

This is a sample of the preface for our graduate and undergraduate fact book. The Fact Book is annual Fall report that is published in early November every year. It contains over 100 pages of data on various student demographic characteristics.

PREFACE

All SUNY Institutions are required to submit a Student Data File (SDF) for appropriate fall, spring, and summer sessions. The fall and spring semester SDFs are combined with Supplemental and Mini-Term data to calculate an institution's Annual Average Full Time Equivalent (AAFTE). AAFTE's are used to calculate state aid.

The SDF contains records for students enrolled in credit bearing courses. The fall and spring semester files that comprise the SDF are frozen after the third week of the respective semester (SUNY census date). The data are edited on a campus level and at the System's Office of Institutional Research for inconsistencies pertaining to SUNY definitions (see Appendix A for select definitions). Once accepted, the data become the official headcount data for the respective semester. The System's Office of Institutional Research utilizes the demographic features of the students, and the programmatic characteristics associated with them, to develop a number of annual descriptive statistical summaries for the campus and SUNY system. The fall semester is the most widely publicized data because it contains information on various sub-groups of the entering class.

This document contains select elements of demographic data for the Plattsburgh State University undergraduate and graduate student populations over a four year period. Headcount summaries are provided on total, full-time, part-time undergraduate and graduate cohorts by age, group, gender, and race/ethnicity. Additional information are provided on student majors as classified by SUNY degree programs. Select graphs are included to assist with the analysis of longitudinal data.

**SUNY Plattsburgh
Office of Institutional Research**