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:
>   o successfully completed;
>   o failed;
>   o enrolled and subsequently withdrew;
>   o 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