STUDENT TERMS

Census Day: The University’s official date for enrollment. The first day of class following the 10th day of class in each semester.

Certificates: Illinois State University currently offers three types of certificates at the graduate level:

- Graduate Certificate: Requires a minimum of nine but no more than 17 semester hours of graduate courses beyond the bachelor’s degree. This type of certificate is not approved/reviewed by the Illinois Board of Higher Education (IBHE).
- Post-Baccalaureate Graduate Certificate: Requires a minimum of 18 semester hours of graduate courses beyond the baccalaureate degree, but less than required for a masters’ degree. This type of certificate is approved/reviewed by the IBHE.
- Post-Master’s Graduate Certificate: Requires a minimum of 24 semester hours of graduate courses beyond the master’s degree but less than a doctoral degree. This type of certificate is approved/reviewed by the IBHE.

CIP Codes: Classification of Instructional Programs (CIP) A federal coding system used to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity.

Cohort: The number of new beginning freshmen in a given fall semester. Used in calculating retention of students returning for their second fall semester and in calculating University graduation rates.

Credit Hour: A standard unit of measuring course work; credit hours are assigned to a particular course and count toward graduation.

Degree Program: A program which has specific requirements and number of credits, including a common core for all students seeking a particular degree. Degree programs are approved through a curricular process through the Illinois Board of Higher Education

Full-Time Enrollment: For undergraduate students – 12 or more credit hours; for graduate students nine or more credit hours per semester.

Full-Time Equivalent (FTE): Total number of credit hours divided by 15 for undergraduate students; and by nine for graduate students.

Grade Point Average (GPA): The total number of grade points divided by the total graded semester hours attempted at Illinois State University.

Graduation Rate: Total number of new beginning freshmen students who complete their degree within 6 years of normal time divided by the number in the original cohort. Transfer student graduation rate is calculated for all transfer students who complete their degree within 6 years of normal time divided by the number in the cohort who started that same year, no consideration is taken for number of hours transferred into Illinois State University from other institutions.
Headcount: The count of each student enrolled at the University.

Major or Program: A cohesive combination of courses, including introductory, intermediate, and advanced course work, that designates a student’s primary area of specialization.

Minorities: Includes all racial/ethnic groups except White and Non-Resident Alien students.

Native Students: Students who start as new beginning freshmen at Illinois State University.

New Beginning Freshmen: First-time, first year students who have not attended any college since graduating from high school (includes students who attend a college or university the summer after high school graduation, students with advanced placement credits, and students who took courses for college credit while attending high school).

New Students: Students attending Illinois State University for the first time (Illinois State University baccalaureate recipients entering their first semester working on a second bachelor's degree are considered readmitted students).

Non-Degree Seeking: A student who has not been admitted to a program leading toward a degree; these include unclassified students, students-at-large, and students working toward a non-IBHE approved/reviewed graduate certificate.

Non-Resident: A student whose principal residence is not in Illinois.

Non-Resident Alien: International students who are neither a citizen nor a permanent resident of the United States.

On-and Off-Campus: Students are considered “off-campus” if all of their courses meet at a location other than a University facility; they are considered an “on-campus” student if any or all of their courses meet at a University facility.

Retention Rate (fall to fall): Percent of the new beginning freshmen or new transfer student fall cohort who return for their second consecutive fall semester at Illinois State University.

Semester: A semester at Illinois State is the 16-week academic session offered each fall and spring. The summer session is not considered a semester.

Time-to-Degree for Completers: The percent of graduates who completed their degree in 4, 5, or 6 years after they start at Illinois State University.

Transfer Student: Students who previously attended one or more semesters at a community or four-year college after graduating from high school (whether or not any course work was completed).

Unclassified Students: A person who desires to take classes at the University without working toward a specific degree.
EMPLOYEE TERMS

Faculty: Any Tenure-Track or Non-Tenure Track appointment, ranked or unranked, for the purpose of instruction, organized research, and/or public service in one of the academic (credit hour producing) departments and related areas.

- Departmental: Faculty teaching in an academic department.
- Non-departmental: Faculty in a non-academic department such as University College instructors.
- Lab School Associates: Appointments that do not hold rank in an academic department and are assigned primarily to Thomas Metcalf School or University High School.
- Library Faculty: Hold academic rank and are assigned primarily to the Library.

Full-time: A work schedule of 37.5 to 40 hours per week; considered to be 100 percent. For faculty, a departmental assignment typically equivalent to a course load of 3 or 4 courses per semester. Instructional loads are typically moderated by other assignments or research activities.

Full-Time Equivalent (FTE): Employment percent.

Minorities: Includes American Indian/Native Alaskan, Black Non-Hispanic, Asian/Pacific Islander, and Hispanic racial/ethnic designations. Non-Resident Alien is not included as a minority.

Non-Tenure Track: Appointments for full and part-time appointments are for a specific purpose and for a specified period of time appropriate to that purpose. No time served in any of the non-tenure track titles counts toward fulfillment of a probationary period leading to tenure.

Part-time: A work schedule of less than 100 percent.

Rank: The academic ranks that are conferred for tenure at Illinois State University are: Professor, Associate Professor, and Assistant Professor. Promotion within the academic ranks is recommended by the Provost to the President for approval.

Tenure: Tenure entails the faculty member’s obligation to strive continuously to improve competence and to cooperate with colleagues in an effort to improve the quality of scholarship and teaching at the institution. After the expiration of a probationary period, faculty have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

Tenured/Tenure Track: Tenure is granted by the University under the authority granted to the President by the Board of Trustees. Tenure appointments are held only in academic departments or similar academic units.

OTHER TERMS

Student-Faculty ratio: Student FTE/Faculty FTE.
IBHE: Illinois Board of Higher Education, the statewide planning and coordinating board for higher education in Illinois, approves/reviews degree programs, provides budget recommendations to the Governor and General Assembly, administers a variety of grant programs, approves operating authority for independent institutions, engages in master planning, and maintains comprehensive higher education databases.