

**INSTRUCTIONS AND DEFINITIONS
FOR ABILITY DESCRIPTORS OF
FIRST-TIME-ENTERING DEGREE-SEEKING FRESHMEN
DHE 06**

I. INSTITUTIONAL IDENTIFICATION

Complete all institutional identification items at the top of the form, including the name of the institution and the reporting period for which the form is being submitted. Also provide the name and telephone number of the person who is responsible for completing this form.

II. REPORTING PERIOD

The count of first-time-entering degree-seeking freshmen students should be reported as of the institution's official fall reporting date or October 15th.

III. STUDENTS INCLUDED IN THIS REPORT

Include in this report the same universe of first-time degree-seeking freshmen that was reported on the IPEDS EF1 or EF2 Fall Enrollment forms and DHE02, Supplement to the IPEDS EF Fall Enrollment form.

IV. STUDENTS EXCLUDED FROM THIS REPORT

Exclude from this report the same universe of students that was excluded from the IPEDS EF1 or EF2 Fall Enrollment forms and DHE02, Supplement to the IPEDS EF Fall Enrollment form.

Also exclude first-time-to-your-institution undergraduate transfer students.

**GLOSSARY OF TERMS THAT MAY BE USEFUL
WHEN COMPLETING THIS SURVEY**

ADMISSIONS TEST SCORES: Scores on standardized admissions tests or special admissions tests.

FIRST-TIME UNDERGRADUATE: A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the mid-term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. Also included in this definition are **FIRST-TIME FRESHMAN** and **FIRST-TIME STUDENT**.

HIGH SCHOOL RANK DECILE: The grouping in tens of high school rank percentiles.

Percentile group decile	
91-100	highest 10%
81- 90	ninth 10%%
71- 80	eighth 10%
61- 70	seventh 10%
51- 60	sixth 10%
41- 50	fifth 10%
31- 40	fourth 10%
21- 30	third 10%
11- 20	second 10%
1 – 10	lowest 10%

HIGH SCHOOL PERCENTILE RANK: Report the high school class rank which is calculated by the numeral one (1) minus the quotient obtained from the student's high school class rank divided by the number of students in that student's high school graduating class. The formulation of high school percentile rank is based on the top student of a graduating class being ranked 1, or first in the class.

STANDARDIZED ADMISSIONS TESTS: Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

STUDENT HEADCOUNT: A simple unduplicated tally of all students for the specified reporting period.