



**LOUISIANA BOARD OF REGENTS  
STUDENT CREDIT HOUR REPORTING SYSTEM  
DOCUMENTATION**

**September 19, 2014**

**LOUISIANA BOARD OF REGENTS  
STUDENT CREDIT HOUR REPORTING SYSTEM**

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**LOUISIANA BOARD OF REGENTS  
STUDENT CREDIT HOUR REPORTING SYSTEM**

September 16, 2014  
Memorandum to Users

A minor modification to the SCH data edit report was implemented so that data records having “errors” are listed before and separately from data records for the same institution and term that are flagged with only “warnings”. The purpose is to enable the user to more easily identify data errors within a report that may also include many warnings.

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January 23, 2014  
Memorandum to Users

The data element “Term Part” was added. This one-character code allows the campus to designate multiple teaching modules within a regular term, and where such modules are not for a full term in length.  
Refer to the Element Dictionary for more details.

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## **INTRODUCTION**

The objectives of the Louisiana Board of Regents' Student Credit Hour Reporting System are to:

- 1) Consolidate specific student credit hour production reports into an electronic format.
- 2) Facilitate improved data verification, collection and analysis.
- 3) Provide a centralized student credit hour production database for the planning, development and implementation of the revised funding formula.

The system offers the following advantages:

- Reduce student credit hour production reporting requirements of institutions by consolidating existing specific reports into an electronic database.
- Improve efficiency and effectiveness of student credit hour audits by:
  - 1) allowing preplanning of student credit hour production audits,
  - 2) reduce resource and information requirements of BOR auditors when visiting institutions, and
  - 3) reduce time needed for audit visits.
- Provide institutions with electronic access to statewide student credit hour production data.
- Facilitate statewide longitudinal analysis of institutional student credit hour production data.

The Student Credit Hour Reporting System is a database consisting of information on course offerings of Louisiana Public Higher Education institutions, including course taxonomy and student enrollment statistics. A record in the system consists of institutional data on enrollment for each course offered for a specific academic term and reporting cycle. Course information includes the course abbreviation, number, section, and CIP code. Student enrollment information includes headcount enrollment, total student credit hours, and student-level specific student credit hour data.

The system has many potential uses, but its paramount purpose is to produce an accurate record of total student credit hour production by academic term/year, institution, and CIP code and student level. In the future, the system has the potential to be expanded to further consolidate reporting systems and provide better information to both internal and external data users.

## **GENERAL REPORTING INFORMATION**

- Each record of the SCH data file contains information for ***only one unique course/section***. No information for any other section should be included in the record.
- For each reporting period, the Institution Code, Academic Year Begin, and Reporting Cycle fields must contain identical values on every record of the data file.
- Each term/course/section ID (Term, CIP Code, Course Abbreviation, Course Number, and Section Number) form a unique key and consequently can be used only once per reporting cycle at a single institution for the academic year. NOTE: If this key is duplicated in the file, the duplicated record will update or replace the existing record in the database.
- SCH data will be collected at three intervals during the year: 1) Fall - reporting cycle 1 will be due shortly after the Fall 14th class day. This cycle will include Summer (full term as well as all inter-sessions) and Fall data (through the fourteenth class day). 2) Spring - reporting cycle 2 will be due shortly after the Spring 14th class day and will include all sections conducted between the Fall fourteenth class day and the Spring fourteenth class day. Institutions on the quarter system should submit winter and spring quarter data during this cycle. 3) Final – reporting cycle 3 will be due shortly before the end of the spring term and will include all course sections conducted after the spring fourteenth class day. **NOTE: Institutions with no course activity during this cycle do not have to submit data for cycle 3.**
- The file submission specifications have been identified in *File Specifications* section of this documentation. The preferred reporting method is via the Board of Regents web application access.  
(<https://as400.regents.state.la.us/cgi-bin/macros/schweb/schweb.dtw/schwebmenu/>)
- Term course sections may be submitted in subsequent reporting cycles during the same academic year. Those records should reflect the term in which the section was offered (including intersession).
- Institutions are to call (225)342-4253 for an access login ID and password.

### **Due Dates:**

- Cycle 1: Two weeks after fall 14<sup>TH</sup> class day
- Cycle 2: Two weeks after spring 14<sup>TH</sup> class day
- Cycle 3: Two weeks prior to end of spring term

**Louisiana Board of Regents**  
**Student Credit Hour Reporting System**  
**Data Layout Requirements**

<b><u>Data Element Name</u></b>	<b><u>Data Format</u></b>	<b><u>Field Position</u></b>	<b><u>Length</u></b>	<b><u>From-To Position</u></b>
SCH010 - Institution Code	Alphanumeric XX	1	2	1 - 2
SCH020 - Academic Year Begin	Numeric YYYY	2	4	3 - 6
SCH030 - Term	Value: 1, 2, 3, 4, or 5	3	1	7 - 7
SCH040 - Reporting cycle	Value: 1, 2, or 3	4	1	8 - 8
SCH050 - CIP Code (6-Digit)	Alphanumeric	5	6	9 - 14
SCH060 - Course Abbreviation	Alpha XXXX	6	4	15 - 18
SCH070 - Course Number	Alphanumeric XXXX	7	4	19 - 22
SCH080 - Section Number	Alphanumeric XXXX	8	4	23 - 26
SCH090 - Total Student Credit Hours	Numeric 999999v9	9	7	27 - 33
SCH100 - Headcount Enrollment	Numeric 999999	10	6	34 - 39
SCH110 - Developmental SCH's	Numeric 999999v9	11	7	40 - 46
SCH120 - Lower-Level Undergraduate SCH's	Numeric 999999v9	12	7	47 - 53
SCH130 - Upper-Level Undergraduate SCH's	Numeric 999999v9	13	7	54 - 60
SCH140 - Masters-Level SCHs	Numeric 999999v9	14	7	61 - 67
SCH150 - Doctoral-Level SCH's	Numeric 999999v9	15	7	68 - 74
SCH160 - Specialist/Professional SCHs	Numeric 999999v9	16	7	75 - 81
SCH170 - Term Part	Value: Blank,A,B,C...	17	1	82 - 82
SCH180 - Filler	Alphanumeric	18	10	83 - 92

NOTE: **Available File Formats** for upload:

- CSV – To upload data formatted using the Comma-Separated Value (CSV) format, a comma symbol (,) must be between the data elements of every record in the file being uploaded.

- Fixed – To use the Fixed Length format, all positions in every data element must be included. An example: “Total Student Credit Hours” all 7 positions must be filled with a numeric value including leading zeros, such as 0009875 to mean 987.5

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME**      **Institution**

**ELEMENT NAME:**            INST            **ELEMENT NUMBER:** SCH010

**ELEMENT TYPE:**            Alphanumeric

**ELEMENT LENGTH**            2            **START:**            1            **END:**    2

**FORMAT:**                    PIC X(2)

**DESCRIPTION:**            A two-character code developed by the Board of Regents for Louisiana Institutions. The first character identifies the institutional system. This code provides for the state systems of colleges and universities and the classification of other traditional institutions. To permit an improved representation, the institution code in Appendix I includes a period to separate the system designation from the institutional designation. The code is processed, however, as a two-character code without periods.

**VALID CODES:**            See BOR institution code table. Appendix I

**INSTRUCTIONS:**

**LINKS:**                    SSPS, COMPLETERS, CRIN



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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME**      **Academic Year**

**ELEMENT NAME:**      ACAD\_YEAR      **ELEMENT NUMBER:** SCH020

**ELEMENT TYPE:**      Numeric

**ELEMENT LENGTH:**      4      **START:**      3      **END:**      6

**FORMAT:**      PIC 9(4)

**DESCRIPTION:**      Academic Year Begin

**VALID CODES:**      Numeric (1998, 1999, 2000, 2001, etc.) in the format CCYY.

**INSTRUCTIONS:**      For example, if the academic year is 1999-2000, code 1999.

**LINKS:**      SSPS, COMPLETERS

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Term

**ELEMENT NAME:** TERM                      **ELEMENT NUMBER:** SCH030

**ELEMENT TYPE:** Alphanumeric

**ELEMENT LENGTH:** 1                      **START:** 7              **END:** 7

**FORMAT:** PIC X(1)

**DESCRIPTION:** The term code identifies the term in which the course was taught.

**VALUE CODES:** 1 = Summer  
2 = Fall  
3 = Winter  
4 = Spring  
5 = Other (includes intersession, etc.)

**INSTRUCTIONS:** 1. Code all intersession courses with 5.

**LINKS:** SSPS, COMPLETERS

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Reporting Cycle

**ELEMENT NAME:** R\_CYCLE **ELEMENT NUMBER:** SCH040

**ELEMENT TYPE:** Alphanumeric

**ELEMENT LENGTH:** 1 **START:** 8 **END:** 8

**FORMAT:** PIC X(1)

**DESCRIPTION:** The element identifies the submission period of the course.

**VALUE CODES:**  
1 = Fall  
2 = Spring  
3 = Final

**INSTRUCTIONS:**

- 1=Fall (includes course activity between beginning of summer through Fall 14<sup>th</sup> classday, 2=Spring (includes course activity between fall 14<sup>th</sup> classday through spring 14<sup>th</sup> classday), 3=Final (includes course activity between spring 14<sup>th</sup> classday and beginning of summer).
2. An institution may submit late term course data in a subsequent reporting cycle within an academic year. If the course has not previously been reported, the record will be appended to the database, if the course was reported in a previous reporting cycle, the new record will replace the existing record.

**LINKS:**

**LOUISIANA BOARD OF REGENTS  
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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** CIP Code (6-Digit)

**ELEMENT NAME:** CIPCODE                      **ELEMENT NUMBER:** SCH050

**ELEMENT TYPE:** Alphanumeric

**ELEMENT LENGTH:** 6                              **START:** 9                      **END:** 14

**FORMAT:** PIC X(6)

**DESCRIPTION:** A six-digit code developed for the National Center for Education Statistics which corresponds to a major field of study. Note: Formula funding is based on accurate reporting of CIP codes.

**VALUE CODES:** 6-digit CIP codes listed in the NCES directory (Classification of Instructional programs – 2010 Edition, U.S. Dept. of Education, Washington, D.C.)

**INSTRUCTIONS:**

**LINKS:** SSPS, BRC-1A, DETAIL FORMULA LEVEL REPORT, CRIN, COMPLETERS

**LOUISIANA BOARD OF REGENTS  
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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Course Abbreviation

**ELEMENT NAME:** CABBR **ELEMENT NUMBER:** SCH060

**ELEMENT TYPE:** Alpha

**ELEMENT LENGTH:** 4 **START:** 15 **END:** 18

**FORMAT:** PIC X(4)

**DESCRIPTION:** The standard official institutionally-assigned abbreviation or other identification that serves to uniquely identify a course. For example, English would probably be coded as ENGL and Electrical Engineering as EE with two trailing blank spaces.

**VALUE CODES:**

**INSTRUCTIONS:** 1. Although most course abbreviations will consist of four characters, if a course uses a two or three character abbreviation, e.g. ART, left justify the element and pad with blanks.

**LINKS:**

**LOUISIANA BOARD OF REGENTS  
STUDENT CREDIT HOUR REPORTING SYSTEM  
ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Course Number

**ELEMENT NAME:** CNUMBER **ELEMENT NUMBER:** SCH070

**ELEMENT TYPE:** Alphanumeric

**ELEMENT LENGTH:** 4 **START:** 19 **END:** 22

**FORMAT:** PIC X(4)

**DESCRIPTION:** The standard official institutionally-assigned number or other identification that serves to uniquely identify a course and is usually related to the academic level of the course. This field should be left-justified and padded with blanks if necessary. The course abbreviation and course number should match the course identification scheme as suggested in the institution catalog.

**VALUE CODES:**

**INSTRUCTIONS:** 1. Left justify this element.

**LINKS:** SSPS

**LOUISIANA BOARD OF REGENTS  
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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Section Number

**ELEMENT NAME:** SECTION **ELEMENT NUMBER:** SCH080

**ELEMENT TYPE:** Alphanumeric

**ELEMENT LENGTH:** 4 **START:** 23 **END:** 26

**FORMAT:** PIC X(4)

**DESCRIPTION:** The official institution number or other identifier(s) that serve uniquely identify the section of a course. This field should be right-justified and padded with zeroes if necessary.

**VALUE CODES:**

**INSTRUCTIONS:**

1. Right justify this element.
2. Must not be blank. This element when combined with SCH010, SCH020, SCH030, SCH050, SCH060, SCH070, and SCH080 define a unique key for each course offered at a particular institution for a particular academic year and term.

**LINKS:** SSPS

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Total Student Credit Hours

**ELEMENT NAME:** TSCH      **ELEMENT NUMBER:** SCH090

**ELEMENT TYPE:** Numeric

**ELEMENT LENGTH:** 7      **START:** 27      **END:** 33

**FORMAT:** PIC 9(6)V9

**DESCRIPTION:** The total amount, to tenths, of student credit hours (SCH equivalents) generated for a course as of the appropriate census date. Formula Note: Total semester and annual FTE calculations are based on accurate reporting of total student credit hours.

**VALUE CODES:** Numeric (0.1 – 999999.9)

**INSTRUCTIONS:**

1. Complete this element for all courses.
2. Round to the nearest tenth and right justify to the tenths column.
3. Since the furthest right digit represents tenths, enter zeros in that position for whole number values.

**OPTIONAL:** Pad element with zeros.

**LINKS:** DETAIL FORMULA LEVEL REPORT, BRC-1A



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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:**        **Headcount Enrollment**

**ELEMENT NAME:**            HCENRL                    **ELEMENT NUMBER:** SCH100

**ELEMENT TYPE:**            Numeric

**ELEMENT LENGTH:**        6                            **START:**        34        **END:** 39

**FORMAT:**                    PIC 9(6)

**DESCRIPTION:**            Fourteenth day (or equivalent) headcount enrollment for course (see  
GFR Formula definitions for scope).

**VALUE CODES:**            Numeric (0 – 999999)

**INSTRUCTIONS:**           1. Right justify this element.  
OPTIONAL: Pad element with zeros.

**LINKS:**

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Developmental SCH's

**ELEMENT NAME:** DEV\_SCH                      **ELEMENT NUMBER:** SCH110

**ELEMENT TYPE:** Numeric

**ELEMENT LENGTH:** 7                              **START:** 40              **END:** 46

**FORMAT:** PIC 9(6)V9

**DESCRIPTION:** Developmental student credit hours (to tenths).

**VALUE CODES:** Numeric (0.0 - 999999.9)

**INSTRUCTIONS:**

1. Round to the nearest tenth and right justify to the tenths column.
2. Enter zeros for this element if there were no student-level sch's generated.
3. Since the furthest right digit represents tenths, enter zeros in that position for whole number values.

OPTIONAL: Pad element with zeros.

**LINKS:**                      **DETAIL FORMULA LEVEL REPORT, BRC-1A**

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Lower-Level Undergraduate SCH's

**ELEMENT NAME:** LLU\_SCH                      **ELEMENT NUMBER:** SCH120

**ELEMENT TYPE:** Numeric

**ELEMENT LENGTH:** 7                              **START:** 47              **END:** 53

**FORMAT:** PIC 9(6)V9

**DESCRIPTION:** Lower-level student credit hours (to tenths).

**VALUE CODES:** Numeric (0.0 – 999999.9)

**INSTRUCTIONS:**

1. Round to the nearest tenth and right justify to the tenths column.
2. Enter zeros for this element if there were no student-level sch's generated.
3. Since the furthest right digit represents tenths, enter zeros in that position for whole number values.

OPTIONAL: Pad element with zeros.

**LINKS:**                      **DETAIL FORMULA LEVEL REPORT, BRC-1A**

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Upper-Level Undergraduate SCH's

**ELEMENT NAME:** ULU\_SCH                      **ELEMENT NUMBER:** SCH130

**ELEMENT TYPE:** Numeric

**ELEMENT LENGTH:** 7                              **START:** 54              **END:** 60

**FORMAT:** PIC 9(6)V9

**DESCRIPTION:** Upper-Level undergraduate student credit hours (to tenths).

**VALUE CODES:** Numeric (0.0 – 999999.9)

**INSTRUCTIONS:**

1. Round to the nearest tenth and right justify to the tenths column.
2. Enter zeros for this element if there wer no student-level sch's generated.
3. Since the furthest right digit represents tenths, enter zeros in that position for whole number values.

OPTIONAL: Pad element with zeros.

**LINKS:**                      **DETAIL FORMULA LEVEL REPORT, BRC-1A**

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Masters-Level SCH's

**ELEMENT NAME:** MAST\_SCH                      **ELEMENT NUMBER:** SCH140

**ELEMENT TYPE:** Numeric

**ELEMENT LENGTH:** 7                              **START:** 61              **END:** 67

**FORMAT:** PIC 9(6)V9

**DESCRIPTION:** Masters student credit hours (to tenths).

**VALUE CODES:** Numeric (0.0 – 999999.9)

**INSTRUCTIONS:**

1. Round to the nearest tenth and right justify to the tenths column.
2. Enter zeros for this element if there were no student-level sch's generated.
3. Since the furthest right digit represents tenths, enter zeros in that position for whole number values.

**OPTIONAL:** Pad element with zeros.

**LINKS:**                      **DETAIL FORMULA LEVEL REPORT, BRC-1A**

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Doctoral-Level SCH's

**ELEMENT NAME:** DOC\_SCH                      **ELEMENT NUMBER:** SCH150

**ELEMENT TYPE:** Numeric

**ELEMENT LENGTH:** 7                              **START:** 68              **END:** 74

**FORMAT:** PIC 9(6)V9

**DESCRIPTION:** Doctoral student credit hours (to tenths).

**VALUE CODES:** Numeric (0.0 – 999999.9)

**INSTRUCTIONS:**

1. Round to the nearest tenth and right justify to the tenths column.
2. Enter zeros for this element if there were no student-level sch's generated.
3. Since the furthest right digit represents tenths, enter zeros in that position for whole number values.

**OPTIONAL:** Pad element with zeros.

**LINKS:**                      **DETAIL FORMULA LEVEL REPORT, BRC-1A**

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Specialists/Professional SCH's

**ELEMENT NAME:** SPPRF\_SCH      **ELEMENT NUMBER:** SCH160

**ELEMENT TYPE:** Numeric

**ELEMENT LENGTH:** 7      **START:** 75      **END:** 81

**FORMAT:** PIC 9(6)V9

**DESCRIPTION:** Specialist/Professional student credit hours (to tenths).

**VALUE CODES:** Numeric (0.0 – 999999.9)

**INSTRUCTIONS:**

1. Round to the nearest tenth and right justify to the tenths column.
2. Enter zeros for this element if there were no student-level sch's generated.
3. Since the furthest right digit represents tenths, enter zeros in that position for whole number values.

**OPTIONAL:** Pad element with zeros.

**LINKS:** DETAIL FORMULA LEVEL REPORT, BRC-1A

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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Term Part

**ELEMENT NAME:** TERMPART                      **ELEMENT NUMBER:** SCH170

**ELEMENT TYPE:** Alphanumeric

**ELEMENT LENGTH:** 1                              **START:** 82              **END:** 82

**FORMAT:** PIC X(1)

**DESCRIPTION:** A one-character code to allow the designation of multiple teaching modules within a regular term but are not a full term in length.

**VALUE CODES:** Alphanumeric (Blank, A, B, C,...,Z)

**INSTRUCTIONS:** Can be blank if institution only has full semester terms. Otherwise, if modules exist, code each part as A, B, etc.

Example: A school has two mini-terms offered in the Fall Semester. The first mini-term is coded as TERMPART = A and the second mini-term is coded TERMPART = B.

If the institution does not offer mini-terms within a semester, then TERMPART is coded with a single blank.

**LINKS:**



**LOUISIANA BOARD OF REGENTS  
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ELEMENT DICTIONARY**

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**ELEMENT LONG NAME:** Filler

**ELEMENT NAME:** FILLER                      **ELEMENT NUMBER:** SCH180

**ELEMENT TYPE:** Alphanumeric

**ELEMENT LENGTH:** 10                      **START:** 83                      **END:** 92

**FORMAT:** PIC X(10)

**DESCRIPTION:** A 10-byte padding to serve for future growth, if necessary

**VALUE CODES:** Blanks

**INSTRUCTIONS:**

**LINKS:**



LOUISIANA BOARD OF REGENTS  
STUDENT CREDIT HOUR REPORTING SYSTEM

APPENDICES

- **APPENDIX I – Institutional Codes**
- **APPENDIX II – Estimated General Fund Requirement Formula**  
(reprinted *The Master Plan for Higher Education*, Appendix C, Section III-A, published by the Louisiana Board of Regents, April 1994)

# APPENDIX I

## INSTITUTIONAL CODES

<u>Board of Regents' Institution Code</u>	<u>System/Institution</u>
0.0	Board of Regents
1.0	University of Louisiana System
1.2	Grambling State University
1.3	Louisiana Tech University
1.4	McNeese State University
1.5	Nicholls State University
1.6	University of Louisiana at Monroe
1.7	Northwestern State University
1.8	Southeastern Louisiana University
1.9	University of Louisiana at Lafayette
2.7	University of New Orleans
2.0	Louisiana State University System
2.A	L.S.U. Veterinary Medicine
2.1	L.S.U. at Alexandria
2.2	L.S.U. in Baton Rouge
2.3	L.S.U. at Eunice
2.4	L.S.U. in Shreveport
2.9	L.S.U. Paul M. Hebert Law Center
3.0	Southern University System
3.1	Southern University in Baton Rouge
3.2	Southern University in New Orleans
3.3	Southern University in Shreveport-Bossier City
3.4	Southern University Law Center
4.0	Louisiana Community and Technical College System
4.1	Baton Rouge Community College
4.2	Bossier Parish Community College
4.3	Delgado Community College
4.4	Elaine P. Nunez Community College
4.5	River Parishes Community College
4.6	South Louisiana Community College
4.7	Louisiana Delta Community College
6.0	Louisiana Technical College
6.1	L.T.C. - Acadian
6.2	L.T.C. - Alexandria
6.3	L.T.C. - Ascension
6.4	L.T.C. - Avoyelles
6.5	L.T.C. - Bastrop
6.6	L.T.C. - Baton Rouge
6.7	L.T.C. - Charles B. Coreil
6.8	L.T.C. - Delta Ouachita
6.9	L.T.C. - Evangeline
7.0	L.T.C. - Florida Parishes
7.1	L.T.C. - Folkes
7.2	L.T.C. - Gulf Area
7.3	L.T.C. - Hammond Area
7.4	L.T.C. - Huey P. Long
7.5	L.T.C. - Jefferson
7.6	L.T.C. - Jumonville
7.7	L.T.C. - L.E. Fletcher
7.8	L.T.C. - Lafayette
7.9	L.T.C. - Lafourche

8.0	L.T.C. - Lamar Salter
8.1	L.T.C. - Mansfield
8.2	L.T.C. - Morgan Smith
8.3	L.T.C. - Natchitoches
8.4	L.T.C. - North Central
8.5	L.T.C. - Northeast
8.6	L.T.C. - Northwest
8.7	L.T.C. - Oakdale
8.8	L.T.C. - River Parishes
8.9	L.T.C. - Ruston
9.A	L.T.C. - West Jefferson
9.B	L.T.C. - Westside
9.C	L.T.C. - Young Memorial
9.0	L.T.C. - Sabine Valley
9.1	L.T.C. - Shelby Jackson
9.2	L.T.C. - Shreveport Bossier
9.3	L.T.C. - Sidney Collier
9.4	L.T.C. - Slidell
9.5	L.T.C. - Sowela
9.6	L.T.C. - Sullivan
9.7	L.T.C. - T.H. Harris
9.8	L.T.C. - Tallulah/M. Surles
9.9	L.T.C. - Teche Area

## **APPENDIX II**

Estimated General Fund Requirement Formula (reprinted *The Master Plan for Higher Education*, Appendix C, Section III-A, published by the Louisiana Board of Regents, April 1994)

### SECTION THREE – MAJOR COMPONENTS

#### A. Student Credit Hours (SCH)

Student Credit Hours that remain scheduled as of the 14<sup>th</sup> Class Day (hereinafter the 14<sup>th</sup> Class Day is to be construed as the 9<sup>th</sup> Class Day for LA Tech University, which is on the quarter hour system) are used in the initial calculations for the function of Instruction. These SCHs are separated into higher or lower cost areas and institutional level, using Classification of Instructional Program (C.I.P.) codes and student classification, respectively.

SCHs are separated into high cost areas based on the taxonomy codes found on the following page. All remaining C.I.P. taxonomy codes are valued at the lower cost rate.

#### HIGH COST DISCIPLINE AREAS

HIGH COST	DESCRIPTION	CODE
Agriculture	Agribusiness & Agri Production	01.xx.xx
	Agriculture Science	02.xx.xx
	Renewable Natural Resources	03.xx.xx
Engineering		14.xx.xx
Fine Arts & Architecture	Architecture/Environ Design	04.xx.xx
	Visual & Performing Arts	50.xx.xx
Law		22.01.01
Nursing		51.16.01
		51.16.02
		51.16.04
		51.16.06
		51.16.10-51.16.12
		51.16.99
Science	Life Sciences	26.xx.xx
	Computer & Info Services	11.xx.xx
	Physical Sciences	40.xx.xx
Allied Health		51.02.xx-51.03.xx
		51.05.xx-51.06.xx
		51.07.03
		51.07.05
		51.07.07
		51.07.99
		51.08.xx-51.10.xx
		51.15.xx
		51.16.13-51.16.15
		51.18.xx
		51.23.xx
		51.26.xx-51.27.xx
	51.99.99	
Health Sciences & Pharmacy		51.01.xx
		51.04.xx
		51.07.01
		51.07.02
		51.07.06
		51.11.xx-51.13.xx
		51.17.xx
		51.19.xx-51.22.xx
Veterinary Medicine		51.24.01
		51.25.xx
Technologies	Business & Data Process & Related	52.12.xx&51.04.xx

	Communication Technologies	10.xx.xx
	Engineering Technologies	15.xx.xx
	Food Production, Mgt. & Service	20.04.xx&12.05.xx
	Science Technologies	41.xx.xx&40.07.02
	Trade & Industrial	46.xx.xx
	Mechanics & Repairs	47.xx.xx
	Precision Production	48.xx.xx

These high or low cost SCHs are further divided according to student level. This classification is determined on the basis of a student's credit hours earned and/or admission status in a particular program or school. Regardless of the system of classification used, an institution shall not classify a student at a level higher than the highest degree conferred by that institution. For example, a two-year institution shall not claim Upper Level Undergraduate students (except for the provision for the Nursing Associate Degree Program at Two-Year Institutions); a master's granting institution shall not claim doctoral level students.

Furthermore, the classification of student level must reflect the circumstances of the student's enrollment at the reporting institution; i.e., students enrolled at more than one institution may be classified differently by the reporting institutions depending upon admission status. For example, a student may be formally enrolled in a graduate program at one institution, and as such is classified as a graduate level student, while simultaneously being enrolled at another institution as a freshman in an undergraduate program.

The student classification structure is as follows:

<u>Student Level</u>	<u>Earned Credits</u>
Lower Level Undergraduate (LLU)	0-59 semester hours
Upper Level Undergraduate (ULU)	60 semester hours – graduation.
Master's	Officially accepted to graduate study in a recognized graduate program; Master's and master's plus 30.
Specialist/Professional	Those students formally enrolled in an Education Specialist Program. The higher value assigned to the level of instruction reflects the Board of Regents' dedication to the improvement of teachers.
Doctorate	Officially accepted to doctoral study in a recognized doctoral program.

A post-baccalaureate student enrolled in a state institution of higher learning, but not officially admitted to graduate school, is to be counted as "upper level undergraduate".

The disciplines currently recognized as 'Professional' are Law (only those courses taught in a professional school of law), Veterinary Medicine, Dentistry, and Medicine. Of these courses, only Law is currently included in the GFR calculation.

SCHs in Nursing pursued in an associate degree nursing program are to be classified as upper level hours.

Student classification must be updated each semester.

At the time that the legislative budget requests are prepared, the actual SCH counts for the summer, fall, and estimated spring semester counts are submitted by the institutions to the Board of Regents. The approaching spring session production estimate is based on the actual count of the previous spring. Actual spring data become available prior to the regular legislative session and are used in recalculating the GFR needs for the upcoming fiscal year. By the time of the legislative session, all SCH counts incorporated in the formula mechanism are based on actual figures of the prior academic year. Institutions are to submit adjusted BRC 1-AS (see Attachment 1) by March 6<sup>th</sup> of each year in order to ensure that the actual SCH counts are available during the legislative session.

All SCHs reported for GFR estimating purposes are net figures reflecting all transactions (drops, adds, resignations) occurring prior to the 14<sup>th</sup> Class Day.

The resulting net SCHs are multiplied by the appropriate value on the Basic Factor Chart, and the sum of these products establishes that portion of the GFR calculation resulting from the institution's SCH production.

#### Further Explanation for Reporting SCH Production

1) SCH production generated by courses conducted out of the country shall not be claimed for reporting purposes without the prior approval of the Commissioner of Higher Education. In seeking approval, institutions must successfully demonstrate that the course in question is directly related to the institution's role, scope, and mission as set forth in the Board of Regents' master plan, that the course benefits Louisiana students, and that the course is educationally sound. In addition, the course location, estimated SCH production by level, and data concerning associated self-generated income must be submitted to the Regents. All requests for approval must be received by the Regents by January 1<sup>st</sup> of each year. **For the fiscal year 1993-94, all requests must be submitted to the Regents for approval. Thereafter, only those courses not previously approved need be submitted.**

2) Credit by examination, transfer credit, or correspondence study credit taken at another institution may be used only in the classification of the student and not in an institution's SCH production report. An institution may accept a provisional student's classification on the basis of the best knowledge available during the first semester of enrollment at the institution. In such an event, reclassification (if necessary) shall be made and reported immediately upon receipt of the student's official academic records.

3) An institution shall not count SCHs produced by "audit" classes in its SCH production report.

4) "Deferred Credit" is credit earned by a student now but officially granted to the student at a later date. An institution may count these hours in its SCH production report at that point in time when the student officially applies for and sufficiently satisfies the institution's general requirements for obtaining college course credit. Only those students who have demonstrated acceptable academic achievement will be allowed to be classified as "deferred credit".

**Acceptable** shall be defined as those students who:



- a) have taken the A.C.T. and/or are honor roll students; and
- b) are enrolled in their respective high schools in a college preparatory curriculum.

5) For classes beginning after the 14<sup>th</sup> Class Day each institution shall report those SCHs produced by such "interim" classes in the SCH production report of the regular session in which the class was completed. SCHs of such "interim" classes shall be those reported as of the class' 1<sup>st</sup> Class Day.

SCHs produced by classes held between regular sessions and conducted entirely within the interim period are to be reported in the SCH production reports of the next following regular session.

In no case will SCHs generated within a session, but after the defined 14<sup>th</sup> Class Day, be allowed to be included in a supplemental submission to the normal SCH reporting cycle. SCHs should be defined with the appropriate **term/academic year begin** and submitted in the following reporting cycle.

6) SCHs generated by off-campus courses offered in contravention of the Board of Regents' Policy 4.2 shall not be included within the institution's SCH production report.

\* 7) Once a student has been provided three attempts in any one Developmental Education course, the Board of Regents will not fund any SCHs generated during further attempts by that student in the course. "Attempt" shall be defined as being enrolled in the course as of the 14<sup>th</sup> Class Day.

All institutions are required to develop a tracking mechanism to comply with this policy and have such mechanism available for auditing purposes.

8) Standardized Reporting Forms. The SCH audit procedure as it presently exists takes 14<sup>th</sup> Class Day data (department, course, sections, credit hours, number of students enrolled, student identification, and SCHs produced) and verified the SCH production for the institution in question. The audit procedure also ensures that Drop/Add slips have been properly reflected in the SCH production report. Any exceptions to the formal production report must be substantiated with support documentation: that is, properly prepared drop, add, or resignation forms. This method provides a uniform reporting system by which all institutions of higher education in the state report on a common basis, primarily through the utilization of four standardized reporting forms. These forms, which are to reflect the activity up to and including the 14<sup>th</sup> Class Day, and which are to be kept on file at each institution for auditing purposes, are:

- a) Class Roster;
- b) Final Grade Report;
- c) Detail Formula Level Report; and,
- d) Summary Formula Area Report.

These reports should be prepared with the following points in mind:

- i. The Detail Formula Level Report and the Summary Formula Area Report are to be submitted to the Regents at the end of each regular semester. These reports should also be kept on file at the institution for a period of at least two academic years for auditing purposes.
- ii. The reports should be prepared as of the close of the 14<sup>th</sup> Class Day during the regular semester and the 7<sup>th</sup> Class Day during the summer session.
- iii. A common sequence arrangement of the various reports is to be used by all institutions; this method will simplify the audit procedure and provide for a uniform communication basis. The Class Roster, Detail Formula level Report, and Final Grade Report are all to be arranged in the **same**

**sequence, alpha by course name or title within the college.**

- iv. The Class Roster should reflect the total number of students and the total number of SCHs generated for each class.
  - v. The Summary Formula Area Report should be arranged in alphanumeric order by course number within each formula area breakdown.
  - vi. All exceptions between the 14<sup>th</sup> Class Day and the Final Grade Report must be supported by properly prepared and authorized drop, add, or resignation forms. These forms are to be maintained for all courses by semester and filed in alphabetical order by student last name.
- 9) In the event an institution is found to be in violation of any of the above-mentioned policies relative to reporting SCH production, the institution's SCH production report of the last verified SCH audit will be used in the GFR calculation in lieu of the submitted SCH production report for the academic year in question.

Further explanation of how the SCH production of the institution is utilized in the calculation of the institution's minimum GFR can be found in Section Eight of this document: "How the GFR Calculation Works."