



**INDIANA COMMISSION** *for*  
HIGHER EDUCATION

**BRS VIII-B: Annual Student FTE**

Instructions  
2019-2021

## BRS VIII-B – Annual Student FTE

### Overview:

Collects data on annual student full-time equivalency (FTE).

### Who Reports:

All institutions.

### What To Report:

For the last five years, report actual student FTE. Also, report projected student FTE for the current fiscal year.

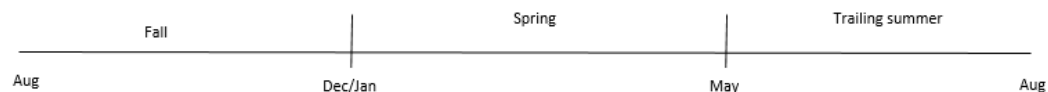
- Fiscal year is defined as July 1<sup>st</sup> through June 30<sup>th</sup>. Beginning with the 2015-16 reporting year, ICHE will begin prepopulating data based on academic year instead of fiscal year. See below.

**Note:** Academic year typically differs from fiscal year by one semester. The academic year is composed of the fall term, spring term, and trailing summer terms. In comparison, the fiscal year reporting splits the summer terms into two separate terms to be reflective of the July 1<sup>st</sup> – June 30<sup>th</sup> timeframe: Summer A, Fall, Spring, Summer B.

#### Fiscal Year Reporting



#### Academic Year Reporting



Beginning with the 2016 reporting year, ICHE modified the credit file instructions such that enrollment data were collected on academic year instead of fiscal year. This was done to capture the full credit taking behavior of students through the end of all summer terms. **Beginning with 2015-16 data, ICHE will be prepopulating enrollment data based on academic year instead of fiscal year.**

- FTE is calculated by dividing undergraduate credit hour activity by 30 and by dividing graduate and professional credit hour activity by 24.
- A student's credit hour activity (FTE) can be split across multiple categories. E.g., if a non-resident student enrolled in 15 credit hours in the fall semester as an

undergraduate, and then in the spring (after graduating in the fall) became a resident and enrolled in 12 credit hours as a graduate student, they would count 0.5 FTE in the Undergraduate Non-Resident category and 0.5 FTE in the Graduate Indiana Resident category.

- If credit hour activity is being attempted by a high school student, count the FTE in the Undergraduate High School Student category regardless of the student's residency status.

### Form Validation:

- Data entered must be a non-negative whole number.

### ICHE Prepopulation Logic:

The first three years of data are prepopulated from the previous BRS VIII-B schedule.<sup>1</sup>

*Source: Credits File (CR)*

Field ID	Data Element	Use
CR01	Reporting Year	Used to determine fiscal year of semester
CR03	Student Identifier	Used to uniquely identify the student
CR04	Semester	Used to identify semesters
CR05	Student Entry Type	Used to determine student level for non-degree seeking students  Also used to determine whether student was a high school student
CR07	Degree Level	Used to determine student class level (Undergrad, Graduate, Professional)
CR08	Student Residency Status	Used to determine student's residency status
CR24	Total Credit Hours (Census)	Used to determine credit hour activity for all students except for high school students
CR26	Total Credit Hours End of Term	Used to determine credit hour activity for high school students

### Business Logic

- 1) Prepopulate earliest 3 years of data from the previous biennium BRS VIII-B schedule
- 2) Filter credit data (CR) using the following
  - a. Use reporting year field (CR01) to include only semesters that occurred during the latest two academic years

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<sup>1</sup> Data for the first three years were prepopulated from the previous biennium's BRS VIII-B schedule with the exception of IUPUI: General Academic. The list of programs included in the IU School of Medicine and Dentistry changed slightly from the 2017-19 biennium.

- 3) For each academic year, group the semester records into categories using the following logic:
  - a. If semester record entry type field (CR05) indicates the student is a high school student, count the student in the **Undergraduate High School Student** category regardless of the student's residency status.
  - b. Otherwise, use degree level and residency status fields to determine category. Use student residency status field (CR08) for residency status. To determine student class level for non-degree seeking records (excluding high school students) use the entry type field (CR05). For degree-seeking records, use the degree level field (CR07).
    - i. Undergraduate = non-degree seeking undergraduate, Awards of <1 academic year, Awards of at least 1 but less than 2 academic years, associate, bachelor's, and unclassified undergraduate
    - ii. Graduate = non-degree seeking graduate, post-baccalaureate certificate, master's, post-master's certificate, doctoral degree-research scholarship, and unclassified graduate
    - iii. Professional = doctoral degree-professional practice
- 4) Sum total credit activity for each category using grouped semester records. For the Undergraduate High School Student category, use the Total Credit Hours End of Term (CR26) field. For all other categories, use the Total Credit Hours (Census) (CR24) field. The high school category uses end of term credit activity because high school enrollment at some institutions falls after institution census dates and using census credit activity produces deflated FTE numbers.
- 5) Calculate FTE by using the following:
  - a. For Undergraduate categories, divide total credit activity by 30.
  - b. For Graduate and Professional categories, divide total credit activity by 24.
- 6) Prepopulate projected data for current year with the latest actual year's data.

### Data Audit Requirements:

A reason must be provided for every Indiana Resident headcount value that is updated (1a, 2a, or 3a). This applies to actual values only. No reasons are required for updates to the projected data.

### Document Change History:

2018	Additional notes provided about changes to ICHE's enrollment collection (academic year versus fiscal year). Moving forward, ICHE will begin prepopulating enrollment data by academic year instead of fiscal year.
	<b>Start of 2019-2021 biennium data collection</b>
2016	No Changes
	<b>Start of 2017-2019 biennium data collection</b>
2014	Created layout
	<b>Start of 2015-2017 biennium data collection</b>