

TIME STATUS

To determine a student's time status (i.e., part-time or full-time), the definitions established by the National Center for Education Statistics, IPEDS Glossary are followed.

Full-time Student	Undergraduate—A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. First-professional—As defined by the institution.
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Part-time student	Undergraduate—A student enrolled for either 11 <u>semester credits</u> or less, or 11 <u>quarter credits</u> or less, or less than 24 <u>contact hours</u> a week each term. Graduate—A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.
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These definitions are used for all IPEDS and IBHE reporting, all external reporting to survey providers, and for the VSA. Also, this definition is used internally for all information released by the Office of Institutional Research.

FTE

Time status is different from FTE. Full-time-equivalent (FTE) enrollment converts part-time student attendance into its equivalent in full-time students. While there are a number of different formulas for calculating FTEs, using 30 annual credit hours for full-time at the undergraduate level and 24 for full-time at the graduate level is very common and is the formula used at UIS in both Institutional Research and Records & Registration.

STUDENT- TO- FACULTY RATIO

Surrounding discussions of FTE and Time Status is the issue of Student-to-Faculty Ratio. This can be calculated a host of different ways and the ratio can vary greatly depending on which calculation is followed. To redress this lack of a uniform approach to calculating student/faculty ratios, the Common Data Set (CDS) Initiative has published for universal adoption a formula that takes into account both full-time and part-time student and faculty counts. *U.S. News & World Report* requires schools to use the CDS formula when submitting student/faculty ratios for its college rankings issue. The formula is as follows:

$$\text{Student-to-Faculty Ratio} = [S_F + S_P/3] / [F_{FI} + (F_{FN} + F_{PI})/3]$$

Where S_F = the number of full-time enrolled students, S_P = the number of part-time enrolled students, F_{FI} = the number of full-time instructional faculty, F_{FN} = the number of full-time non-instructional faculty who teach part-time, and F_{PI} = the number of part-time instructional faculty.

The CDS definition is used predominately in the Office of Institutional Research given the mandate of several external survey providers to follow the CDS calculation. However, we also calculate departmental ratios two additional ways: 1) headcount of full-time majors plus the headcount of part-time majors divided by the FTE of full-time departmental faculty plus the FTE of part-time departmental faculty, and 2) headcount of full-time majors plus the headcount of part-time majors divided by the FTE of full-time departmental faculty.