p>* DR Indicates a drop after first census date, but before the date for receiving a withdrawal (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.</p>	

Term	Description	Definition/Detail	Related Term(s)
Course Completion Rate (formerly Retention Rate)	Percentage of students who do not withdraw from class and receive a valid grade notation on their transcript.	Percentage of students who do not withdraw from class and who receive a valid grade notation on their transcript. The computation of this metric is based on the quotient (division of numerator by denominator) using the grade notations specified below and then multiplied by 100 to obtain a percentage rate. Numerator: A, B, C, D, F, I, CR, NC, P, NP, RD Denominator: A, B, C, D, F, I, CR, NC, P, NP, RD, W Excluded grade notations: DR, IP, MW, XX Related to: Research & Planning Group (RP Group) for California Community Colleges standard definitions: http://www.sjeccd.edu/RIE/Documents/RP%20Group%20Standard%20Definitions%20-%20April%202011.pdf	Course Success Rate
Course Success Rate	Percentage of students who receive a passing/satisfactory grade.	Percentage of students who receive a passing/satisfactory grade. Numerator: A, B, C, CR, P Denominator: A, B, C, D, F, I, CR, NC, P, NP, W Excluded grade notations: DR, IP, MW, RD, UD, XX Related to: Research & Planning Group (RP Group) for California Community Colleges standard definitions: http://www.sjeccd.edu/RIE/Documents/RP%20Group%20Standard%20Definitions%20-%20April%202011.pdf	Course Completion Rate
End of Term Enrollment	An enrollment count that captures all credit-and noncredit bearing activity including enrollments processed after the Census date.	An enrollment count that captures all credit-and noncredit bearing activity including only enrollments processed after the Census date. Enrollment term counts are typically taken at the end of the summer session and the end of the two primary terms, but not in all cases.	Census Day (or, Census Date); Census Day Enrollment

Term	Description	Definition/Detail	Related Term(s)
FTES	Full-Time Equivalent Student (FTES)	<p>FTES refers to "Full-time Equivalent Student" and is an enrollment calculation used by the state of California (Chancellor's Office) for the determination of funding levels colleges within the California Community College system. One FTES represents 525 class (or contact) hours of student instruction/activity in credit and noncredit courses. It is derived from the fact that 175 days of instruction are required each year; and a student attending three (3) hours per day for 175 days will be in attendance for 525 hours (hence, 3 hours per day x 175 days = 525 hours).</p> <p>Note: The California State University and the University of California use "Full-Time- Equivalent (FTE)" for the determination enrollment loads and state funding for their respective systems. Although 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.</p>	
Headcount (Unduplicated)	A distinct student count that ignores registration occurrences (course enrollments) for a given term or year.	Distinct student counts that ignore registration occurrences (course enrollments) for a given term or year. An unduplicated headcount is the non-repeated count of student enrollments. Students may be enrolled in one or more courses sections for a given term or year, but are <i>counted only once</i> .	Headcount (Duplicated); Registration Count
Headcount (Duplicated)	A non-distinct student count that aggregates course (registration counts) for a given term or year.	A non-distinct student count that aggregates registration occurrences (course enrollments) for a given term or year. A duplicated headcount is the aggregation of all course section enrollments. Students enrolled in more than one course section are counted for each enrollment. The term is synonymous with registration counts (see <i>Registration Count</i>).	Headcount (Unduplicated); Registration Count

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New Student	A new student is one who does not have a prior academic record (enrollment) at the admitting institution.	<p>A new student is one who does not have a prior academic record (enrollment) at the admitting institution.</p> <p>Note: For Southwestern College, the new student designation is employed even when the student has previously enrolled in another public or private college or university.</p>	Returning Student
Program Awards (Degrees and Certificates)	These are defined as Chancellor's Office approved and locally (District) approved degrees and certificates.	<p>Chancellor's Office approved awards:</p> <ul style="list-style-type: none"> • 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 <p>Locally approved awards:</p> <ul style="list-style-type: none"> • Certificate requiring fewer than 18 semester units 	
Registration Count	A non-distinct student count that aggregates all course section enrollments for a given term or year.	A non-distinct student count that aggregates all course section enrollments for a given term or year. Students enrolled in more than one course section are counted for each enrollment. The term is synonymous with duplicated headcounts (see <i>Headcount (Duplicated)</i>).	Headcount (Unduplicated); Headcount (Duplicated)

Term	Description	Definition/Detail	Related Term(s)
Retention Rate (formerly Persistence Rate)	Percentage of students who are enrolled as of Census for an initial and a subsequent term.	<p>Percentage of students who are enrolled as of census for an initial and a subsequent term.</p> <p>Numerator: The number of students who receive a grade of A, B, C, D, F, I, CR, NC, P, NP, W, or MW in at least one course section in the subsequent primary term.</p> <p>Denominator: The number of students who receive a grade of A, B, C, D, F, I, CR, NC, P, NP, W, or MW in at least one course section in the initial primary term.</p> <p>Exclude: Any students who receive a degree, certificate, or transfer during the period of interest.</p> <p>Note: Retention Rate is commonly calculated for two adjacent terms, e.g., fall 2010 to spring 2011 (a “term-to-term” retention rate). An annual retention rate is also popular, e.g., fall 2010 to fall 2011 (a “fall-to-fall” retention rate). Intersession terms and summer sessions are typically ignored.</p>	
Returning Student	A student who is returning after being absent one or more primary terms.	A returning student is a student who formerly attended the institution and is returning after being absent for one or more terms (not including a summer session).	New Student
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 or more transferable units with a GPA. Of 2.0 or greater.	A student who has earned 60 or more transferable units with a GPA. Of 2.0 or greater.	

Term	Description	Definition/Detail	Related Term(s)
Transfer Ready	A student who completes transfer requirements.	<p>A student who completes at least 60 transferable units, achieves at least a GPA of 2.0, and who successfully completes any transfer-level English and transfer level math course with the grades of A, B, C, P, or CR.</p> <p>Note: 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 programs may exceed these minimum requirements.</p>	
Unduplicated Headcount		See <i>Headcount (Unduplicated)</i>	
Weekly Student Contact Hours (WSCH)	Total number of hours that faculty have contacted students weekly.	<p>Total number of hours that faculty have contacted students weekly; whether, 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.</p> <p>Note: WSCH (Weekly Student Contact Hours) = Class Enrollment * Weekly Hours</p>	
Withdrawal Count	Count of students who officially remove themselves from a course after the Census date and prior to seventy-five percent (75%) of scheduled course duration.	Count of students who officially remove themselves from a course after Census date and prior to seventy-five percent (75%) of scheduled course duration. Or, alternatively, the total count of Withdrawal (“W”) grades assigned to students who officially remove themselves from a course after Census and before seventy-five percent (75%) has been completed.	

Term	Description	Definition/Detail	Related Term(s)
Grade Notations	Academic outcome or status codes used in transcript and non-transcript enrollment records.	<p>A = <i>Excellent</i> B = <i>Good</i> C = <i>Satisfactory</i> D = <i>Less than satisfactory</i> F = <i>Failing</i> CR = <i>Credit</i> (At least satisfactory) NC = <i>No Credit</i> (Less than satisfactory) P = <i>Pass</i> (At least satisfactory) NP = <i>No Pass</i> (Less than satisfactory)</p> <p>DR = <i>Drop</i> indicates a drop after the Census date, but before the date for receiving a "W." If the course is a Positive Attendance Credit (PAC) section, then "DR" indicates a drop before a grade has been earned.</p> <p>I = <i>Incomplete</i> is reserved for those students who do not complete their coursework within one year, the academic course grade defaults to this notation.</p> <p>IP = <i>In Progress</i> is typically awarded when a course has not yet completed by the grade submission deadline.</p> <p>RD = <i>Report Delayed</i> is used when a course has completed by the time of submission, but the instructor has not yet submitted a final grade.</p> <p>UG = <i>Ungraded</i> (Noncredit)</p> <p>XX = A 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.</p>	