

Fall First time Freshman Cohort Operational Definition
(as of 5/6/2009)

This document specifies the standard operational definition for the yearly Fall Term First Time Freshman cohort, to be submitted as a data file yearly to OCCURS. This cohort is a superset of the Student Right to Know (SRTK) and IPEDS Graduation Rate Survey (GRS) cohorts, in that it contains **first time freshmen** who are **seeking degrees** *either* at the current institution *or another institution (including baccalaureate institutions)*, and in that it contains **both full time and part time students**.

This data will be matched with Oregon University System and National Student Clearinghouse records, and the results will be returned to the originating colleges for their own research use, upon request. The match results will also be used by CCWD to produce Student Success reporting relating to transfer, satisfactory progress, program completion and other measures of success.

Operational Definition:

- *First-time freshman:* Candidate must be a first time college student with no credits at the college prior to the preceding Summer Term and no prior college experience at other institutions (self-disclosed). "2+2," "dual credit" and "expanded options" credits earned while the student was still in high school do not count as prior credits OR Candidate graduated from high school in the prior academic year (no need to check prior credits in this case).
- *Degree or certificate seeking:* Candidate must also be degree or certificate-seeking at the college as determined by character position 7 of the student's OCCURS major code. Only students with OCCURS extensions (7th character of the Major code on OCCURS Student file) A,B,C,D,F,H,I,J,K,L,>,M,N,O,Q or W should be included in the cohort.
- *Full- or part-time:* Candidate must be enrolled for 12 or more credits in Fall Term (per IPEDS specifications and OCCURS Term Credits Attempted definition, credits taken for an AU grade do not count) to qualify for consideration in the full-time cohort, or greater than zero but less than 12 credits for the part-time cohort.
- Records are to be evaluated at the end of week 4 of Fall Term.

Fall First time cohort data files are to be submitted along with Fall 4th week and Completions files in early November each year.

Please see attached file format.

