



INDIANA COMMISSION *for*
HIGHER EDUCATION

Commission for Higher Education Data Submission System

Fall Census Enrollment

Instructions and Definitions

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Overview

The fall census enrollment report is an AGGREGATED (not student level) data report designed to collect aggregated information about fall institutional census date enrollment.

A fall census record is uniquely identified by the student classification field. A single record should be submitted for each student classification group that a campus serves. For student classifications that do not apply to a campus, the record for that student classification can be omitted OR a record can be submitted with zeros for the headcount and FTE fields.

Whom to report: Report aggregated data only on students who were enrolled for credit (both degree-seeking and non-degree-seeking) as of fall institutional census date. **Do not** include students who are non-credit students (e.g., students who are enrolled exclusively in courses that cannot be applied toward a formal award; students enrolled exclusively in Continuing Education Units (CEUs); students exclusively auditing classes; or residents/interns in doctorate-professional practice programs, since they have already earned their doctoral degree). Also, do not report students who were conferred a degree during the reporting year but were not enrolled for credit at fall census (“degree only” students). **Do not** include students who were enrolled but withdrew prior to fall census date.

Unduplication rule: A student should be counted only once (i.e., a student should be reported in one degree level). If a student is pursuing two degree levels, report the student in the highest degree level being pursued.

Field ID	Field Position #	Data Element	Allowable Values
FE01	1	Reporting Year	Four digit year (e.g., 2017). Must be valid year.
FE02	2	Campus	Campus ICHE ID from table 1.1 of the General Instructions document.
FE03	3	Student Classification	<p>Alphanumeric code</p> <p><u>Non degree-seeking (optional)</u></p> <p>N4 = High school student N5 = Non-degree-seeking undergraduate (not high school) N6 = Non-degree-seeking graduate (not high school)</p> <p><u>Degree seeking undergraduates</u></p> <p>F1 = Freshman, Award of < 1 year S1 = Sophomore, Award of < 1 year</p> <p>F2 = Freshman, Award of at least 1 but less than 2 years S2 = Sophomore, Award of at least 1 but less than 2 years</p> <p>F3 = Freshman, Associate degree S3 = Sophomore, Associate degree</p> <p>F5 = Freshman, Bachelor Degree S5 = Sophomore, Bachelor Degree J5 = Junior, Bachelor Degree R5 = Senior, Bachelor Degree</p> <p>FX = Freshman, Degree-seeking unclassified undergraduate SX = Sophomore, Degree-seeking unclassified undergraduate</p> <p><u>Degree seeking graduates</u></p> <p>06 = Post-baccalaureate certificate 07 = Master's degree 08 = Post-Master's certificate/specialist 17 = Doctorate degree-research/scholarship 18 = Doctorate degree-professional practice 22 = Degree-seeking unclassified graduate</p>
FE04	4	Resident Full-time Headcount	Numeric value between 0 and 200,000
FE05	5	Resident Part-time Headcount	Numeric value between 0 and 200,000
FE06	6	Reciprocity Full-time Headcount	Numeric value between 0 and 200,000

FE07	7	Reciprocity Part-time Headcount	Numeric value between 0 and 200,000
FE08	8	Non-resident Full-time Headcount	Numeric value between 0 and 200,000
FE09	9	Non-resident Part-time Headcount	Numeric value between 0 and 200,000
FE10	10	Resident FTE	Numeric value between 0.0 and 200,000.0
FE11	11	Reciprocity FTE	Numeric value between 0.0 and 200,000.0
FE12	12	Non-Resident FTE	Numeric value between 0.0 and 200,000.0

Definitions

Reporting Year: the ending year for the fall semester for which data are being reported. For example, for Fall 2018, reporting year would be 2019.

Campus: campus ID of the campus submitting data.

Student Classification: the degree level or classification (for non-degree-seeking students) of the student.

The following student classifications are considered **undergraduate** level:

High School: a student who is enrolled in high school and is also taking college credit at the institution. The student may be a dual credit student (taking courses for credit at both the postsecondary and secondary levels), or may be a student who is not a dual credit student but is enrolled in high school and is taking courses at the postsecondary level.

Other non-degree-seeking (not high school) undergraduate: students enrolled in courses for credit at the undergraduate level who are not recognized by the institution as seeking degrees or formal awards and are not high school students.

Awards of < 1 year: degree-seeking students enrolled in certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters) or designated for completion in less than 30 semester credit hours for a student enrolled full-time.

Awards of at least 1 but less than 2 years: degree-seeking students enrolled in certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designated for completion in at least 30 but less than 60 semester credit hours by a student enrolled fulltime.

Associate degree: degree-seeking students enrolled in programs designated to yield an Associate's degree, which is an award that normally requires at least two but not more than four years of full-time equivalent college work.

Bachelor's degree: degree-seeking students enrolled in programs designated to yield a Bachelor's degree, which is an award that normally requires at least four but not more than five years of full-time equivalent college work. This includes all Bachelor's degrees conferred in a 5-year cooperative (work-study) program.

Degree-seeking unclassified undergraduate: degree-seeking undergraduate students who are undecided as to which undergraduate degree type they are pursuing.

The following student classifications are considered **graduate** level:

Other non-degree-seeking (not high school) graduate: students enrolled in courses for credit at the graduate level who are not recognized by the institution as seeking degrees or formal awards and are not high school students.

Post-baccalaureate certificate: degree-seeking students enrolled in programs designated to yield a post-baccalaureate certificate, which is an award that requires the completion of an organized program of study equivalent to 18 semester credit hours beyond the Bachelor's. It is designed for persons who have completed a Bachelor's degree but does not meet the requirements of a Master's degree.

Master's degree: degree-seeking students enrolled in programs designated to yield a Master's degree, which is an award that requires the completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the Bachelor's degree. Some of these degrees, such as those in Theology (M.Div, M.H.L./Rav), may require more than 2 full-time equivalent academic years of work.

Post-Master's certificate/specialist: degree-seeking students enrolled in programs designated to yield a post-Master's certificate, which is an award that requires the completion of an organized program of study equivalent to 24 semester credit hours beyond the Master's degree but does not meet the requirements of academic degrees at the doctoral level.

Doctorate degree-research/scholarship: degree-seeking students enrolled in programs designated to yield a doctoral degree that is a Ph.D. or other doctor's degree that requires advanced work beyond the Master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. These degrees may include, but are not limited to, Ed.D., D.M.A., D.B.A., D.Sc., D.A., D.M., and others, as designated by the awarding institution.

Doctorate degree-professional practice: degree-seeking students enrolled in programs designated to yield a doctoral degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including pre-professional and professional preparation, equals at least six full-time equivalent academic years. These degrees may include, but are not limited to, Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); and Veterinary Medicine (D.V.M.) and others, as designated by the awarding institution.

Degree-seeking unclassified graduate: degree-seeking graduate students who are undecided as to which graduate degree type they are pursuing.

Class Level: For degree seeking undergraduate students, identifies class level (freshman, sophomore, junior, or senior) the institution assigns to a student based on their progress towards earning the degree they are pursuing.

Resident: an Indiana resident paying resident fees

Reciprocity: a non-resident student paying resident fees through a reciprocity agreement.

Non-Resident: a non-resident student paying non-resident fees.

Full-time Headcount: Count of students enrolled full-time at fall census. Full-time is defined as: for **undergraduates**, enrolled in at least 12 credit hours at fall census; for **graduates**, enrolled in at least 9 credit hours at fall census, or involved in dissertation or thesis preparation that is considered full-time by the institution.

Part-time Headcount: Count of students enrolled part-time at fall census. Part-time is defined as: for **undergraduates**, enrolled in fewer than 12 credit hours at fall census; for **graduates**, enrolled in fewer than 9 credit hours at fall census.

FTE: Total credit hours (fall census) / 15 for undergraduate students and total credit hours (fall census) / 12 for graduate students.

Document Change History	
2018	Reporting on non-degree seeking students no longer required
	Start of 18-19 Collection
2017	No changes
	Start of 17-18 Collection
2016	Added new classification codes (FE03) to accommodate the collection of student class level (freshman, sophomore, junior, or senior) for degree seeking undergraduates.
	Start of 16-17 Collection
2015	No changes
	Start of 15-16 Collection
2014	No changes
	Start of 14-15 Collection
2013	Created Fall Enrollment data layout
	Start of 13-14 Collection