

# PSR 1-Student Enrollment Report Instructions

## PURPOSES

The Student Enrollment Report (**PSR-1**) collects unduplicated enrollment data for the summer, fall, spring terms, and unduplicated annual enrollment data.

The reports shall be submitted to the State Board Office at the close of business the following dates:

- Summer Student Enrollment Report: September 15<sup>th</sup>
- Fall Student Enrollment Report: January 15th
- Spring Student Enrollment Report: June 15th
- Annual Student Enrollment Report: June 15th

If a date falls on a nonbusiness day the report shall be submitted the next business day.

## USES

These reports shall be used by the State Board Office to evaluate enrollment trends and shall be reported to the public on the State Board of Education website at [www.stateboardofed.idaho.gov](http://www.stateboardofed.idaho.gov). These data may be used for other matters as requested or approved by the State Board of Education.

## GENERAL DEFINITIONS

The Student Enrollment Reports shall use the end of term information for the report for each term. The annual report shall be for the end of term unduplicated headcount and credit count for summer, fall, and spring.

The report shall be prepared using the following definitions:

**Enrolled for Credit** Any student included in this report must be enrolled for credit. For a student to be enrolled for credit, they must meet the following criteria:

- ◆ The student must be enrolled after the last day to add or drop without penalty in courses or programs that are applied towards a postsecondary degree, certificate, or other formal award regardless of their degree-seeking status.
- ◆ The following students must be included:
  - Students enrolled for credit in off-campus centers.
  - High school students enrolled in regular college courses for credit.
  - Students enrolled in transcriptable and financial aid eligible remedial courses.
  - Graduate students enrolled for thesis credits, even when zero credits are awarded, as they are still enrolled and seeking their degree.
- ◆ The following students are to be excluded:
  - Students who are not enrolled in courses that lead to a certificate or a degree (i.e. tech prep, continuing education, etc.).
    - Students enrolled exclusively in Continuing Education Units (CEU).
    - Students exclusively auditing courses.
    - High School Students who are exclusively enrolled in tech prep courses, which includes students who have transcribed credits, but are not enrolled in credit bearing courses.

- Students enrolled exclusively in Adult Basic Education (ABE), General Education Development (GED), non-credit, and short-term training.
- Students who withdraw from the institution on or before the last day to add or drop without penalty.

**Resident** Students shall be classified as residents based on the residency classification of students existing at the time of the report without regard to any appeals for reclassification which might be pending at that time and pursuant to Idaho Code §33-3717B and IDAPA 08.01.04. For the community colleges, non-resident designation shall not be applied to out-of-district students that are Idaho residents.

**Non-Resident** Students who do not meet the above residency requirements shall be classified as non-residents.

**Full-Time Students** (*Policy III.P*)

- ◆ Undergraduate- For the fall or spring report, an undergraduate student shall be considered full-time if they enroll in twelve (12) or more credits. For the summer report, an undergraduate student shall be considered full-time if they enroll six (6) or more credits in the summer term. For the annual report, if a student was full-time either in the fall or the spring they shall be considered full-time for the annual report.
- ◆ Graduate- For the fall or spring report, a graduate student shall be considered full-time if they enroll in nine (9) or more credits. For the summer report, a graduate student shall be considered full-time if they enroll in six (6) or more credits in the summer term. For the annual report, if a student was full-time either in the fall or the spring they shall be considered full-time for the annual report.
- ◆ Law- For the fall or spring report, a law student shall be considered full-time if they enroll in twelve (12) or more credits. For the summer report, a law student shall be considered full-time if they enroll in six (6) or more credits in the summer term. For the annual report, if a student was full-time either in the fall or the spring they shall be considered full-time for the annual report.

**Part-Time Students**

- ◆ Undergraduate- For the fall or spring report, an undergraduate student shall be considered part-time if they enroll in less than twelve (12) credits. For the summer report, an undergraduate student shall be considered part-time if they enroll in less than six (6) credits in the summer term. For the annual report, if the student was full-time either in the fall or spring they shall not be considered part-time for the annual report.
- ◆ Graduate- For the fall or spring report, a graduate student shall be considered part-time if they enroll in less than nine (9) credits. For the summer report, a graduate student shall be considered part-time if they enroll in less than six (6) credits in the summer term. For the annual report, if the student was full-time either in the fall or spring they shall not be considered part-time for the annual report.
- ◆ Law- For the fall or spring report, a law student shall be considered part-time if they enroll in less than twelve (12) credits. For the summer report, a law student shall be considered part-time if they enroll in less than six (6) credits in the summer term. For the annual report, if the student was full-time either in the fall or spring they shall not be considered part-time for the annual report.

## QUALIFIERS FOR STUDENT CATEGORIES

For each term report, students shall be counted in the appropriate student categories according to the definitions below. For the annual report, students shall be counted in the category they were in the last term of their enrollment in the relevant academic year.

### **NON-DEGREE SEEKING STUDENT**

**Non-Degree Seeking Student** A student enrolled in courses for credit and is not recognized by the institution as seeking a degree or formal award. An *academic* non-degree seeking student shall be enrolled in *50% or more* academic credits of their total credits attempted after the last day to add or drop without penalty. Non-Degree Seeking students may be at the graduate or undergraduate level.

### **EARLY COLLEGE**

Students in this section must be enrolled for postsecondary credit and have not graduated high school or equivalent during the time of their enrollment. Early College students shall not be counted in the undergraduate category.

**Dual Credit Students** Dual credit students are students who are enrolled at the postsecondary institution and are receiving secondary credit and postsecondary credit simultaneously. Additionally, students shall only be counted as dual credits students if they meet the requirements in Board Policy III.Y. If a student is enrolled in dual credit courses while also enrolled in courses for postsecondary credit, for purposes of this report, the student shall be counted as a dual credit student for each term they are enrolled in a dual credit course. If a dual credit student is enrolled in a single course (i.e. CHEM 101) spans two terms or more at the institution, *the student shall only be counted in the term the course begins*.

**Non-Dual Credit Students** Are students enrolled at the postsecondary institution while simultaneously enrolled in high school, but are not earning high school credits for their postsecondary coursework.

### **UNDERGRADUATE**

Students in this section must be enrolled in courses that apply towards a certificate, associate's degree, or bachelor's degree.

**Exclusively Enrolled in Remedial Courses** Students who are enrolled exclusively in remedial courses during the time frame of the respective report.

**Degree Seeking** Students who are Degree Seeking and are not pursuing a second degree shall be counted in the following categories according to the number of credits earned at the end of the term:

**Freshman:** Earned from 0 semester credit hours through 25.

**Sophomore:** Earned from 26 semester credits through 57.

**Junior:** Earned from 58 semester credits through 89.

**Senior:** Earned for 90 semester credits or more.

**Degree Seeking, Post 1<sup>st</sup> Degree** Students who have already earned a bachelor's degree and are now enrolled as a degree-seeking student for an additional degree shall be placed in this category.

## **GRADUATE**

Students in this section shall be enrolled in courses that apply towards a post-baccalaureate certificate, master's degree, post-master's certificate, or doctoral degree.

**Post-Baccalaureate certificate** An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not qualify as a master's degree.

**Master's** An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

**Post-Master's certificate** An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not qualify as a doctoral degree.

**Doctoral Degree** The highest award a student can earn for graduate study. This category includes research & scholarship doctoral degrees as well as any doctoral degree professional practice that are not disaggregated below.

**Pharm-D Program** Students currently enrolled at the graduate level of the Pharm-D program.

**Idaho Dental Education Program (IDEP)** Students enrolled in the IDEP program.

**Law, Juris Doctor** Students enrolled in the law program.

**Washington, Wyoming, Alaska, Montana, and Idaho Medical Education Program (WWAMI)** Students enrolled in the WWAMI program.

## **PROFESSIONAL-TECHNICAL EDUCATION**

Students in this section must be enrolled in Professional-Technical Education (PTE) Courses.

**PTE Student** A student enrolled in an approved PTE program of study and taking at least one required course in that program of study, including general education. The student has declared they are a seeking a professional-technical degree and are an actively admitted PTE major.

**PTE Non-degree Seeking** A student enrolled in courses for credit and is not recognized by the institution as seeking a degree or formal award. A professional-technical non-degree seeking student shall have *more than 50%* professional-technical credits of their total credits attempted after last day to add or drop without penalty.

## CREDITS TRANSCRIPTED & FULL-TIME EQUIVALENT

### Full-Time Equivalent

Full-time equivalent shall be calculated according to the guidelines below.

**Academic & Professional Technical Credits** Credits that apply to a formal award and remedial credits shall be included in this count. Only credits completed in the relevant term shall be included. Credits earned by exam (e.g. AP, IB, etc.), challenge courses, transcribed from Tech Prep, and prior learning credits shall not be included in the credit count for this report. Credits completed with a letter grade of A-F, pass, withdrawals, no credits, and incomplete shall be counted. Audits shall not be included as they are zero credit hours.

Credits shall be counted as either professional-technical or academic by course type and not by student.

Total student credit hours for each level or division of instruction shall be based on the level of the course not the level of the student enrolled in such course. If a class is cross-listed, the credit hours shall be recorded as it is transcribed on the student's record.

If a single dual credit course (i.e. CHEM 101) spans two terms or more at the institution, the credits shall only be counted in the term the course begins.

### Academic & Professional-Technical FTE

Academic FTE for summer, fall, and spring shall be calculated by the following guidelines:

- Upper & Lower Division Transcribed Credits
  - Summer: Credits shall be divided by fifteen (15)
  - Fall: Credits shall be divided by fifteen (15)
  - Spring: Credits shall be dividing by fifteen (15)
  - Annual: Credits shall be divided by thirty (30)
- Graduate & Pharm-D Transcribed Credits
  - Summer: Credits shall be divided by twelve (12)
  - Fall: Credits shall be divided by twelve (12)
  - Spring: Credits shall be divided by twelve (12)
  - Annual: Credits shall be divided by twenty-four (24)
- Law Program, Transcribed Credits
  - Summer: Credits shall be divided by fourteen (14)
  - Fall: Credits shall be divided by fourteen (14)
  - Spring: Credits shall be divided by fourteen (14)
  - Annual: Credits shall be divided by twenty-eight (28)
- WWAMI & IDEP
  - For WWAMI and IDEP, the FTE shall be equal to the head count enrollment for these programs
- Professional-Technical Education Transcribed Credits
  - Summer: Credits shall be divided by fifteen (15)
  - Fall: Credits shall be divided by fifteen (15)
  - Spring: Credits shall be divided by fifteen (15)
  - Annual: Credits shall be divided by thirty (30)



Every Student Enrollment Report must be signed and dated by a certifying officer designated by the institutional president. This officer must be satisfied that the procedures for gathering and reporting the enrollment figures have been followed and that auditors shall be able to audit such figures for accuracy. Once the Student Enrollment Report is submitted to the Office of the State Board of Education, no figures shall be altered except with the approval of the Executive Director of the State Board of Education.

Any questions should be directed to the Office of the State Board of Education. It is the responsibility of the institution to notify the Office of the State Board of Education of any significant changes in methodology in how students are counted. If the institutions finds that categorization of a student is unclear, the Office of the State Board of Education should be contacted for further clarification.