



UNITED TRIBES
TECHNICAL COLLEGE

United Tribes Technical College Data Dictionary

The UTTC Data Dictionary is intended to be used as a resource for UTTC stakeholders. Data definitions vary by reporting entities and by projects. The definitions are meant to provide information about the types of data we collect, types of variables we use to determine student progress or achievement, a general definition of terminology used around our data, typical use of our data in reporting, and how some of these data are calculated. Readers are encouraged to contact the Office of Institutional Research for questions or clarification if needed.

Abbreviations Used:

AIHEC AIMS – American Indian Higher Education Consortium American Indian Measures of Success

AIR – Association of Institutional Research

BIA/BIE – Bureau of Indian Affairs/Bureau of Indian Education

CTE – Career and Technical Education

IPEDS – Integrated Postsecondary Education Data System

NDCTE – North Dakota Career and Technical Education

NSC – National Student Clearinghouse

TCPCTIP – Tribally Controlled Postsecondary Career and Technical Institutions Program (Section 117 Perkins V Statute)

UTTC – United Tribes Technical College

Terminology Definition and Reporting Usage

Term	Definition	UTTC	IPEDS	NSC	TCPCTIP	NDCTE	BIA/BIE	AIHEC AIMS
¼ Time Student	Student who enrolls in 3 to 5 credits in fall or spring semester; 1 to 2 credits in the Summer semester		X	X				
½ Time Student	Student who enrolls in 6 to 8 credits in fall or spring semester; 3 credits in the Summer semester	X	X	X				
¾ Time Student	Student who enrolls in 9 to 11 credits in fall or spring semester; 4 to 5 credits in Summer semester		X	X				
Academic Advisor	An instructor or staff member responsible for providing academic guidance including advising and registration of students within a particular program	X						
Academic Term	Refers to a part of the academic year during which an educational institution holds classes; can be a semester, trimester, or quarter.	X	X	X	X	X	X	X
Academic Term UTTC	Refers to a semester (fall, spring, or summer)	X	X	X	X	X	X	X
Academic Year (AY)	Comprised of three semesters, beginning with the fall semester, through spring and ending at the conclusion of the summer semester. For example, the 2020 – 2021 academic year begins in the Fall semester of 2020 and concludes at the end of the summer semester in 2021.	X		X	X	X		X
Accepted Student	A student who has completed the application process and who has been accepted to the institution but has not yet registered.	X						
Applicant Student	An individual who has fulfilled the institution’s requirements to be considered for admission (including payment or waiving the application fee, if any) and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn by applicant or institution		X					
Applicant Student	A prospective student who has submitted their college application and required application documentation to the institution	X						
Associate Degree	A program of study that can be completed in two but less than four years (approximately 60 credits)	X	X	X	X	X		X
Bachelor’s degree	A program of study that can be completed in 4 years; also referred to as Baccalaureate degree	X	X	X	X	X		X
Census Date	The last day to add or drop a class or to withdraw without a record, usually within 10 days from the first day of class of the semester	X	X	X	X	X		X
Certificate	A program of study that can be completed in two or fewer semesters	X	X	X	X	X		X
Completer/Graduate	A student who is officially awarded a degree, certificate, diploma, or other recognized credential.	X	X	X	X	X		X

Term	Definition	UTTC	IPEDS	NSC	TCPCTIP	NDCTE	BIA/BIE	AIHEC AIMS
Continuing Education Unit (CEU)	Credits earned through completion of community-based or other non-degree/non-credential training or education. Completion of CEUs may lead to earning or maintaining a professional license or certification. 10 hours of a learning activity will provide 1 CEU.	X						X
Continuing Student	A student who maintains their enrollment from the prior term to the current term at UTTC (Students who are enrolled in a spring semester and do not attend during the next consecutive summer semester but continue in following fall semester are considered continuing students)	X	X	X	X	X		X
Credit Hour	In accordance with federal regulations, a credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term.	X	X	X	X	X		X
CTE Concentrator	Student who completes at least 12 credits in single program of 12 or more credits that upon completion provides an industry-recognized credential, certificate, or degree; a student who completes a short-term CTE program of less than 12 credits that upon completion provides an industry-recognized credential, certificate, or degree.				X	X		
Cumulative Enrollment	The total enrollments for all students in each academic term. Example – 489 enrollments for fall, 380 enrollments for spring, and 56 enrollments for summer would result in a cumulative enrollment of 925.	X						
Degree Level	The qualification awarded to students upon successful completion of a course of study. Degrees awarded at UTTC include Associate and bachelor's degree levels.	X	X	X	X	X		X
Degree Program	Integrated course of study leading to an academic degree (i.e. Associate of Applied Science, Associate of Science, or Bachelor of Science)	X	X	X	X	X		X
Degree Seeking Student	A student who has declared a major and is enrolled and taking courses in a certificate, diploma, or degree program.	X	X	X	X	X		X
Diploma	A program of study that can be completed in three semesters.	X	X	X	X	X		X
Distance Education	A form of instruction where the majority, if not all, instruction is delivered remotely without in-person, face-to-face contact between teacher and students.	X	X	X	X	X		X
Drop	Refers to a student who withdraws from all courses prior to census date	X	X			X		
Dual Enrollment Student	A student who is still in high school taking a college class; at UTTC this is done online.	X	X	X	X	X		X
Enrolled Student	A student who is enrolled in courses past census date in a particular semester.	X	X	X	X	X		X
Entrance Term	The term (Fall, Spring, Summer) a student first enters the college.	X	X	X	X	X		X
Entrance Year	The year a student first enters the college.	X	X	X	X	X		X

Term	Definition	UTTC	IPEDS	NSC	TCPCTIP	NDCTE	BIA/BIE	AIHEC AIMS
Ethnicity (Race)	Categories include Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Nonresident Alien*, and Resident Alien*. *Feds planning to drop "Alien" from these categories in 2023	X	X	X	X	X	X	X
Exit Date	The date all signatures for student exit from school have been recorded.	X						
Faculty to Student Ratio	The number of academic credit-seeking students divided by the number of instructional faculty. For example, 523 students divided by 40 faculty results in faculty to student ration of 1:13.	X	X	X	X	X		X
Fall Cohort	The group of students entering in the <u>fall term</u> established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate</u> -seeking <u>undergraduate</u> students during the fall term of a given year.	X	X	X	X	X		X
First Generation Student	A student who neither their mother nor father earned a bachelor's degree.	X	X	X	X	X		X
First Time Freshman Student	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the <u>undergraduate level</u> . This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> or recognized postsecondary credential earned before graduation from high school).		X	X				X
First-time Ever in College (FTEIC)	A student who has not previously attended any postsecondary institution (may or may not have completed college credits as a dually enrolled high school student).	X	X	X				
First-time Student (also NTI)	A student who has never attended UTTC but may or may not have attended other institutions of higher education.	X		X				X
Fiscal Year	Used to record a one-year cycle for financial reporting. The fiscal year begins July 1 and ends on June 30 the following year.	X						
Freshman	A student who has earned 0 to 30 credits.	X	X	X				
Full Time Equivalent (FTE)	Total number of credit hours attempted divided by 12.	X	X	X	X	X		X
Full Time Student	Student who enrolls in 12 credits or more in fall or spring semester; 6 credits or more in summer semester.	X	X	X	X	X		X
Grade Point Average (GPA)	A number representing the average value of the accumulated final grades earned in courses over time; can represent courses in a term or the cumulative academic program.	X			X	X		X

Term	Definition	UTTC	IPEDS	NSC	TCPCTIP	NDCTE	BIA/BIE	AIHEC AIMS
Graduate/Completer	A student who is officially awarded a degree, certificate, diploma, or other recognized credential.	X	X	X	X	X		X
Graduation Rate (150% time)	The percent of program completers who entered a degree or certificate program and completed that program within a specified period. For example, 150% of normal time for a two-year program would be three years.	X	X		X	X		
Graduation Rate (200% time)	The percent of program completers who entered a degree or certificate program and completed that program within a specified period. For example, 200% of normal time for a two-year program would be four years.	X	X					
Headcount	Unduplicated count of students.	X	X	X	X	X		X
Indian Student Count (ISC)	All credits earned By Native American students in an academic year divided by 12.	X			X			X
Junior	A student who has earned 61 to 90 credits.	X	X	X	X	X		X
Less Than ½ Time Student	Student who enrolls in less than 6 credits in Fall or Spring semester, and less than 3 credits in the summer semester.	X	X	X				
Lower-level Courses	Courses numbered between 100 and 299.	X						
Major	The academic discipline to which an enrolled student commits associated with a certificate or degree program.	X	X	X	X	X		X
Native Student	A student who is either an enrolled member of a federally recognized Indian tribe, or the biological child of an enrolled member of a federally recognized Indian tribe, living or deceased		X					X
Native Student	A student who is either an enrolled member of a federally recognized tribe or Frist Nation Eligible under the Jay Treaty (TCPIP includes all students enrolled at UTTC regardless of race)	X		X	X	X	X	
Native Student	A student who self-identifies as Native American		X					
New to Institution (NTI)	A student who has never attended UTTC but may or may not have attended other institutions of higher education.	X		X				X
Non-degree Seeking Student	A student taking credit-bearing classes while not enrolled in a certificate, diploma, or degree program.	X	X	X	X	X		X
Non-traditional Student	A student who is over the age of 24.	X				X		
Part Time Student	Student who enrolls in less than 12 credits in Fall or Spring semester; 6 credits or less in summer semester.	X	X	X	X	X		X

Term	Definition	UTTC	IPEDS	NSC	TCPCTIP	NDCTE	BIA/BIE	AIHEC AIMS
Passing Grade	A grade of "A", "B", "C", or "D" is considered a passing grade for purposes of calculating institutional student progress; a "D" grade may not be considered passing for some individual programs and generally does not transfer to another institution.	X			X			X
Persistence	Tendency of students to continue enrollment from one semester to the next in progression toward degree completion; excludes Summer.	X						
Registered Student	A student who has registered for courses in a particular semester prior to or at the beginning of a semester.	X	X	X	X			X
Retention	Degree seeking students who begin in the fall semester and enroll in the subsequent fall semester, graduate, or transfer to another institution. Reporting entities determine disaggregated groups to report (i.e. first-time full-time or non-first-time full-time, first-time part-time)	X	X	X	X	X		X
Returning Student	A student who was enrolled at UTTC previously, stopped out, and has returned to the college	X						
Satisfactory Academic Progress	Term grade point average (GPA) of 2.00 or better	X		X				
Seat Count	Sum of the number of students in all classes.	X						
Senior	A student who has earned more than 91 credits.	X	X	X				
Sophomore	A student who has earned 31 to 60 credits	X	X	X				
Stop Out Student	Students who do not attend the next consecutive semester or more but return at a later date. (Summer is not considered a formal semester, so students who do not attend during the summer are not considered stop outs.)	X	X	X	X			X
Student	Anyone enrolled during a semester for at least 1 academic credit hour.	X			X			X
Student	Anyone enrolled during a semester, excluding non-degree and non-certificate students.		X					
Success (Course Level)	Any grade of "C" or better or "P". "D" grades do not typically meet degree requirements.	X	X	X	X	X		X
Traditional Student	A student who is between the ages of 18 to 25.							
Transfer Student	A student who has previously attended a postsecondary institution before attending UTTC.	X	X	X	X			X
Unduplicated Headcount	Total number of unique students who attended during an academic year regardless of how many semesters they attended during that year.	X	X	X	X			X
Upper-level Courses	Courses numbered between 300 and 499.	X						
Wellness Counselor	An individual responsible for providing personal guidance including counseling and other wellness services to students.	X						
Withdraw	A student who withdraws from a course or the institution after the census date.	X						
Withdrawal Date	Last recorded date of attendance for a student.	X						

Calculations Used for Reporting

Term	Calculation	UTTCC	AIR	IPEDS	NSC	TCPCTIP	NDCTE	BIE	AIHEC AIMS
Duplicated Student Count	Total of unduplicated headcount per semester (Fall headcount + Spring headcount + Summer headcount)	X							
Full Time Equivalent (FTE)	Total Student Credit Hours / Number of Credit Hours (12) Needed to be Full Time	X	X	X	X	X		X	X
Seat Count	Sum of the number of students in all classes.	X	X						
Persistence	Percent of students enrolled in the Fall semester who continued enrollment in the following Spring semester, transferred to another institution, or completed the program of study; <i>or</i> Percent of students enrolled in the Spring semester who continued enrollment in the following Fall semester, transferred to another institution, or completed the program of study	X							
Retention	Percent of students enrolled in a fall semester who were enrolled in the previous fall semester, transferred to another institution, or completed the program of study	X	X	X	X	X		X	X
100% Completion	Percent of students who entered as FTEIC in a particular fall semester and who complete their certificate or degree within the designated graduation timeframe for their program divided by the total number of students who entered as FTEIC in that fall semester.	X	X				X		
150% Completion	Percent of students who entered as FTEIC in a particular fall semester and who complete their certificate or degree within 150% of the designated graduation timeframe for their program divided by the total number of students who entered as FTEIC in that fall semester.	X	X	X	X		X		