

## Institutional Research & Effectiveness

### Guidelines for Academic Terms Used in IRE Reporting and OBIEE

#### 1. Census

- a. Based on data snapshot taken on the 15<sup>th</sup> day of the academic term (including weekends & holidays)
- b. Data is unedited and has not been through the validation processes that occur at the end of the term
- c. Students whose enrollment is added to a class or withdrawn from a class after the census date but is backdated to before census are NOT included in the data
- d. Typically used for IPEDS reporting, Freshmen/Transfer Profiles and Admission Statistics and some external surveys
- e. Recommended only for internal planning or as a reference point for those who wish to have information on-hand for early decision-making or to complete required reporting when end-of-term data is not yet available

#### 2. End-of-Term

- a. Based on data snapshot that is taken at the end of the academic term with a student's enrollment in each class is determined by the census day of each class (i.e. for classes with different start dates than the first day of the academic term)
- b. Data is edited and has been through all of the validation processes to ensure all data has correct values, no missing data, etc.
- c. Students whose enrollments in a class are backdated prior to census WILL be included in the data
- d. Used for HEI state reporting, Compendium, Fact Book, IRE web site tables and reports, external surveys, Board of Trustees dashboards, external publications
- e. Strongly recommended for use internally and externally if able and should be used in Board presentations, external publications, etc.

#### 3. End-of-Term Pre-2016 Reorg

- a. Same data capture and validation rules as End-of-Term snapshots
- b. Data is structured prior to current Campus Detail reporting and primary campus of enrollment and cannot provide unduplicated student headcounts
- c. Used for historical reporting prior to 2016
- d. Recommended only for internal reference only

#### 4. Special

- a. Based on data snapshot that is taken at the end of the academic term once final grades have been submitted
- b. Data is unedited and has not been through validation processes yet to ensure accuracy
- c. Used for closer-to-final reporting, but not final yet
- d. Recommended only for internal planning and as a reference for decision making near the end of an academic term prior to final data being made available by IRE