



**TENNESSEE
STATE UNIVERSITY**

Institutional Research Guide

**Institutional Effectiveness, Research, Planning, and
Assessment (OIERPA)**

Division of Academic Affairs

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Introduction

The Office of Institutional Research serves as the official repository for University Data. The services provided include, but are not limited to the following:

- Engaging in efforts to maintain the integrity of data related to the various components of the University
- Developing and publishing institutional studies in such areas as student enrollment, retention, outcomes, student achievement and other performance indicators
- Responding to state and federal reporting requirements
- Responding to external surveys/questionnaires with information contained in an accurate, annual Common Data Set
- Maintaining a web site that shares information reported to various agencies, including the annual Fact Book
- Providing ad hoc reporting support to internal and external constituents in a timely and accurate manner
- Supporting Performance Funding, Institutional Effectiveness, Self Study and Accreditation initiatives

A few of the official reporting requirements fulfilled by the Office of Institutional Research include:

- Federal IPEDS Reporting
- Statewide THEC reports (e.g. Census Enrollment, THEC Factbook, Quality Assurance Funding)
- Department of Veteran’s Affairs annual VETS survey
- SAM (Student Achievement Metrics) reporting

A more detailed list of annual projects can be found in Appendix A.

Institutional Research Data Definitions

The Office of Institutional Research utilizes standard data definitions in reporting. These definitions help to ensure that there is consistency in understanding and knowledge of what is being reported. The table below lists the most common data definitions.

Term	Definition
Applicant	An individual who has submitted an application for admission to the university.
14th Day Enrollment	The deadline for 'official enrollment', includes all students who have officially registered for class and has satisfied all school encumbrances.
Academic Period	Represents a portion of the academic year. The university recognizes three (3) terms: fall semester, spring semester, and summer term.
Academic Year	The academic year is broken into fall, spring, and summer semesters and runs August to July.

Add/Drop	A part of the registration process that allows students to change their course schedules by adding or dropping courses.
Admitted	Applicants that have been granted an official offer to enroll in the university.
Advisor	A member of the faculty who provides advice and guidance on academic matters such as course selection.
Audit	Term used when a student elects to take a course, but does not wish to receive credit.
CIP code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
Cohort	A specific group of students established for tracking purposes.
Commuter Student	A student who lives 'off campus' and commutes to campus to attend classes.
Course	Regularly scheduled class on a particular subject.
Course Load	The number of courses/credit hours a student takes during a specific semester
Credits/Credit Hours	Units used by institutions to record the completion of courses (with a passing grade) in a degree program.
Dual Degree	Program of study that allows a student to receive two degrees from the same college or university.
End of Term	Reporting period consisting of students who completed the semester. This list excludes students who withdrew, dropped, or stopped attending during the regular semester period.
Enroll	To register for at least one course at the university.
First-Time Freshman (FTF)	A student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level. This also includes students who entered with advanced standing (college credits or postsecondary formal award earned before graduation from high school).
First-Time Freshman (FTF) Cohort	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level including students who entered with advanced standing (college credits or postsecondary formal award earned before graduation from high school). The cohort also includes students enrolled in the fall term who attended college for the first time in the prior summer term.
Freshman (or First Year student)	A degree seeking student who has earned fewer than 30 credit hours.
FTE (Full-Time Equivalency)	The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.
Full-time Student	Undergraduate: A student enrolled in 12 or more credits. Graduate: A student enrolled in 9 or more credits.
In State student	A student that meets the university's requirements for Tennessee residency.
International Student	A student who received high school equivalent credentials in a county outside of the United States.
Grade Point Average (GPA)	A numerical representation of a student's overall academic performance, based on a 4.0 scale. The GPA is determined after each term, for each term and cumulatively.
Junior	A degree seeking student who has earned more than 60 credit hours but fewer than 90 credit hours.

Non-Degree seeking	A student who is taking at least one class without the intention of working toward or receiving a degree.
Out of State Student	A student that does not meet the university's requirements for Tennessee residency.
Part-time Student	A student that is enrolled in fewer than 12 credit hours in a semester.
Prior Learning Assessment (PLA)	Any knowledge-building or skills attainment that occurs prior to enrollment or outside of enrollment at a post-secondary institution, assessed for the purpose of awarding college credit
Probation	A status given to students with a low GPA and unsatisfactory academic work as defined by their college or university.
Readmit	A student who leaves the university voluntarily does not enroll for courses during one or more regular semesters. Summer is not considered a regular semester in determining absence from the University.
Registration	The process in which students choose and enroll in courses for an academic term.
Senior	A degree seeking student who has earned at least 90 credit hours.
Sophomore	A degree seeking student who has earned more than 30 credit hours but fewer than 60 credit hours.
STEM	The collective subjects of science, technology, engineering and math.
Term	Periods of study associated with the time of year in attendance. (example) Fall Term, Spring Term and/or Summer Term.
Transfer Credit	Credit awarded toward a degree on the basis of studies completed at another institution or through PLA.
Transfer Student	A student entering the university for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). This includes new students enrolled in the fall term who transferred into the institution the prior summer term.
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
Undecided/ Undeclared Student	A student that has not formally chosen or declared a major.
Lower Division/Lower Level	Students taking courses at the 1000 and 2000 level.
Upper Division/Upper Level	Students taking courses at the 3000 and 4000 level.
Withdraw	To formally stop participating in a course or attending the university.

Process for Census Data Reporting

Official census (14th Day) data is the primary data source for Institutional Research reports. Data archived as census data cannot be modified and will remain the same regardless of when a report is run. Reports generated prior to this date are preliminary and may not reflect final numbers. The process for archiving this data is summarized below.

- Prior to census reporting, a series of data checks are run through ARGOS and daily reports of generated errors are distributed for correction in Banner.
- At the end of the 14th day of enrollment, existing data in Banner is captured and 'frozen'.
- This data is placed on the STGE (stage) server and the SZBSTER Banner table is created.
- The SZBSTER table contains all the data to be reported to THEC and is considered preliminary census data until finalized.
- If there are any remaining errors or discrepancies found, the data is cleaned up in the STGE instance of Banner and SZBSTER is rerun before submitting to THEC.
- Once the file is submitted to THEC, the data is archived and finalized.
- This data is used for all official reporting (i.e. IPEDS, Accreditation Reports, External Surveys, TSU Fact Book and other internal and external reporting).

Institutional Research Resources

The Office of Institutional Research has a variety of up to date reports and resources available on the IR website located at <https://www.tnstate.edu/ir/>.



[Administrative Offices](#)
[Institutional Research](#)
[Common Data Set](#)
[Faculty Survey of Student Engagement \(FSSE\)](#)
[Fact Book](#)
[Quick Facts](#)
[National Survey of Student Engagement \(NSSE\)](#)
[Dashboards](#)
[IPEDS Data Profiles](#)
[IR Lexicon](#)
[Qualtrics](#)
[Office Portal](#)
[Contact Us](#)

[Home > Institutional Research](#)

Institutional Research

Official Source of Aggregate Institutional Data

Welcome to the Office of Institutional Research.

Our services to the university are the following:

- Serving as a repository for and attempting to maintain the integrity of data related to the various components of the University;
- Developing and publishing institutional studies in such areas as student enrollment, retention, and performance; program evaluations; and students and faculty;
- Responding to state and federal reporting requirements;
- Responding to external surveys/questionnaires with information contained in an accurate, annual Common Data Set;
- Maintaining a web site that shares information reported to various agencies, including the annual fact book;
- Developing and maintaining a data warehouse that provides accurate and accessible historical data;
- Processing student evaluations of instructional faculty and summarizing the results in a timely and accurate manner for faculty, department heads, deans and the Vice President for Academic Affairs;
- Providing ad hoc reporting support to internal and external constituents in a timely and accurate manner;
- Supporting Performance Funding, Institutional Effectiveness, and Self Study and other accreditation initiatives.

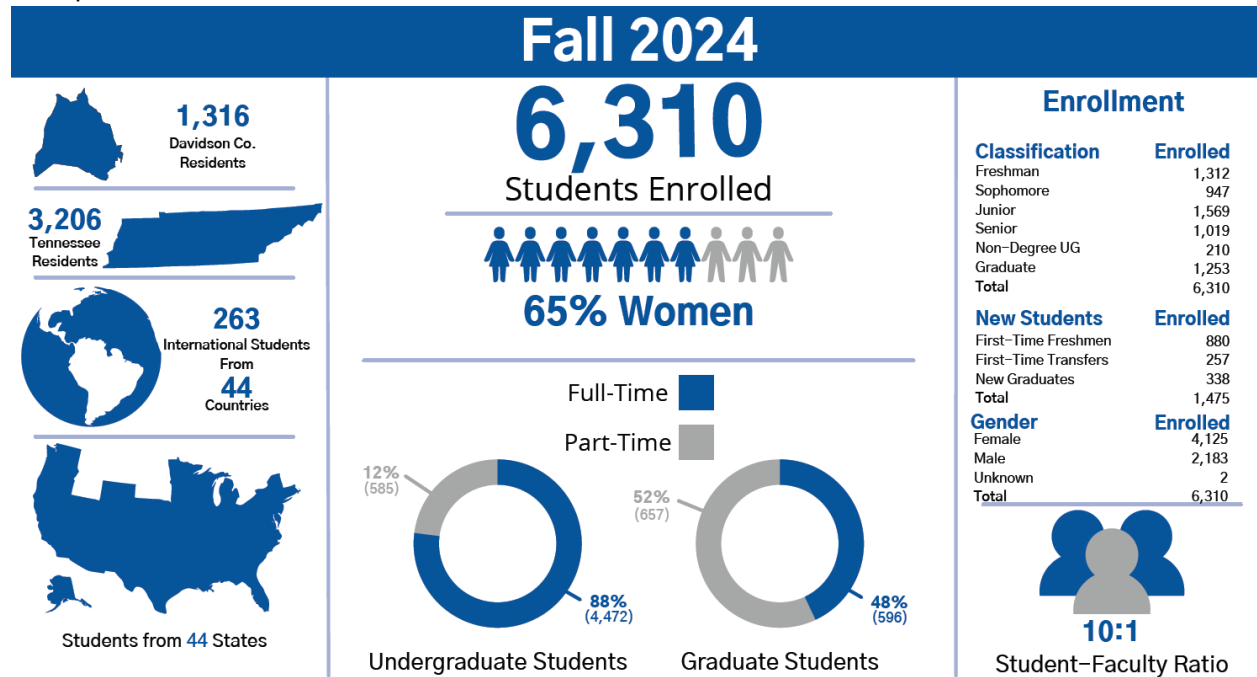
Please navigate our site for the information you need.

Quick Facts

Published every Fall, Quick Facts reflect official census numbers on common topics such as enrollment, demographics, degrees awarded, retention, and graduation rates. The Quick Facts are published as PDF files so that they are easily downloadable. You can find current as well as past Quick Facts here:

<https://www.tnstate.edu/ir/QuickFacts.aspx>

Example of Quick Facts:



Fact Book

The TSU Fact Book is an annual publication that that can assist administrators, faculty, and staff by providing more comprehensive statistical information about the University. The Fact Book provides information on topics such as enrollment, first-time freshmen, retention, graduation rates, and degrees awarded. The Fact Book also provides trend data across several semesters.

<https://www.tnstate.edu/ir/Factbooks.aspx>

Data Contained in Fact Book:

Fact Book: 2024-2025

STUDENT DATA	GRADUATION DATA
Undergraduate and Graduate Enrollment Summary	Four-Year Graduation Rates
Undergraduate Enrollment Summary	Six-Year Graduation Rates
Graduate Enrollment Summary	Degrees Awarded
Enrollment by Registration Type	Degrees Awarded by Major
Enrollment by Student Level and Classification	
Enrollment by Gender	
Enrollment by Race	
Enrollment by College and Race	
Enrollment by College and Major	
Enrollment by College, Major, and Concentration	
Enrollment Summary by Location	
Enrollment by State	
Enrollment by Tennessee County	
International Student Enrollment by Nation	
Transfers by Sending Institution	
	STEM DATA
	STEM Degrees Awarded
	STEM Degrees Awarded by Major
	STEM Major Enrollment
	Honors College
	Honors College Enrollment Summary
	Degrees Awarded with University Honors
	COMBINED FACT BOOK
	Combined Summarized Report
FIRST-TIME FRESHMAN DATA	
First-Time Freshmen by Registration Status	
First-Time Freshmen One-Year Transfer-Out	
First-Time Freshmen One-Year Retention	
First-Time Freshmen Fall-to-Spring Persistence	
First-Time Freshmen by Recruiting High School	
First-Time Freshmen High School GPA Averages	
First-Time Freshmen ACT and SAT Composite Score Averages	
First-Time Freshmen by Tennessee County	

[Common Data Set](#)

The Common Data Set (CDS) initiative is a collaborative effort among data providers in the higher education community and publishers as represented by the College Board, Peterson's, and U.S. News & World Report. The combined goal of this collaboration is to improve the quality and accuracy of information provided to all involved in a student's transition into higher education, as well as to reduce the reporting burden on data providers. TSU's Common Data Set is published annually during the fall. The Common Data Set contains information on a variety of topics including topics not covered in the Quick Facts or Fact Book.

<https://www.tnstate.edu/ir/cdset.aspx>

Common Data Set 2024-2025

1. General Information
2. Enrollment and Persistence
3. First-Time, First-Year Admission
4. Transfer Admission
5. Academic Offerings and Policies
6. Student Life
7. Annual Expenses
8. Financial Aid
9. Instructional faculty and Class size
10. Degrees Conferred
11. Common Data Set Definitions

[Data Dashboards](#)

The Institutional Research dashboards are an interactive virtual tool for administrators, faculty, and staff. They provide expanded access to detailed data on enrollment, retention, graduation, faculty workload, and post-graduate outcomes. The Data Dashboards require TSU credentials to access.

How to Use the Dashboards

From the main dashboards page (<https://www.tnstate.edu/ir/Dashboards.aspx>) click on the login link.

[Home](#) > [Institutional Research](#) > [Dashboards](#)

Dashboards

Tennessee State University visual analytic dashboards are a collection of interactive, visual tools that give administrators, faculty and staff expanded access to detailed university data on selected core measures. This dashboard tool reflects the University's commitment to:

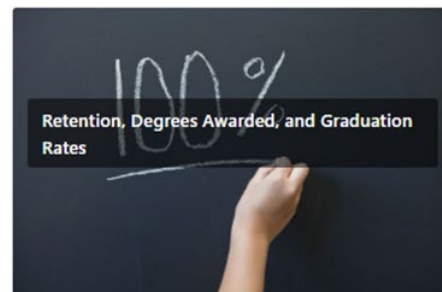
- Improving data access and transparency
- Tracking progress toward goals
- Making data-informed decisions
- Demonstrating campus productivity and impact
- Providing detailed customized views of data over time.

Dashboards are available to TSU faculty and staff on campus or VPN only (login required).

[Dashboard Login](#)

Once you have logged in, you should see four different dashboards.

- Enrollment – Census Enrollment Data
- Retention, Degrees Awarded and Graduation Rates – IPEDS Reporting Data
- Faculty Workload – Data Reported by Department Chairs
- Post-Graduate Outcomes – Data as Pulled from the National Student Clearinghouse





Choose a Time Frame Below to View

2024



Choose a Time Frame Below to View

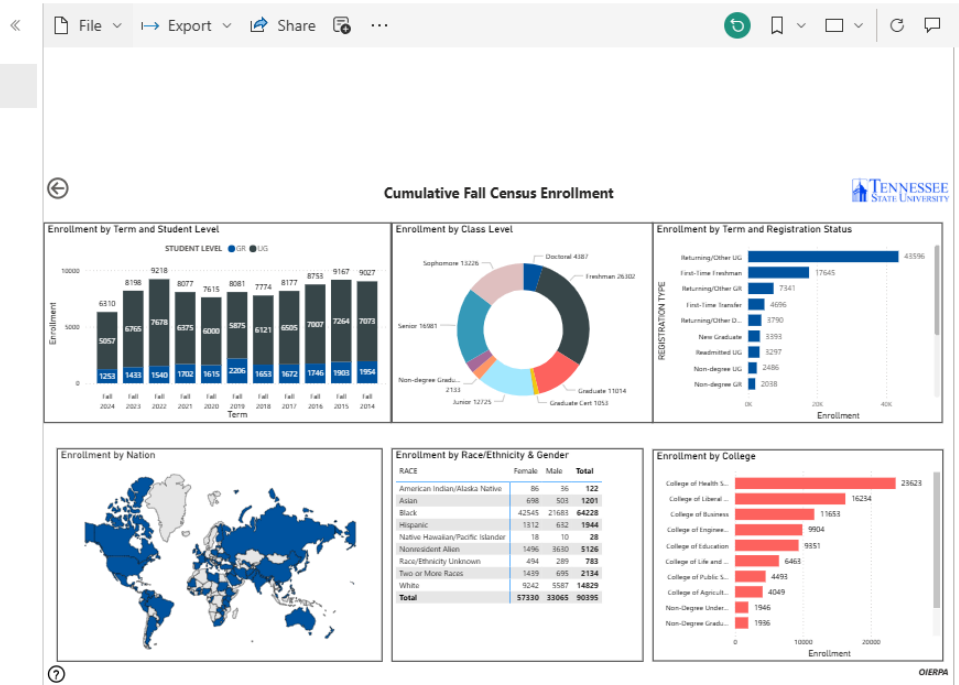
2019 - 2023

The data in each of these dashboards can be viewed and filtered multiple ways depending on the needs of the user. To the left of each dashboard is a list of pages providing different views and presentations of the available data.

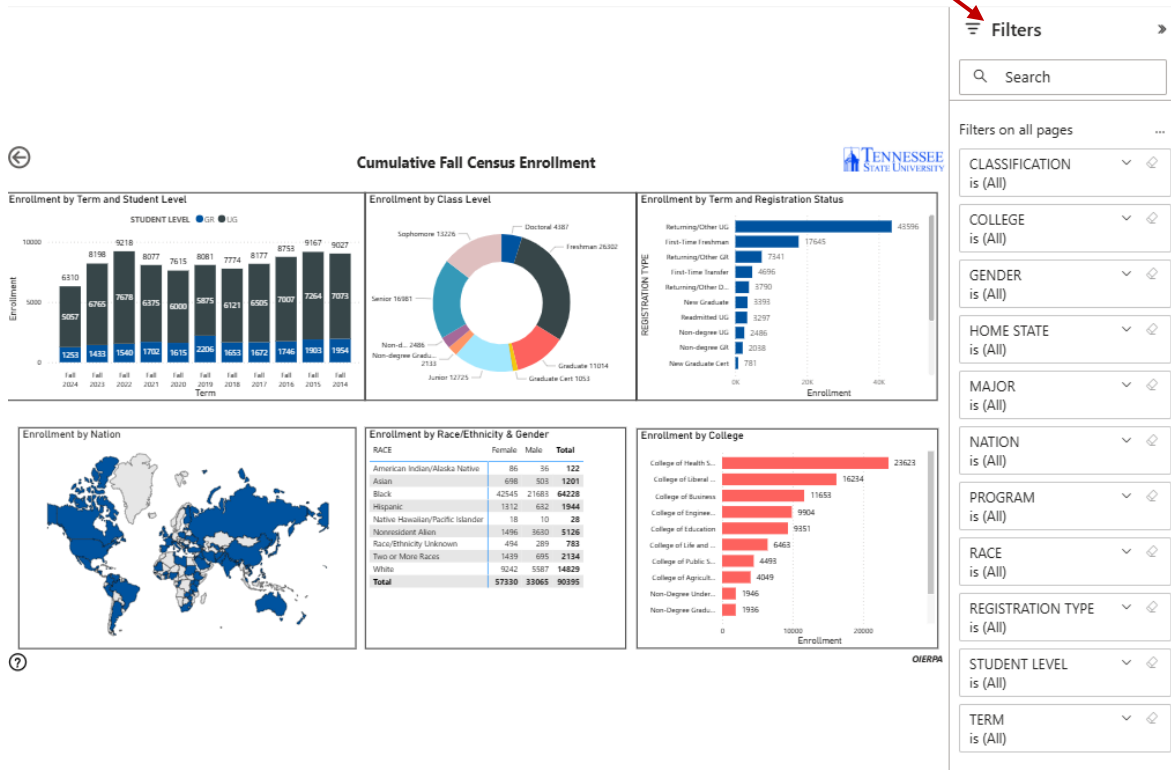
Pages

Cumulative Census Enrollment

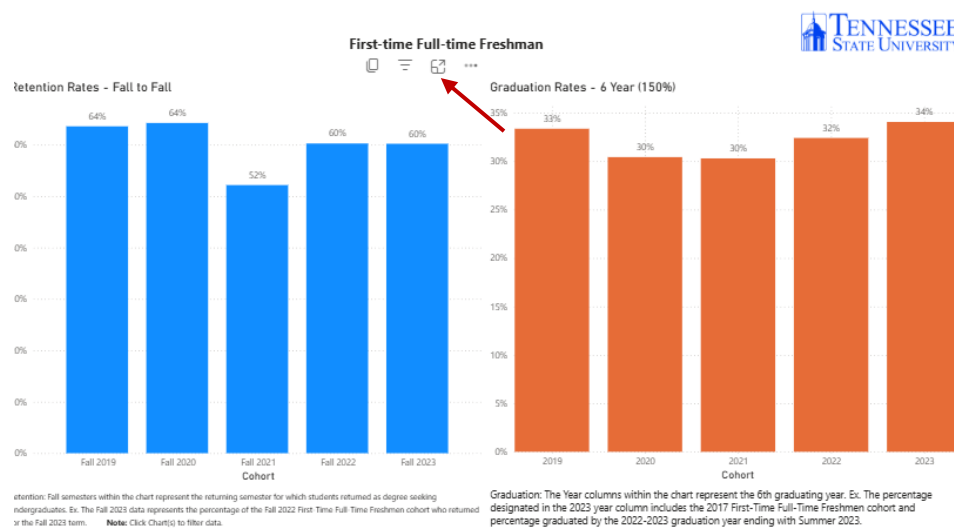
- Census Enrollment Trends
- Enrollment by Race & Gender Table
- Enrollment by Race & Gender Graph
- Enrollment by Major and Program
- Enrollment by Program and Concentration
- Enrollment of Class Level by Major
- Enrollment by State
- Enrollment by Nation
- User Notes



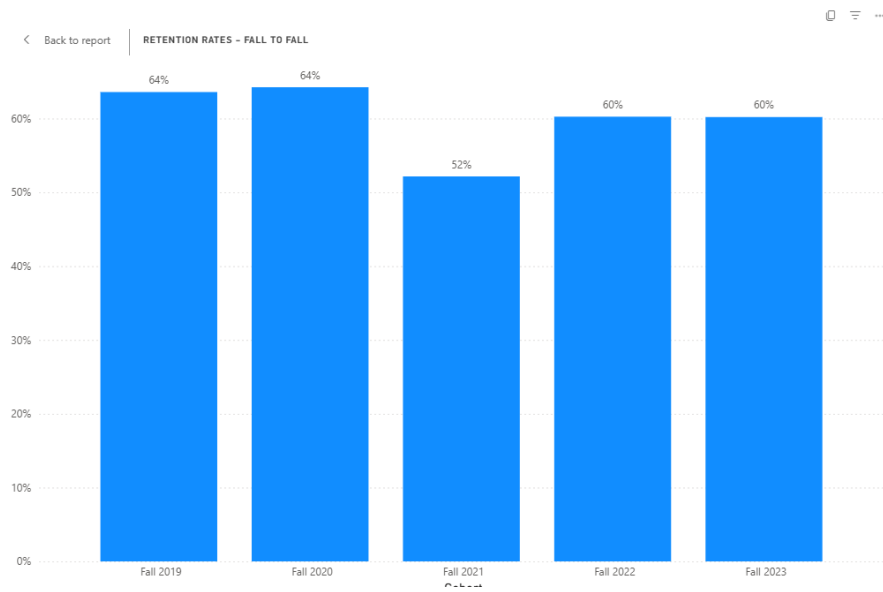
Each dashboard also contains a series of filters that you can choose from.



If you need a closer look at the tables or charts provided, you can click on Focus Mode to increase the size.



Result:



Submitting Data Requests

Data needs that cannot be fulfilled by any of the above resources can be fulfilled by submitting a data request.

How to submit: Click on Submit Data Request on the main IR website - <https://www.tnstate.edu/ir/>.

[Home](#) > [Institutional Research](#)

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- Providing ad hoc reporting support to internal and external constituents in a timely and accurate manner;
- Supporting Performance Funding, Institutional Effectiveness, and Self Study and other accreditation initiatives.

Please navigate our site for the information you need.

Official Institutional Data presented in various report formats can be found within our university [Common Data Set](#), [Quick Facts](#), [Fact Book](#), or [Dashboard](#). Please visit these resources prior to submitting a request to see if you can easily find the data you need within our published resources.

If you need more detailed information than the data included within the Common Data Set, Quick Facts, Fact Book, or Dashboard resources, please submit a data request via the form included within the link below.

[Submit Data Request](#) 

Please be aware, requests for data solely for the purpose of research and/or dissertation research studies, must have an approved IRB form included when you submit your data request. You can begin the IRB process by visiting the Institutional Review Board website at <https://www.tnstate.edu/irb/>.

This will take you to a Qualtrics form to fill out. Please make sure that everything is filled out before submitting.

Tips to Make the Most out of Requests:

- Be as concise and detailed as possible. The more information provided will ensure that the data report is as accurate as possible. This will also prevent the Office of Institutional Research from requesting additional details which may delay the completion of the request.
- Allow up to 10 business days for completion especially for larger requests or those with time sensitivity. While most requests are completed earlier, certain times are busier than usual and require the additional time.

- Please be aware that the primary responsibility of The Office of Institutional Research is to provide summative and statistical data reports. Due to privacy concerns and FERPA regulations, student level data can only be provided in certain instances. Access to student level data however can be obtained through EAB Navigate (see <https://www.tnstate.edu/qep/faqs.aspx> for more information).

Qualtrics

Qualtrics is the official survey platform of Tennessee State University and can be utilized by faculty, staff, and students. Please contact Institutional Research if you need to request access Qualtrics (see below).

<https://www.tnstate.edu/ir/Qualtrics.aspx>

Qualtrics

Helpful Tips & Training

Qualtrics is a Web-based data collection tool that is available to all Tennessee State University students, faculty, and staff for online surveys/forms.

Frequently Asked Questions

How may I use Qualtrics?

Qualtrics is for academic and non-commercial research purposes only. You may not use Tennessee State University licensed Qualtrics for any non-academic or commercial endeavor.

Who is eligible to get Qualtrics?

Qualtrics is available to all current Tennessee State University students, faculty, and staff. However, your access to Qualtrics is subject to end when you're no longer affiliated with Tennessee State University.

How can I log-in to Qualtrics?

[Qualtrics Login](#)

Need a Qualtrics Account or help resetting your Qualtrics password? [Submit Qualtrics Access Request](#)



The Institutional Research website contains a variety of resources on the use of Qualtrics including various training courses and user guides.

Qualtrics Training

[Core XM Design XM Week by Week USER GUIDE](#)

[Learn the Survey Platform Basics](#)

[Qualtrics Training Courses](#)

The following links can help you get started using the Qualtrics Survey System:

- [Creating a project](#)
- [Changing the look and feel](#)
- [Applying skip logic](#)
- [Applying display logic](#)
- [Distributing a survey](#)
- [Contacts and mailing lists](#)
- [Sharing a survey](#)
- [Survey results and reporting](#)

Contact Us

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Appendix A – Institutional Research Annual Projects

External Reporting
Federal
IPEDS Registration
IPEDS IC Header
IPEDS Institutional Characteristics
IPEDS 12-Month Enrollment
IPEDS Completions
IPEDS Cost I
IPEDS Grad Rates
IPEDS Grad Rates 200
IPEDS Outcome Measures
IPEDS Financial Aid
IPEDS Cost II
IPEDS Human Resources
IPEDS Fall Enrollment
IPEDS Finance (Completed By B & F)
IPEDS Academic Libraries (Completed by Library)
State
THEC Fall 14th Day Enrollment Report
THEC Quality Assurance Funding Standard 1-2
THEC Factbook
THEC Vets Campus Report
THEC UG Out of State Pell
THEC Funding Formula Checks
THEC Fall Census Data Checks
THEC Fall EOT Data Checks
THEC Spring Census Data Checks
THEC Spring EOT Data Checks
THEC Summer Census Data Checks
THEC Summer EOT Data Checks
THEC Completions Files
State Audit Data - Housing and Meal Plans
Other External Agencies
LGI Preliminary Fall Enrollment Report (1 - 14th day)
SACSCOC Enrollment Profile
Postsecondary Data Partnership Submissions
NSF GSS - Screening page

NSF GSS - Main report
US News Main Survey
US News Financial Aid Survey
US News GR Engineering Survey
US News Annual Expense Update
CGS GRE Degrees and Enrollment
CGS GRE International Admissions
Petersons Undergraduate Survey
Petersons Graduate Survey
Petersons Financial Aid Survey
Petersons Expenses Update
College Board Annual Expense Update
College Board Main Survey (Now called Big Futures Profile)
APLU Annual Reporting
SAM (Student Achievement Measure) Annual Reporting
HERF Annual Report
ACUE (SP)
FISAP
NSSE Population File Fall
NSSE Update Population File Spring
Internal Reporting
Fall Quick Facts
IR Fact Book Fall Update
IR Fact Book Spring Update
Enrollment Dashboard Updates
Retention/Graduates/Graduation Rates Dashboard Updates
Post-Graduate Outcomes Dashboard Updates
Faculty Workload Dashboard Updates
Common Data Set (Fall)
Fall to Spring Persistence Update
Fall to Fall Retention Update
Four and Six Year Graduation Rates Update
Progression Update
Student Achievement Data Update
TSU Score Card Update
Annual Assessment Report
Update IR Webpages

Appendix B – Common Banner Tables

Form	Description	Table
General Information		
SPAIDEN	Name Information	SPRIDEN
SOADDRQ	Address	SPRADDR
SPATELE	Phone Numbers	SPRTELE
GOAEMAL	Emails	GOREMAL
SPAPERS	Demographics	SPBPERS
	New Race - Old Race is in SPBPERS	GORPRAC
	Veteran Status	SGRVETN
GOINTL	International Visa Information	GOBINTL
Admissions (for Undergraduates, Admissions Pro is Original Source)		
SAAADMS	Student Admissions Application	SARADAP
SAADCRV	Application Decisions	SARAPPD
SOAHSCH	Student High School Information	SORHSCH
SOAPCOL	Student Previous College Information	SORPCOL
SOATEST	ACT/SAT, GED and Other Tests	SORTEST
Student Information		
SGASTDN	Student Enrollment Data (Term_Effective, Student Type, Class, Program, Major, Residency, etc.)	SGBSTDN
SGAADVR	Student Advisor Information	SGRADVR
SGASPRT	Athletics/Clubs	SGRSPRT
Enrollment		
SFAREGS	Registered Courses/Grades	SFRSTCR
SLARASG	Student Housing assignments	SLRRASG
TSADETL	Student Account Detail	TBRACCD
Financial Aid		
ROASTAT	Applicant Status	RORSTAT
RPAAWRD	Financial Aid awards	RPRAWRD/RPRATRM
Academic History		
SHATERM	List of Every Course Taken by Semester with Final Grades	SHRTCKN
	Overall Cumulative GPAs/Hours Earned	SHRLGPA
	Current (Term) GPAs/Hours Earned	SHRTGPA
SHACRSE	Summary of All Internal Courses Taken	SHRTCKN
Courses		
SSASECT	Course Listing/Section	SSBSECT
SCACRSE	Course Active/Title Information	SCBCRSE

<u>Degrees</u>		
SHADEGR	Degrees awarded by TSU	SHRDGMR
<u>Human Resources</u>		
PEAEMPL	Basic Employee Information	PEBEMPL