INDIANA COMMISSION *for*
HIGHER EDUCATION

BRS VIII-A: Annual Student Headcount

Instructions

2019-2021

BRS VIII-A – Annual Student Headcount

Overview:

Collects data on annual student headcounts.

Who Reports:

All institutions.

What To Report:

For the last five years, report actual unduplicated student headcount. Also, report projected unduplicated student headcount for the current year.

- Fiscal year is defined as July 1st through June 30th. 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 1st – June 30th timeframe: Summer A, Fall, Spring, Summer B.

   Fiscal Year Reporting

Summer A	Fall	Spring	Summer B

   Jul | Aug | Dec/Jan | May | Jun

   Academic Year Reporting

Fall	Spring	Trailing summer

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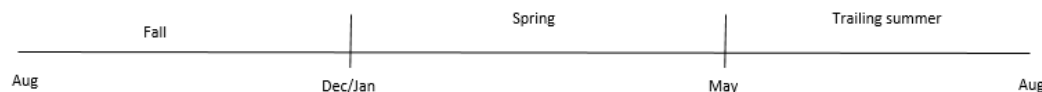
   Beginning with the 2016 reporting year, ICHE modified the credit file instructions such that enrollment data were collected on academic year instead of fiscal year. This was done to capture the full credit taking behavior of students through the end of all summer terms. **Beginning with 2015-16 data,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

- The count should be unduplicated. Each student should be counted once in a single category. As the reporting period spans an entire year, it is possible that multiple categories could be applicable for a student. The following guidelines should be used

to resolve these situations. Also, see CHE prepopulation logic for further information regarding what business rules CHE uses when prepopulating this data.

- o If a student can be classified at multiple levels in a year (undergraduate, graduate, or professional), count the student at the highest level. If a student could be classified as a Graduate and a Professional, it is up to the institution as to what level the student is counted in.
- o If a student is a high school student, count the student in the Undergraduate High School Student category regardless of the student's resident status
- o If a student can be classified in multiple residency categories, count the student in the residency category that they were reported as in the first semester they were enrolled in the highest student level enrolled for the year.

Form Validation:

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

ICHE Prepopulation Logic:

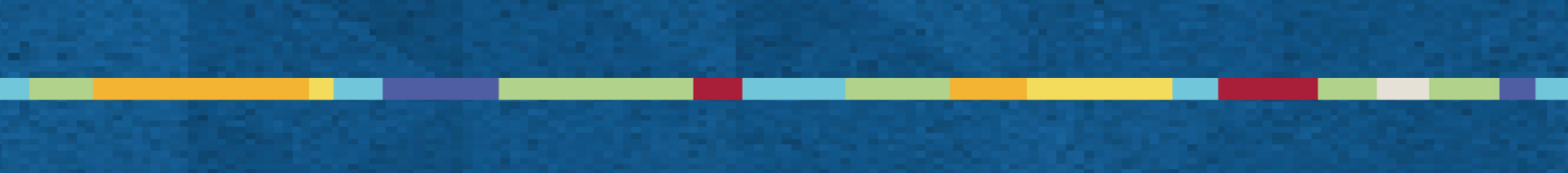The first three years of data are prepopulated from the previous BRS VIII-A schedule.[1]

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 help select a single semester record per student
CR05	Student Entry Type	Used to determine degree-seeking status. 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

Business Logic

1) Prepopulate earliest 3 years of data from the previous biennium BRS VIII-A schedule
2) Filter credit data (CR) using the following

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[1] Data for the first three years were prepopulated from the previous biennium's BRS VIII-A 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.

      a. Use reporting year field (CR01) to include only semesters that occurred during the latest two academic years

3) For each academic year, select a single semester record for each student. Because a student could have up to 3 semesters, the following logic was used to select a single record per student

      a. Degree-seeking semester records given precedence over non-degree-seeking records

      b. For those who only have non-degree seeking semester records use the following precedence order on the student entry type field (CR05)

           i. Graduate non-degree seeker
          ii. Undergraduate non-degree seeker
        iii. High School student

      c. For those student that have degree-seeking semester records, use the following precedence order on the degree level field (CR07)

           i. Doctoral
          ii. Master's
        iii. Bachelor's
        iv. Associate
         v. Awards of at least 1 but less than 2 academic years
        vi. Awards of <1 academic year
       vii. Post-master's certificate/specialist
      viii. Post-baccalaureate certificate
        ix. Unclassified graduate
         x. Unclassified undergraduate

      d. After applying precedencies identified in a, b, and c, use the following precedence order using the semester field (CR04)

           i. Fall
          ii. Spring
        iii. Trailing Summer

4) After a single semester record per student is selected, determine which category the student should be counted in

      a. If semester record entry type field (CR05) indicates the student is a high school student, count the student in 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

5) 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). Beginning with 2015-16 data, ICHE will begin prepopulating enrollment data by academic year instead of fiscal year.
	Start of 2019-2021 biennium data collection
2016	No Changes
	Start of 2017-2019 biennium data collection