Term	Definition
4-year graduation rate	The percentage of first-time, full-time entering freshmen who enroll in the fall term immediately following high school graduation and earn their baccalaureate degree within four years.
6-year graduation rate	The percentage of first-time, full-time entering freshmen who enroll in the fall term immediately following high school graduation and earn their baccalaureate degree within six years.
Academic Career	A student's primary degree level. Undergradute (UGRD) or graduate (GRAD). Used to determine course enrollment eligibility.
Academic Group; Academic Organization; HEGIS Code	A) Academic group is a field within PeopleSoft used by Southern Miss to identify the College level of our structure; B) Academic Organization is a field within PeopleSoft used by Southern Miss to identify the School level of our structure; C) This code is a field within PeopleSoft used by Southern Miss to identify the Discipline level of our structure. HEGIS Code is used to track and report Academic Program/Plan, courses, and faculty information.
Academic Level	A code to denote the traditional academic level of the student. For undergraduates, this is based upon the number of semester credit hours successfully completed and earned. For graduate students, this is based upon the level of degree which the student is pursuing. This should include applicable transfers hours, CLEP or AP hours, or any other hours that would otherwise contribute to a student's academic level. Levels are: Freshman (10), Sophomore (20), Junior (30), Senior (40), 5th Year/Post Bach (50), Master's (GR), Specialist (GR), and Doctoral (GR).
Academic Plan	A field within PeopleSoft used by Southern Miss to identify the major/emphasis/minor level of our structure. Examples include BSCBSBS for Bio Sci (Biomedical Sci) BS.
Academic Program	A field within PeopleSoft used by Southern Miss to identify the discipline level of our structure. They bear little or no correlation to the actual structure of the university. This is not the same as IHL Program which is the degree designation itself. Examples include UANS for Undergraduate Anthropology and Sociology; UGLY for Undergraduate Geology; UGHY for Undergraduate Geography; and GGG for Graduate Geography and Geology.

Academic Standing	Based on the university's Academic Standards for continued enrollment; a student is in good standing unless their cumulative GPA falls below the required minimum. Typically, their first semester below places them onto Probation (PROB); their second onto Probation Continued (PRBC); their third onto Suspension (SUSP). However, there are specific situations where a step might be skipped. SEe polic for more details. Academic Standing affects Finanacial Aid eligibility.
Academic Sub-plan	A field within PeopleSoft used by Southern Miss to identify the concentration level of our structure. Examples include Licensure candidates, Major Instrument within Music, and Concentrations within Interdisciplinary Studies.
Academic Year	June 1 - May 31, Example AY 2018 terms (leading summer) are Summer 2017, Fall 2017 and Spring 2018
American Association of University Professors (AAUP)	Nonprofit membership organization focused on standards and professional values for faculty. They also advance the rights of academics pertaining to academic freedom and promote teaching and research.
C2C	Complete to Compete; A statewide initiative designed to inspire Mississippi's adults to complete their college degrees.
Calendar Year	January 1 to December 31
Census Date	Date(s) defined by IHL on when to freeze files to capture students enrolled.
CIP / CIP Code	The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity.
Clearinghouse Data	Data on enrollment dates, major, persistence, class level, etc. per term and student. Also can contain information on registration code/student type to denote transferred from/to. The Clearninghouse is an entity that can provide transcript data, graduation data, etc. to other universities and workforce employers. Prepped on regular schedule and sent to nationwide clearing house.
Cohort Student	A group of students who can be banded together and treated as one unit. They are grouped due to one or (usually) more shared characteristics, such as entry term, registration code, ACT band, county, high school, age range etc. The most common cohort group is our first time, full time students (See First time, full time student listing). Unless indicated differently, first time, full time students are often reffered to as "the cohort."

Common Data Set	The Common Data Set (CDS) initiative is a collaborative effort among data providers in the higher education community and publishers as represented by the College Board, Peterson's, and U.S. News & World Report. The goal of this is collaboration between institutions on data definitions, as well as to reduce the reporting burden on data providers.
Course Evaluation	Students can complete anonymous course evaluations at the end of each term. Course evaluations are not completed for intersessions because of the short turn around time. Faculty can download course evaluations results approximately 11 days after the end of the semester.
Course Topic	Used in conjunction with requirement designation, a way to identify courses taught and assessed as Writing Intensive (1) or Senior Capstone (2). The Course Topic appears on the Degree Progress Report (DPR) to assist advisors and degree auditors to determine course eligibility for degree requirements.
Course vs Class	Class describes a specific section of a course; Course describes a specific unit of study offered. For example MAT 101 is the course while MAT 101 H001 is the class.
Course Work Report	Semester report run to analyze amount of students, credit hours, and number of classes for each instructor (broken down by their schools)
Credit Hours	A credit hour is a measure of workload at a college or university. It is (roughly) equivalent to spending 1 hour per week in class for one term. The general idea is that for every hour a student spends in a class a week, they spend an additional 2 hours working on the class. So a undergraduate student taking 15 credit hours is considered to be doing the same work as a full time job, in that on average they are spending 45 hours a week working on their education. For laboratory classes this scale is slightly different which is why contact hours in a lab are usually higher than the credit hours it earns.
Cross-Listed Courses	Two or more courses offered by multiple disciplines with the same course title and course description, but different course prefix and course number (e.g., "Family Violence, Investigation, and Deterrence" is offered as CJ 463 and WGS 428). When scheduled, the two courses meet in the same room at the same schedule with the same instructor, but students can choose to enroll in either course depending on their major/minor needs.
Grade Point Average, Cumulative (Southern Miss)	Refers to a student's overall GPA, which includes dividing the number of quality points earned on all attempted courses by the total degree-credit hours in all attempted courses at USM.

Degree Progress Report (DPR)	Resource for students, faculty, and staff to refer to a student's progress towards completing their degree. All degree requirements are outlined in the report along with which items are satisfied, not satisfied, or in progress.
Degrees Awarded	Number of primary degrees awarded each semester. This is not the same as the number of completed majors since most students have only one major count as one degree.
Delaware Cost Study	The Delaware Cost Study is a discipline-level, comparative analysis of faculty teaching loads, direct instructional costs, and separately budgeted scholarly activity. Since 1995, the Study has allowed colleges and universities to answer important questions about their institution's costs and productivity.
Digital Measures	External system for tracking and reporting faculty teaching credentials.
Discount Rate	Various aid packages awarded to reduce the "list price" of tuition. It is the difference between the tuition charged to the student minus any E&G aid used to pay for tuition (Tuition Charge - E&G Aid)/Tuition Charged
Dual enrollment	Student who is enrolled in college courses while still enrolled in high school.
Duplicate Enrollment	Enrollment reported by location for students taking classes in more than one location.
EEO-6 Code	EEO-6 Code Category reporting refers to the primary occupational appointments of employees as determined by the institution and as defined jointly by the Office of Civil Rights and the Office of Federal Contract Compliance, Department of Labor in conjunction with the National Center for Education Statistics IPEDS Surveys. Each employee must be accounted for in only one of the occupational activity categories. (i.e. 2 = Faculty – Instruction/Research/Public Service; 3 = Other Professional – Support/Service).
EmpliD	A unique and specific ID number provided to every student, faculty, and staff member of the university. The ID number is 6 or 8 digits, their login account this this number with a leading "w."
Enrollment Date	Date a student enrolls in a course.
Error/Edit Report	Process run to find data entry errors.
Ethnicity	Categories defined by IPEDS and IHL; White, Black, Hispanic, Asian, American Indian or American Native, Native Hawaiian or Pacific Islander, or Multiracial.
Exclusive Online	Any student taking ONLY designated online course in a given term.
Exit Survey	Survey taken by all students upon graduation.

Faculty Contact Hours	Number of teaching hours an instructor has per term reguardless of class size. For example an instructor who is teaching two 3 hour courses and one 1 hour course then their contact hours are 3+3+1=7
Faculty SCH	See Student Credit Hours (SCH)
First-Time, Full-Time student	Federal Financial Aid has it's measurments, USM has it's measurments and then the generaly accepted national standard from IPEDS/IHL. For the Fall and Spring terms they are all the same, it's summer that is different. IR generally only uses the national standard For Fall and Spring Full-Time: Undergrad student taking 12 or more hours, and Grad student taking 9 or more hours For Summer: Full-Time: Undergrad student taking 10 or more hours, and Grad student taking 8 or more hours - - - Summer: while the generally accepted national standard hasn't changed in decades, the USM measurement has numerous times in the last 15 years alone. For the Financial Aid measurment contact the Financial Aid office and for USM measurement contact the Registrar office.
First-generation college student	A student who neither of their parents has a four-year college degree or above.
First-Year Retention Rate	Based on "cohort" students; the amount of First-Time, Full-Time freshmen who start in the fall semester and return to the university the following fall semester.
Fiscal Year	July 1 - June 30
FTE (Employee)	Full Time Equivalent (0 - 1) is standard HR practice of 40 hours a week is 1 FTE. So if an employee is only working 20 hours a week they are an .5 FTE

FTE (Student)	Full Time Equivalent enrollment. Divide total credit hours for undergraduates for fall or spring by 15 to get the FTE value. Divide by 12 for graduate students. For an academic year divide total credit hours by 30 and 24 respectively.
Grade Distribution	The number of students in the course section receiving each of the possible grades that can be awarded.
Headcount (Duplicated)	Refers to the number of students enrolled in courses; enrollments are duplicated when they are listed by location because some students may be enrolled in classes in different location.
Headcount (Unduplicated)	Refers to the number of students taking classes; enrollments by unque student regardless of all the locations they may be taking classes at.
HelioCampus	Data analytics platform that stores university data such as enrollment, retention, finances, human resources, etc.
IHL	The Institutions of Higher Learning (IHL) consist of the eight public universities in the state of Mississippi: Alcorn State University, Delta State University, Jackson State University, Mississippi State University, Mississippi University for University, Mississippi Valley State University, The University of Mississippi, The University of Southern Mississippi, including the University of Mississippi Medical Center, Mississippi Cooperative Extension Service, Mississippi Agricultural, Forestry and Veterinary Medicine, 23 satellite centers, and various other locations throughout the state. The Southern Association of Colleges and Schools is the accrediting body for each of the public universities in Mississippi.

IHL Current Registration (codes and meaning)	Code to designate the student's registration type for a given term. Codes are: 01 = First-time Freshman 02=Returning Undergradate 03=Readmitted 04=First-Time Transfer 05=Returning or Transfer Graduate Student 06=First-Professional Student 07=Transient Student 08=High School Student taking College Courses 09=Non-Formula students 21 and over 10=First-time Graduate Student 11 = Other 12=Summer Developmental Program Participant 13=Returning Post Baccalaureate 14 = Readmitted Student (Complete to Compete) 15 = First Time Transfer Student (Compete to Complete) Specific field description and example cases can be found in this IHL document. http://www.mississippi.edu/research/downloads/datadictionary/datadictionary_complete_071118.pdf#page=63 Code using leading zeros for reports to IHL. Right justify.
In/Out state - IHL Reports	IHL reports all In State and Out of State student based on the home (legal) address of the student. While that may not be the official residency and even though they are provided with it, they insist on using the home address of the student.
Instruction Overload	Temporary circumstance where a faculty member has a teaching load that is over the specified amount in their contract.
Instruction Underload	Temporary circumstance where a faculty member has a teaching load that is under the specified amount in their contract.

IPEDS	IPEDS is the Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the College Navigator college search Web site and to researchers and others through the IPEDS Data Center.
KPIs	Key Performance Indicators are data cues that communicate the amount of progress made toward a measurable goal.
CAEP (formerly known as NCATE)	Council for the Accreditation of Educator Preparation. The accrediting body overseeing the university's teacher licensure degrees.
Noel Levitz	Now called Ruffalo Noel Levitz. Agency to aid colleges with enrollment via surveying, strategic marketing, and tools to assess retention and student success.
NSSE	Through its student survey, The College Student Report, NSSE annually collects information at hundreds of four-year colleges and universities about first-year and senior students' participation in programs and activities that institutions provide for their learning and personal development. The results provide an estimate of how undergraduates spend their time and what they gain from attending college.
Online Course	Students receive a majority of course instruction and structured units of information by web-based using online, internet, or web-based methods.
Online Program	All courses for a student's degree requirements are taught online.
Online Student	A student who was enrolled to the university in an online program.
Peer Institutions	Those institutions determined to be most similar to the institution and therefore to provide a fair comparison. Southern Miss last updated its list of Peer Institutions November 2013.
Peoplesoft (SOAR/SOARHR)	The vendor of the computer system used by Southern Miss to house faculty, staff, and student records. Human Resources records are housed on SOARHR.usm.edu; academic records are housed on SOAR.usm.edu. SOAR is an acronym for Southern's Online Accessable Records.
Persistence	Percentage of students who return to Southern Miss for the next year.

Post-Baccalaureate (50)	A student enrolled as a undergradute who has previously earned a bachelor's degree (i.e., BA, BS, BSBA, etc.) but not necessarially at Southern Miss. They are coded as Level 50 in SOAR. IHL refers to these students as 5th year (see Academic Level).
Primary Major	An enrolled student's first major (determined by lowest active Career Number). Used in reporting enrollment to IHL.
Readmited Student (IR,IHL) vs. Readmitted Student (Admission)	IHL: An undergraduate student who previously attended this institution but did not attend this institution during the previous regular term (e.g., Fall or Spring). Admission: This varies by each admission office, level of student, and their disipline.
Requirement Designation	Used in conjunction with course topic, a way to identify courses taught and assessed as Writing Intensive (GEC07) or Senior Capstone (GEC09). The requirement designation appear on the student's transcript and Degree Progress Report (DPR) to assist advisors and degree auditors to determine course eligibility for degree requirements.
Requisite (Co-) Course(s)	Specific course(s) that must be taken simultaneously with another course.
Requisite (Pre-) Course(s)	Specific course(s) that must be completed before enrolling in the next course.
Retention	Percentage of students who return to Southern Miss for the next year.
Returning Student	An undergraduate student who was registered at this institution during the preceding regular term (e.g. Fall or Spring) and would not be classified as a first-time freshman.
Secondary Major	A student who is pursuing another major, prior to the awarding of their first degree. No overlap of major coursework is required. A student that finished the primary and secondary major in the same term usually does NOT count as two degrees.
Grade Point Average, Semester (Southern Miss)	Refers to a student's grade point average for a specific semester, which includes dividing the number of quality points earned in all attempted courses for the semester by the degree-credit hours in all attempted courses for the semester
SS# v.s. IHL #	For the most part IHL tracks students based on the student social security number. But because of data entry errors causing student SS# to change over time or students who enroll in the university without a SS#, IR generates a unique identifier for some students and that is the number used for that student through out their time at Southern Miss.
STEAM	Science, Technology, Engineering, Arts, and Math
STEM	Science, Technology, Engineering, and Math

Student Achievement Measure (SAM)	This is a link to the Student Achievement Measure website. It is supported by six sponsoring associations, working together to provide a more comprehensive and accurate picture of student progress and completion as students move across institutions and state boundaries. http://www.studentachievementmeasure.org/participants/176372
Student Credit Hours (SCH)	Prior years, SCH went with the course prefix, not the faculty member home department. Currently, SCH goes with faculty member to home department. All KPI and reports produced by IR reflect this change. Allocation of a SCH when a course is team taught: (KPIs have been adjusted for this change). When the schedule of classes is entered each semester, each department assigns faculty to a section along with their percent responsibility (course load). SCH calculations are allocated based upon this course load percentage. This calculation is done on the back end, automatically, and is only as correct as the data the department entered. If there is a dispute of the allocation of the load, that is at the departmental level. The total cannot be equal to more than 1 (one) or 100%. Example: Course: BSC 345 - Origins of Mold - 3 hr course; 20 enrolled; SCH = 60 Hours total ANT professor = .75 SCH = 3 x 20 x .75 = 45 SCH BSC professor = .25 SCH = 3 x 20 x .25 = 15 SCH
Student Group	A part of SOAR allowing for the tracking of campus-wide populations of students independent of enrollment, major, career, etc. They can be used for queries and within the Academic Advisement module. A severe drawback of Student Groups is if the Group is deleted from a student's record (instead of Inactivating it), the historical information is lost.
Study Field (part of CIP Code)	The study field number is a unique number (throughout all MS public universities) that IHL assignes for all official IHL programs for tracking purpose. The number are never reused and degrees cannot be awarded until IHL desinates a study field.
SUG	A group of peers consisting of 31 public institutions and the Southern Regional Education Board (SREB).
Tableau	Interactive data visualization software that displays university data from HelioCampus and other sources.
Taking Online Courses	A student who is a member of a specific campus who is taking a course/courses online for the semester. See Online Student.

Tenure	A set of administrative and legal rights awarded to a faculty member who has passed a five year assessment. It includes the right to pursue research unfettered by repurcussions of job loss. Termination can still occur due on incompetence, insubordination, etc.
Textbook Survey	Distributed each semester to faculty and students to denote their satisfaction of the textbooks.
Traditional Student	Any student under the age of 25 as of the reporting period.
Transfer Student	An undergraduate student entering the reporting institution for the first time who previously attended another postsecondary institution. These students may or may not have transfer credit hours.
Withdrawal Survey	Survey taken by students when withdrawing from the university.