



OVERVIEW OF SU/SR PROCESSING

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Management and Financial Compliance, ICCB

OUTLINE OF THE PRESENTATION

- What is the SU/SR?
- When is the SU/SR submitted?
- Why does the Community College System Use the SU/SR?
- Who is involved in the SU/SR submission process?
- How is the SU/SR PROCESS done?
- Where is there more information?

WHAT OTHER NAMES REFER TO SU “STUDENT UNRESTRICTED” /SR “STUDENT RESTRICTED” DATA

- “Credit Hour Claims”
- “Instructional Credit Hour Claim Report”
- “Schedule of Enrollment Data”
- All these terms refer to the reporting and aggregation of appropriately classified students taking courses at the college.
- Unrestricted refers to the assets/resources used to finance the course. Unrestricted assets would be derived from student tuition and fees, state appropriations, auxiliary enterprises, etc.
- Restricted assets are legally or contractually obligated to be spent in accordance with third party restrictions.

SU/SR RECORDS

- SU record: the credit hour record used to report hours from a class supported with 50 percent and more unrestricted sources of funding.
- SR record: the credit hour record used to report hours from a class supported with more than 50 percent restricted sources of funding.
- These Records Are Submitted Each Term Of The Fiscal Year.

<u>Code</u>	<u>Instructional Period</u> <u>(Enrollment Claim Period)</u>
1	Summer Term
3	Fall Term
6	Spring Term

WHEN IS THE SU/SR SUBMITTED

Course Enrollment Data are due within 30 days after the end of each semester, quarter, or term.

July Summer Course Enrollment Data (SU and SR).

January Fall Course Enrollment Data (SU and SR).

May Spring Course Enrollment Data (SU and SR).

WHY THE SU/SR?

- System Funding Task Force was convened in December 2001 to study and make recommendations regarding changes to the community college system funding formula. The task force met 9 times and made funding formula recommendations, which were embraced and approved by the Presidents of the system, the Trustees of the system, and the Illinois Community College Board at its March 28, 2003 meeting.
- The intent of the funding formula changes was to remove the disincentive for receiving outside sources of funding from the funding formula. Under the prior formula, outside sources of funding were deducted from the formula, which would reduce the credit hour reimbursement rates.

THE SU DATA ARE USED TO DETERMINE ALLOCATIONS OF THE CREDIT HOUR GRANT.

- The SU contains the credit hours associated with courses that are paid with 50 percent or more from unrestricted funds. The SR contains the credit hours associated with courses that are paid with more than 50 percent from restricted funds.
- Generally, a good indication of the funding source (unrestricted or restricted) for each class section offered is where the teacher's salary is paid from (for example, education fund or restricted fund) since salary and benefits comprise the majority of a college's costs.
- Both the SU and SR data are used to determine allocations of all other grants that have an allocation based on credit hours.
- Information on the Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed must be verified, including the current year's semester credit hours supported with unrestricted and restricted hours by term and funding category (total reimbursable and correctional reimbursable), semester credit hours attending in-district and out-of-district on chargeback or contractual/cooperative agreement hours, and the district's equalized assessed valuation

WHO IS INVOLVED WITH THE SU/SR PROCESS...



ADMISSIONS



ACADEMIC
AFFAIRS



DATA
PEOPLE



IT STAFF



FINANCIAL
STAFF

How is the SU/SR Certification Produced?

...

COURSE SECTION ENROLLMENT (SU AND SR) FORMAT

- Fixed Length Record with 91 Characters
- SU or SR, College and Course identifiers, Claim Period (1,3,6), Course Dates, Total Indistrict Reimbursable, Out of District Reimbursable, In/Out Nonreimbursable, Out of State, Dual Enrollment, Faculty info, Distance learning code, location (on campus, off campus, etc.), Dual Credit, Instruction Type (Lecture, discussion, lab, etc.), tech for delivery of instruction (face, two way distance, one-way A/V, media, Internet, correspondence, etc), ILCCO

ACCURATE REPORTING OF ENROLLMENT IN ITEMS 13, 14, 15, 16, AND 17 OF THE SU AND SR RECORDS IS A MOST IMPORTANT ASPECT OF THE COURSE ENROLLMENT REPORTING.

<u>ITEM</u>	<u>COLUMN</u>	<u>FIELD LENGTH</u>	<u>SUBJECT</u>
13	47-50	4	* <u>Total In-District ICCB Reimbursable Enrollment:</u> (<u>Right justified</u> numeric, precede with zeroes.)
14	51-54	4	* <u>Total Out-of-District ICCB Reimbursable Enrollment:</u> (<u>Right justified</u> numeric, precede with zeroes.)
15	55-58	4	* <u>Total In-District ICCB Nonreimbursable Enrollment:</u> (<u>Right justified</u> numeric, precede with zeroes.)
16	59-62	4	* <u>Total Out-of-District ICCB Nonreimbursable Enrollment:</u> (<u>Right justified</u> numeric, precede with zeroes.)
17	63-66	4	* <u>Total Out-of-State Enrollment:</u> (Does not qualify for funding.) (<u>Right justified</u> numeric, precede with zeroes.)

MORE ABOUT THE FLAT FILE (92 CHARS)

- The SUSR is different from the other submission programs in that it will attempt to process any SUSR file regardless of fiscal year. If someone submits a file with .21 or even a .20 extension, those files will be processed and overwrite previous data.

The SUSR program does the following:

- If college submits SR without SU (and no SU is available to match), the SR will not be processed.
- If college submits SU without SR (and no SR is available), the SU will be processed.
- If college submits SR without SU (and SU is pending), the SR submitted will be processed and the recent SU will be reprocessed.
- If college submits SU without SR (and SR is pending), the SU submitted will be processed and the recent SR will be reprocessed.

SUSR FULL RECORD AND PARSED IN EXCEL

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE			
1	Item	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
2	Column	1	2	3	6	8	13	17	22	23	31	39	43	47	51	55	59	63	67	69	70	73	74	83	84	85	86	88	89	90	91			
3	Length	1	1	3	2	5	4	5	1	8	8	4	4	4	4	4	4	4	4	2	1	3	1	9	1	1	1	2	1	1	1	1		
4																																		
5	SU53901ACC 101 L3C 320200817202012100300000200010000000000000001 000F																																	
6	SU53901ACC 101 L3D 320200817202012100300000300020000000000000001 000F																																	
7	SU53901ACC 101 WW 32020081720201210030000020001900000000000000001 000F																																	
8	SU53901ACC 101 WWA 3202008172020121003000002100190002000000000000001 000F																																	
9	SU53901ACC 102 L3C 32020081720201210030000030003000000000000000001 000F																																	
10	SU53901ACC 102 L3D 32020081720201210030000010001000000000000000001 000F																																	
11	SU53901ACC 102 WW 32020081820201210030000130012000000000000000001 000F																																	
12	SU53901ACC 114 L3D 32020081720201210020000100010000000000000000001 000F																																	
13	SU53901ACC 125 L3D 32020081720201210030000020002000000000000000001 000F																																	
14	SU53901ACC 200 ITA 3202008172020121003000002300190001000000000000003 000F																																	
15	SU53901ACC 221 L3D 32020081720201210030000010001000000000000000001 000F																																	
16	SU53901ACC 240 L3D 32020081720201210030000020002000000000000000001 000F																																	
17	SU53901AGR 150 ITA 32020081720201210010000130011000100000000000101 000F																																	
18	SU53901AGR 152 V 32020081820201210030000050004000000000000000001 000F																																	
19	SU53901AGR 161 R 320200819202010090200000600050001000000000000000 000F																																	
20	SU53901AGR 161 RL 3202008192020100900000006000000000000000000000 000F																																	
21	SU53901AGR 162 R 3202010142020121002000005000400010000000000000 000F																																	
22	SU53901AGR 162 RL 320201014202012100000000500000000000000000000 000F																																	
23	SU53901AGR 163 R 3202008192020121004000001000100000000000000000 000F																																	
24	SU53901AGR 163 RL 32020081920201210000000010000000000000000000 000F																																	
25	SU53901AGR 193 ITA 3202008172020121001000010000800010000000000001 000F																																	
26	SU53901AGR 200 V 32020081820201210040000140011000200000000000001 000F																																	
27	SU53901AGR 200 VL 3202008192020121000000014000000000000000000001 000F																																	
28	SU53901AGR 202 RL 3202008192020121000000015000000000000000000001 000F																																	
29	SU53901AGR 202 V 32020081820201210040000110010000000000000000001 000F																																	
30	SU53901AGR 202 VA 3202008202020121004000004000200020000000000000 000F																																	
31	SU53901AGR 203 OS 3202008172020121003000001000100000000000000000 000F																																	
32	SU53901AGR 203 V 32020081820201210030000130011000100000000000001 000F																																	
33	SU53901AGR 203 VA 320200820202012100300000200020000000000000000 000F																																	
34	SU53901AGR 204 V 3202008202020121004000010000900000000000000001 000F																																	
35	SU53901AGR 204 VL 320200819202012100000010000000000000000000001 000F																																	

INSTRUCTIONAL PERIOD/ENROLLMENT CLAIM PERIOD PROCESSING...

- Any course or course section will be considered part of the term in which its midterm falls for the purposes of credit hour and equalization grant claims. If the midterm falls between terms, the course or section will be considered as part of the next succeeding term.
- If the midterm falls after the end of spring term, the course is claimed as part of the next summer term (next fiscal year). If a midterm cannot be determined (variable entry/exit courses) then those courses are claimed as part of the term in which the credit hours are actually generated.

INSTRUCTIONAL CREDIT HOUR ENROLLMENT MASTER EDIT

- The computer program that processes SU and SR data calculates a midpoint date based on the beginning and ending dates submitted on each individual record.
- That midpoint date is compared to the beginning, ending, or withdrawal dates on the course master file. The calculated midpoint date must fall within the approved dates on the course master file in order to be eligible for state funding.
- If the calculated midterm date of that section is before the course master file effective date or after the course master file withdrawn date, the course section will generate a fatal error message on your edit report and no credit hour funding will be available for that course's sections.

THE SU AND SR EDIT AND UPDATE LISTING WILL IDENTIFY ERRORS IN ORDER TO MAKE ERROR IDENTIFICATION AND CORRECTION EASIER.

THE FORMAT FOR THE EDIT LISTING WILL BE SUCH THAT ANY RECORD CONTAINING A DETECTABLE ERROR WILL BE LISTED AND X'S WILL BE PRINTED UNDERNEATH THE FIELDS THAT ARE IN ERROR.

Type	School	Course	Section	Term	BegDat	EnDate	Credit	Reim		OutDist
								TotEnr	InDist	
1-2	3-7	8-16	17-21	22	23-30	31-38	39-42	43-46	47-50	51-54
SU	50101	Math101	A304	9	840 101	840501	3000	A030	0025	0005
		xxxxxxx		x			xxxx			

THE SU AND SR INSTRUCTIONAL CREDIT HOUR

claim report will summarize courses identified as "invalid courses" at the front of the report. The far-right column will list a comment to assist in identifying the reason for the course being classified as "invalid." Possible comments and their explanation:

<u>Field</u>	<u>Comment</u>	<u>Explanation</u>
Course Prefix-Number		No fil Not found on Course Master File.
PCS-CIP	PCSCIP	PCS-CIP code on Course Master File not valid.
Beginning and EndingEf Date Dates		Midterm date calculated, based on beginning and ending dates, is outside the date authorized on Course Master File.
Credit Hours	NV	Course credit hours as submitted do not match credit hours on Course Master File. Course not approved to be offered for variable credit.
	V	Course is approved for variable credit offering.
	CR > Max.	Course section approved for variable credit offering exceeds the maximum approved credit hours.
APV	No Fnd.	Not fundable, community service courses.

EXAMPLE – MASTER EDIT

Term:6 FY:2022
RECORD TYPE SR

ILLINOIS COMMUNITY COLLEGE BOARD
INSTRUCTIONAL CREDIT HOUR ENROLLMENT MASTER EDIT

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School	Pre	Nbr	Section	Term	BegDate	EnDate	Credit	Enr	In	Out	In	Out	State	DE	Corr	DC	SL	TP	ID	IC	Remark
3-7	8-12	13-16	17-21	22	23-30	31-38	39-42	43-46	47-50	51-54	55-58	59-62	63-66	67-68	70-72	86-87	88	89	90	91	

Term:6 FY:2022
RECORD TYPE SR

ILLINOIS COMMUNITY COLLEGE BOARD
INSTRUCTIONAL CREDIT HOUR ENROLLMENT MASTER EDIT

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Campus Totals

Cards Read	203
Fatal Errors	0
Warnings	0
Added To Database	203
Reimbursement Hours Calculated	3,311.00

* Colleges are expected to make every effort to submit error free data to ICCB. We encourage you to clean-up all errors.

Due to the referential integrity of the database, any errors marked Fatal Input will not be added to or changed in the database. These errors will not show on the detail report. All other warning errors show as invalid on the detail report.

OUTPUT REPORT FROM 'CLEAN' FLAT FILE:

SXXXX| SUSR Term:6 FY:2022
Fund: 1 - Baccalaureate

ILLINOIS COMMUNITY COLLEGE BOARD
Instructional Credit Hour Claim Report

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Course Prefix	Num	Sect	PCS	CIP	APV	RPT	Instruction			ICCB Reimbursable			ICCB NonReimburs			Course Total Crhrs	Corr HCT	DC HCT	DE HCT	TEL	
							Begin	End	Crhrs	I-D HCT	O-D HCT	Total Crhrs	I-D HCT	O-D HCT	O-S HCT						Total HCT
ACCT	110	001	11	520301	A	0	011922	051822	4.00	22	0	88.00	0	0	0	22	88.00	0	3	0	0
ACCT	110	002	11	520301	A	0	011822	051222	4.00	19	1	80.00	2	0	0	22	88.00	0	0	0	0
ACCT	110	IN1	11	520301	A	0	011822	051822	4.00	16	1	68.00	0	0	1	18	72.00	0	0	0	0
ACCT	110	IN2	11	520301	A	0	011822	051822	4.00	12	0	48.00	0	1	1	14	56.00	0	0	0	0
ACCT	111	001	11	520301	A	0	011822	051722	4.00	15	1	64.00	0	0	0	16	64.00	0	3	0	0
ACCT	111	IN1	11	520301	A	0	011822	051822	4.00	16	0	64.00	0	0	1	17	68.00	0	0	0	0
ACCT	211	001	11	520301	A	0	011822	051722	3.00	3	0	9.00	0	0	0	3	9.00	0	0	0	0
ACCT	211	IN1	11	520301	A	0	011822	051722	3.00	8	1	27.00	0	0	1	10	30.00	0	0	0	0
AGRI	152	RB1	11	010103	A	0	110121	052822	3.00	13	0	39.00	0	0	0	13	39.00	0	13	0	0
ANTH	150	001	11	450201	A	0	011922	051822	3.00	16	0	48.00	0	0	1	17	51.00	0	4	0	0
ANTH	150	002	11	450201	A	0	011922	051822	3.00	7	0	21.00	0	0	0	7	21.00	0	0	0	0
ANTH	150	003	11	450201	A	0	011822	051722	3.00	18	1	57.00	0	0	0	19	57.00	0	1	0	0
ANTH	150	004	11	450201	A	0	011822	051722	3.00	17	0	51.00	0	0	0	17	51.00	0	1	0	0
ANTH	150	20F	11	450201	A	0	012422	052722	3.00	24	0	72.00	0	0	0	24	72.00	0	24	0	0
ANTH	150	IN1	11	450201	A	0	011522	051822	3.00	18	3	63.00	0	0	2	23	69.00	0	0	0	0
ANTH	150	IN2	11	450201	A	0	031922	051822	3.00	9	0	27.00	0	0	0	9	27.00	0	0	0	0
ANTH	150	IN3	11	450201	A	0	021222	051822	3.00	8	1	27.00	0	0	0	9	27.00	0	0	0	0
ANTH	160	001	11	450201	A	0	011922	051822	3.00	5	0	15.00	0	0	0	5	15.00	0	0	0	0
ANTH	250	IN1	11	450301	A	0	011522	051822	3.00	15	0	45.00	0	0	0	15	45.00	0	1	0	0
AOJ	153	001	11	451101	A	0	011922	051122	3.00	5	0	15.00	0	0	0	5	15.00	0	0	0	0
AOJ	153	IN1	11	451101	A	0	011822	051822	3.00	9	0	27.00	0	0	0	9	27.00	0	0	0	0
AOJ	155	001	12	420101	A	0	011922	051122	3.00	3	1	12.00	0	0	0	4	12.00	0	0	0	0
AOJ	155	20L	12	420101	A	0	012422	052822	3.00	6	1	21.00	0	0	0	7	21.00	0	7	0	0
AOJ	155	21L	12	420101	A	0	012422	052822	3.00	4	2	18.00	0	0	0	6	18.00	0	6	0	0
AOJ	160	IN1	11	450401	A	0	011822	051822	3.00	13	2	45.00	0	0	0	15	45.00	0	0	0	0
AOJ	203	IN1	11	430104	A	0	011822	051822	3.00	12	1	39.00	0	0	0	13	39.00	0	0	0	0

OUTPUT FILE - TOTALS

SXXXX| SUSR Term:6 FY:2022
Fund: SUMMARY - (IN SEM CRHRS)

ILLINOIS COMMUNITY COLLEGE BOARD
Instructional Credit Hour Claim Report

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	***** Reimbursable *****			***** NonReimbursable *****				Total Hours	Correctional Hours
	IN-Dist	O-Dist	Total	IN-Dist	O-Dist	O-Sta	Total		
INV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	32066.00	2042.00	34108.00	552.00	46.00	1034.00	1632.00	35740.00	0.00
2	5236.00	2748.50	7984.50	29.00	3.00	193.50	225.50	8210.00	0.00
3	9714.00	2725.50	12439.50	104.50	65.50	560.50	730.50	13170.00	0.00
4	5199.00	915.00	6114.00	36.50	0.00	56.00	92.50	6206.50	0.00
5	1164.00	105.00	1269.00	58.00	5.00	25.00	88.00	1357.00	0.00
6	1746.00	267.50	2013.50	95.00	22.00	0.00	117.00	2130.50	0.00
TOT	55125.00	8803.50	63928.50	875.00	141.50	1869.00	2885.50	66814.00	0.00

Non-Fatal records appearing on the edit report and those with an APV of 'N' (not fundable) will be included in Fund: I.

INV Not Included In TOT Line

SUSR Term:6 FY:2022

ILLINOIS COMMUNITY COLLEGE BOARD
Summary of Dual Credit and Dual Enrollment Instruction

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	***** Dual Credit *****		***** Dual Enrollment *****		***** Total *****	
	Students	Hours	Students	Hours	Students	Hours
INV	0	0.00	0	0.00	0	0.00
1	2176	6734.00	38	115.00	2214	6849.00
2	1342	2987.00	0	0.00	1342	2987.00
3	1038	3229.50	8	24.00	1046	3253.50
4	52	372.00	0	0.00	52	372.00
5	0	0.00	1	3.00	1	3.00
6	0	0.00	0	0.00	0	0.00
Tot	4608	13322.50	47	142.00	4655	13464.50

INV Not Included In TOT Line



TOTALS FROM 3 SEMESTERS FOR CERTIFICATION

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	OD	ID+OD	ID NonR?	OD NonR?	OOS Enr	INN+ODNR+OOS	Total Enrollments	Total+Corr								
2	INV	101	27	128	6	4	6	16	144	0		unrestricted claim by fund					
3	1	2999	450	3449	441	95	166	702	4151	0							
4	2	175	58	233	7.5	24	22	53.5	286.5	0		in-district unrestricted hours - SU					
5	3	109	72.5	181.5	28.5	12.5	18	59	240.5	0							
6	4	374	496.5	870.5	25	0	58	83	953.5	0		correctional credit hours by fund - SU					
7	5	388	59	447	9	11	15	35	482	0							
8	6	0	0	0	0	0	0	0	0	0		dual credit/enrollment - SU, numbers next to them are the students					
9	TOT	4045	1136	5181	511	142.5	279	932.5	6113.5	0							
10	Tot	0	0		41	126		41	126			restricted claim report summary					
11	INV	218	124	342	7	0	8	15	357	0							
12	1	8524	1174	9698	1404	227	886	2517	12215	0		in-district hours by fund - SR					
13	2	1500	394.5	1894.5	62	43.5	87	192.5	2087	0							
14	3	1390	93.5	1483.5	109	14	24	147	1630.5	0		correctional credit hours by fund - SR					
15	4	2783	863	3646	85	12	204	301	3947	0							
16	5	2283	275	2558	213	39	179	431	2989	0		dual credit/enrollment - SR					
17	6	0	0	0	0	0	0	0	0	0							
18	TOT	16480	2800	19280	1873	335.5	1380	3588.5	22868.5	0		SUMMER (01)					
19	Tot	1413	3449		105	271		1518 3	720			FALL (03)					
20	INV	0	0	0	0	0	0	0	0	0		SPRING (06)					
21	1	8075	1233	9308	1264	262	699	2225	11533	0							
22	2	3592	616.5	4208.5	75	48.5	98.5	222	4430.5	0							
23	3	2929.5	256.5	3186	233	65	38	336	3522	0							
24	4	2770	1050.5	3820.5	105	55	167	327	4147.5	0							
25	5	1658	179	1837	329	33	123	485	2322	0							
26	6	0	0	0	0	0	0	0	0	0							
27	TOT	19024.5	3335.5	22360	2006	463.5	1125.5	3595	25955	0							
28	Tot	3302	7998		49	147.5		3351 8	145.5								
29	INV	0	0	0	0	0	0	0	0	0							
30	1	0	0	0	0	0	0	0	0	0							

CERTIFICATION PRODUCED...

FISCAL YEAR 2022 UNRESTRICTED CLAIM REPORT				
SUMMARY OF CERTIFIED REIMBURSABLE UNRESTRICTED CREDIT HOURS				
Funding Category	Summer Term 01	Fall Term 03	Spring Term 06	Total
1	3,449.00	9,698.00	9,308.00	22,455.00
2	233.00	1,894.50	4,208.50	6,336.00
3	181.50	1,483.50	3,186.00	4,851.00
4	870.50	3,646.00	3,820.50	8,337.00
5	447.00	2,558.00	1,837.00	4,842.00
6	0.00	0.00	0.00	0.00
Total	5,181.00	19,280.00	22,360.00	46,821.00
DISTRICT RESIDENT REIMBURSABLE CREDIT HOURS				
	Summer Term 01	Fall Term 03	Spring Term 06	Total
In-District	4,045.00	16,480.00	19,024.50	39,549.50
Contractual/Cooperative*				0.0
Total	4,045.00	16,480.00	19,024.50	39,549.50
*District residents attending another community college on coop/contractual agreement				
SUMMARY OF CERTIFIED CORRECTIONAL CREDIT HOURS				
SUMMARY OF CERTIFIED DUAL CREDIT AND DUAL ENROLLMENT HOURS				
	Summer Term 01	Fall Term 03	Spring Term 06	Total
Dual Credit	0.00	3449.00	7998.00	11,447.00
Dual Enrollment	126.00	271.00	147.50	544.50
Total	126.00	3720.00	8145.50	11,991.50

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EXAMPLE OF LECTURE LAB AND SU/SR

Example:

Lecture Section A

Chemistry 101--4 cr. hrs. (.25 FTE)
(all sections) (53 students)

Lecture Monday, Wednesday, Friday
8:00-9:00 a.m. in Room 150

Lab Section B
(15 students)

Tuesday & Thursday
8:00-9:00 a.m. in Room 152

Lab Section C
(20 students)

Tuesday
6:00-8:00 p.m. in Room 152

Lab Section D
(18 students)

Monday and Wednesday
9:00-10:00 a.m. in Room 152

SU or SR Records Needed

<u>RECORD</u>	<u>COURSE #</u>	<u>SECTION</u>	<u>CR. HOUR</u>	<u>#OF STUDENTS</u>
SU or SR	Chem 101	A	4	53
SU or SR	Chem 101	B	0	15
SU or SR	Chem 101	C	0	20
SU or SR	Chem 101	D	0	18

OTHER DATA FILES CROSS CHECKED WITH SU/SR

- The Annual Course Data is compared against the SUSR file. Errors produced during this submission sometimes result in SU/SR revisions.
- The Annual Course Data are due on September 1. The Annual Course (AC) submission will provide data on courses taken during the most recently completed fiscal year by students in all credit courses. If the course attempted hours are reported on the A1, then the course should be included on the AC.
- One (1) AC record for each course that was included for hours attempted on the A1. Hence, a student who took three (3) English courses, one (1) History course, one (1) Math course, and one (1) Remedial course during the immediate past fiscal year (e.g., FY 2015) would have six (6) AC records.

SU/SR DATA AND COURSE MASTER FILE

- Each SU and SR record submitted to the ICCB is processed against the course master file, which should be kept current by the district.
- If simple modifications made to the course master file—such as changes in title, prefix, number or curriculum assignment—are not done carefully, they will result in a college not having a claimable course on file for a given semester.
- Changes require knowing exactly when a specific change will be implemented at the college. Changes must be reflected accurately in the effective and ending dates of a particular version of each course.
- Failure to consider these elements of the Course Master File change may result in credit hours being ineligible for funding. Every college is encouraged to take extra care when course changes are made and to utilize the ICCB credit hour claim computer edit program to eliminate problems when credit hour claims are submitted.

WHERE TO READ MORE SPECIFICS

- ICCB Administrative Rules at Section 1501.501 Definition of Terms Residency and Section 1501.507 Credit Hour Grants
- MIS Manual (latest May 2022)– Section III, Fiscal and Facilities Data
- For auditors review of Credit Hour Claims, the Financial Management manual.



MIS MANUAL CONTENTS

Introduction

This *MIS Manual* is designed to provide the basic information for submitting all required data to the ICCB in machine-readable form and is organized as follows:

[Section I](#) contains an introduction, general information, a schedule of due dates for various MIS submissions to the ICCB, and instructions for data submissions.

[Section II](#) contains a description and listings of the classification taxonomies used by the ICCB. In general, nationally accepted codes developed by the National Center for Higher Education Management Systems (NCHEMS) and the National Center for Education Statistics (NCES) are the codes used by the ICCB.

Sections [III](#) through [V](#) contain the detailed data formats, explanations, and examples designed to help personnel at the colleges complete the various data requirements of the ICCB Management Information Systems. These sections are subdivided into parts that deal with each subsystem of the MIS. Also included are data formats for various other data and information surveys.

[Section VI](#) contains an alphabetical listing of the Illinois Public Community Colleges and the ICCB Peer Groups.

[Appendix A](#) contains the ICCB-modified Classification of Instructional Programs (CIP) Coding List.

[Appendix B](#) contains ICCB Rules regarding Residency, Repeatability, and High School/Community College Dual Enrollment Students.

EXCERPT FROM FINANCIAL MANAGEMENT MANUAL (2016)

- Illustrative Audit Procedures – page 62 of FMM
- Review the rules and Illinois Compiled Statutes which govern which credit hours generated
- Obtain a copy of the reimbursable semester credit hours certified annually by the college to the ICCB.
- Review the latest ICCB Recognition Report
- Testing to determine semester credit hours are reported accurately on the SU and SR records.
- Claims, Receipt of Funds
- Compare college's semester credit hour printout to midterm class lists.
- Student Records

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ADMINISTRATIVE RULES/ SYSTEM RULES MANUAL

- **SUBPART E: FINANCE**
 - .501 Definition of Terms
 - .507 Credit Hour Claims – Claims (due 30 days after end of term), Course Requirements, Student Requirements, Exceptions and Midterm Class List Certification requirements
- **SUBPART D: STUDENTS**
 - 1501.406 ...g) An annual course submission on or before September 1.
- **SUBPART C: PROGRAMS**
 - Section 1501.309 Course Classification and Applicability Course Classification. Information on courses for which credit is to be awarded ... and added to the college's Management Information System (MIS) Course Master File.

THE END

Any
Questions?

