

Andy Tuck, *Chair*
Marva Johnson, *Vice Chair*
Members
Ben Gibson
Tom Grady
Michael Olenick
Joe York

MEMORANDUM 30-2020-15

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: December 2, 2019
SUBJECT: **2018-2019 Excess Hours Data Submission**
DUE DATES: **Data, Friday, December 13, 2019 - Certification, Friday, December 20, 2019**

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) announces the collection of Excess Hours data for 2018-2019 Associate in Arts graduates in preparation for state reporting. Submission instructions, field definitions record format and error criteria are attached.

A file containing the 2018-2019 Associate in Arts graduates from your college will be sent to your institution's TIBCO® folder with the filename: **CCxx.EHR.EXCESHR1.T4E2019.txt** (where xx = college number).

Please submit the completed Excess Hours file by Friday, December 13, 2019, using the following file naming convention: **CCxx.EHR.EXCESHR2.T4E2019.PROD.txt** (where xx = college number).

Certification forms are available on the [CCTCMIS website](#) and should be submitted using the specified certification file name listed within the form, no later than Friday, December 20, 2019.

If you have any questions, please email [Linda Wheatcraft-Smith](#) and [Kimberly Pippin](#).

JM/lws

Attachments

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

**Community College and Technical Center Management Information Systems
2018-19 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.T4E2019.txt** (where xx = college number).

Submit the completed file as **CCxx.EHR.EXCESHR2.T4E2019.PROD.txt** (where xx = college number). Files named incorrectly will not be processed.

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 - 2019

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) <=72

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

Community College and Technical Center Management Information Systems

EXCESS HOURS

PRELIMINARY FILE: CCxx.EHR.EXCESHR1.T4E2019.txt

SUBMISSION FILE: CCxx.EHR.EXCESHR2.T4E2019.PROD.txt

(where xx = college number)

RECORD FORMAT

FIELD NO.	FROM TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	FORMAT
				Data provided in CCxx.EHR.EXCESHR1.T4E2019.txt	
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	
				Data to be provided by Colleges	
				Student Hours	
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.T4E2019.txt (where xx= college number)

The file to be submitted is:

CCxx.EHR.EXCESHR2.T4E2019.PROD.txt (where xx = college number)

Please submit the data file by December 6, 2019, and the certification file by December 13, 2019.