

## OFFICE OF INSTITUTIONAL EFFECTIVENESS DATA DEFINITIONS

Analytical FTE Faculty | Associated Classes | Attendance Status | Average Class Size | Class | Classified Student | Concurrent Classes | Course | Course Levels | Cross-Listed Classes | Credit Courses | Credit Student | Credits Earned | Credits Earned Ratio | Credits Not Earned | Course Completion Ratio | Degrees Earned | Educational Level | Enrollment Count, All Programs | Enrollment Count, Credit Programs | Equivalent Semester Hours | Equivalent Semester Hours per Faculty | FTE Course Enrollment | Full-Time Equivalent (FTE) Course Enrollment | Full-Time Equivalent (FTE) Student Majors | Modular Classes | Productivity Ratio | Registrations | Registration Status | Semester Hour | Semester Hours Per Faculty | Student-Faculty Ratio | Student Semester Hours (SSH) | Unclassified Student

### Analytical FTE Faculty

Total "teaching resources" calculated as follows:

For regular faculty at Manoa, Hilo, and West O'ahu, the FTE paid by instructional accounts is assigned to the department where the courses are taught; when courses are taught in different departments, the instructional FTE is prorated by the number of equivalent semester hours taught in each department.

For graduate assistants who teach at Manoa, the FTE is based on the number of semester hours taught, where 6 semester hours = .50 FTE. Non-teaching graduate assistants are excluded. For both regular faculty and graduate assistants who teach, the maximum analytical FTE faculty allowed is the total percentage of time assigned to instructional accounts.

For regular faculty at the community colleges, the total FTE for those assigned to instructional employing agencies is included where the courses are taught; when courses are taught in different employing agencies, the FTE is prorated by the number of equivalent semester hours in each. For division chairpersons, 0.70 FTE is assigned as analytical FTE faculty.

In all other cases (lecturers, non-instructional funded faculty and others) the analytical FTE is based on equivalent semester hours taught, where a full-time load is 15 semester hours at the community colleges and 12 semester hours elsewhere.

Excluded in all cases is the FTE of faculty on paid or unpaid leave.

## Associated Classes

Indicates how a pair or group of classes are associated or connected. One class is designated as the primary class, the other is designated as the secondary class. A primary class along with its secondary class or classes are called a set.

For a given primary class, there may be multiple secondary classes which may have different types of associations with the primary class. A secondary class in a set may be modular with the primary class, while another secondary class may be concurrent with the same primary class.

### Rules and assumptions:

1. A class cannot be both a primary and secondary class.
2. A secondary class may have only one primary class.
3. If a set has more than one type of association, reporting adjustments will be made in the following priority order: modular, concurrent, crosslisted.
4. If a set has more than one type of association, one of which is modular, the modular class must always be the primary class.

Concurrent. An association is concurrent if the primary class and the secondary class have the same course alpha, and are concurrently taught. Both classes are offered at the same time, in the same location (unless offered via distance education), and are taught by the same instructor, but enroll different students. In some instances the classes are unique, but in other instances such as in distance education, the classes are the same. Usually only two classes are concurrently taught as a set, the primary and secondary class, but there may be more than one secondary class.

### Reporting adjustments for each set of concurrent classes:

Class count	Only the primary class is counted.
Course Count	If classes are the same, only the primary class is counted, else each class in the set is counted.
Equivalent sem hrs	Only semester hours for the primary class are counted.
Adjusted sem hrs	Only semester hours for the primary class are counted.
Adjusted regs	Sum of registrations (regs) in each class. Counted with the primary class.
Adjusted SSH	Sum of SSH (student semester hours) in each class. Counted with the primary class.

5. Classes in a concurrent set may also be reported separately as appropriate.

Modular. A modular association is the association between or among a sequence of integrated or affiliated classes which are less than a semester's duration. For instance, a modular class can be a piece of a larger, parent class. Traditionally, it's a 3- or 4-credit class that is broken into 3 or 4 "segments" of less than a semester's duration and

meeting for less than the usual 2,250 minutes of instructional class time required for a 3-credit lecture course or a 1-credit lab course. (See definition of [semester-hour](#) for additional information.) A modular class may also be part of a set of classes with closely connected or related topics.

If there is a modular association between or among classes, a modular class must be designated as the primary class.

Reporting adjustments for each set of modular classes:

Class count	Only the primary class is counted.
Course count	Only the primary class is counted.
Equivalent sem hrs	Sum of semester hours (shr) of each modular class in the set. Counted with the primary class.
Adjusted sem hrs	Sum of semester hours (shr) of each modular class in the set. Counted with the primary class.
Adjusted regs	Registrations (regs) in each class are apportioned according to the class's proportion of its set or parent class, then summed and rounded to a whole number. Counted with the primary class.
Adjusted SSH	SSH in each class are summed and counted with the primary class.

6. Crosslisted. A cross-listed association indicates the primary and secondary class are offered (or crosslisted) under different course alphas. Both listings refer to the same course, i.e., PLAN 636 crosslisted as ARCH 687 is one class taught by the same instructor at the same time. Some students are taking it as PLAN 636, while others are taking it as ARCH 687.

Reporting adjustments for each set of crosslisted classes:

Class count	Only the primary class is counted.
Course count	Only the primary class is counted.
Equivalent sem hrs	Only semester hours for the primary class are counted.
Adjusted sem hrs	Only semester hours for the primary class are counted.
Adjusted regs	Sum of registrations (regs) in each crosslisted class in the set. Counted with the primary class.
Adjusted SSH	Sum of SSH in each crosslisted class in the set. Counted with the primary class.

7. Classes in a crosslisted set may also be reported separately as appropriate.

### Attendance Status

#### Full-Time Student

An undergraduate student taking 12 or more semester hours. Or, a graduate student taking 8 or more semester hours.

#### Part-Time Student

An undergraduate student taking less than 12 semester hours. Or, a graduate student taking less than 8 semester hours.

### Average Class Size

Total adjusted registrations (aregs) divided by the total number of classes. (Registrations in independent study courses are excluded from this calculation unless otherwise indicated.)

### Class

A section of one or more students formally organized for instruction in a specific course under the supervision of an instructor(s).

### Classified Student

See [Credit Student](#).

### Concurrent Classes

See [Associated Classes](#).

### Course

A unit of instruction consisting of recitations, lectures, laboratory sessions, etc., in a particular subject field, and identified by a designator consisting of a subject name and number, e.g., German 102. A course may consist of one or more classes.

### Course Levels

Lower Division	Courses numbered 1-299. (Courses numbered 1-99 are generally not applicable toward a bachelor's degree.)
Upper Division	Courses numbered 300-499.
Graduate	Post-baccalaureate courses numbered 500-599 and Graduate Division courses numbered 600-800.

### Cross-Listed Classes

See [Associated Classes](#).

### Credit Courses

Courses offered for academic credit applicable toward a certificate, degree, or diploma.

### Credit Student

#### Classified Undergraduate

A student classified as a freshman, sophomore, junior, or senior and admitted (by campus admissions and in some cases also by the department/program) to a prescribed program of study leading to a degree, certificate, or diploma. Includes degree or certificate-seeking students taking credit offerings through outreach or continuing education.

#### Classified Graduate

A student who has been accepted by Graduate Division in one of three categories: regular, probational, or special. Regular graduate students are fully accepted, while probational graduate students are admitted conditionally by Graduate Division and to their respective fields of study as potential candidates to pursue programs leading to advanced degrees. Special graduate students are admitted to a course of study not leading to an advanced degree.

Also, a student who is in a first professional (JD, MD) degree program, the ArchD program, or a post-baccalaureate certificate/diploma program (PCERT, PCT, PD, PDE).

#### Unclassified Student

A student who has not been admitted to a specific degree, certificate or diploma program, but who has been admitted to enroll in credit courses. Unclassified students at 4-year campuses are subdivided into unclassified graduate and unclassified undergraduate students, indicating respectively, students with or without the baccalaureate. Includes auditors, concurrent registrant, early admit, other special students and students taking credit courses through outreach or continuing education offerings.

### Credits Earned

Student registrations, which earned the credits attempted.

### Credits Earned Ratio

Student registrations, which earned the credits attempted, divided by the total student registrations.

Credits Not Earned

Student registrations which did not earn the credits attempted.

Course Completion Ratio

Student registrations at the end of the semester, excluding those with "W" grades, divided by the total student registrations.

Degrees Earned

The number of degrees received upon completion of the required course of study. Students receiving multiple degrees (even if it is the same degree and is awarded by the same college or school) are counted multiple times under this definition.

Educational Level (effective Fall 2015)

Undergraduate Student

Lower Division Student

A degree- or certificate-seeking student classified as a freshman or sophomore.

Freshman - A student with 0-29.99 semester hours completed.

Sophomore - A student with 30-59.99 semester hours completed.

Upper Division Student

A degree- or certificate-seeking student classified as a junior or senior.

Junior - A student with 60-89.99 semester hours completed.

Senior - A student with 90 or more semester hours completed.

Unclassified Student

A student (at a 4-year campus, who does not have a baccalaureate degree) who has not been admitted to a specific degree, certificate or diploma program, but has been admitted to enroll in credit courses.

Graduate Student

A student who has been admitted to the Graduate Division, the School of Law, the MD program of the School of Medicine, or a professional diploma/certificate program, or who is an unclassified post-baccalaureate student.

Enrollment Count, All Programs

The total enrollment in credit and non-credit programs. This is a duplicated count when summed across the campuses of the University of Hawai'i.

Enrollment Count, Credit Programs

The sum of all students enrolled in credit courses (regardless of the number of credits carried)

Equivalent Semester Hours

Calculated for departments according to the following formula:

Fixed semester hours offered in the departments' classes, plus the following equivalencies for variable credit courses.

Directed reading (-99):	undergraduate: 10 SSH = 1 SHR
	graduate level: 5 SSH = 1 SHR

Thesis (700) or dissertation (800):	1 student = 1 SHR
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Other variable credit courses:	SSH $\diamond$ no. of students
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At UHM, EDFS 390, 392 courses:	2.67 students = 1 SHR
At UHM, EDFS 391:	no semester hours

Note: SSH is Student Semester Hours, SHR is Semester Hours

Equivalent Semester Hours per Faculty

The total equivalent semester hours per analytical FTE faculty. Calculated by dividing the total equivalent semester hours by the analytical FTE faculty.

FTE Course Enrollment

See [Full-time Equivalent \(FTE\) Course Enrollment](#).

### Full-Time Equivalent (FTE) Course Enrollment

The sum of FTE undergraduate course enrollments and FTE graduate course enrollments in all credit courses. Includes course enrollments in Outreach or Continuing Education courses.

FTE undergraduate course enrollments = Total student semester hours (SSH), summed across all course enrollments in credit undergraduate courses, divided by 15.

FTE graduate course enrollments = Total student semester hours (SSH), summed across all course enrollments in credit graduate courses, divided by 12.

### Full-Time Equivalent (FTE) Student Majors

The sum of all FTE undergraduate and FTE graduate majors enrolled in credit courses. Includes credits taken in Outreach or Continuing Education courses.

FTE undergraduate student majors = Total student semester hours (SSH) taken by undergraduate students in credit courses, divided by 15.

FTE graduate student majors = Total student semester hours (SSH) taken by graduate students in credit courses, divided by 12.

### Modular Classes

See [Associated Classes](#).

### Productivity Ratio

The total student semester hours per analytical FTE faculty. Calculated by dividing the total SSH offered by the analytical FTE faculty.

### Registrations

Total number of students registered in all classes.

### Registration Status

Student's status at the time of registration. When a student applies for admission, the student's registration status during this semester is "first-time", "transfer" or "returning". If an enrolled student continues enrollment in the following semester, registration status would be "continuing". Registration status will remain as "continuing" for the duration of the student's continued enrollment in fall and spring semesters, (i.e., until there is a break in enrollment). Some exceptions to this are as follows:



## Student Information Management System (SIM) Definitions

- Non-attendance in summer session is not considered a break in enrollment.
- When a student changes academic level from undergraduate to graduate, registration status will be re-started and previous attendance (regardless of whether or not there is a break in enrollment) will be disregarded in determining registration status.
- When a student changes to concurrent, early admit, auditor from other majors or from concurrent, early admit or auditor to other majors, registration status will be re-started.
- When a student begins enrollment in the summer, and must also apply for admission in the fall, registration status will be re-started in the fall.

### First-time

- An undergraduate enrolling for the first time, never having previously enrolled at any other college or university campus except as an early admit or for summer session.
- A non-degree graduate student enrolling for the first time at the graduate level.
- A degree-seeking graduate student enrolling for the first time in a graduate degree program.
- Also used if unable to determine whether the student's previous work was at the graduate level.

### Transfer

- An undergraduate enrolling at a campus, having previously attended another college or university.
- An undergraduate re-enrolling after an absence of one or more fall or spring semesters, having attended another college or university in the interim.
- A graduate student enrolling at the graduate level, having previously attended another (i.e., non-UH) graduate school.
- A graduate student who already received at least one graduate degree at another (i.e., non-UH) graduate school or university, and is applying for another graduate degree (i.e., PD to Masters, Masters to PhD, PhD to MD, Masters to Masters), or is applying for unclassified (non-degree) graduate status.

### Returning

- An undergraduate student returning after an absence of at least one fall or spring semester without having attended another college or university (except summers or adult extension classes) in the interim.
- A graduate student returning after an absence of at least one fall or spring semester, who is applying for a change in field to another graduate program without having attended another graduate school or university (except summers or adult extension classes) in the interim.
- A graduate student who already received at least one graduate degree from the campus, was absent at least one fall or spring semester, and is applying for unclassified (non-degree) graduate status, at the same campus.

### Continuing

- An undergraduate or graduate student continuing to enroll at the campus after enrollment during the immediately preceding fall, spring or winter term. Exceptions to this are noted above.

### Semester Hour

The credit or semester hour value assigned to the course. The unit by which course work is measured. Credit value is either fixed or variable.

Semester hour is based on a 50-minute hour. If "class hour" is defined here to mean 50-minutes, then in a traditional lecture-taught class, 1 semester hour of credit represents one (50-minute) "class hour" of instruction per week over a 15-week period in a semester. Thus, a lecture class offered for 3 semester hours of credit meets three "class hours" per week over a 15-week period, or 45 50-minute sessions (if scheduled to meet three times a week: MWF, for example), or 30 75-minute sessions (if scheduled to meet twice a week: TR for example), over a period of 75 instructional days (excluding weekends and holidays).

Generally, for laboratory classes, a lab offered for 1 semester hour of credit meets three "class hours" per week over a 15-week period in a semester, or 15 150-minute sessions (if scheduled to meet once a week), or 30 75-minute sessions (if scheduled to meet twice a week), over a period of 75 instructional days (excluding weekends and holidays). Includes equivalent values for cooperative education classes, where 5 students = 1 semester hour.

(See also: [Equivalent Semester Hours](#).)

### Semester Hours Per Faculty

The total semester hours per analytical FTE faculty. Calculated by dividing the total semester hours by the analytical FTE faculty. May be under- or over-stated because only the fixed credit values assigned to the courses are included.

### Student-Faculty Ratio

FTE course enrollment per analytical FTE faculty. Calculated by dividing the FTE course enrollment by the analytical FTE faculty.

### Student Semester Hours (SSH)

The sum of semester hours taken by all students registered in all credit courses.

### Unclassified Student

See [Credit Student](#).