Data Glossary
Institutional Research and Planning
October 6, 2021

The Data Glossary provides standard, default data definitions used by IRP in documents such as the Factbook and the Accountability Report. There will arise cases and situations that require different definitions; when this occurs in IRP reporting, we will make note of these deviations.

For terms already defined in the UFV calendar or UFV policy we follow existing definitions. The Glossary definitions are consistent with those used by all B.C. institutions for reporting to the Ministry, most notably in the semi-annual Central Data Warehouse submissions. The Ministry provides data definitions in regularly updated documents such as the Data Definitions (DDEF) manual and the FTE manual.

The Glossary provides a template for data definitions across the university. Where others adopt these terms, the definitions will enable a common understanding of data terms throughout UFV.

https://www.ufv.ca/calendar/current/General/Glossary.htm

https://www.ufv.ca/policies

https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/ddef_student_standards.pdf

https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/fte-manual.pdf

Glossary of data terms:

Academic Year: September 1 to August 31 of the following Calendar Year.

Age: As of September 30th of the Fiscal Year.

Application, Applicant, and Application Status: A student applying to at least one program, in at least one term, is an Applicant. An Applicant can generate multiple Applications by applying to multiple programs or across multiple terms. A given student may apply to multiple programs over multiple terms and so the method used for aggregating Applicants and Applications will depend on the particular situation. Application Status can be Applied, Admitted, or Registered.

Calendar Year: January 1 to December 31.

Campus (as included in Banner):
The following campuses are entered into Banner:

Abbotsford
Aerospace Training Centre
Agassiz
Canada Education Park
Challenge/PLA
Chilliwack
Clearbrook Centre
Hope
Mission
Off-campus contract
Off-campus location
Off-site(Tours)-out of country
Online: UFV

In some reports, we amalgamate campuses. For example, in the Factbook we include Agassiz, Off-campus contract, and Off-site(Tours)-out of country under Off-campus location.

Central Data Warehouse (CDW): Non-research intensive post-secondary institutions in B.C., such as UFV, submit student data to CDW twice per year.

Chandigarh campus: Students who first registered at the Chandigarh campus prior to Fall 2019 are with University India Global Education which is part of UFV. Starting in Fall 2019, Chandigarh students register at Fraser Valley India, a separate legal entity to UFV. Chandigarh campus students are not usually included in UFV reporting. Students coming to UFV Canada from FVI are New Students.

City of Residence: Based on the last given mailing address.

Continuing Education (CE): CE can refer to a Program Level, the CE program itself, Course Level, or the department.

Country of Origin: Based on the country of citizenship for an international student.

Course and Program Level: Continuing Education, Developmental, Credit, Graduate, Vocational. Credit and Graduate courses levels are further broken down into 100, 200, 300, 400, 700, and PLA.

Credential Type "None": A program (where program is defined using the DDEF definition) that does not grant a UFV credential.

Delivery Mode: Directed/Independent Studies, In Class (Face-to-Face), Online.

Disability: Declared Disability, No Declared Disability.

Domestic / International: This is based on the CDW fee type of a student where 003 designates International. If a student has a CDW fee type of International for part or all of a Fiscal Year, that student is counted as International in that Fiscal Year. The students that are coded to 003 are those that have (i) a Residence Code in Banner of J (Chandigarh) or (ii) a Residence Code of I and not a Rate Code of IEXC (Exchange student). Athletes and graduate students are also assigned by CDW fee type.

Exchange student, Inbound: Inbound students coming from abroad to UFV pay fees to their home institution and are typically, though not always, coded as 001 (Standard In-Province Domestic) in CDW. Inbound students coded as 115 (Waived or Reduced Cost Recovery—Recruitment Package) are also counted as Domestic. Inbound instructional activity is used as a proxy to estimate Outbound activity for FTE purposes. For consistency between FTEs and Headcount, and with Ministry counts, Inbound students are counted as Domestic. (In some internal reports, Inbound Exchange Students are counted as International.)

Exchange Student, Outbound: Outbound UFV students on exchange abroad pay domestic fees to UFV, do not have their instructional activity tracked directly, are listed as Domestic students in CDW, and do not generate FTEs. Outbound students are not counted (directly) as either FTEs or Headcount.

Exchange Visiting students: International students coming to UFV paying international fees.

Fiscal Year: April 1 to March 31 of the following Calendar Year.

FTE: Full Time Equivalent student. FTE: Full Time Equivalent student. This is calculated as recognized credits (or hours) divided by the appropriate program divisor. FTEs represent instructional activity converted to represent the number of students carrying a course load corresponding to normal progression in their program. To count for FTE purposes, a student course registration must have passed the stable enrolment date and be considered instructional activity as defined by the Ministry.

Full Time/Part Time (FT/PT): A student is Full Time in a Fiscal Year if the student generates at least 0.6 of an FTE; a student with less than 0.6 but greater than zero FTEs, is Part Time.

Gender: Male, Female, unknown.

Grade: As defined in the UFV Calendar.

Graduate: A student who graduates from a UFV program. A student may be granted multiple credentials in a given year.

Students graduate once a year in June and these graduates are attributed to the previous Fiscal Year. For example, June 2019 graduates are attributed to Fiscal Year 2018-19.

The Banner field Term Code Grad denotes the June graduation. Specific counts of Graduates are determined by Term Code Grad.

When a student graduates, Term Code Complete is set to the last term a student took courses required for graduation. Term Code Complete is typically in the same or earlier term as Term Code Grad. Time to Graduation, unless otherwise noted, is determined by Term Code Complete.

Headcount: A student is included in Headcount if the student generates FTEs.

Unduplicated Headcount: Each student is counted only once; a student is not counted as a member of multiple groups

Program Headcount: A student is considered in a single program in a given Term. A student can be in multiple programs within a Fiscal Year.

Indigenous Student: Students can Self-Declare as being Indigenous while studying at UFV and this determines the internal count. UFV does not require students to declare their status. On their application form, students may elect to self-declare as Aboriginal, First nations, Métis, or Inuit.

The Ministry keeps track of Indigenous status from K-12 through post-secondary. The Ministry updates using Self-Declared at UFV once per year and so this part of the Ministry count lags that in the UFV system. The Ministry includes students who declare in K-12 or at other post-secondary institutions.

Leavers: A former UFV student that did not graduate and did not register at UFV. If a Leaver later returns to UFV, the student is Returned to UFV (and no longer a Leaver).

New to Program: A student is New to Program when the student first generates a FTEs in that program at UFV, in a non-CE term. New to Program is set only once for each student for each program.

New to UFV: A student is New to UFV when the student first generates FTEs at UFV in a non-CE term. New to UFV is set only once for each student.

Primary Program: The Primary Program is set in the Banner field Program 1. FTEs are assigned to the Primary Program. If a student is in multiple programs in the same term, the Secondary (additional) programs are included in Banner (Program 2) but not in CDW.

Program: A set of courses and associated requirements offered as a credential (such as a certificate, diploma, degree, etc.).

Registration: A single enrolment by one student in a course that generates FTEs.

Retained at UFV: A student is Retained at UFV, by term or by year, if the student registers at UFV in a subsequent term or fiscal year. Graduates who return to UFV for additional study are neither Retained at UFV nor Leavers (but are Returned to UFV).

Retained in Program: A student is Retained in Program if the student registers at UFV in the same program in a subsequent term / fiscal year.

Returned to Program: A student is Returned to Program if the student generates FTEs in that program and has previously generated FTEs while in that program at UFV, in a non-CE term.

Returned to UFV: A student is Returned to UFV if the student has previously generated FTEs at UFV, in a non-CE term.

Stable Date: This is typically the fee payment deadline date. The Ministry uses the course Stable Date to determine which registrations count towards FTEs. The Stable Date for a course is usually two weeks after the first day of classes. For courses offered in the Continuing Education term, the Stable Date is the first day of class.

Terms:
Academic courses take place in 3 academic terms: Summer 05, Fall 09, and Winter 01. Continuing Education courses take place in 3 CE terms: Summer 04, Fall 08, and Winter 00.
Trades course registrations take place once per year, 07 (Apprenticeship/APP, Foundation Level TRAC, Architectural Drafting Technician/ADT).

Time to Graduation: Graduation is typically determined by the term when a student completes program requirements, Term Code Complete.

Time to Grad at UFV: The time between when a student is New to UFV and when that student graduates in a particular program.

Time to Grad in Program: The time between when a student is New to Program at UFV and when that student graduates from that particular program at UFV.

Transfer student: A student who attended another post-secondary institution as identified at the time of application. A Transfer student need not have transferred a course. If a current UFV student transfers courses to UFV, that does not make the student a Transfer student. Transfer student will also be defined for specific cases, as required by reporting at the time.