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**MEMORANDUM 30-2019-13**

**TO:** Florida College System Reports Coordinators  
**FROM:** Juan Mestre  
**DATE:** November 2, 2018  
**SUBJECT: 2017-2018 Excess Hours Data Submission**  
**Data Due: Friday, December 7, 2018**  
**Certification Due: Friday, December 14, 2018**

The purpose of this memorandum is to request excess hours data for 2017-2018 Associate in Arts graduates in preparation for state reporting. Submission instructions, field definitions, record format and error criteria are attached.

A file containing the 2017-2018 Associate in Arts graduates from your college will be sent to your institution's TIBCO® folder with the filename: **CCxx.EHR.EXCESHR1.T4E2018.txt** (where xx = college number).

Please submit the completed Excess Hours file to the server by Friday, December 7, 2018, using the following file naming convention:

**CCxx.EHR.EXCESHR2.T4E2018.PROD.txt** (where xx = college number).

Carefully submit the data with the correct file name. Incorrectly named files will not be processed. Also note that .TEST file submissions will not be accepted for this submission. Data will only be loaded when there are no critical errors (see attached critical error and exceptions information).

Certification forms are available on the [CCTCMIS website](#) and should be submitted through TIBCO® using the specified certification file name listed within the form no later than Friday, December 14, 2018.

If you have any questions concerning this data submission request, contact Kimberly Pippin at [Kimberly.Pippin@fldoe.org](mailto:Kimberly.Pippin@fldoe.org) and Linda Wheatcraft-Smith at [Linda.Wheatcraft-Smith@fldoe.org](mailto:Linda.Wheatcraft-Smith@fldoe.org).

JM/kp

Attachments

cc: Florida College System Executive Assistant to the President  
Florida College System Registrars  
Florida College System Admissions

**Community College and Technical Center Management Information Systems**

**EXCESS HOURS**

**PRELIMINARY FILE: CCxx.EHR.EXCESHR1.T4E2018.txt**

**SUBMISSION FILE: CCxx.EHR.EXCESHR2.T4E2018.PROD.txt**

**(where xx = college number)**

**RECORD FORMAT**

<b>FIELD NO.</b>	<b>FROM TO</b>	<b>SIZE</b>	<b>FIELD CHAR</b>	<b>FIELD DESCRIPTION</b>	<b>FORMAT</b>
				<b>Data provided in CCxx.EHR.EXCESHR1.T4E2018.txt</b>	
1	01-02	2	N	Institution Number 1-28	
2	03-12	10	A/N	Student Identification Number	
3	13-16	4	N	Year	
4	17	1	N	Term	
				<b>Data to be provided by Colleges</b>	
				<b>Student Hours</b>	
5	18-23	6	N	Native Hours Attempted	4.1
6	24-29	6	N	Transfer Hours	4.1
7	30-35	6	N	Accelerated Hours	4.1
8	36-41	6	N	EAP Hours	4.1
9	42	1	N	Degree Changes	1
10	43	1	A/N	Multiple Degrees Flag	1
				Code one of the following in this field:	
				'Y' - student has received both an AA and AS, AAS,	
				or Baccalaureate degree	
				'N' - student has received only an AA degree	

**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 A.A. graduates, will be sent to your TIBCO output folder, is named:

**CCxx.EHR.EXCESHR1.T4E2018.txt (where xx= college number)**

The file to be submitted is:

**CCxx.EHR.EXCESHR2.T4E2018.PROD.txt (where xx = college number)**

Please submit the data file by December 7, 2018, and the certification file by December 14, 2018.

**Community College and Technical Center Management Information Systems  
2017-18 Excess Hours Data  
Field Definitions**

The file containing the Associate in Arts graduates for your institution will be sent to your institution's TIBCO folder with the filename **CCxx.EHR.EXCESHR1.T4E2018.txt** (where xx = college number).

Submit the completed file back to the server through TIBCO as **CCxx.EHR.EXCESHR2.T4E2018.PROD.txt** (where xx = college number). **NOTE: The .TEST file type is not allowed for this submission.**

**DATA PROVIDED BY CCTCMIS**

**Field 1:** College Number 01-28

**Field 2:** Student Identification Number Data Element 1021 in the Student Data Base

**Field 3:** Year - 2018

**Field 4:** Term - 1=Summer, 2=Fall, 3=Winter/Spring

**REQUIRED DATA PROVIDED BY THE COLLEGES**

**Field 5: Native Hours Attempted:** Report the total number of postsecondary hours for which each student enrolled/attempted at any time at your institution.

Include:

- Credit hours (Advanced and Professional/Postsecondary Vocational) for courses which the student:
  - successfully completed;
  - failed;
  - enrolled and subsequently withdrew;
  - 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 CLEP, International Baccalaureate, or other acceleration credit accepted for this AA Degree.

**Field 8: EAP Hours:** Report the total Credit Hours for EAP Courses which 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 from the time of 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 Associate in Arts degree or 'Y' if the student also received one or more Associate in Science, Associate in Applied Science, or Bachelors 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)  $\leq 72$

Student Record is included in both the EXCESHR1 and the EXCESHR2 files

**Community College and Technical Center Management Information Systems  
2017-18 Excess Hours Data  
Critical and Informational Errors**

The file of the Associate in Arts graduates for your institution will be sent to your TIBCO folder with the filename:  
**CCxx.EHR.EXCESHR1.T4E2018.txt** (where xx = college number).

Return the file to the server through TIBCO as **CCxx.EHR.EXCESHR2.T4E2018.PROD.txt** (where xx is the institution number). **NOTE: The .TEST file type is not allowed for this submission.**

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 2018.
8. College Number is not correct.
9. Native Hours + Transfer Hours + Advanced Hours < the 60 Hours required for an AA.

**Informational Errors**

1. Native Hours Attempted + Transfer Hours - 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.