MEMORANDUM 30-2023-13

TO: Florida College System Reports Coordinators

FROM: Katherine Mueller

DATE: November 14, 2022

SUBJECT: 2021-2022 Excess Hours Data Submission

DUE DATES: Data: Friday, December 9, 2022; Certification: Friday, December 16, 2022

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) announces the collection of excess hours data for 2021-2022 Associate in Arts (AA) graduates in preparation for state reporting. Submission instructions, field definitions, record format and error criteria are attached.

A file containing the 2021-2022 AA graduates from your college will be sent to your institution's TIBCO® folder with the filename **CCxx.EHR.EXCESHR1.T4E2022.txt** (where xx = college number).

Please submit the completed excess hours file by Friday, December 9, 2022, using the following file naming convention: **CCxx.EHR.EXCESHR2.T4E2022.PROD.txt** (where xx = college number).

Certification forms are available on the CCTCMIS website and should be submitted using the specified certification filename listed within the form no later than Friday, December 16, 2022.

If you have any questions, please email Ayusha Mahajan or Katie Mueller.

KM/am

Attachments

cc: Florida College System Executive Assistants to the Presidents
     Florida College System Chief Information Officers

Community College and Technical Center Management Information Systems
2021-2022 Excess Hours Data
Field Definitions

The file containing the Associate in Arts (AA) graduates for your institution will be sent to your institution's TIBCO® folder with the filename **CCxx.EHR.EXCESHR1.T4E2022.txt** (where xx = college number).

Submit the completed file as **CCxx.EHR.EXCESHR2.T4E2022.PROD.txt** (where xx = college number). Files named incorrectly will not be processed.

DATA PROVIDED BY CCTCMIS
   Field 1: College Number 01-28
   Field 2: Student Identification Number Data Element 1021 in the Student Database
   Field 3: Year - 2022
   Field 4: Term - 1=Summer, 2=Fall, 3=Spring
   Field 11: Florida Education Identifier (FLEID) Data Element 1000 in the Student Database

REQUIRED DATA PROVIDED BY THE COLLEGES
   Field 5: **Native Hours Attempted**: Report the total number of postsecondary hours that each student enrolled for or attempted at your institution at any time.
   Include:
   - Credit hours (Advanced and Professional/Postsecondary Vocational) for courses that the student:
     - Successfully completed.
     - Failed.
     - Enrolled in and subsequently withdrew from.
     - Failed to complete.
   Exclude:
   - Audited courses.

   Field 6: **Transfer Hours**: Report Transfer Credit Hours (in-state or out-of-state) accepted for this AA degree.

   Field 7: **Acceleration Hours**: Report Acceleration Hours such as College Level Examination Program (CLEP), International Baccalaureate or other acceleration credit accepted for this AA Degree.

   Field 8: **EAP Hours**: Report the total Credit Hours for English for Academic Purposes (EAP) courses that the student successfully completed (course hours must have been reported in Field 5 or Field 6).

   Field 9: **Degree Changes**: Report the number of times the student changed degrees following the student's initial postsecondary enrollment.

   Field 10: **Multiple Degrees**: Report a flag to indicate if the student completed multiple degrees during the student's postsecondary history. Please report "N" if the student received only an AA degree or "Y" if the student also received one or more Associate in Science (AS), Associate in Applied Science (AAS) or bachelor's degree.

EXCESS HOURS REPORT
Records will **only** be included if:
   All Records pass the Critical Edits.
   Native Hours Attempted + Transfer Hours - EAP Hours (up to 12) <= 72.
   Student record is included in both the EXCESHR1 and the EXCESHR2 files.

Florida College System
Excess Hours
PRELIMINARY FILE: CCxx.EHR.EXCESHR1.T4E2022.txt
SUBMISSION FILE: CCxx.EHR.EXCESHR2.T4E2022.PROD.txt
(where xx = college number)

Record Format

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only						CCTCMIS has already sent through TIBCO® file: CCxx.EHR.EXCESHR1.T4E2022.txt (where xx is the college number) College will submit via TIBCO® to CCTCMIS file: CCxx.EHR.EXCESHR2.T4E2022.PROD.txt (where xx is the college number)
Field No.	**From-To**	**Size**	**Field char**	**Format**	**Data Source**	**Field Description**
1	01-02	2	N		CCTCMIS	Institution Number 01-28
2	03-12	10	A/N		CCTCMIS	Student Identification Number
3	13-16	4	N		CCTCMIS	Year
4	17-17	1	N		CCTCMIS	Term
5	18-23	6	N	4.1	College	Native Hours Attempted
6	24-29	6	N	4.1	College	Transfer Hours
7	30-35	6	N	4.1	College	Accelerated Hours
8	36-41	6	N	4.1	College	EAP Hours
9	42	1	N	1	College	Degree Changes

10	43	1	A	1	College	Multiple Degrees Flag
						Code one of the following in this field:
						    "Y" – student has received both an AA and an AS,
						        AAS or baccalaureate degree
						    "N" – student has received only an AA degree

11	44-57	14	A/N		CCTCMIS	FLEID

Caveats:

All numeric fields should be right justified with leading blanks or zeroes if appropriate.

Fields 5 through 8 must be submitted with a decimal point in the fifth position of the field.
      Example: 60 hours would be reported as 0060.0
      Incorrect: (60) or (060.00)

Field 9 - Degree Changes cannot exceed 9.

The sum of Field 5 - Native Hours, Field 6 - Transfer Hours, and Field 7 - Accelerated Hours must be greater or equal to the 60 hours required for an AA degree.

The file containing the AA graduates will be sent to your TIBCO® output folder. It is named:
      CCxx.EHR.EXCESHR1.T4E2022.txt (where xx= college number)
The file to be submitted is:
      CCxx.EHR.EXCESHR2.T4E2022.PROD.txt (where xx = college number)

Please submit the data file by December 9, 2022, and the certification file by December 16, 2022.

Community College and Technical Center Management Information Systems
2021-2022 Excess Hours Data
Critical and Informational Errors

The file containing the Associate in Arts (AA) graduates for your institution will be sent to your institution's TIBCO® folder with the filename **CCxx.EHR.EXCESHR1.T4E2022.txt** (where xx = college number).

Submit the completed file through TIBCO® as **CCxx.EHR.EXCESHR2.T4E2022.PROD.txt** (where xx = college number).

Following the file submission, the following reports will be generated:
- **EXCESRPT**
- **EXCESSUM**

IMPORTANT: All critical errors must be satisfied for any records to be loaded.

Critical Errors:
1. Native Hours field is non-numeric or not in the correct format.
2. Transfer Hours field is non-numeric or not in the correct format.
3. Advanced Hours field is non-numeric or not in the correct format.
4. EAP Hours field is non-numeric or not in the correct format.
5. Degree Changes field is non-numeric.
6. Multiple Degrees field is not Y or N.
7. Year is not 2022.
8. College Number is not correct.
9. Native Hours + Transfer Hours + Advanced Hours < the 60 hours required for an AA.
10. Florida Education Identifier (FLEID) missing or invalid.
11. FLEID not the same as original file.

Informational Errors:
1. Native Hours Attempted + Transfer Hours - English for Academic Purposes (EAP) Hours (up to 12) > 200% of the 60 hours required.
2. Records in EXCESHR2 that are not in the original file EXCESHR1.
3. Records missing from file EXCESHR2 that are in the original file EXCESHR1.

Records with Informational Errors #2 and #3 will not be loaded.
>   Records not in the original file.
>   Records not submitted will not have data necessary to determine excess hours.

The Summary Report will include the number of records with Excess Hours <= 12 hours.

Records will **only** be included in the Excess Hours <= 12 hours if:
- **All** Records pass the Critical Edits.
- Native Hours Attempted + Transfer Hours - EAP Hours (up to 12) <= 72.
- Student record is included in both the EXCESHR1 and the EXCESHR2 files.