**60×30TX**

Texas Higher Education
Coordinating Board

# REPORTING and PROCEDURES

# MANUAL

## for

# Texas Public Universities

## Current Version
In Effect Spring 2022

**TEXAS HIGHER EDUCATION COORDINATING BOARD**
Educational Data Center

Foreword


The reports discussed in this **<u>University</u>** manual fulfill provisions of the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

All reports must be submitted electronically. (See detail in Electronic Data Transfer System section of manual.) A set of instructions for preparing the data in the Coordinating Board format is associated with each report.

If you need to write to the Educational Data Center, the address is:

> Educational Data Center
> Texas Higher Education Coordinating Board
> P.O. Box 12788
> Austin, TX 78711

The fax number is (512) 427-6147.

If you have questions concerning the use or implementation of this manual, contact Douglas Parker for questions regarding all CBM reports except the CBM005, CBM011, and CBM014; Jennifer Gonzales for questions regarding the CBM005, CBM011, and CBM014; and John Dinning regarding general reporting questions at the above address or at the following telecommunication numbers:

|  | <u>Regular Phone</u> | <u>INTERNET Address</u> |
|---|---|---|
| Douglas Parker | (512) 427-6136 | Douglas.Parker@highered.texas.gov |
| Jennifer Gonzales | (512) 427-6235 | Jennifer.Gonzales@highered.texas.gov |
| John Dinning | (512) 427-6137 | John.Dinning@highered.texas.gov |

Click on Memos Related to Changes to the CBM Manual for Universities for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

# Public Universities

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Accountability – Certified fall CBM reports run December 1 of each year

Space Model – Certified fall CBM0C4 and CBM008 reports run in December of each year

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Formula Funding for Appropriations –
- Initial run in October of even years using calendar year spring, summer, and fall CBM0C4 hours; sent to the LBB in November
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## Reporting Periods

The following is a schedule of due dates for the reports contained in this manual.

| FALL REPORTS | | Initial Submission Due Date | Certification Date |
|---|---|---|---|
| Student Census Report | CBM0C1 | October 15 | November 15 |
| Census Student Schedule Report | CBM0CS | October 15 | November 15 |
| Texas Success Initiative Report | CBM002 | February 1 | March 1 |
| Census Faculty Report | CBM0C8 | October 15 | November 15 |
| Faculty Report | CBM008 | February 1 | March 1 |
| Student Schedule Report | CBM00S | February 1 | March 1 |
| Student End of Semester Report | CBM0E1 | February 1 | March 1 |

| SPRING REPORTS | | Initial Submission Due Date | Certification Date |
|---|---|---|---|
| Student Census Report | CBM0C1 | February 15 in Odd Year March 15 | March 15 April 15 |
| Census Student Schedule Report | CBM0CS | February 15 in Odd Year March 15 | March 15 April 15 |
| Texas Success Initiative Report | CBM002 | June 15 | July 15 |
| Census Faculty Report | CBM0C8 | February 15 in Odd Year March 15 | March 15 April 15 |
| Faculty Report | CBM008 | June 15 | July 15 |
| Student Schedule Report | CBM00S | June 15 | July 15 |
| Student End of Semester Report | CBM0E1 | June 15 | July 15 |

| SUMMER REPORTS | | Initial Submission Due Date | Certification Date |
|---|---|---|---|
| Student Census Report | CBM0C1 | August 15 | September 15 |
| Census Student Schedule Report | CBM0CS | August 15 | September 15 |
| Texas Success Initiative Report | CBM002 | October 1 | November 1 |
| Census Faculty Report | CBM0C8 | August 15 | September 15 |
| Faculty Report | CBM008 | October 1 | November 1 |
| Student Schedule Report | CBM00S | October 1 | November 1 |
| Student End of Semester Report | CBM0E1 | October 1 | November 1 |

<u>Univ. General Reporting Issues</u>

<u>ANNUAL REPORTS</u>

| | | <u>Initial Submission Due Date</u> | <u>Certification Date</u> | |
|---|---|---|---|---|
| Course Inventory | CBM003 | May | | |
| Graduation Report | CBM009 | October 1 | November 1 | |
| Building and Room Report | CBM005 | October 15 | November 15 | |
| Admissions Report | CBM00B | October 15 | November 15 | |
| Students in Self-Supporting Courses and Programs | CBM00X | September 15 | October 15 | |
| Student Transfer Report | CBM00T | November 1 | December 1 | (Fall 2020 – Initial Year) |
| | | October 15 | November 15 | (Fall 2021 and After) |

<u>BIENNIAL REPORTS</u>

| | | <u>Initial Submission Due Date</u> | <u>Certification Date</u> |
|---|---|---|---|
| Doctoral Exception Report | CBM00E | March 15 | April 15 |

<u>ANY TIME REPORTS</u>

| | | <u>Due Date</u> |
|---|---|---|
| Student Number Change Report | CBM00N | Any Time |
| Facilities Room Inventory Report | CBM011 | January – October certified by Nov. 1 |
| Facilities Building Inventory Report | CBM014 | January – October certified by Nov. 1 |

<u>RETIRED REPORTS (as of Spring 2022)</u>

| | |
|---|---|
| Student Report | CBM001 |
| Class Report | CBM004 |

## Coordinating Board Contacts

I.   CBM Reporting: Educational Data Center, FAX: 512-427-6147

   A.   All university CBM Reports, except CBM005, CBM011, and CBM014:
        Douglas Parker, Data Analyst   512-427-6136
        INTERNET address: Douglas.Parker@highered.texas.gov

   B.   CBM005, CBM011, and CBM014:
        Jennifer Gonzales, Senior Program Director   512-427-6235
        INTERNET address: Jennifer.Gonzales@highered.texas.gov

   C.   Electronic Data Transfer System:
        Torca Bunton, Data Specialist   512-427-6532
        INTERNET address: Torca.Bunton@highered.texas.gov

   D.   General Questions:
        John Dinning, Director   512-427-6137
        INTERNET address: John.Dinning@highered.texas.gov

II.  Program and Course Inventory Questions: Educational Data Center, FAX: 512-427-6147

   Use the query facility via the Interactive Access to Data to access your inventory to see what is currently approved via the web server at INTERNET address http://www.txhighereddata.org/.

III. Financial Aid Database: Educational Data Center, FAX: 512-427-6147
     Tanya Trevino, Systems Support Specialist III   512-427-6123
     INTERNET address: Tanya.Trevino@highered.texas.gov

IV.  Funding Questions: Finance and Resource Planning, FAX: 512-427-6147
     Jennifer Gonzales, Senior Program Director   512-427-6235
     INTERNET address:  Jennifer.Gonzales@highered.texas.gov

V.   Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147
     Jennifer Gonzales, Senior Program Director   512-427-6235
     INTERNET address: Jennifer.Gonzales@highered.texas.gov

VI.  Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
     DeCha Reid, Director   512-427-6393
     INTERNET address: DeCha.Reid@highered.texas.gov

VII. Texas Success Initiative Questions: Research and Evaluation, FAX: 512-427-6147
     Melissa Humphries, Director   512-427-6546
     INTERNET address: Melissa.Humphries@highered.texas.gov

## Electronic Data Transfer System

The submission of CBM reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report.

State and federal security requirements mandate that confidential data be transferred using a secure process. New and modified CBM reports are required to be submitted through the new EDC Portal which can be accessed via CBPass. All other CBM reports are required to be submitted or retrieved via the MOVEit® DMZ portal. Institutions will be able to access the secure site using a web browser or a SFTP client (FileZilla, WinSCP, SSH Secure, etc.). Detailed instructions for MOVEit® DMZ are available on the CB Data Exchange page (http://www.txhighereddata.org/DataExchange).

You may create the data file containing a header record, data records, and a trailer record by whatever method available.

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory.

The data content of files will be as defined on the Data Processing Record Layout of each report. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

## File Transfer System Input File Format

| HEADER RECORD | | Beginning Position | Length |
|---|---|---|---|
| Item #1 | File Label-ID – Always 'HY2K' | 1 | 4 |
| Item #2 | Institution Code - FICE – Numeric | 5 | 6 |
| Item #3 | Data Identifier, i.e., CBM0C1, CBM011, etc. | 11 | 6 |
| Item #4 | Semester – Numeric ('1' thru '3' or '5') | 17 | 1 |
| Item #5 | Year – Numeric - YYYY | 18 | 4 |
| Item #6 | Record Type – C for a Complete report (U is valid only for the CBM003) | 22 | 1 |
| Item #7 | Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0102", "0108", "0120" | 23 | 4 |
| Item #8 | Name and e-mail address of person submitting file | 27 | As Required |

**NOTE**: Use a space (not a special character) to separate the name and e-mail address. The length of the record may extend up to 400 characters in order to contain the name and e-mail address.
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
DATA RECORDS

For CBM Reports, data record formats must match the record formats specified in the documentation for each report.
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

| TRAILER RECORD | | Beginning Position | Length |
|---|---|---|---|
| Item #1 | File Label-ID – Always 'EOF1' | 1 | 4 |
| Item #2 | Record Count – Numeric, leading zeros (Number of data records in file, not including "Header" and "Trailer" records) | 5 | 5 |

Record size may be any length up to 400 characters

## Edit Report Output Files

The following file name is an example of the naming convention used for the edit report output files:

**CBM0C1_FALL_2021_S_003304_202110150136262.TXT**

**CBM0C1** – CBM report type
**_** - used as a separator
**FALL** – the report semester (can also be SPRING, SUMMER, ANNUAL)
**_** - used as a separator
**2021** – Report Year
**_** - used as a separator
**S** – Institution type
**_** - used as a separator
**003304** – FICE code of institution
**_** - used as a separator
**202110150136262** – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

### EDC Data Report Processing Schedule

| Reports received by | Edit run begins | Edit reports approximately posted |
|---|---|---|
| 6:00 a.m. | 6:20 a.m. (M-Su) | 7:00 a.m. |
| 8:00 a.m. | 8:20 a.m. (M-F) | 9:00 a.m. |
| 10:00 a.m. | 10:20 a.m. (M-F) | 11:00 a.m. |
| 1:00 p.m. | 1:20 p.m. (M-F) | 2:00 p.m. |
| 3:00 p.m. | 3:20 p.m. (M-F) | 4:00 p.m. |
| 6:00 p.m. | 6:20 p.m. (M-Th) | 7:00 p.m. |

### Edit Summary Report Year-to-Year Comparisons

The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It shows the percentage increase/decrease of items and evaluates the items identified with a Review message. If the original report had only one column, the comparison data is in the adjacent column. If the original report had multiple columns, the comparison data is in the next row and asterisks are printed below the column in question.

For enrollment, degree, and faculty reports, if the absolute value of the difference between the current year and prior year item is:
1) less than 50, a Review message is not printed;
2) between 50 and 10,000, a percentage change greater than 25% is identified;
3) between 10,000 and 100,000, a percentage change greater than 20% is identified; or
4) greater than 100,000, a percentage change greater than 10% is identified.

<u>Univ. General Reporting Issues</u>

For semester credit hour reports, if the absolute value of the difference between the current year and prior year item is:
1) less than 100, a Review message is not printed;
2) between 100 and 10,000, a percentage change greater than 35% is identified;
3) between 10,000+ and 100,000, a percentage change greater than 30% is identified; or
4) greater than 100,000, a percentage change greater than 20% is identified.

## Certification Tracking

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within <u>four</u> working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. Here is a fall example of the follow-up procedures for ensuring timely certification of the reports are:

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if there has been no initial submission of a specific report within 2 weeks of the due date or if a specific report is not received within two days after the certification date.[1]

2. An email from the Director of the Educational Data Center will be sent to the Reporting Official if the report has not been received and certified by December 1st.

3. An inquiry letter will be emailed to the THECB liaison from the Assistant Commissioner if the report has not been received and certified by December 8th.

4. A letter indicating that the certification of the CB report is delinquent will be emailed to the President from the Assistant Commissioner if the report has not been certified by December 15th.

[1] This step will be adjusted for institutions that have notified the THECB that they plan to report late-start session, such as eight-week courses, as part of their regular reporting and not as flex.

## Changes to Certified Reports

A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.

B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.

C. Requests to change data which are already published must be approved by the Commissioner.

Certification Statement Instructions

When an edit for a CBM report is returned to the reporting institution, one of two actions is required:

1.  If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.

2.  Justification of all "Review" items is **required** before certification can be applied.

3.  If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:

    a.  The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement "I hereby certify ..." and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.

    b.  A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example on the following page shows the certification of Lone Star University's fall 2021 CBM0C1 and CBM0C4.

CERTIFICATION STATEMENT

INSTITUTION: <u>LONE STAR UNIVERSITY          003304</u>

DATE: <u>DECEMBER 1, 2021</u>

     I hereby certify that the following report(s) is (are) correct and the data are usable in all output reports.

<u>REPORT NUMBER</u>     <u>SEMESTER AND YEAR</u>

CBM0C1     <u>FALL 2021</u>

CBM0C4     <u>FALL 2021</u>

Justification of Review items is as follows: _____

_____

_____

_____

_____

REPORTING OFFICIAL

# CBM0C1 Student Census Report

The Student Census Report(CBM0C1) reflects all students enrolled at the reporting institution as of the official census date, which is the 12th class day for the Fall and Spring semesters (16- week session) and the 4th class day for each of the summer terms (six-week session). Students who withdraw from a class on or before the official census date will not be included in this report. To be counted for state aid, the students must be registered as of the official census date and the institution must collect tuition and fees in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester.

This report will include all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications).

Census Dates for Other Term Lengths

| Fall and Spring Semesters | | Summer Semester | |
|---|---|---|---|
| Length of Term (Weeks) | Census Date | Length of Term (Weeks) | Census Date |
| 2 or less | 1st Class Day | 2 or less | 1st Class Day |
| 3 | 2nd Class Day | 3 | 2nd Class Day |
| 4 | 3rd Class Day | 4 | 3rd Class Day |
| 5 – 6 | 4th Class Day | 5 – 6 | 4th Cass Day |
| 7 | 5th Class Day | 7 | 5th Class Day |
| 8 | 6th Class Day | 8 | 6th Class Day |
| 9 – 10 | 7th Class Day | 9 | 7th Class Day |
| 11 | 8th Class Day | 10 or more | 12th Class Day |
| 12 | 9th Class Day | | |
| 13 – 14 | 10th Class Day | | |
| 15 | 11th Class Day | | |
| 16 | 12th Class Day | | |

Summer Sessions

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as Summer I reports and are due on August 15.

Flexible Entry Students

Students enrolled in classes organized after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class

day of the spring semester will be reported in the first summer semester following, etc. These

<u>Univ. Student Census Report (CBM0C1)</u>

students will be identified by inserting a '1' in Item #16 to denote "flexible entry".

> **NOTE**: A class is organized when students have registered and have paid fees or established accounts receivable.

A class which is organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class, except:

1. students who register for this class after the term census date cannot have the hours reported for state funding on the CBM0CS report, and

2. students who drop this class before this class's first class day cannot be reported for state funding on the CBM0CS report.

Any student currently enrolled as of the official census date who subsequently enrolls in a Flexible Entry class organized in the same semester will be assessed tuition and fees as though another class was being added to the student's current load.

<u>Inter-institutional Students.</u>

See the discussion in the Introduction of the Census Student Schedule Report, CBM0CS.

<u>Distance Education</u>

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

<u>Reporting Dual Credit Students</u>

As of September 2009, semester credit hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (dual credit hours) are not included in calculations of excess hours of undergraduate students. However, dual credit students should still be reported on item #27 Student Affected by Undergraduate Funding Limitation with a '2' – 30-hour rule.

## Instructions for Student Census Report

Item #1    Record Code. Always enter '1'.

Item #2    Institution Code. Enter the FICE Code of the institution.

Item #3    Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4    Gender. Enter the gender of the student.

               M = Male        F = Female

Item #5    Classification. Enter the classification of the student.

| | | | |
|---|---|---|---|
| 1 | Freshman | 5 | Post-Baccalaureate |
| 2 | Sophomore | 6 | Master's Level |
| 3 | Junior | 7 | Doctor's Level-Research/Scholarship |
| 4 | Senior | 8 | Doctor's Level-Professional Practice |

Use the following guidelines to classify students:

1    Freshman
2    Sophomore        Institutions will use their guidelines
3    Junior               for these categories
4    Senior
5    Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program and is not currently enrolled in an undergraduate degree program
6    Master's Level – a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution or a student with a baccalaureate degree accepted to a doctoral program who does not have 30 semester credit hours toward a doctoral degree
7    Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program at the institution. Such students are those who a) have been officially admitted to a doctoral program, and b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree
8    Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

Item #6    Date of Birth. Enter all four digits of the year, the month, and the day of birth for the student in the YYYYMMDD format.

YYYY = Year; MM = Month; DD = Day

**NOTE**: If the month of birth is known and the year is unknown, code both month and year as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '06'.

Item #7    Tuition Status. Enter the code indicating the status of the student for tuition purposes.

1    Resident Tuition (regular)
2    Non-Resident Tuition (regular)
3    Tuition Exemption for Texas Resident
5    Thesis or Dissertation
9    Law (resident)
0    Law (non-resident)
A    Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition
C    An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is allowed to pay resident tuition
E    Tuition waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
F    Tuition waiver that allows Texas universities within 100 miles of the state border to charge a lower rate than the regular out-of-state tuition rate to out-of-state-students

**NOTE**:
a)  Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
b)  Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying regular resident tuition. Students coded 'A' must complete the affidavit.
c)  Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they actually established a domicile in Texas and have been classified as residents eligible to pay regular resident tuition.

Item #8    Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes.

a.    Enter the Texas county code for students who are Texas residents

b.    Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

        c.    Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9      Transfer Student or First-Time-in-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 9s for institutions not having a FICE code or a designated identifying number.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who re-enter for further education.

            If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

            In the term that the student is accepted into a master's program, doctoral program, or first-professional program (AUD, DVM, Law, Optometry, PharmD) for the first time, enter '000001' in this item; otherwise, for a graduate or first-professional student leave blank unless the student is a first-time transfer at that level. If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

           **NOTE**:   The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #10A   Unused.

Item #10B   Unused.

Item #11     Unused.

Item #13     Semester.  Enter the appropriate code.

                1  Fall     2  Spring     3  Summer

Item #14     Year. Enter all four digits of the calendar year in which the semester occurs.

Item #15     Unused.

Item #16     Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester.

            If the situation above does not apply, leave the item blank.

Item #17     Remote Campus. Restricted to use by Texas Woman's University, The University of Texas System institutions, and to identify students who are confined to a correctional institution. If the situations below do not apply, leave the item blank.

If the student is incarcerated, enter a '5'.

TWU will enter a '1' for their students enrolled at one of the Dallas educational facilities and a '2' for their students enrolled at the Houston campus.

UT System will enter a '6' for students enrolled at a UT component as a Coordinated Admission Program student. These CAP students should be reported as first-time degree seeking at the current institution to be consistent with the IPEDS definition if the student intends to get a degree at any institution. (Effective summer 2007)

Item #18    Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '24019900' or '99999999'.

Item #19    Unused.

Item #20    Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

    01    Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
    21    Application of resident rather than nonresident tuition to military personnel and dependents

Item #21    Unused.

Item #22    Unused.

Item #23    Unused.

Item #24    Unused.

Item #25    Unused.

Item #26    SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a junior or senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.

Item #27    Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 to summer 2006 (45- hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Effective June 1, 2018, enter a "5 – Returning Student" if the student has accrued at least 50 SCH and stopped out for 24 months (one-time only).

Item #28    Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #29    First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #30    Middle Name Initial. Enter the initial of the student's middle name.

Item #31    Unused.

Item #32    Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not.

01    Teacher Education-Initial certification, undergraduate
02    Teacher Education-Initial certification, master's
03    Teacher Education-Alternative Certification Program
04    Teacher Education-Post-Baccalaureate

10    Nursing (51.3801.00) RN to BSN degree program (previously ADN to BSN)
11    Nursing (51.3801.00) Initial RN licensure, generic associate degree program
12    Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program
13    Nursing (51.3801.00) Initial RN licensure, master's degree program
14    Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program
15    Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program

20    Dental Hygiene (51.0602.00) – undergraduate or master's program
21    Respiratory Therapy/Care (51.0908.00)
22    Physician Assistant (51.0912.00) – undergraduate or master's program
23    Clinical Medical Laboratory Science/Research and Allied Health Professions (51.10) – undergraduate or master's program
24    Occupational Therapy (51.2306.00) – undergraduate or master's program
25    Physical Therapy (51.2308.00) – master's program

40    Doctor's Level-Professional Practice – Audiology (AUD)
41    Doctor's Level-Professional Practice – Veterinary Medicine (DVM)
42    Doctor's Level-Professional Practice – Law (JD, LLB)
43    Doctor's Level-Professional Practice – Optometry (OD)
44    Doctor's Level-Professional Practice – Pharmacy (PharmD)
45    Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP)
46    Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT)

*Definitions:*

C1.7

The Restricted Program Admission codes for Nursing (codes 10-15) are used to calculate graduation rates (Education Code 61.0901) and for the distribution of funds under the Nursing Shortage Reduction Program (Education Code 61.9623).

01-04    Teacher Education – a student admitted to and continuing his/her enrollment in a teacher education program.

10    Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.

11    Nursing (51.3801.00) Initial RN licensure, generic associate degree program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

12    Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

13    Nursing (51.3801.00) Initial RN licensure, master's degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. The Board uses the data to count graduates.

14    Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

15    Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

20    Dental Hygiene (51.0602.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a dental hygiene program.

21    Respiratory Therapy/Care (51.0908.00) – a student admitted to and continuing his/her enrollment in a respiratory therapy/care program.

22    Physician Assistant (51.0912.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a physician assistant undergraduate or master's program.

23    Clinical Medical Laboratory Science/Research and Allied Health Professions (51.10) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a clinical lab science program.

24    Occupational Therapy (51.2306.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in an occupational therapy undergraduate or master's program.

25    Physical Therapy (51.2308.00) master's program – a student admitted to and continuing his/her enrollment in a physical therapy master's program.

40    Doctor's Level-Professional Practice – Audiology (AUD) – a student admitted to an approved Audiology program at the institution.

41    Doctor's Level-Professional Practice – Veterinary Medicine (DVM) – a student admitted to an approved Veterinary Medicine program at the institution.

42    Doctor's Level-Professional Practice – Law (JD, LLB) – a student admitted to an approved Law program at the institution.

43    Doctor's Level-Professional Practice – Optometry (OD) – a student admitted to an approved Optometry program at the institution.

44    Doctor's Level-Professional Practice – Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.

45    Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP) – a student admitted to a practice-focused doctoral program in Nursing Practice.

46    Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral program in Physical Therapy.

Item #33    Non-Degree-Seeking Student. For a student who does not plan to pursue a degree, enter a '1', else enter '0'. These students will be excluded from graduation rate reports.

Item #34    Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #35    Unused.

Item #36    High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as First-time-in-College (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Not required for students accepted in a master's, doctoral, or first-professional program for the first time. Leave blank if not applicable.

May be reported for all students. Use the CB-created special CEEB codes in Appendix M for students who did not graduate from a Texas high school.

Item #37    PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

Item #38    Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

        1    Hispanic or Latino origin
        2    Not Hispanic or Latino origin
        3    Not answered

Item #39    Race. Select one or more codes indicating the race of the student.

Item #39A        1    White
Item #39B        2    Black or African-American
Item #39C        4    Asian
Item #39D        5    American Indian or Alaskan Native
Item #39E        6    International
Item #39F        7    Unknown or Not Reported
Item #39G        8    Native Hawaiian or Other Pacific Islander

### Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Univ. Student Census Report (CBM0C1)

- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

***Notes:***

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7), report with the international code.
b) Report the ethnicity of students who were coded 'A' in Item #7.
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Item #40    Individual with Intellectual or Developmental Disabilities (IDD). Student has been identified as having an intellectual or developmental disability based on the definitions provided below. If a student is identified as having both an Intellectual Disability and identified as being on the Autism Spectrum, prioritize the reporting of the Intellectual Disability (enter '1'). Institutions may only report students who have been identified through self-identification and/or documented receipt of special services.

Definition of Intellectual and Developmental Disability (IDD):

For reporting purposes, for Items #40 and #40A, Intellectual and Developmental Disability (IDD) is defined as a neurodevelopmental disorder that must meet the following criteria:

 a. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
 b. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such a communication, social participation, and independent living, across multiple environments, such as home, school, work and community.
 c. (a) and (b) may occur after the developmental period (such as in the case of a traumatic brain injury).
 d. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.

 0. Student not identified as having an IDD
 1. Student identified as having an IDD as defined above
 2. Student identified as having an Autism Spectrum Disorder but not an Intellectual Disability (Report '1' if student is also identified as having an Intellectual Disability)

Item #40A    Individual enrolled in a transitional or other program for students with Intellectual

and Developmental Disabilities (IDD). Enter '1' if student was ever enrolled in a program for students with IDD at your institution. Report if student was enrolled in program at any time. Report only if coded '1' or '2' in Item #40. Enter '0' if student was not enrolled in a program for students with IDD. A record should NOT be created for students who are not otherwise reported on the CBM0C1. See definition of program below.

Definition of Postsecondary Transitional Program or Program for Students with IDD:

A degree, certificate or non-degree program for students with IDD that is offered by an institution of higher education. These programs are designed to support students with IDD who want to continue academic, career, and independent living instruction following completion of secondary education.

0. Student never participated in a postsecondary program for students with IDD at this institution
1. Student participated in a postsecondary program for students with IDD at this institution
2. It is unknown if the student participated in a postsecondary program for students with IDD at this institution

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## Data Processing Record Layout

| | | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always '1' | 1 | 1 |
| Item #2 | Institution Code - FICE – Numeric | 2 | 6 |
| Item #3 | Student Identification Number | 8 | 9 |
| Item #4 | Gender - 'M' or 'F' | 17 | 1 |
| Item #5 | Classification – Alphanumeric | 18 | 1 |
| Item #6 | Date of Birth - YYYYMMDD – Numeric | 19 | 8 |
| Item #7 | Tuition Status – Alphanumeric | 27 | 1 |
| Item #8 | Residence – Numeric | 28 | 3 |
| Item #9 | Transfer/In College – Numeric or blank | 31 | 6 |
| Item #10A | Unused | 37 | 4 |
| Item #10B | Unused – Zero fill | 41 | 4 |
| Item #11 | Unused | 45 | 4 |
| Item #13 | Semester – Numeric | 49 | 1 |
| Item #14 | Year - YYYY – Numeric | 50 | 4 |
| Item #15 | Unused | 54 | 4 |
| Item #16 | Flexible Entry | 58 | 1 |
| Item #17 | Remote Campus – Restricted use | 59 | 1 |
| Item #18 | Major Area of Concentration - CIP – Numeric | 60 | 8 |
| Item #19 | Unused | 68 | 2 |
| Item #20 | Tuition Exemption/Waiver Code – Numeric or blank | 70 | 2 |
| Item #21 | Unused | 72 | 4 |
| Item #22 | Unused | 76 | 4 |
| Item #23 | Unused | 80 | 4 |
| Item #24 | Unused | 84 | 4 |
| Item #25 | Unused | 88 | 4 |
| Item #26 | SCH-Undergraduate Degree Program – Numeric | 92 | 3 |
| Item #27 | Student Affected by UG Funding Limit – Numeric | 95 | 1 |
| Item #28 | Last Name – 20 characters | 96 | 20 |
| Item #29 | First Name – 10 characters | 116 | 10 |
| Item #30 | Middle Name Initial - 1 character | 126 | 1 |
| Item #31 | Unused | 127 | 4 |
| Item #32 | Restricted Program Admission | 131 | 2 |
| Item #33 | Non-Degree-Seeking Student – Numeric | 133 | 1 |
| Item #34 | Non-Disclosure – Numeric | 134 | 1 |
| Item #35 | Unused | 135 | 4 |
| Item #36 | High School Code | 139 | 6 |
| Item #37 | PEIMS Identification Number | 145 | 9 |
| Item #38 | Ethnic Origin – Numeric | 154 | 1 |
| Item #39 | Race: | | |
| Item #39A | White – '1' or blank | 155 | 1 |
| Item #39B | Black or African-American – '2' or blank | 156 | 1 |
| Item #39C | Asian – '4' or blank | 157 | 1 |
| Item #39D | American Indian or Alaskan Native – '5' or blank | 158 | 1 |

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #39E | International – '6' or blank | 159 | 1 |
| Item #39F | Unknown or Not Reported – '7' or blank | 160 | 1 |
| Item #39G | Native Hawaiian or Other Pacific Islander – '8' or blank | 161 | 1 |
| Item #40 | Individual with IDD – Numeric | 162 | 1 |
| Item #40A | Individual enrolled in IDD program – Numeric | 163 | 1 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except '1' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Student ID Number | N/A | Blank or special characters |
| 4. | Gender | N/A | Any value except 'M' or 'F' |
| 5. | Classification | N/A | Any value except '0' thru '8'; '5' if Item #9 = '000001'; if coded '8', Item #32 must = '40' thru '44' or '46' |
| 6. | Date of Birth | Value less than 16 or greater than 75 years of age; age less than 13 or greater than 19 if Item #31 is greater than 0 | Any non-numerical data; month greater than '12' or less than '01', day greater than '31' |
| 7. | Tuition Status | N/A | Any value except '0', '1', '2', '3', '5', '9', 'A', 'C', 'E', or 'F'; if coded 'F', FICE not = institutions that applied |
| 8. | Residence | N/A | Not on residence file; not coded '001' thru '254' when Item #20 is coded '01'; not coded '310' thru '400' if item #7 = 'F' |
| 9. | Transfer/First-Time In College | Zero students coded '000001' in spring or summer | Any non-numerical characters or embedded spaces; invalid FICE code; '000001' if Item #5 = '5'; '000001' if Item #31 > '00'; zero students coded '000001' in fall |

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| | | | |
|---|---|---|---|
| 10. | Unused | N/A | N/A |
| 11. | Unused | N/A | N/A |
| 13. | Semester | N/A | Must match value on header record |
| 14. | Year | N/A | Must match value on header record |
| 15. | Unused | N/A | N/A |
| 16. | Flexible Entry | N/A | Any value except spaces or '1' |
| 17. | Remote Campus | N/A | Any value except spaces or '1', '2', '5', or '6' |
| 18. | Major Area of Concentration – CIP | N/A | Not on CIP file; '99999999' if Item #5 coded '6' or '7'; not '51380100' if Item #32 coded '10'-'15' |
| 19. | Unused | N/A | N/A |
| 20. | Tuition Exemption | Any value except '01' when Item #7 is coded '3' and Item #8 > '254' | Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E' |
| 21. | Unused | N/A | N/A |
| 22. | Unused | N/A | N/A |
| 23. | Unused | N/A | N/A |
| 24. | Unused | N/A | N/A |
| 25. | Unused | N/A | N/A |
| 26. | SCH-UG Degree Program | Value less than 120 or greater than 160 | Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4' |

| | | | |
|---|---|---|---|
| 27. | Student Affected by UG Limit | N/A | Any value except '0', '1', '2', or '5' |
| 28. | Last Name | N/A | Blank, numerical |
| 29. | First Name | Blank | Numerical |
| 30. | Middle Initial | N/A | N/A |
| 31. | Unused | N/A | N/A |
| 32. | Restricted Prog Admission | Item #2 not = 003658 if coded '13' | Any value except blank or '01'-'04', '10', '11', '12', '14', and '15' when Item #18 is coded '51380100' and Item #5 = '1'-'4' or '13' when Item #18 is coded '51380100' and Item #5 = '6' or '20'-'25' or '40'-'44' and '46' when Item #5 = '8' or '45' when Item #5 = '7' |
| 33. | Non-Degree-Seeking | N/A | Any value except '1' or '0' |
| 34. | Non-Disclosure | N/A | Any value except '2' or '0' |
| 35. | Unused | N/A | N/A |
| 36. | High School Code | N/A | Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254' |
| 37. | PEIMS Ident. Number | N/A | First position not 'S' with remaining positions not numeric |
| 38. | Ethnic Origin | N/A | Value other than '1', '2', or '3' |

Univ. Student Census Report (CBM0C1)

| | | | |
|---|---|---|---|
| 39A. | White | N/A | Value other than '1' or space or value = '1' and '7' |
| 39B. | Black/African-Amer | N/A | Value other than '2' or space or value = '2' and '7' |
| 39C. | Asian | N/A | Value other than '4' or space or value = '4' and '7' |
| 39D. | Amer Ind/Alaska | N/A | Value other than '5' or space or value = '5' and '7' |
| 39E. | Nat International | N/A | Value other than '6' or space or value = '6' and '7' |
| 39F. | Unknown/Not Rep | N/A | Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8' |
| 39G. | Nat Hawaiian/Pac Is | N/A | Value other than '8' or space or value = '8' and '7' |
| 40. | Individual with IDD | N/A | Any value other than '0', '1', or '2' |
| 40A. | Individual enrolled in IDD program | N/A | Any value other than '0', '1', or '2' |

**DISCREPANCY**: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown as a discrepancy.

## Report Matching

<mark>**CBM0CS** - The Student ID/Flexible Entry reported on the CBM0C1 report will be validated against the Student ID/Flexible Entry reported on the CBM0CS report. Student ID's reported on the CBM0C1 report that are not found on the CBM0CS report will be listed in the **CBM0C1 records not included in the CBM0CS Report**. This will be flagged as a review item. Certification of the CBM0C1 report will not be allowed without an explanation of the mismatches.</mark>

## Summary of Student Data

HEADCOUNT: The headcount is a summation of CBM0C1 records less the number of flexible entry students. The total headcount is categorized by gender, age, residence, ethnic origin, classification, first-time students, restricted program admission, tuition status, non-degree seeking students, non-disclosure, and flexible entry.

AGE:   The age distribution is calculated by subtracting the date of birth (Item #6) from the beginning date of the semester. For this report, the beginning date of each semester is:

                  Fall:          September 1
                  Spring:     January 1
                  Summer:  June 1

FIRST TIME STUDENTS: The first time in college is based on a transfer code of '000001' in Item #9. All other numeric values for the transfer code cause a counter to be incremented to show the number of students who have transferred to your institution. Item #36 is used for first-time students from Texas and out-of-state high schools.

STUDENTS AFFECTED BY LIMIT: The summary is based on Item #27 using codes '1' for students who first enrolled in an institution of higher education fall 1999 to summer 2006 (45-hour rule) and '2' for students who first enrolled in an institution of higher education fall 2006 or later (30-hour rule).

# CBM002 Texas Success Initiative Report (as of Spring 2021)

Information about student readiness to be successful in freshman-level academic coursework as defined by the Texas Success Initiative (TSI) statute and affiliated rules is collected on the CBM002 TSI report.  The Coordinating Board rules relating to TSI can be found in Chapter 4, Subchapter C https://www.highered.texas.gov/about-us/rules-statutes/.

The CBM002 is designed to serve several purposes, including providing useful data for TSI evaluation. All undergraduate students attempting credit hours at public higher education institutions are required to be reported, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Institutions should include students in credit certificate programs but exclude students in continuing education programs. All undergraduate students reported on the CBM00S report must be reported on the CBM002 in the same reporting period. Students who withdraw prior to or on the official census date are not included. Rarely, a student may be reported on the CBM002 who is not reported on the CBM00S.

## Flexible Entry Courses

Classes whose census date is after the official census date of the regular term are traditionally known as "Flexible Entry" classes. However, with the introduction of the CBM00S, **students who enroll in flexible entry classes that conclude by the end of the term are no longer reported as flexible entry on the CBM002**. Students enrolled in flexible entry classes that conclude after the end of the term must be included in the data submitted in the semester following. Only courses that are coded as a '6' in Item #25 on the CBM00S report should be reported as flex (now option '6') in Item #13 on the CBM002.

If a student is also taking non-flex courses in a semester in which a flex entry course is being reported, the student must be reported on a separate CBM002 record. For example, if a student takes a flex course from December to February, these hours are reported on the CBM00S and the CBM002 report for the student in the spring semester. If the student also takes regular semester credit hours in the spring (whether developmental education or college- level) those hours are reported as a separate record on the CBM002 report for the same spring semester.

## Exemptions

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS/STAAR EOC/high school equivalency tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS, STAAR EOC, high school equivalency tests) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

<u>Univ. Texas Success Initiative Report (CBM002)</u>

➢ Earned degrees: A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.

➢ ACT/SAT/ TAKS/STAAR EOC: A student who meets the exemption standards and whose ACT, SAT, TAKS, or STAAR EOC scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly five years.

ACT, SAT, and TAKS exemption standards are:

- ACT: For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s).

- SAT: administered prior to March 2016: a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.

- SAT: administered on or after March 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall exempt a student for both the reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall exempt a student for the mathematics section of the TSI Assessment. No combined score is required for exemptions based on the SAT if taken on or after or March 2016.

- TAKS (Eleventh Grade Exit Level): A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).

- STAAR End-of-Course (EOC): A minimum score of 4000 on the English III reading and/or writing test (reading and writing were administered as separate tests through Spring 2013) and/or a minimum score of 4000 on the Algebra II EOC test shall exempt a student from the corresponding section(s).

➢ AP and IB Scores/Dual Credit Grades: A student who has satisfactorily completed college-level coursework in a related field using AP scores, IB scores, or dual credit grades, as determined by the receiving institution.

➢ Transfers: A student who transfers to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework, as determined by the receiving institution.

Univ. Texas Success Initiative Report (CBM002)

➢ Military: A student who on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

➢ For reporting previous TASP exemptions granted prior to September 1, 2003, please contact Melissa Humphries (Melissa.Humphries@highered.texas.gov)

➢ High school equivalency (HSE) tests (includes GED and HiSET): While the date of testing can be anytime within the five (5) year time frame, applicability for TSI purposes and course placements starts 5/12/21.

GED and HiSET exemption standards are:

• GED: A minimum score of 165 on the Mathematical Reasoning subject test shall be exempt for mathematics; a minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for English Language Arts Reading (ELAR).

• HiSET: A minimum score of 15 on the Mathematics subtest shall be exempt for mathematics; a minimum score of 15 on the Reading subtest and a minimum score of 15 on the Writing subtest, including a minimum score of 4 on the essay, shall be exempt for English Language Arts Reading (ELAR). **NOTE**: HiSET has informed the Texas Education Agency that it will no longer administer its test in Texas after 8/31/21. Therefore, HiSET scores with test administration dates after 8/31/2021 cannot be used for the TSI exemption.

Waivers

It is critical to understand the difference between a waiver and an exemption. "Waiver" is a term that is used for TSI reporting purposes to differentiate between exemptions in the TSI rules that are permanent (the student will always be exempted) and those that are not (the student is "waived" from TSI requirements for the current semester). Students with permanent exemptions are considered to have met TSI standards for reporting purposes. A student with a waiver has not satisfied the TSI obligation and may not be reported as such. For the purposes of reporting, the term waiver is also used for dual credit students who have not met TSI obligations but have permission to take dual credit courses under dual credit rules.

Students with a waiver should be reported with the option "0 – No, not satisfied or obligation is waived (includes college prep course waiver)" for items #20, #40, and #60. Select the appropriate waiver in corresponding items 21A, 41A, and 61A. ('6', '7', 'A', 'B', 'D', or 'H') for every reporting period that the waiver applies. If a student in a waiver category has satisfied or permanently exempted TSI standards in some subject areas, the institution should report the student as having satisfied or exempted TSI standards in items #20, #40, and #60 for the applicable areas.

When TSI-related test or course information is available for students who have been granted a waiver, institutions should report this information on the CBM002. However, there is one exception to this rule. If a dual credit or concurrent enrollment student is administered a

placement test and does *not* meet the TSI standard, the institution should *not* report the

student's TSI placement score/s, but rather report '0' in items #22A, #42A, and/or
#62A. Initial scores used for TSI placement should be reported the first time the student meets
the standard, or after the student has completed grade 11 or higher.

Students may be reported as waived from the TSI requirements under the following
circumstances:

➢ Non-degree-seeking or non-certificate-seeking students:

An institution of higher education *may* waive the requirements of the TSI for non-
degree-seeking or non-certificate-seeking students.

➢ Certificate programs of one year or less:

TSI requirements *do not apply* to students in Level-One certificate programs. Level-
One certificates consist of at least 15 but no more than 42 semester credit hours (23-
63 quarter hours) designed to be completed in one year or less.

➢ Military:

TSI requirements *do not apply* to a student who:

• is serving on active-duty as a member of the armed forces of the United States or
the Texas National Guard; or

• is serving as a member of a reserve component of the armed forces of the United
States and has been serving for at least the three-year period preceding
enrollment.

➢ English as a Second Language (ESL)/English for Speakers of Other Languages
(ESOL) Waiver:

An institution of higher education *may* grant a temporary waiver from the TSI
assessment for students with demonstrated limited English proficiency in order to
provide appropriate ESOL/ESL coursework.

The waiver must be removed prior to the student attempting 15 credit hours of
developmental ESOL coursework or attempting entry-level freshman
coursework, whichever comes first, at which time the student or must be
administered the TSI Assessment

➢ Waiver for college prep course

Students are reported as waived if they have taken a college prep course (under TEC,
§ 28.014) that the reporting institution developed with the student's local ISD or that
the reporting institution agreed to accept via MOU from the institution that developed
the course.

Institutions should NOT report a waiver for a prep course developed by another

institution unless an MOU agreement exists between the two institutions of higher education.

Students who have a college prep course waiver should be reported as '0' (No, not satisfied or obligation is waived) on items #20/#40/#60 and 'A' or 'B' (waiver for college prep course) on items #21A/#41A/#61A. The student should continue to be reported as a '0' on items #20/#40/#60 until he or she becomes TSI-met through standard TSI obligation/exemption rules. Per TAC 4.52, enrollment in a first college-level course exempts a student with a college prep waiver from TSI obligations *only at the institution accepting the waiver*. The exemption only extends to all other institutions if the student meets TSI obligations outlined in rules. For this reason, if a student with a college-prep course waiver enrolls in a first-level college course but does not successfully complete with an A, B, or C, then the student will continue to be reported as being waived ('0') on item #20/#40/#60. If the student does successfully complete a first college-level course with an A, B, or C, then the institution can make the determination that the student has met the requirements be TSI-met in that subject, and item #24/#44/#64 should be marked as '1' or '3' (met at my institution this semester) at the end of the semester. In the semester after becoming TSI-met through successful completion of a college-level course, the student should be marked as '1' (Student is met at my institution for all freshman-level math courses) on items #21/#41/#61. Note that a student at your institution with a prep course exemption (called a waiver for reporting purposes, as per page 2.3) will be considered college ready upon entry for accountability report and success point purposes.

➢ Dual credit enrollment via approved score (waiver for *current* dual credit students):

Changes to rules relating to dual credit eligibility went into effect for fall 2014. The Coordinating Board rules that apply to dual credit requirements can be found in Chapter 4, Subchapter D, §4.85 at https://www.highered.texas.gov/about-us/rules-statutes/. The following includes a summary of the key eligibility rules with scores included, but see the rules for complete details.

Dual Credit Eligibility - Academic Course or Course in a Level 2 Certificate Program or Higher

*NOTE: While the following scores establish dual credit eligibility, they do not satisfy TSI requirements and should **NOT** be reported on the CBM002.*

- Eligibility for students to take academic dual credit courses is established if the student receives a minimum scale score 4000 on English II STAAR EOC or 4000 on Algebra I STAAR EOC AND a passing grade in the Algebra II course (C or better), as applicable.

- PSAT/NMSQT, PLAN and ACT-Aspire tests can be used to establish eligibility for high school juniors to take academic dual credit courses.

  o PSAT/NMSQT: Combined score of 107 and minimum of 50 on the reading and/or math test, as applicable.

  o PLAN: Composite score of 23 with 19 or higher in English and/or math, as applicable.

> o   ACT-Aspire: Score of 435 in English or a score of 431 in math, as
>     applicable (composite score not a part of criteria).

Dual Credit Eligibility - Course in Level 1 Certificate Program or Program with Credential of Less than Level 1 Certificate

- A high school student is eligible to enroll and does not need to demonstrate additional college readiness.

A student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course, the receiving higher education institution may determine that TSI obligations have been met.

Other provisions also apply to dual credit students, including information for students who are enrolled in Early College High Schools. The Coordinating Board rules that apply to dual credit requirements can be found in Chapter 4, Subchapter D, §4.85 at https://www.highered.texas.gov/about-us/rules-statutes/ and those that apply to Early College High Schools specifically, are located in Chapter 4, Subchapter G, §4.161.

<u>Criteria for Meeting TSI Requirements</u>

CRITERIA EFFECTIVE FOR STUDENTS TAKING AN INITIAL TEST FOR TSI PURPOSES ON OR AFTER January 11, 2021

Beginning on January 11, 2021, all state higher education institutions will use the Texas Success Initiative Assessment, Version 2.0 (TSIA2) for determining a student's readiness to enroll in entry-level freshman coursework. Note that benchmarks related to the Texas Success Initiative Assessment (TSIA) are not changed and test results remain valid up to five years from date of testing. Scores from the initial testing attempt used for placement purposes when a student is first enrolled are reported on the CBM002 (scores for students who test before grade 12 should not be reported unless they meet TSI standards). Note that TSI exemptions will still be allowable (see exemptions on page 2.1).

Requirements for meeting TSI obligation:

Administered prior to January 11, 2021

➢ Math - 350
➢ Reading - 351
➢ Writing –
  o   placement score of at least 340 and essay score 4 or higher; or
  o   placement score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5

Administered on or after January 11, 2021
➢ Mathematics (for college-level coursework with mathematics-intensive designation by the offering institution):
  o   a College Readiness Classification (CRC) score of at least 950; or
  o   a CRC score below 950 and a Diagnostic level of 6.

> ➢ English Language Arts Reading (for college-level coursework with reading, writing, or reading and writing-intensive designation by the offering institution):

>> ○ a College Readiness Classification (CRC) score of at least 945 and an essay score of at least 5; or
>> ○ a CRC score below 945 and a Diagnostic level of 5 or 6 and an essay score of at least 5.

Note that reading or writing scores from the TSIA can be combined with English Language Arts Reading (ELAR) test scores of the TSIA2. For more information, see the Standalone Retest Options for ELAR Tests (CRC and Essay) here.

#22A, #42A and #62A. If student placement is based on TSIA2 score, the institution should report 'TSI Assessment, Version 2.0' in items #42A and #62A.

#42B, #62B, and #62C. If student placement is based on TSIA2 score, the institution should repeat reporting the student's English Language Arts Reading test scores in items #42B and #62B. Then the institution should report the essay score in item #62C.

      For a student who does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

> ➢ Performance in developmental education

> ➢ Performance in appropriate non-developmental coursework

> ➢ Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment

> ➢ Other indicators of readiness as determined by the institution

General Criteria about Test Attempts Used for Placement

      The THECB wants to know the status of your student at the time of placement when the student initially entered your institution before any instruction. If a student's exemption status, test scores, or other indicator of TSI status were reported in a prior semester by your institution or another Texas public institution of higher education, use the previously reported or non-applicable category for related items. For example, if a student transferring from one Texas public institution to another was determined by the initial institution to have met TSI obligations in math, the receiving institution should report the student in item #20 as having met TSI obligation at another institution and then report 'previously reported or not applicable' in items #21A and #22A. If the same student had not met the obligation for reading at the first institution, the receiving institution should report 'no, not satisfied or obligation is waived' in item #40, 'no, no exemption or waiver granted' in #41A, and 'not applicable' in item #42A, provided the initial assessment results were previously reported by the other institution. Scores for a high school student who tests before grade12 should only be reported if the student meets TSI standards and enrolled in and successfully completed a dual credit course in the area. Previously tested students who have not enrolled by the first class day of 2013 must take the TSI assessment if they are not exempt.

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If student placement is based on a TSIA2 score which required the student to take the Diagnostic portion of the TSIA2, then the institution should also report the associated Diagnostic level (level one through six) for the subject area. Institutions should report the

Diagnostic Level for Math in Item #80 and for English Language Arts Reading in Items #81 and #82. Institutions should report 0 for all students who did not take the diagnostic portion of the TSIA2 for a subject area. If a diagnostic level was reported in a prior semester, 0 for previously report may also be selected.

<u>Developmental Education Courses and Other Interventions</u>

All developmental education courses and interventions must be reported on the CBM00S regardless of a student's TSI status. The one exception to this rule is high school students taking developmental education which is not state-funded. These high school students should not be reported (see TAC 9.146 for more information).

Students who have completed non-course-based developmental education should be reported on the CBM002 in items #23, #43, and #63 with a '1'. Interventions that meet the criteria for state formula funding for non-course-based (non-semester-length) developmental education should be reported in this item and on the CBM00S.

Any student who meets TSI obligations during a semester (after the Census date or after an intervention that took place after the first class day) should be reported in items #24, #44, and #64 as option 1. This includes students who participated in developmental education activities at another institution.

<u>Math TSI Obligation Determined To Be Satisfied for Non-Algebra-Intensive Courses</u>

Effective fall 2014, institutions that offer non-algebra intensive pathways for developmental mathematics may report students as meeting the math TSI obligation for non-algebra intensive math courses. See rules §4.54 and §4.58-9 for more information.

Readiness for non-algebra-intensive math pathways relates ONLY to preparation through developmental education courses and interventions; the status can ONLY apply to students who were NOT college-ready in math at entry.

If a student completes dev ed for non-algebra-intensive math courses but then wants to take an algebra-intensive college math course, the institution may require the student to take additional dev ed.

Students who are reported as ready for non-algebra intensive college math courses are considered TSI met and are considered to be prepared for non-algebra intensive freshman-level college math courses. However, institutions should NOT change the met status for these students from "met for non-algebra intensive math courses" to "met for all freshman-level math courses"--even if the student successfully completes a non-algebra intensive college math course--unless it is determined that the student is prepared for algebraic pathways through one of the following means: the student takes the DE coursework necessary for enrollment into algebra intensive college coursework, retests on the TSI test and meets TSI in math, or completes math coursework in an algebra-intensive area.

<u>Authority</u>

The information reported on the CBM002 will be used to fulfill the requirements of Texas Education Code 51.3062 that "(n) Each institution of higher education shall report annually to the board on the success of its students and the effectiveness of its Success Initiative," and "(o) The board shall evaluate the effectiveness of the Success Initiative on a statewide basis and with respect to each institution of higher education." The data will also be used for accountability system measures which address developmental education. Other reports and data analysis above and beyond the requirements of the law may be generated in order to help institutions analyze

and improve their programs based on information from the CBM002 and an analysis of the institutional Texas Success Initiative plans.

<u>Reporting First College-Level Coursework for TSI-Related Subject Areas</u>

Collecting records of students' participation and performance in introductory-level, college-level courses is an important function of the TSI reporting system. Success in a first college-level course in a related subject area signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in that subject area. Item #20 on the CBM00S is used to identify a reported course as the first college-level course for TSI purposes. Items #30/50/70 on the CBM002 provide institutions a means to show student status related to this measure.

**COVID-19 Placement Waiver – for alternative placement methods developed due to COVID-19 (Summer 2020 through Summer 2022)**

Beginning in Summer 2020 through Summer **2022**, institutions may use additional factors to place non-exempt students enrolling in higher education institutions directly into a TSI-liable college-level course. If a student does not meet TSI benchmarks based TSIA scores or with an existing waiver or exemption (as listed in TAC 4.57, and TAC Rule 4.54), the institution may use their own placement method using other factors such as HS GPA, HS course-taking, and non-cognitive factors. See the COVID-19 FAQ for TSI here.

This new placement approach, which we refer to as a 'COVID-19 placement waiver' for reporting purposes, is designed for reporting students who are placed into college-level coursework using a measure or group of measures developed for use during semesters affected by COVID-19 (Summer 2020 through Summer **2022**). Specifically, this refers to a new placement method that uses factors that are different from the traditional assessment scores used for TSI status, and TSI waivers or exemptions (per TAC 4.57, and TAC Rule 4.54). Institutions will report the exact measures they used in their new placement method in a separate survey.

If the decision for placement into a college-level course is made using the newly allowable measures, institutions should indicate this as a 'COVID-19 placement waiver' in the 'Exemptions and Waivers' Item (#21A/#41A/#61A). See the chart below for instructions on how to report non-exempt, undergraduate students who are being placed using a COVID-19 placement waiver. Students who already meet TSI benchmarks should be reported using the standard reporting rules.

Per [TAC Rule 4.55(a)](), a student who was placed in a freshman-level course without traditional assessment factors must be assessed before the end of the first semester of enrollment in the coursework. Institutions of higher education may monitor students' grades and encourage students who may not pass the course to take the TSIA before the last date of the semester. If a student passes the college-level course, the institution may consider the student to have satisfied the TSI requirement and does not need to require the student to take the TSIA.

**Reporting Undergraduate Students Who Are Placed Using a COVID-19 Placement Waiver**

| | | |
|---|---|---|
| ITEMS #20/#40/#60<br><br>TSI Obligation Met by Census Date | Student does not meet any established/ traditional criteria to meet TSI AND student does not have a known TSIA score<br><br>**Items #20/#40/#60, Option 'Z' - Unknown** | Student does not meet any established/ traditional criteria to meet TSI AND student has a TSIA score that does not meet the college-readiness benchmark<br><br>**Items #20/#40/#60, Option '0' – Not Met (be sure to report the known TSIA score in item #22B/#44B/#64B)** |
| ITEMS #21A/#41A/#61A<br><br>TSI Status Waived or Satisfied through Exemption | Institution's NEW placement method indicates that the student be placed in a college-level course without developmental education support<br><br>**Items #21A/#41A/#61A, Option 'Z' – COVID-19 placement waiver** | Student did not take a course in the subject area or was placed in developmental education (corequisite or standalone)<br><br>**Items #21A/#41A/#61A, Option '1' – No exemption or waiver granted** |

| If TSI status at census date is 'Unknown' | | | | |
|---|---|---|---|---|
| ITEMS #24/#44/#64<br><br>TSI Obligation by End of Semester | Student passed exit-level DE in the subject area and/or passed the college-level course in the subject area<br><br>**Items #24/#44/#64, Option '1' (or '3' for math)– TSI** | Student was tested on the TSIA before the end of the semester and met the college-readiness benchmark<br><br>**Items #24/#44/#64, Option '1' (or '3' for math)– TSI** | Student was tested on the TSIA before the end of the semester and did not meet the college-readiness benchmark<br><br>**Items #24/#44/#64,** | Student did not pass exit-level DE or a college-level course in the subject area OR did not take a course in the subject area<br><br>**Items #24/#44/#64, Option 'Z' – TSI** |

| | status met by my institution this semester | status met by my institution this semester | Option '0' – TSI status not met | status remains unknown |
|---|---|---|---|---|
| | | | | |

**High School Students Taking Dual Credit**

Beginning in Summer 2020 through Summer **2022**, institutions may use additional measures other than traditional factors to place non-exempt high school students into TSI-liable college-level courses for dual credit (See the COVID-19 FAQ for TSI here). If a high school student does not meet dual credit eligibility (as listed in TAC Rule 4.85), the institution may use their own placement method using other factors such as HS GPA, HS course-taking, and non-cognitive factors.

This new placement approach, which we refer to as a 'COVID-19 placement waiver' for reporting purposes, is designed for reporting non-exempt dual credit high school students who are placed into college-level coursework with or without a developmental education support through a corequisite model, using a measure or group of measures developed for use during semesters affected by COVID-19 (Summer 2020 through Summer **2022**). Specifically, this refers to a method that uses indicators that are different from the traditional assessment scores used for dual credit enrollment eligibility (per TAC Rule 4.85).

If the decision for placement into a college-level course is made using the newly allowable measures, institutions should indicate this as a 'COVID-19 placement waiver' in the 'Exemptions and Waivers' Item (#21A/#41A/#61A). See the chart below for instructions on how to report non-exempt, dual credit high school students who are being placed using a COVID-19 placement waiver. These reporting requirements also apply to high school students taking dual credit who are reported as 'non-degree-seeking' on the CBM0C1.

See the chart below for instructions on how to report non-exempt high school students who are being placed using a COVID placement waiver. High school students who already meet TSI should be reported using the standard reporting rules. High school students who already meet dual credit eligibility criteria should also be reported using the standard reporting rules.

**Reporting High School Students in Dual Credit Courses Who Are Placed Using a COVID-19 Placement Waiver**
**– *Note: These students should be identified in Item #10, option '2'***

| ITEMS #20/#40/#60  TSI Obligation Met by Census Date | Student does not meet any established, traditional criteria to meet TSI AND student does not have a known TSIA score AND dual credit eligibility is unknown  **Items #20/#40/#60, Option 'Z' - Unknown** | Student does not meet any established, traditional criteria to meet TSI AND student has a TSIA score that does not meet the college-readiness benchmark  **Items #20/#40/#60, Option '0' – Not Met (be sure to report the known TSIA score in item #22B/#44B/#64B** |
|---|---|---|

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| ITEMS #21A/#41A/#61A<br><br>TSI Status Waived or Satisfied through Exemption | Institution's NEW placement method indicates that the student be placed in a college-level course without developmental education support<br><br>**Items #21A/#41A/#61A, Option 'Z' – COVID-19 placement waiver** | Student did not take a course in the subject area or was placed in developmental education (corequisite model)<br><br>**Items #21A/#41A/#61A, Option '1' – No exemption or waiver granted** |
|---|---|---|

| **If TSI status at census date is 'Unknown'** | | | | |
|---|---|---|---|---|
| ITEMS #24/#44/#64<br><br>TSI Obligation by End of Semester | Student passed exit-level DE in the subject area and/or passed the college-level course in the subject area<br><br>**Items #24/#44/#64, Option '1' (or '3' for math)– TSI status met by my institution this semester** | Student was tested on the TSIA before the end of the semester and met the college-readiness benchmark<br><br>**Items #24/#44/#64, Option '1' (or '3' for math)– TSI status met by my institution this semester** | Student was tested on the TSIA before the end of the semester and did not meet the college-readiness benchmark<br><br>**Items #24/#44/#64, Option '0' – TSI status not met** | Student did not pass exit-level DE or a college-level course in the subject area OR did not take a course in the subject area<br><br>**Items #24/#44/#64, Option 'Z' – TSI status remains unknown** |

FOR SPRING 2020 REPORTING ONLY

In all other semesters, only grades of A, B, or C may be reported as a successful completion of a first college-level course. Many institutions have allowed students flexibility to change a course to be taken pass/fail as a result of the situations presented by COVID-19. For spring 2020 only, institutions may also report a student who passed a pass/fail course as a successful completion of a first college-level course.

Only one first college-level course should be reported per student per area on the CBM00S. If the student is taking more than one course that qualifies, the institution will choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out of state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution will report a '2' for completed at another institution in items #30, #50, and #70 on the CBM002 (as applicable) and report a '0' in item #20 on the CBM00S (previously reported or not applicable). Students who have not yet successfully completed a first college-level course should be reported with a '0' in items #30, #50, and/or #70 for the appropriate subject area(s).

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Reporting Period Definitions

When the term Census Date is used in the report, the term refers to the 12<sup>th</sup> class day of the fall and spring semesters. However, term lengths can vary. Therefore, the following official schedule will be used to determine the official census date for terms of various lengths:

| Length of Term in Weeks | Official Census Date is Class Day # |
|---|---|
| 2 or less | 1 |
| 3 | 2 |
| 4 | 3 |
| 5 - 6 | 4 |
| 7 | 5 |
| 8 | 6 |
| 9 - 10 | 7 |
| 11 | 8 |
| 12 | 9 |
| 13 – 14 | 10 |
| 15 | 11 |
| 16 or more | 12 |

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Reporting TSI Status for Students Taking Courses that Begin after the Census Date and Conclude by the End of Semester

The CBM002 report incorporates information known about students as of the end of the semester; however, some items request information about a student's status at the beginning of the semester or on the census date.

If a student is only taking courses that begin after the traditional census date but conclude by the end of the semester, use the census date for the earliest course when reporting TSI status by census date (items #20/#24, #40/#44, and #60/#64). However, if a student is also taking traditionally scheduled courses in the semester, use the census date for the traditional courses for reporting TSI status in these items.

Clarification of Texas Public Institutions of Higher Education

For the purposes of clarity, the term Texas public institution of higher education is used to refer specifically to public colleges and universities in the state when the item refers to another institution other than the one reporting. Institution is used in this report to refer to any accredited institution, public or private. In the many instances where the report is clearly referring to the institution which is reporting, the term "institution" or "receiving institution" is used without additional specification.

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<u>Clarifications on Data Pertaining to Dual Credit Students</u>

There are several places in the CBM002 that dual credit students are addressed. This section provides additional clarification for how to report dual credit students.

The Students who have met TSI obligations/ exemption standards for all areas in which they are currently taking dual credit courses should be reported as '0' in item #10, and the qualifying exemptions/met obligations scores should be reported for the appropriate subject area(s). Students who have met dual credit waiver requirements but have NOT met TSI obligations in all areas should be reported as '2' in item #10, with subject area waiver information provided in items #21A, #41A, and #61A, as applicable. Students reported as '2' in item #10 who have met dual credit eligibility through test scores in a subject area should be reported as '6' on items #21A, #41A, and #61A as applicable.

For dual credit students, TSI obligations/exemption standards or waiver information should be reported for all subject areas in which a student is taking courses. The dual credit waiver allows current dual credit students to use eligible test results to waive TSI requirements for corresponding sections.

- **If a student has met TSI obligations/exemptions for ALL areas in which the student is currently taking dual credit courses**, then the student should be reported as '0' in item #10, and the qualifying exemptions/met obligations scores should be reported for the appropriate subject area(s).
- **If a student has met dual credit eligibility requirements but has NOT met TSI obligations/exemptions for all areas in which the student is currently taking dual credit courses**, then the student should be reported as '2' in item #10, with subject area waiver **or TSI met** information provided in items #21A, #41A, and #61A, as applicable. Subject-specific waiver information should be reported as follows:

    o **If a student has met TSI obligations for the subject area,** then qualifying exemptions/met obligations scores should be reported for the subject area.
    o **If a student has met dual credit eligibility requirements <u>through testing</u> but has NOT met TSI obligations/exemptions for the subject area,** then the student should be reported as '6' in #21A, #41A, and #61A.
    o **If a student is not required to demonstrate eligibility in the subject area because the course is part of a in a Level 1 Certificate program or program leading to a credential of less than Level 1 Certificate**, then the student should be reported as '7' in #21A, #41A, and #61A.

Transfer students are exempt from TSI if the receiving institution makes the determination that the student has satisfactorily completed college-level coursework in the relevant TSI areas. Exemptions for students who have completed dual credit courses work the same way. A receiving institution may determine that a student who has satisfactorily completed college-level coursework through dual credit has met TSI requirements for the relevant subject areas. This exemption is reported as '5' in items #21A, #41A, and #61A. Note that a student must receive a C or better in the dual credit course for the receiving institution to make this determination. For reporting purposes, this exemption should not be used if the student has exempted/met TSI obligations through testing and test results are available.

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Related to the first college-level course requirement, when reporting high school students taking dual credit courses in items #30, #50, and/or #70 on the CBM002, select option '4' (yes at my institution this semester) if the student has successfully completed a first college-level course with an A, B, or C in the reporting period. The item should be answered with option '0' (no, not satisfied) if the student has not received a C or better in a first college-level course in the area. For a dual credit course successfully completed with an A, B, or C at the same institution in a previous semester, report a '3.' Be sure to note successful completion of a first college-level course on the CBM00S for all dual credit students who meet this requirement (item #20 on the CBM00S).

## Instructions for TSI Report

**STUDENT DEMOGRAPHICS SECTION**: All items in this section must be provided every reporting period. Every **undergraduate** student reported on the CBM00S needs to be on the CBM002. Some students may be reported on the CBM002 who are not on the CBM00S. For example, a student who receives an incomplete in a course should be reported again on the CBM002 for the semester that the student actually completes the course; however, that student should not be reported for that course on the CBM00S, CBM0C1, or CBM0E1 in the semester the course is completed. For additional information in reporting flex students, see the introduction.

Item #1      Record Code. Always enter '2'.

Item #2      Institution Code. Enter the FICE Code of the institution.

Item #3      Student Identification Number. Enter the Social Security number of the student. The institution will assign unique identification numbers to students without Social Security numbers and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #4      Reporting Period. (Summer reporting periods should match the CBM0C1.)

        1   Fall
        2   Spring
        3   Summer

Item #5      Year. Enter all four digits of the calendar year of the reporting period.

Item #6      Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #7      Gender. Enter the gender of the student.

        M = Male       F = Female

Item #8      Unused.

Item #9      Date of Birth. Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). If the date of birth is unknown, enter '00000000'.

Item #10     Program Indicator.

        0   No or not applicable
        2   Student is a current dual credit student
        8   Student is enrolled in an Adult Education and Literacy (AEL) program
        9   Student is enrolled in a Level 2 Cert or Applied Associates degree that does not require a freshman-level academic mathematics course and the student is not taking a college-level math course. This does not include students who have undeclared or undecided majors

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Item #11    Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

        1   Hispanic or Latino origin
        2   Not Hispanic or Latino origin
        3   Not answered

Item #12    Race. Select one or more codes indicating the race of the student.

| Item #12A | 1 | White |
| Item #12B | 2 | Black or African-American |
| Item #12C | 4 | Asian |
| Item #12D | 5 | American Indian or Alaskan Native |
| Item #12E | 6 | International |
| Item #12F | 7 | Unknown or Not Reported |
| Item #12G | 8 | Native Hawaiian or Other Pacific Islander |

*Definitions:*

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

*Notes:*

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM0C1), report with the international code.
b) Report the ethnicity of a student who was classified as a resident based on TEC 54.052(a)(3) (coded 'A' in Item #7 on the CBM0C1).
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Item #13    Flexible Entry. Enter a '6' if the record is for a student enrolled in a class that is being reported with a '6' FE code on the CBM00S (Item #25). Leave blank if not flex entry. See page 2.1 for more information.

> **NOTE**:  An FE student who is also enrolled in the current semester should have a separate record for enrollment that carried over from a previous semester.

Item #14    Unused. This item is reserved for future use.

**MATH ASSESSMENT and STATUS SECTION**:

Item #20    Math TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

    0   No, not satisfied or obligation is waived (includes college prep course waiver)
    1   Yes, at my institution for all freshman-level math courses
    2   Yes, at another Texas public institution for all freshman-level math courses
    3   Yes, at my institution for non-algebra intensive math courses (see introduction)
    4   Yes, at another Texas public institution for non-algebra intensive math courses (see introduction)
    Z   Unknown, TSI status was not demonstrated based on traditional factors (refer TAC rules 4.54 and 4.57) by census date. Use this indicator if this is an undergraduate student without information on their TSI status, or this is a high school student taking a college-level course in math, and their dual credit eligibility status is also unknown. This should also include HS students taking dual credit who are considered 'non-degree-seeking'.

Item #21A   Math TSI Obligation Waived or Satisfied through Exemption.

    0   Previously reported (This category includes students who were reported by your institution during a **previous** reporting period, and students who were reported by another Texas public institution)
    1   No, no exemption or waiver granted
    2   Exemption based on ACT Test
    3   Exemption based on old SAT Test (administered prior to March 2016); See option "C" below for reporting of exemption based on the new SAT (administered on or after March 2016)
    4   Exemption based on TAKS Exit Level Math Test
    5   Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
    6   Waiver to take math-related dual credit
    7   Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
    8   Exemption based on the STAAR Algebra II EOC Test
    A   Waiver for college prep course developed by my institution with local ISD(s)
    B   Waiver for college prep course developed by another Texas public institution and local ISD(s) (course accepted via MOU)
    C   Exemption based on revised SAT Test (administered March 2016 and later); See option "3" above for reporting of exemption based on the old SAT

(administered prior to March 2016)

- D  Waiver for active military duty
- E  Exemption because of past military experience based on TSI rules
- F  Exemption based on earned degree from accredited higher education institution
- G  Dual credit student taking a course other than math. No waiver/exemption applicable
- H  Waiver for ESL/ESOL developmental education
- I  High School Equivalency Tests (includes GED or HiSET)
- Z  COVID-19 Placement Waiver - Student was placed in math-intensive college-level course using a placement method made up of measures other than traditional factors. This should correspond to the placement method reported on the separate survey.

Item #21B  ACT or SAT Math Score. Enter if coded '2', '3', or 'C' in Item #21A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #21C  ACT Composite or SAT Combined Score. (If SAT administered prior to March 2016 -do not report combined score for Revised SAT administered on or after March 2015). Enter if coded '2' or '3' in Item #21A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #21D  TAKS Exit Level Math/STAAR Algebra II EOC  Scale Score. Enter if coded '4' or '8' in Item #21A, or enter '0000' if not applicable.

Item #22A  Math Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

- 0  Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
- 1  THEA/TASP (Math)
- 2  COMPASS (Algebra)
- 3  ASSET (Elementary Algebra)
- 4  ACCUPLACER (Elementary Algebra)
- 5  Stanford Achievement Test (for deaf students)
- 6  MAPS (Elementary Math)
- 7  Not assessed
- 8  TSI Assessment
- 9  TSI Assessment, Version 2.0 (effective January 11, 2021)

Item #22B  Math Assessment Score Used for Initial Placement. Enter the placement test score for math. The score must match the type test identified in Item #22A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #22A).

Item #23  Participation in Alternative/Non-course-based Method for Developmental Education Math this Reporting Period.

- 0  Not applicable (did not participate)
- 1  Yes, participated

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Item #24    Math TSI Obligation Satisfied Based on the State Standard by the **End** of the Semester/Reporting Period. **Note**: Students reported with a '1' or '2' in Item #20 should be reported with a '2'.

    0   No, not satisfied or obligation is waived (includes college prep course waiver)
    1   Yes, at my institution this semester or determined to be satisfied by my institution this semester for all freshman-level math courses
    2   Already satisfied (or exempted) by census date for all freshman-level math courses (see introduction)
    3   Yes, at my institution this semester or determined to be satisfied by my institution this semester for non-algebra intensive math courses (see introduction)
    4   Already satisfied (or exempted) by census date for non-algebra intensive math courses (see introduction)
    Z   TSI status is unknown

Item #25-29 Unused.

**FIRST COLLEGE-LEVEL MATH COURSE SECTION**:

Item #30    Credit for First College-Level Math Course. FOR SPRING 2020 REPORTING ONLY, courses completed with a status of passed in a pass/fail course may also count toward successful completion of a first college-level math course. See introduction for details. Has the student successfully completed a college-level math-intensive course with an A, B, C, or Credit/Passed? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

    0   No, not satisfied
    1   Yes, at my institution in a previous semester
    2   Yes, at another institution
    3   Yes, credit otherwise awarded by this institution (e.g., AP, IB, previous completion of dual credit with a C or better, credit by exam)
    4   Yes, at my institution this semester (reported on the CBM00S)

Item #31-39 Unused.

**READING ASSESSMENT and STATUS SECTION**:

Item #40    Reading TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

    0   No, not satisfied or obligation is waived (includes college prep course waiver)
    1   Yes, at my institution
    2   Yes, at another Texas public institution
    Z   Unknown, TSI status was not demonstrated based on traditional factors (refer TAC rules 4.54 and 4.57) by census date. Use this indicator if this is an undergraduate student without information on their TSI status, or this is a high school student taking a college-level course in reading, and their dual credit eligibility status is also unknown. This should also include HS students taking dual credit who are considered 'non-degree-seeking'.

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Item #41A    Reading TSI Obligation Waived or Satisfied through Exemption.

    0    Previously reported (This category includes students who were reported by
         your institution during a **previous** reporting period, and students who were
         reported by another Texas public institution)
    1    No, no exemption or waiver granted
    2    Exemption based on ACT Test
    3    Exemption based on old SAT Test (administered prior to March 5, 2016); See
         option "C" below for reporting of exemption based on the new SAT (administered
         on or after March 2016)
    4    Exemption based on TAKS Exit Level English Language Arts Test (must
         receive a writing subsection score of 3 or 4)
    5    Exemption/met obligation based on determination by receiving institution that
         student has satisfactorily completed college-level coursework (for example
         transfers from Texas private and out-of-state institutions, IB scores, AP scores,
         dual credit grades)
    6    Waiver to take reading-related dual credit
    7    Waiver based on Level-One Certificate Program or non-degree-seeking or non-
         certificate-seeking status
    8    Exemption based on the STAAR English III EOC Reading Test
    A    Waiver for college prep course developed by my institution with local ISD(s)
    B    Waiver for college prep course developed by another Texas public institution and
         local ISD(s) (course accepted via MOU)
    C    Exemption based on revised SAT Test (administered March 5, 2016 and later);
         See option "3" above for reporting of exemption based on the old SAT
         (administered prior to March 2016)
    D    Waiver for active military duty
    E    Exemption because of past military experience based on TSI rules
    F    Exemption based on earned degree from accredited higher education institution
    G    Dual credit student taking a course other than reading-related. No
         waiver/exemption applicable.
    H    Waiver for ESL/ESOL developmental education
    I    High School Equivalency Tests (includes GED or HiSET)
    Z    COVID-19 Placement Waiver - Student was placed in reading-intensive college-
         level course using a placement method made up of measures other than
         traditional factors. This should correspond to the placement method reported on
         the separate survey.

Item #41B    ACT (English) or SAT (Critical Reading) Score. Enter if coded '2', '3', or 'C' in Item
             #41A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading
             zeros.

Item #41C    ACT Composite or SAT Combined Score. (If SAT administered prior to March 2016-
             do not report combined score for Revised SAT administered on or after March
             2016). Enter if coded '2' or '3' in Item #41A, or enter '0000' if not applicable. If the
             score is less than 4 digits, enter leading zeros. Use math and critical reading score
             for SAT combined score.

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Item #41D    TAKS Exit Level English Language Arts Test /STAAR English III EOC Reading Scale Score. Enter if coded '4' or '8' in Item #41A, or enter '0000' if not applicable.

Item #42A    Reading Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

0    Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
1    THEA/TASP (Reading)
2    COMPASS (Reading Skills)
3    ASSET (Reading Skills)
4    ACCUPLACER (Reading Comprehension)
5    Stanford Achievement Test (for deaf students)
6    MAPS (Reading Comprehension)
7    Not assessed
8    TSI Assessment
9    TSI Assessment, Version 2.0 (effective January 11, 2021)

Item #42B    Reading Assessment Score Used for Initial Placement. Enter the placement test score for reading. The score must match the type test identified in Item #42A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #42A). (For TSIA2, report the English Language Arts Reading score)

Item #43    Participation in Alternative/Non-course-based Method for Developmental Education Reading this Reporting Period.

0    Not applicable (did not participate)
1    Yes, participated

Item #44    Reading TSI Obligation Satisfied based on the State Standard by the **End** of the Semester/ Reporting Period. **Note**: Students reported with a '1' or '2' in Item #40 should be reported with a '2'.

0    No, not satisfied or obligation is waived (includes college prep course waiver)
1    Yes, at my institution this semester or determined to be satisfied by my institution this semester
2    Already satisfied (or exempted) by census date
Z    TSI status is unknown

Item #45-49 Unused.

**FIRST COLLEGE-LEVEL READING COURSE SECTION**

Item #50    Credit for First College-Level Reading-Intensive Course. FOR SPRING 2020 REPORTING ONLY, courses completed with a status of passed in a pass/fail course may also count toward successful completion of a first college-level reading course. See introduction for details. Has the student successfully completed a college-level reading-intensive course with an A, B, C, or Credit/Passed? Report

credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

0   No, not satisfied
1   Yes, at my institution in a previous semester
2   Yes, at another institution
3   Yes, credit otherwise awarded by this institution (e.g., AP, IB, previous completion of dual credit with a C or better, credit by exam)
4   Yes, at my institution this semester (reported on the CBM00S)

Item #51-59 Unused.

**WRITING ASSESSMENT and STATUS SECTION**:

Item #60     Writing TSI Obligation Determined To Be Satisfied based on the State Standard Met by Census Date or Determined To Be Exempted.

0   No, not satisfied or obligation is waived (includes college prep course waiver)
1   Yes, at my institution
2   Yes, at another Texas public institution
Z   Unknown, TSI status was not demonstrated based on traditional factors (refer TAC rules 4.54 and 4.57) by census date. Use this indicator if this is an undergraduate student without information on their TSI status, or this is a high school student taking a college-level course in writing, and their dual credit eligibility status is also unknown. This should also include HS students taking dual credit who are considered 'non-degree-seeking'.

Item #61A    Writing TSI Obligation Waived or Satisfied through Exemption.

0   Previously reported (This category includes students who were reported by your institution during a **previous** reporting period, and students who were reported by another Texas public institution)
1   No, no exemption or waiver granted
2   Exemption based on ACT Test
3   Exemption based on old SAT Test (administered prior to March 2016); See option "C" below for reporting of exemption based on the new SAT (administered on or after March 2016)
4   Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)
5   Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
6   Waiver to take writing-related dual credit
7   Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate seeking status
8   Exemption based on the STAAR English III EOC Writing Test
A   Waiver for college prep course developed by my institution with local ISD(s)
B   Waiver for college prep course developed by another Texas public institution and local ISD(s) (course accepted via MOU)

      C  Exemption based on revised SAT Test (administered March 2016 and later); See option "3" above for reporting of exemption based on the old SAT (administered prior to March 2016)

      D  Waiver for active military duty
      E  Exemption because of past military experience based on TSI rules
      F  Exemption based on earned degree from accredited higher education institution
      G  Dual credit student taking a course other than writing-related. No waiver/exemption applicable
      H  Waiver for ESL/ESOL developmental education
      I   High School Equivalency Tests (includes GED or HiSET)
      Z  COVID-19 Placement Waiver - Student was placed in writing-intensive college-level course using a placement method made up of measures other than traditional factors. This should correspond to the placement method reported on the separate survey.

**Item #61B**   ACT (English) or SAT (Critical Reading) Score. Enter if coded '2', '3', or 'C' in Item #61A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

**Item #61C**   ACT Composite or SAT Combined Score. (If SAT administered prior to March 2016- do not report combined score for Revised SAT administered on or after March 2016). Enter if coded '2' or '3' in Item #61A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

**Item #61D**   TAKS Exit Level English Language Arts Test/STAAR English III EOC Writing Test Scale Score. Enter if coded '4' or '8' in Item #61A, or enter '0000' if not applicable.

**Item #62A**   Writing Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

      0  Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
      1  THEA/TASP (Writing)
      2  COMPASS (Writing Skills/Essay)
      3  ASSET (Writing Skills/Essay)
      4  ACCUPLACER (Sentence Skills/Essay)
      5  Stanford Achievement Test (for deaf students)
      6  MAPS (Conventions of Written English/Essay)
      7  Not assessed
      8  TSI Assessment
      9  TSI Assessment, Version 2.0 (effective January 11, 2021)

**Item #62B**   Writing Assessment Score Used for Initial Placement. Enter the placement test score for the objective section of the writing assessment. The score(s) must match the type of test identified in Item #62A. If a score is less than three digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #62A). (For TSIA2, report the English Language Arts Reading score)

Item #62C    Written Essay Score. Enter the initial test score for the essay portion of the writing assessment. Enter '0' if not applicable.

Item #63    Participation in Alternative/Non-course-based Method for Developmental Education Writing this Reporting Period.

    0    Not applicable (did not participate)
    1    Yes, participated

Item #64    Writing TSI Obligation Satisfied based on the State Standard by the **End** of the Semester /Reporting Period. **Note**: Students reported with a '1' or '2' in Item #60 should be reported with a '2'.

    0    No, not satisfied or obligation is waived (includes college prep course waiver)
    1    Yes, at my institution this semester or determined to be satisfied by my institution this semester
    2    Already satisfied (or exempted) by census date
    Z    TSI status is unknown

Item #65-69 Unused.

**FIRST COLLEGE-LEVEL WRITING COURSE SECTION**:

Item #70    Credit for First College-Level Writing-Intensive Course. FOR SPRING 2020 REPORTING ONLY, courses completed with a status of passed in a pass/fail course may also count toward successful completion of a first college-level writing course. See introduction for details. Has the student successfully completed a college-level writing-intensive course with an A, B, C, or Credit/Passed? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

    0    No, not satisfied
    1    Yes, at my institution in a previous semester
    2    Yes, at another institution
    3    Yes, credit otherwise awarded by this institution (e.g., AP, IB, previous completion of dual credit with a C or better, credit by exam)
    4    Yes, at my institution this semester (reported on the CBM00S)

Item #71-79 Unused.

Item #80    TSI ABE Diagnostic Level Score in Math. Report '0' for all students who did not take the ABE diagnostic portion of the TSI Assessment for initial placement purposes. (For TSIA2, report the TSIA2 Diagnostic level for Math)

    0    Not applicable (This category includes students whose initial status was reported by the present or previous Texas public institution.)
    1    Level One
    2    Level Two
    3    Level Three
    4    Level Four

     5   Level Five
     6   Level Six

Item #81    <u>TSI ABE Diagnostic Level Score in Reading</u>. Report '0' for all students who did not take the ABE diagnostic portion of the TSI Assessment for initial placement purposes. (For TSIA2, report the TSIA2 Diagnostic level for English Language Arts Reading)

     0   Not applicable (This category includes students whose initial status was reported by the present or previous Texas public institution.)
     1   Level One
     2   Level Two
     3   Level Three
     4   Level Four
     5   Level Five
     6   Level Six

Item #82    <u>TSI ABE Diagnostic Level Score in Writing.</u> Report '0' for all students who did not take the ABE diagnostic portion of the TSI Assessment for initial placement purposes. (For TSIA2, report the TSIA2 Diagnostic level for English Language Arts Reading)

     0   Not applicable (This category includes students whose initial status was reported by the present or previous Texas public institution.)
     1   Level One
     2   Level Two
     3   Level Three
     4   Level Four
     5   Level Five
     6   Level Six

## Reporting Examples

Items #1 through #9, #11, and #12 will be entered each time. There is one example which includes a flex course situation (numbers 4a and b); otherwise item #13 is not included.

1a. In fall 2021, a student enrolled as a first-time undergraduate. The student was tested for placement purposes upon enrollment and did not meet TSI standards on the Math section of the TSIA2 and took the Diagnostic test but passed the English Language Arts Reading section. The student enrolled in a developmental math course (3 SCHs) that covers beginning algebra and received a C; the student has not yet satisfied the institution's math requirements for TSI. The student also enrolled in a history course and earned a 'B' (this course was determined by the institution to be the student's first college-level reading course) and an English course and earned a 'C' (determined to be the first college-level writing course).

| | | | |
|---|---|---|---|
| Item #10  = 0 | Item #40  = 1 | Item #60  = 1 | Item #80  = 4 |
| Item #20  = 0 | Item #41A = 1 | Item #61A = 1 | Item #81  = 0 |
| Item #21A = 1 | Item #41B = 000 | Item #61B = 000 | Item #82  = 0 |
| Item #21B = 000 | Item #41C = 0000 | Item #61C = 0000 | |
| Item #21C = 0000 | Item #41D = 0000 | Item #61D = 0000 | |
| Item #21D = 0000 | Item #42A = 9 | Item #62A = 9 | |
| Item #22A = 9 | Item #42B = 953 | Item #62B = 953 | |
| Item #22B = 920 | Item #43  = 0 | Item #62C = 6 | |
| Item #23  = 0 | Item #44  = 2 | Item #63  = 0 | |
| Item #24  = 0 | Item #50  = 4 | Item #64  = 2 | |
| Item #30  = 0 | | Item #70  = 4 | |

1b. The student above returned to the institution the following spring. The student took a developmental intermediate algebra course, completed it with an A, and satisfied the institution's math requirement for TSI.

| | | | |
|---|---|---|---|
| Item #10  = 0 | Item #40  = 1 | Item #60  = 1 | Item #80  = 0 |
| Item #20  = 0 | Item #41A = 0 | Item #61A = 0 | Item #81  = 0 |
| Item #21A = 0 | Item #41B = 000 | Item #61B = 000 | Item #82  = 0 |
| Item #21B = 000 | Item #41C = 0000 | Item #61C = 0000 | |
| Item #21C = 0000 | Item #41D = 0000 | Item #61D = 0000 | |
| Item #21D = 0000 | Item #42A = 0 | Item #62A = 0 | |
| Item #22A = 0 | Item #42B = 000 | Item #62B = 000 | |
| Item #22B = 000 | Item #43  = 0 | Item #62C = 0 | |
| Item #23  = 0 | Item #44  = 2 | Item #63  = 0 | |
| Item #24  = 1 | Item #50  = 1 | Item #64  = 2 | |
| Item #30  = 0 | | Item #70  = 1 | |

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2a.  An 11<sup>th</sup> grade high school student enrolled in an introductory sociology course based on English II STAAR EOC scores that met the dual credit requirements and completed it with a B. The institution considers the course a first college-level reading course. Note that items #21A and #61A are coded 'G' because the dual credit waiver is only reported for the related subject area. English II STAAR EOC scores should NOT be reported.

| | | | |
|---|---|---|---|
| Item #10  = 2 | Item #40   = 0 | Item #60   = 0 | Item #80   = 0 |
| Item #20   = 0 | Item #41A = 6 | Item #61A = G | Item #81   = 0 |
| Item #21A = G | Item #41B = 000 | Item #61B = 000 | Item #82   = 0 |
| Item #21B = 000 | Item #41C = 0000 | Item #61C = 0000 | |
| Item #21C = 0000 | Item #41D = 0000 | Item #61D = 0000 | |
| Item #21D = 0000 | Item #42A = 0 | Item #62A = 0 | |
| Item #22A = 0 | Item #42B = 000 | Item #62B = 000 | |
| Item #22B = 000 | Item #43   = 0 | Item #62C = 0 | |
| Item #23   = 0 | Item #44   = 0 * | Item #63   = 0 | |
| Item #24   = 0 | Item #50   = 4 | Item #64   = 0 | |
| Item #30   = 0 | | Item #70   = 0 | |

2b.  The same student above enrolled a year later as a first-time undergraduate student at a Texas public university. The student is TSI exempt for math based on STAAR EOC results but not for writing. The student took college-level math and earned an 'A'. The student also took dual credit sociology at another Texas public institution in a previous semester (see above). The student decided to take TSIA2 but did not meet the state standard on the English Language Arts Reading section. The student was assigned to tutoring (non-course based) and met the standard.

| | | | |
|---|---|---|---|
| Item #10   = 0 | Item #40   = 1 * | Item #60   = 0 | Item #80   = 0 |
| Item #20   = 1 | Item #41A = 5 * | Item #61A = 1 | Item #81   = 0 |
| Item #21A = 8 | Item #41B = 000 | Item #61B = 000 | Item #82   = 4 |
| Item #21B = 000 | Item #41C = 0000 | Item #61C = 0000 | |
| Item #21C = 0000 | Item #41D = 0000 | Item #61D = 0000 | |
| Item #21D = 2259 | Item #42A = 0 | Item #62A = 9 | |
| Item #22A = 0 | Item #42B = 000 | Item #62B = 932 | |
| Item #22B = 000 | Item #43   = 0 | Item #62C = 4 | |
| Item #23   = 0 | Item #44   = 2 | Item #63   = 1 | |
| Item #24   = 2 | Item #50   = 2 | Item #64   = 1 | |
| Item #30   = 4 | | Item #70   = 0 | |

*Item #44 in 2a could also be answered with a '1' if the first institution determines that performance in the dual credit course meets TSI standards. If so, then in example 2b the student could be reported with a '2' in item #40 and a '0' in item #41A. Either pattern is fine, depending on school policy and/or how much information is available to the receiving institution. Item # 63 could be reported with a '0' but ONLY if the NCBO is reported for the student on the CBM00S.

3. A student who qualified as a transfer from a private institution was determined by the receiving institution to have satisfactorily completed college-level coursework in reading and writing and had TSI-eligible SAT scores for math exemption. The student received transfer credit for core-equivalent courses in reading and writing (for which the student received an "A," "B," or "C"). The student attempted a core math course and earned a "B."

| | | | |
|---|---|---|---|
| Item #10   = 0 | Item #40   = 1 | Item #60   = 1 | Item #80   = 0 |
| Item #20   = 1 | Item #41A = 5 | Item #61A = 5 | Item #81   = 0 |
| Item #21A = 3 | Item #41B = 000 | Item #61B = 000 | Item #82   = 0 |
| Item #21B = 590 | Item #41C = 0000 | Item #61C = 0000 | |
| Item #21C = 1080 | Item #41D = 0000 | Item #61D = 0000 | |
| Item #21D = 0000 | Item #42A = 0 | Item #62A = 0 | |
| Item #22A = 0 | Item #42B = 000 | Item #62B = 000 | |
| Item #22B = 000 | Item #43   = 0 | Item #62C = 0 | |
| Item #23   = 0 | Item #44   = 2 | Item #63   = 0 | |
| Item #24   = 2 | Item #50   = 2 | Item #64   = 2 | |
| Item #30   = 4 | | Item #70   = 2 | |

4a. In fall 2020, an incoming student was tested using TSIA and did not meet TSI requirements for any subject areas at the time of initial placement but did not take the ABE diagnostic test for any subject area. The student completed two developmental math courses (reported on the CBM00S). The student took a flex writing developmental education course that started in November and ended in February (reported on the CBM002 and CBM00S in the spring semester). The student was determined to have met the standard upon successful completion of that writing course. The flex course is reported in example 4b below (not in example 4a).

| | | | |
|---|---|---|---|
| Item #10   = 0 | Item #40   = 0 | Item #60   = 0 | Item #80   = 0 |
| Item #13   = (blank) | Item #41A = 1 | Item #61A = 1 | Item #81   = 0 |
| Item #20   = 0 | Item #41B = 000 | Item #61B = 000 | Item #82   = 0 |
| Item #21A = 1 | Item #41C = 0000 | Item #61C = 0000 | |
| Item #21B = 000 | Item #41D = 0000 | Item #61D = 0000 | |
| Item #21C = 0000 | Item #42A = 8 | Item #62A = 8 | |
| Item #21D = 0000 | Item #42B = 348 | Item #62B = 350 | |
| Item #22A = 8 | Item #43   = 0 | Item #62C = 4 | |
| Item #22B = 339 | Item #44   = 1 | Item #63   = 0 | |
| Item #23   = 0 | Item #50   = 0 | Item #64   = 0 | |
| Item #24   = 0 | | Item #70   = 0 | |
| Item #30   = 0 | | | |

4b. Item #13   = 6

| | |
|---|---|
| Item #60   = 0 | Item #62A = 0 |
| Item #61A = 0 | Item #62B = 000 |
| Item #61B = 000 | Item #62C = 0 |
| Item #61C = 0000 | Item #63   = 0 |
| Item #61D = 0000 | Item #64   = 1 |
| | Item #70   = 0 |

5.  A recent high school graduate with a waiver for active military duty submitted a transcript showing an eligible TSI exemption score for STAAR EOC results in math but not ELA. The institution's policy is to test students for local placement purposes. After reviewing placement test scores, it was recommended that the student take a developmental writing course. The student took a psychology course, which the institution determined is a course that meets the requirement for first college-level reading course, and the student successfully completed with a 'B'. The student also took a core math course, which was determined to meet the requirements for first college-level math course.

| | | | |
|---|---|---|---|
| Item #10 = 0 | Item #40 = 0 | Item #60 = 0 | Item #80 = 0 |
| Item #20 = 1 * | Item #41A = D | Item #61A = D | Item #81 = 0 |
| Item #21A = 4 * | Item #41B = 000 | Item #61B = 000 | Item #82 = 0 |
| Item #21B = 000 | Item #41C = 0000 | Item #61C = 0000 | |
| Item #21C = 0000 | Item #41D = 0000 | Item #61D = 0000 | |
| Item #21D = 2320 | Item #42A = 0 | Item #62A = 0 | |
| Item #22A = 0 | Item #42B = 000 | Item #62B = 000 | |
| Item #22B = 000 | Item #43 = 0 | Item #62C = 0 | |
| Item #23 = 0 | Item #44 = 1 | Item #63 = 0 | |
| Item #24 = 2 | Item #50 = 4 | Item #64 = 0 | |
| Item #30 = 4 | | Item #70 = 0 | |

* TSI does not apply to students with waivers and military exemptions. Therefore, the institution may also choose to report a '0' in Item #20 and a 'D' in Item #21A. The THECB will report students in the military as unknown if Items 21A, #41A, or #61A is a 'D' or 'E' and Item #20, #40, or #60 is a '0'. However, it is recommended that when an institution has evidence that a student has met TSI obligations/exemptions for a subject area to report that information.

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always '2' | 1 | 1 |
| Item #2 | Institution Identifier - FICE – Numeric | 2 | 6 |
| Item #3 | Student Identification Number | 8 | 9 |
| Item #4 | Reporting Period – Numeric | 17 | 1 |
| Item #5 | Year – Numeric | 18 | 4 |
| Item #6 | Non-Disclosure – Numeric | 22 | 1 |
| Item #7 | Gender – Alpha | 23 | 1 |
| Item #8 | Unused | 24 | 1 |
| Item #9 | Date of Birth - Numeric – YYYYMMDD | 25 | 8 |
| Item #10 | Program Indicator– Numeric | 33 | 1 |
| Item #11 | Ethnic Origin | 34 | 1 |
| Item #12 | Race: |  |  |
| Item #12A | White – '1' or blank | 35 | 1 |
| Item #12B | Black or African-American – '2' or blank | 36 | 1 |
| Item #12C | Asian – '4' or blank | 37 | 1 |
| Item #12D | American Indian or Alaskan Native – '5' or blank | 38 | 1 |
| Item #12E | International – '6' or blank | 39 | 1 |
| Item #12F | Unknown or Not Reported – '7' or blank | 40 | 1 |
| Item #12G | Native Hawaiian or Other Pacific Islander – '8' or blank | 41 | 1 |
| Item #13 | Flex Entry | 42 | 1 |
| Item #14 | Unused | 43 | 2 |
|  |  |  |  |
| Item #20 | Math TSI Determined to be Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric | 45 | 1 |
| Item #21A | Math TSI Waived or Satisfied through Exemption – Alpha/Numeric | 46 | 1 |
| Item #21B | ACT or SAT Math Score – Numeric | 47 | 3 |
| Item #21C | ACT Composite or SAT Combined Score – Numeric | 50 | 4 |
| Item #21D | TAKS Exit Level Math/STAAR Algebra II EOC Test Scale Score – Numeric | 54 | 4 |
| Item #22A | Math Assessment Test Used for Initial Placement – Numeric | 58 | 1 |
| Item #22B | Math Assessment Score Used for Initial Placement – Numeric | 59 | 3 |
| Item #23 | Participation in Alt./Non-course-based Method for DE Math this Reporting Period – Numeric | 62 | 1 |
| Item #24 | Math TSI Satisfied Based on State Standard by End of Semester – Numeric | 63 | 1 |
| Items #25-29 | Unused (no positions reserved in the record) |  |  |
| Item #30 | Credit for First College-Level Math Course – Numeric | 64 | 1 |
| Items #31-39 | Unused (no positions reserved in the record) |  |  |
|  |  |  |  |
| Item #40 | Reading TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric | 65 | 1 |
| Item #41A | Reading TSI Waived or Satisfied through Exemption – Alpha/Numeric | 66 | 1 |
| Item #41B | ACT (English) or SAT (Critical Reading) Score – Numeric | 67 | 3 |
| Item #41C | ACT Composite or SAT Combined Score – Numeric | 70 | 4 |
| Item #41D | TAKS Exit Level English Language Arts/STAAR English III EOC Reading Test Scale Score – Numeric | 74 | 4 |
| Item #42A | Reading Assessment Test Used for Initial Placement – Numeric | 78 | 1 |
| Item #42B | Reading Assessment Score Used for Initial Placement – Numeric | 79 | 3 |

## Univ Texas Success Initiative Report (CBM002)

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #43 | Participation in Alt/Non-course-based Method for DE Reading this Reporting Period – Numeric | 82 | 1 |
| Item #44 | Reading TSI Satisfied Based on State Standard by End of of Semester – Numeric | 83 | 1 |
| Items #45-49 | Unused (no positions reserved in the record) | | |
| Item #50 | Credit for First College-Level Reading-Intensive Course – Numeric | 84 | 1 |
| Items #51-59 | Unused (no positions reserved in the record) | | |
| Item #60 | Writing TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric | 85 | 1 |
| Item #61A | Writing TSI Waived or Satisfied through Exemption – Alpha/Numeric | 86 | 1 |
| Item #61B | ACT (English) or SAT (Critical Reading) Score – Numeric | 87 | 3 |
| Item #61C | ACT Composite or SAT Combined Score – Numeric | 90 | 4 |
| Item #61D | TAKS Exit Level English Language Arts STAAR English III EOC Writing Test Scale Score – Numeric | 94 | 4 |
| Item #62A | Writing Assessment Test Used for Initial Placement – Numeric | 98 | 1 |
| Item #62B | Writing Assessment Score Used for Initial Placement – Numeric | 99 | 3 |
| Item #62C | Written Essay Score – Numeric | 102 | 1 |
| Item #63 | Participation in Alt/Non-course-based Method for DE Writing this Reporting Period – Numeric | 103 | 1 |
| Item #64 | Writing TSI Satisfied Based on State Standard by End of Semester – Numeric | 104 | 1 |
| Items #65-69 | Unused (no positions reserved in the record) | | |
| Item #70 | Credit for First College-Level Writing-Intensive Course – Numeric | 105 | 1 |
| Items #71-79 | Unused (no positions reserved in the record) | | |
| Item #80 | TSI ABE Diagnostic Level Score in Math – Numeric | 106 | 1 |
| Item #81 | TSI ABE Diagnostic Level Score in Reading – Numeric | 107 | 1 |
| Item #82 | TSI ABE Diagnostic Level Score in Writing – Numeric | 108 | 1 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit programs to determine questionable and error values for each data element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except '2' |
| 2. | Institution Code | N/A | Must match value in header record and be a valid FICE code |
| 3. | Student ID Number | N/A | Blank; special characters |
| 4. | Reporting Period | N/A | Must match value in header record; value except '1' thru '4' |
| 5. | Year | N/A | Must match value in header record |
| 6. | Non-Disclosure | N/A | Any value except '2' or '0' |
| 7. | Gender | N/A | Any value except 'M' or 'F' |
| 8. | Unused | N/A | N/A |
| 9. | Date of Birth | Value of '00000000' | Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10 |
| 10. | Program Indicator | N/A | Any value except '0', '2', '8', or '9' |
| 11. | Ethnic Origin | N/A | Value other than '1', '2', or '3' |
| 12A. | White | N/A | Value other than '1' or space or value = '1' and '7' |
| 12B. | Black/African-Amer | N/A | Value other than '2' or space or value = '2' and '7' |
| 12C. | Asian | N/A | Value other than '4' or space or value = '4' and '7' |
| 12D. | Amer Ind/Alaska | N/A | Value other than '5' or space or value = '5' and '7' |
| 12E. | Nat International | N/A | Value other than '6' or space or value = '6' and '7' |
| 12F. | Unknown/Not Rep | N/A | Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8' |
| 12G. | Nat Hawaiian/Pac Is | N/A | Value other than '8' or space or value = '8' and '7' |
| 13. | Flex Entry | N/A | Any value except blank or '6' |
| 14. | Unused | | | |

Univ. Texas Success Initiative Report (CBM002)

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| 20/40/60.<br>    TSI Satisfied-Census<br>    Date | N/A | Any value except '0', '1', '2', or 'Z'; value not = '0' if #24/44/64 = '1' Item #20 includes values '3' and '4' |
| 21A/41A/61A.<br>    TSI Satisfied-Exemption | N/A | Any value except '0' thru '8', or 'A' thru 'H', 'I', and 'Z' |
| 21B/41B/61B.<br>    Score | N/A | Not numeric; '000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 19; if #21A/41A/61A = '3' SAT < 500 |
| 21C/41C/61C.<br>    Composite/Comb. Score | N/A | Not numeric; '0000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 23; if #21A/41A/61A = '3' SAT < 1070; if #21A = 8 Math TSIA < 1000 or > 7000; if 41A/61A = 8 Reading and Writing TSIA < 500 > 4000 |
| 21D/41D/61D.<br>    TAKS/STAAR Scale Score | N/A | Not numeric; '0000' if #21A/41A/61A = '4'; if #21A/41A/61A = '4' TAKS < 2200 |
| 22A/42A/62A.<br>    TSI Initial Assessment<br>    Test for Placement | N/A | Any value except '0' thru '9' |

22B/42B/62B.
  TSI Initial Assessment
Math Score

| | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| When Item #22A = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #22A = '2' | | COMPASS < 15 or > 99 |
| when Item #22A = '3' | | ASSET < 23 or > 55 |
| when Item #22A = '4' | | ACCUPLACER < 21 or > 120 |
| when Item #22A = '5' | | Stanford < 1 or > 118 |
| when Item #22A = '6' | | MAPS < 601 or > 625 |
| when Item #22A = '8' | | TSI < 310 or > 390 |
| when Item #22A = '9' | | TSIA2 < 910 or > 990 |
| when Item #22A = '0', '7' | | Any value except '000' |

Univ. Texas Success Initiative Report (CBM002)

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| Reading Score | | |
| When Item #42A = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #42A = '2' | | COMPASS < 18 or > 99 |
| when Item #42A = '3' | | ASSET < 23 or > 53 |
| when Item #42A = '4' | | ACCUPLACER < 20 or > 120 |
| when Item #42A = '5' | | Stanford < 1 or > 54 |
| when Item #42A = '6' | | MAPS < 101 or > 125 |
| when Item #42A = '8' | | TSI < 310 or > 390 |
| when Item #42A = '9' | | TSIA2 < 910 or > 990; if #62A = '9' #42B must match value on #62B |
| when Item #42A = '0', '7', | | Any value except '000' |
| Writing Score | | |
| When Item #62A = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #62A = '2' | | COMPASS < 1 or > 100 |
| when Item #62A = '3' | | ASSET < 23 or > 54 |
| when Item #62A = '4' | | ACCUPLACER < 1 or >120 |
| when Item #62A = '5' | | Stanford < 1 or > 60 |
| when Item #62A = '6' | | MAPS < 100 or > 999 |
| when Item #62A = '8' | | TSI < 310 or > 390 |
| when Item #62A = '9' | | TSIA2 < 910 or > 990; if #42A = '9' #62B must match value on #42B |
| when Item #62A = '0', '7' | | Any value except '000' |
| 62C. Written Essay Score | N/A | Value > '8'; value > '0' if Item #62A = '0' or '7' |
| 23/43/63. Participation in Alt/Non-Course-Based DE this Period | N/A | Any value except '0', '1', or '2'; value = '1' if Item #24/44/64 = '0' or '2' |
| 24/44/64. TSI Satisfied-End of Semester | Value = '2' if #20/40/60 = '0' | Any value except '0', '1', '2' or 'Z'; value = '0' or '1' if #20/40/60 = '1' or '2': Item#24 includes values '3', and '4' |
| 30/50/70. Credit First College-Level Course | N/A | Any value except '0' thru '4' |
| 80 TSI ABE Diagnostic Level Score in Math | Value = '0' if #22A= '9' and #22B is between 910 and 949 | Any value except '0' thru '6'; Value > '0' if #22A= '1', '2', '3', '4', '5', '6', or '7' |

2.35

Univ. Texas Success Initiative Report (CBM002)

ITEM NUMBER                          QUESTIONABLE VALUE    ERROR VALUE

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| 81 | | |
| TSI ABE Diagnostic Level Score in Reading | Value = '0' if #42A= '9' and #42B is between 910 and 944; Value = '0' if #42A= '9' and #42B > 944 and #62A = '9' and #62C < 5 | Any value except '0' thru '6'; Value > '0' if #/42A/62A = '1', '2', '3', '4', '5', '6', or '7' |
| 82 | | |
| TSI ABE Diagnostic Level Score in Writing | Value = '0' if #62A= '9' and #62B is between 910 and 944; Value = '0' if #62A= '9' and #62B > 944 and #62C < 5 | Any value except '0' thru '6'; Value > '0' if 42A/62A = '1', '2', '3', '4', '5', '6', or '7' |

## Univ. Texas Success Initiative Report (CBM002)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CBM002 EDIT SUMMARY FROM              RunDate: 05/16/2011 Time: 12:42:09
LONESTAR UNIVERSITY                   003304      SUMMER    2011

                                          NORMAL QUESTIONABLE   ERROR
                                           RANGE       VALUES  VALUES
ITEM  1  Record Code                         49            0       0
ITEM  2  Inst. Code                          49            0       0
ITEM  3  Student ID                          49            0       0
ITEM  4  Reporting Period                    49            0       0
ITEM  5  Reporting Year                      49            0       0
ITEM  6  NonDisclosure                       49            0       0
ITEM  7  Gender                              49            0       0
ITEM  9  Date of Birth                       49            0       0
ITEM 10  TSI Obligation Waived/Degree/Military Ex  49      0       0
ITEM 11   Ethnic Origin                      49            0       0
ITEM 12   Race                               49            0       0
ITEM 12A  White                              49            0       0
ITEM 12B  Black                              49            0       0
ITEM 12C  Asian                              49            0       0
ITEM 12D  Native American-Alaskan            49            0       0
ITEM 12E  International                       49            0       0
ITEM 12F  Unknown                            49            0       0
ITEM 12G  Pacific Islander-Native Hawaiian   49            0       0
ITEM 13 FE                                   49            0       0
ITEM 20-30 Math Activity                     49            0       0
ITEM 20 M. TSI Satisfied by Census Date      49            0       0
ITEM 21A M. TSI Satisfied through Exemption  49            0       0
ITEM 21B M. Score                            49            0       0
ITEM 21C M. Composite or Combined Score      49            0       0
ITEM 21D M. TAKS Math Scale Score            49            0       0
ITEM 22A M. TSI Init Assess Test for Placement  49         0       0
ITEM 22B M. TSI Init Assess Score            49            0       0
ITEM 23 M. Participation in Alt. DE          49            0       0
ITEM 24 M. TSI Satisfied by End of Semester  49            0       0
ITEM 30 M. Cr First Coll-Lvl Course-Prev Rep Per  49       0       0
ITEM 40-53 Reading Activity                  49            0       0
ITEM 40 R. TSI Satisfied by Census Date      49            0       0
ITEM 41A R. TSI Satisfied through Exemption  49            0       0
ITEM 41B R. Score                            49            0       0
ITEM 41C R. Composite or Combined Score      49            0       0
ITEM 41D R. TAKS English Lang Arts Scale Score  49         0       0
ITEM 42A R. TSI Init Assess Test for Placement  49         0       0
ITEM 42B R. TSI Init Assess Score            49            0       0
ITEM 43 R. Participation in Alt. DE          49            0       0
ITEM 44 R. TSI Satisfied by End of Semester  49            0       0
ITEM 50 R. Cr First Coll-Lvl Course-Prev Rep Per  49       0       0
ITEM 60-73 Writing TSI Activity              49            0       0
ITEM 60 W. TSI Satisfied by Census Date      49            0       0
ITEM 61A W. TSI Satisfied through Exemption  49            0       0
ITEM 61B W. Score                            49            0       0
ITEM 61C W. Composite or Combined Score      49            0       0
ITEM 61D W. TAKS English Lang Arts Scale Score  49         0       0
ITEM 62A W. TSI Init Assess Test for Placement  49         0       0
ITEM 62B W. TSI Init Assess Score            49            0       0
ITEM 62C W. Written Essay Score              49            0       0
ITEM 63 W. Participation in Alt. DE          49            0       0
ITEM 64 W. TSI Satisfied by End of Semester  49            0       0
ITEM 70 W. Cr First Coll-Lvl Course-Prev Rep Per  49       0       0
ITEM 80 TSI ABE Diagnostic Level Score in Math    49       0       0
ITEM 81 TSI ABE Diagnostic Level Score in Reading 49       0       0
ITEM 82 TSI ABE Diagnostic Level Score in Writing 49       0       0


  00 Students reported on the CBM0E1 were not reported on the CBM002.

  00 of your CBM002 records were reported with zero total SCH. This is   0.00% of all records.
REF1509
```

## Univ. Texas Success Initiative Report (CBM002)

```
TOTAL Report Records                              49
CONTROL TOTAL                                     49        DISCREPANCY        0
Total Recs on Db                                  49
Number Of Non-Unique/Duplicated Id's               0
Number Of Duplicate Records                        0
Number Of Relative Duplicate Questionable          0
Number Of Relative Duplicate Error                 0
Records Where (SCH,GPE) =0 And DE not =0           0
Records Where SCH > 0 and GPE = 0                  0
Records Where (SCH,GPE,All DE) = 0                 0
Total Error Recs on Db                             0
Total Questionable Recs on Db                      0
Total Non Error Records on Db                     49
Total Rejected Records                             0




Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
          -CBM002 Race and Ethnicity of Regularly Enrolled Students
SUMMER   2011                    LONESTAR UNIVERSITY   003304 RunDate: 05/16/2011 Time:
12:42:09

White                                            16
Black                                             1
Hispanic                                         10
Asian                                             0
American Indian/Alaskan Native                    0
Native Hawaiian/Other Pacific Islander            0
Multi-Racial                                      0
International                                      2
Ethnic Origin/Race Unknown                       20
                              Total              49

Multi-Racial where Race is Black                  0
```

## Univ. Texas Success Initiative Report (CBM002)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change OF  CBM002  DATAPrior Year        RunDate: 05/16/2011 Time: 12:42:09
LONESTAR UNIVERSITY                              003304        SUMMER  2011


Gender
                                        2011/3      2010/3       % Diff
        Male                               21  *No Exact Historic Data Available
        Female                             28  *No Exact Historic Data Available
                Total                      49  *No Exact Historic Data Available

        Non Disclosure                      0 *No Exact Historic Data Available
                Total                       0 *No Exact Historic Data Available

        Flexible Entry Type '6'             0 *No Exact Historic Data Available

TSI Waiver/Degree/Exemption Status
                                        2011/3      2010/3       % Diff
        No or Not Applicable               47 *No Exact Historic Data Available
        Waiver Based on Level One Cert non-deg stat
                                            0  *No Exact Historic Data Available
        Waiver Based on Dual Credit         0  *No Exact Historic Data Available
        Waiver Based On Active Military     0  *No Exact Historic Data Available
        Exemption Based On Military Service 0  *No Exact Historic Data Available
        Exemption Based On Earned Degree    2  *No Exact Historic Data Available
        Exemption Based On Previous TASP    0  *No Exact Historic Data Available
                Total                      49  *No Exact Historic Data Available



Ethnic Origin
                                        2011/3      2010/3       % Diff
         Hispanic or Latino Origin         10 *No Exact Historic Data Available
         Not Hispanic or Latino Origin     12 *No Exact Historic Data Available
         Not Answered                      27 *No Exact Historic Data Available
                Total                      49 *No Exact Historic Data Available

Race
                                        2011/3      2010/3       % Diff
        White                              24 *No Exact Historic Data Available
        Black                               2 *No Exact Historic Data Available
        Asian                               0 *No Exact Historic Data Available
        Native American-Native Alaskan      0 *No Exact Historic Data Available
        International                       2 *No Exact Historic Data Available
        Unknown                            21 *No Exact Historic Data Available
        Pacific Islander-Native Hawaiian   0 *No Exact Historic Data Available
```

2.40

## Univ. Texas Success Initiative Report (CBM002)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
EDIT OF CBM002 DATA                RunDate: 05/16/2011 Time: 12:42:09
LONESTAR UNIVERSITY                          003304         SUMMER   2011


Gender
  Male                                   21
  Female                                 28
            Total                        49

  Non Disclosure                          0
            Total                         0

  Flexible Entry Type '6'                 0

TSI Waiver/Degree/Exemption Status
  No or Not Applicable                   47
  Waiver Based on Level One Cert non-deg stat
                                          0
  Waiver Based on Dual Credit             0
  Waiver Based On Active Military         0
  Exemption Based On Military Service     0
  Exemption Based On Earned Degree        2
  Exemption Based On Previous TASP        0
            Total                        49

Ethnic Origin
  Hispanic or Latino Origin              10
  Not Hispanic or Latino Origin          12
  Not Answered                           27
            Total                        49

Race
  White                                  24
  Black                                   2
  Asian                                   0
  Native American-Native Alaskan          0
  International                           2
  Unknown                                21
  Pacific Islander-Native Hawaiian        0
```

| TSI Satisfied | MATH | READING | WRITING |
|---|---|---|---|
| By Census Date | | | |
|   Not Satisfied or Obligation Waived | 9 | 0 | 2 |
|   Yes at My Institution | 35 | 41 | 42 |
|   Yes at Another Institution | 5 | 8 | 5 |
|     Total | 49 | 49 | 49 |
| By End of Semester | | | |
|   Not Satisfied or Obligation Waived | 6 | 0 | 0 |
|   Yes at My Institution This Sem | 3 | 0 | 2 |
|   Satisfied by Census Date | 40 | 49 | 47 |
|     Total | 49 | 49 | 49 |

| TSI Exemption/Waiver Status | MATH | READING | WRITING |
|---|---|---|---|
| Previously Reported/Not app | 5 | 8 | 5 |
| No Exemption or Waiver | 15 | 4 | 6 |
| Exemption Based On ACT | 2 | 2 | 2 |
| Exemption Based On SAT | 8 | 8 | 9 |
| Exemption Based On TAKS | 19 | 27 | 27 |
| Exemption Based On Coursework in | | | |
|   Related Field | 0 | 0 | 0 |
| Waiver for Dual Credit | 0 | 0 | 0 |
| Waiver For Level-One Cert, | | | |
|   Non-Degree, Military | 0 | 0 | 0 |
|     Total | 49 | 49 | 49 |

## Univ. Texas Success Initiative Report (CBM002)

| TSI Initial Assessment Test | MATH | READING | WRITING |
|---|---|---|---|
| Previously Reported/Not app | 34 | 45 | 43 |
| THEA/TASP | 10 | 3 | 4 |
| COMPASS | 2 | 1 | 1 |
| ASSET | 0 | 0 | 0 |
| ACCUPLACER | 1 | 0 | 1 |
| STANFORD ACHIEVE TEST | 0 | 0 | 0 |
| MAPS | 0 | 0 | 0 |
| TSI | 0 | 0 | 0 |
| Not Assessed | 2 | 0 | 0 |
| Total | 49 | 49 | 49 |

| Participation in Alt/Non-Course-Based Dev Ed Method | MATH | READING | WRITING |
|---|---|---|---|
| Did Not Participate | 49 | 49 | 49 |
| Participated, Satisfied TSI | 0 | 0 | 0 |
| Participated, Did Not Satisfy TSI | 0 | 0 | 0 |
| Total | 49 | 49 | 49 |

***Note: Totals are net errors.

2.42

## Univ. Texas Success Initiative Report (CBM002)

```
Edit00v00                              TEXAS HIGHER EDUCATION COORDINATING BOARD                    Page 1
                                             EDIT OF CBM002 DATA
SUMMER    2011                          LONESTAR UNIVERSITY        003304        RunDate: 05/16/2011 Time: 12:42:09


Line2 Math items 20-30. Line3 Reading items 40-50. Line4 Writing items 60-70.
 1    2       3    4    5   6  7  8       9      10                  11 12A 12B 12C 12D 12E 12F 12G
Math  20 21A 21B  21C  21D 22A 22B       23 24 30
Read  40 41A 41B  41C  41D 42A 42B       43 44 50
Write 60 61A 61B  61C  61D 62A 62B 62C 63 64 70




There Were No Errors Detected For : LONESTAR UNIVERSITY


Items In Error Are Indicated By (*), Questionable By (-)
```

2.43

# CBM003 Course Inventory

To comply with the Section 61.052 of the Texas Education Code, the Board has created an electronic course inventory. Updates to this course inventory are submitted on the CBM003 report. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

To comply with the implementation of Core Curriculum reporting in fall 2014, the Coordinating Board makes a copy of each institution's annual course inventory for that academic year in mid-February. This copy becomes the basis of the next academic year's course inventory. During the annual update, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year. An institution's course inventory may be viewed at http://www.txhighereddata.org/Interactive/CourseInventory.cfm

Any time during the academic year Coordinating Board staff may review the course offerings for accurate CIP coding and to see whether the courses being offered are in approved programs. CB staff will communicate with the academic affairs office at an institution to resolve questions about the funding, coding, and approval of courses. The courses on the CB authorized course inventory are used to validate the classes offered and will be used in determining the level of hours and the funding category in the formula process. There is an item that identifies whether the course represents a multiple course record. As of fall 2011, universities are required to append the Texas Common Course Numbering System (TCCNS) subject prefix and course number for any lower-level undergraduate course that has a TCCNS match.

Institutions will be allowed to make updates (adds, deletes, and changes) to the current course inventory at any time during the academic year. Institutions will be able to add new courses but will not be able to change or delete courses in the previous academic year's inventory because those changes could invalidate previously certified data that may be the basis of funding provided to the institution.

Institutions make their annual update electronically in the format and following the procedure described on pages 0.3 and 0.4 in this manual. An electronic edit of the update (a message indicating whether the submission was successful) is automatically generated and placed in the institution's electronic mailbox on the Coordinating Board server.

Univ. Course Inventory (CBM003)

Criteria for Assigning Texas CIP Codes

Each course in an inventory is assigned a Texas CIP code which corresponds to the subject matter of that course. CIP codes reflect the content of the course and not the department in which the course is offered or the discipline of the students who take the course. For example, an introductory calculus class taught in the Chemical Engineering department is accurately coded 27.0101.00 (Mathematics) even if the course is taught exclusively to engineering students by an engineering professor.

Texas CIP codes are an extension of the Classification of Instructional Programs (CIP) taxonomy that is part of the National Center for Education Statistics' (NCES) Integrated Postsecondary Education Data System (IPEDS). IPEDS uses CIP to collect and report higher education data from across the country. The NCES publication *Classification of Instructional Programs* describes the taxonomy and provides definitions of the national codes (http://www.nces.ed.gov/ipeds/cipcode/). A listing and definitions of Texas CIP codes are available on-line at  http://www.txhighereddata.org/Interactive/CIP/.

National CIP codes are six digits in length. Texas CIP codes have an additional two-digit extension which can further refine the subject matter in question. The 10-digit Texas CIP code consists of the 8-digit Texas CIP code plus the 2-digit default funding code assigned to that CIP code.

When an institution assigns a CIP code to a new course, it meets part of its statutory obligation to inform the Coordinating Board of the content of all courses it is offering. Institutions are expected to make their best effort at assigning a code that accurately reflects the content of the course. Coordinating Board staff periodically review the CIP codes assigned to courses. Staff may make changes to codes or ask institutions for more information about the coding of courses where a coding seems inconsistent with the Texas CIP taxonomy or where courses are being coded in a way which is inconsistent with the way similar courses are coded statewide.

Some helpful hints for coding courses:

- When more than one code could logically be used, use the code which is most specific to the subject matter. The areas most likely to contain redundant codes are Agriculture, Business, Education, and Home Economics.

- The specific activity being covered in the course is considered more specific than the place where, or group to which, the activity will be done. Education, in particular, divides subject matter by level of the recipient of the education (e.g., Secondary Education) and then by specific subject (e.g., Science Education). A course in Teaching History in the Elementary School would be coded History Education and not Elementary Education.

- Courses in Special Education and in Early Childhood Education should be coded with those codes and not by specific subjects.

- The CIP code options may be in very different sections of the taxonomy. For instance, a course in Restaurant Management and Food Service may more appropriately be coded 12.0504.00 16 Restaurant, Culinary, and Catering Management/Manager or 19.0505.00 07 Foodservice Systems Administration/ Management, depending on what is actually taught in the course.

- The history, philosophy, or sociology of a discipline is coded with the discipline and not with History, Philosophy, or Sociology.

- Courses for interdisciplinary programs which are not themselves interdisciplinary are coded in the specific discipline. For instance, a course in Native American Social Systems would be coded as Sociology and not American Indian Studies, since it is only about the sociology of Native Americans.

- In Technology and similar codes, the actual function listed in the definition should be considered and not the parts that speak of the occupation of the graduate.

- Use only the default formula funding code that is listed in the Texas CIP codes taxonomy for the particular CIP code you are using. Using a code other than the default will result in an error. Changes to the default code must be requested specifically from the Coordinating Board staff.

Some confusion over coding comes from the fact that the taxonomy is used to identify the subject matter of degree and certificate programs as well as the subject matter of individual courses. This confusion leads to using factors other than the subject matter of the course to determine the code. Some of these factors are:

- the program to which the course will be applied
- the department offering the course
- the discipline of the professor offering the course
- the major of the student taking the course
- the role and scope of the institution

In a few instances, the formula funding code assigned to the Texas CIP code may be inappropriate for the course. In such a case, the course should continue to be assigned the most appropriate CIP code. The issue of funding then may be raised with the Educational Data Center, which has responsibility for the funding codes.

Questions about the Classification or Funding of Courses

Most questions about the coding of a particular course should be directed to the Educational Data Center. This would include questions about the accuracy of coding, about details of course information in the Coordinating Board database, and about cases where a course is appropriately classified by content, but because of where the course is housed or what program it is a part of, an institution strongly believes that the funding is inappropriate.

Reviews of the appropriateness of individual course funding codes are only done in the context of reviewing all the courses offered by a particular department or college. They can

generally not be done during periods when staff are certifying data or reporting to the legislature. The institution must provide syllabi for all courses being reviewed, and any needed additional information about the work done in the courses, about the staffing of the courses, or about the students who take the courses–information that may be needed to clarify the disciplinary content of the course and how it relates to the curriculum. Courses are funded primarily on the basis of their content; the administrative unit offering the course is a secondary factor.

Inquiries about field-based courses and requests for the higher student teaching funding rate for field-based teacher education courses should be directed to Dr. James Goeman (James.Goeman@highered.texas.gov). Questions about the funding of whole disciplinary areas should be directed to the Coordinating Board's Finance Division and/or our Formula Advisory Committee.

Multiple-Course Listings Report

Multiple-course listings (i.e., special topics and other courses whose content can change from offering to offering) do not provide accurate information about the teaching activities at institutions which are needed by the Coordinating Board staff to meet its responsibilities. By their nature, these listings provide a format for offering a variety of courses often with differing subject matter, and often representing different discipline categories.

A column on the course inventory identifies these listings.

A report of the individual subjects taught under this type of listing must be kept by the institution by semester and available to be sent to the Coordinating Board upon request.

The file should be arrayed in the following order:

| Beginning Position | Length | |
|---|---|---|
| 1 | 6 | Institution Code (FICE code) |
| 7 | 4 | Semester (e.g., SP10 = Spring 2010, SU10 = Summer 2010, FL10 = Fall 2010) |
| 11 | 7 | Subject Prefix (left justify) |
| 18 | 7 | Course Number (left justify) |
| 25 | 30 | Short Course Title |

Any individual subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.

Developmental Education and Non-collegiate Courses

Coordinating Board rules define developmental education and non-collegiate courses as non-degree credit courses which may not be counted toward a degree or certificate. Non-collegiate courses are designed to give useful skills or help (such as study skills courses or vitae preparation) which do not contribute directly to a degree. Non-collegiate courses may be

included in an institution's course inventory, but no credit hours generated in such courses will be eligible for state funding through the formula system.

Developmental education courses and interventions are listed in institutions' course inventories and must have CIP codes which begin with 32. They are defined as courses, laboratories, or other interventions designed to bring students' skill levels in reading, writing, and mathematics to entering college level. English as a Second Language courses at universities are not fundable.

Untaught Courses

The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for <u>four</u> consecutive years will be automatically deleted from the course inventory. The Coordinating Board will furnish annual records of untaught courses deleted to help each institution keep its course inventory up-to-date.

Courses Which Mismatch on the CBM0C4

Mismatches between the CBM0C4 (Class Report) and the CBM003 (Course Inventory) may be addressed during the supplemental update period, following the procedures described earlier in this manual for supplemental updates. A limited number of courses may be added to the inventory during this period, but changes which would affect previously certified data may not be made to existing course records.

Texas Common Course Numbering System (TCCNS) Subject Prefix and Course Number for Appropriate Courses

Coordinating Board Rule 4.35 requires that:

"Each institution shall include the applicable course numbers from the TCCNS in its printed and electronic catalogs, course listings, … Institutions that do not use the TCCNS taxonomy as their sole means of course numbering shall publish the following information:

(1) The TCCNS prefix and number must be displayed immediately adjacent to the institutional course prefix and number (e.g. ENG 101 (ENGL 1301) at the beginning of each course description…."

For each course that an institution lists in catalogs and other documents as having a TCCNS match, the TCCNS subject prefix and course number are now required to be included in the course inventory.

## Instructions for Course Inventory

Item #1          Record Code. Always enter '3'.

Item #2          Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3          Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.

Item #4          Course Number. Enter the course identification number. Left justify, space fill.

Item #5          Semester Credit Hour (SCH) Value. Enter the maximum number of semester credit hours which may be awarded for each course in a given semester (e.g., if ART 1234 may be taken for 3, 6, or 9 SCH, enter '0900'). The last two digits will always be '00'.

Item #6          Level of Course. Enter the code shown below for the level at which each course is requested. Do not code courses as level 6 that are not the same subject matter as an authorized doctoral program at your institution.

              1   Freshman            5   Master's
              2   Sophomore           6   Doctor's Level-Research/Scholarship
              3   Junior              7   Doctor's Level-Professional Practice (Law,
              4   Senior                  Optometry, Veterinary Medicine, others)

Item #7          Texas CIP Code Enter the eight-digit code from the Texas CIP code taxonomy which most accurately describes the subject matter of each course and the two-digit formula funding code. See http://www.txhighereddata.org/Interactive/CIP/

Item #8          Unused.

Item #9          Multiple-Course Listing. Enter '1' if the course listing is a multiple-course listing; enter zero for all others.

Item #10         Short Course Title. Enter the title of each course, adjusting to include **not more than** a total of 30 characters (letters, symbols, spaces, and punctuation). If the Short Course Title in your institution's internal course inventory is limited to fewer than 30 spaces, enter the title exactly as shown on your institution's inventory.

Item #11         Laboratory Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. Fill unused spaces with zeros.

                 **Note**: A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file*.

Item #12         Lecture Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a lecture associated with

each course (e.g., class, conference, seminar, individual instruction, or independent student). Fill unused spaces with zeros.

**Note**: A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file*.

Item #13     <u>Administrative Unit Code.</u> Enter the appropriate code designating the academic unit (college, school, division, or department) under which each course is administered. If a course is administered by two academic units, use the code for the administrative unit over those two academic units (such as two departments under a college). If the administrative units report to separate academic units, use the next higher academic unit. If there is none, use 1655, Interdisciplinary, as the administrative unit number.

                 The administrative unit numbers on an institution's program inventory are the ones that should be used on the course inventory. Administrative unit numbers for existing courses should be revised when department or applicable administrative unit names change. Changes in administrative unit names (with very few exceptions) result in administrative unit number changes. At the time of the annual update, the validity of all administrative units shown in the existing course inventory should be verified and corrected if necessary.

Item #14     <u>Academic Year.</u> Enter the appropriate academic year.

                 Example: For 2010-2011 academic year, enter '2010'.

Item #15     <u>Update Code.</u>

         A    new course or new listing of an old course (new subject prefix or course number, reinstated course, or cross-listing)

         C    change in other than subject prefix or course number

         D    course deleted from the inventory

                 **Note**: Update code 'B' is no longer used but may still appear on the inventory.

For courses with Texas Common Course Numbering System (TCCNS) equivalents, complete Items #16 and #17. If the course does not have a TCCNS match, leave blank.

Item #16     <u>TCCNS Subject Prefix.</u> Enter the TCCNS subject abbreviation of the course. Left justify, space fill.

Item #17     <u>TCCNS Course Number.</u> Enter the TCCNS course identification number. Left justify, space fill.

## Data Processing Record Layout

| | | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always '3' | 1 | 1 |
| Item #2 | Institution Code - FICE Code – Numeric | 2 | 6 |
| Item #3 | Subject Prefix | 8 | 7 |
| Item #4 | Course Number | 15 | 7 |
| Item #5 | SCH Value – Numeric, implied decimal (2-digits) | 22 | 4 |
| Item #6 | Level of Course – Numeric | 26 | 1 |
| Item #7 | Texas CIP Code | 27 | 10 |
| Item #8 | Unused | 37 | 1 |
| Item #9 | Multiple-Course Listing – Numeric | 38 | 1 |
| Item #10 | Short Course Title – Alpha | 39 | 30 |
| Item #11 | Lab Contact Hours – Numeric, implied decimal | 69 | 3 |
| Item #12 | Lecture Contact Hours – Numeric, implied decimal | 72 | 3 |
| Item #13 | Administrative Unit – Numeric | 75 | 4 |
| Item #14 | Year – Numeric | 79 | 4 |
| Item #15 | Update Code – Alpha | 83 | 1 |
| Item #16 | TCCNS Subject Prefix – Alpha | 84 | 4 |
| Item #17 | TCCNS Course Number – Alpha | 88 | 4 |

## Univ. Course Inventory (CBM003)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
SR-CBM003 EDIT SUMMARY FROM              RunDate: 07/19/2010 Time: 10:35:12
LONE STAR UNIVERSITY                     003304      FALL     2010

                                         NORMAL QUESTIONABLE   ERROR
                                         RANGE       VALUES  VALUES
ITEM  1  RecordCode                        6            0        0
ITEM  2  Inst. Code                        6            0        0
ITEM  3  Subject Prefix                    6            0        0
ITEM  4  Subject Number                    6            0        0
ITEM  6  SCH (Semester Credit Hours)       6            0        0
ITEM  7  Course Level                      6            0        0
ITEM  8  Major/CIP Code                    6            0        0
ITEM  9  Multiple Course                   6            0        0
ITEM 10  Course Description                6            0        0
ITEM 11  Lab Hours                         4            2        0
ITEM 12  Lecture Hours                     4            2        0
ITEM 13  Department Code                   6            0        0
ITEM 14  Report Year                       6            0        0
ITEM 16  TCCNS Subject Prefix              6            0        0
ITEM 17  TCCNS Course Number               6            0        0




TOTAL Report Records                       6
CONTROL TOTAL                              6 DISCREPANCY       0
Total Recs on Db                           6
Number Of Non-Unique/Duplicated Id's       0
Number Of Duplicate Records                0
Number Of Relative Duplicate Questionable  0
Number Of Relative Duplicate Error         0
Total Error Recs on Db                     0

Total Questionable Recs on Db              2

Total Non Error Records on Db              6

Total Rejected Records                     0

ADDS Type A                                6
ADDS Type B                                0
CHANGES                                    0
DELETES                                    0
```

## Univ. Course Inventory (CBM003)

| FICE Code | Subject Prefix | Course Number | SCH Value | Level | Sub-Matr-Cont Tex-Cip Code | Mult Crs | Short Course Title | Lab Hours | Lect Hours | Admin Unit | Fiscal Year | TCCNS Prefix | TCCNS Number | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 003304 | ENG | 1301 | 03.00 | 1 | 23.1301.00 01 | 0 | ENGLISH COMPOSITION | 00.0 | 03.0 | 0990 | 2010 | ENGL | 1301 | A | Add App |
| 003304 | AT | 4442 | 04.00 | 4 | 51.0913.00 02 | 0 | THERAPEUTIC EXERCISE | 03.0 | 03.0 | 1677 | 2010 | | | A | Add App |
| 003304 | BIO | 5421 | 04.00 | 5 | 26.0401.00 02 | 0 | DEVELOPMENTAL BIOLOGY | 03.0 | 03.0 | 0440 | 2010 | | | A | Add App |
| 003304 | CI | 5660 | 06.00 | 5 | 13.0301.00 04 | 0 | CLINICAL TEACHING | 00.0 --- | 00.0 --- | 0750 | 2010 | | | A Q | Add App |

                        Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 003304 | ED | 6349 | 03.00 | 5 | 42.0601.00 01 | 0 | PRC IN COUNSELING | 00.0 --- | 00.0 --- | 0750 | 2010 | | | A Q | Add App |

                        Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 003304 | ISTD | 6381 | 03.00 | 5 | 30.2001.00 01 | 1 | SP TOPS INTERNATIONAL STUDIES 00.0 03.0 1790 2010 | | | | | | | A | Add App |
| 003304 | SOC | 4161 | 01.00 | 4 | 45.1101.00 01 | 0 | INTEGRATIVE SEMINAR IN SOCIOLO 00.0 01.0 2411 2010 | | | | | | | A | Add App |

```
Total Rejected Records                 0
Total Records on Database              6
Total Non Error Records                6
Total Error Records                    0
Total Questionable Records             2
Total Rejected Records                 0
```

Items In Error Are Indicated By (*), Questionable By (-)

## Univ. Course Inventory (CBM003)

```
 Fice Subject Course   SCH          Sub-Matr-Cont Mult                             Lab   Lect Admin Fiscal TCCNS   TCCNS
 Code Prefix Number Value Level Tex-Cip Code       Crs Short Course Title          Hours Hours Unit Year   Prefix Number
```

                        Items In Error Are Indicated By (*), Questionable By (-)

# CBM0CS Census Student Schedule Report

The Census Student Schedule Report (CBM0CS) reflects individual courses by student as of the official census date, which is the 12th class day for the fall and spring semesters (16 week session) and the 4th class day for each of the summer terms (6 week sessions), and only includes classes in Coordinating Board approved courses for resident credit, whether the class is on-campus or off-campus. Students who withdraw from classes on or before the official census date and students who audit classes should not be included in this report. To be counted for state aid, a student must be registered as of the official census date, and the institution must collect tuition and fees in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date, which includes receipt of a first installment payment prior to their first date of attendance.

## Reporting Semester Credit Hours

The sum of Items #11 (SCH state-funded) and #12 (SCH not state-funded) should equal item #10 (SCH value).

## Classes Organized After the Official Census Date (Flexible Entry)

A class is "organized" when students have registered and paid fees or established an accounts receivable. A class organized after the official census date is a flexible entry class and will be included in the data submitted in the semester following; i.e., (a) report classes organized after the 12th class day of the fall semester in the following spring semester 12th class day report; (b) report classes organized after the 12th class day of the spring semester in the first summer session following, etc. Students in a flex-entry class will be identified by inserting a '1' in Item #25 to denote "flexible entry."

Classes which are organized with the regular semester classes, but whose first class day is after the term census date, are not considered flexible entry classes.

A reference table showing flex-entry instructions for the CBM0CS and other applicable reports is available in the *Appendix*.

**CBM0C1**: All classes that are organized after the census date are reported as flexible entry. The student record for these classes is reported with a '1' in Item #16 in the semester the class is reported (this will always be at least one semester later than the semester in which the class begins).

Univ. Census Student Schedule Report (CBM0CS)

Census Dates for Other Term Lengths

| Fall and Spring Semesters | | Summer Semester | |
|---|---|---|---|
| Length of Term (Weeks) | Census Date | Length of Term (Weeks) | Census Date |
| 2 or less | 1st Class Day | 2 or less | 1st Class Day |
| 3 | 2nd Class Day | 3 | 2nd Class Day |
| 4 | 3rd Class Day | 4 | 3rd Class Day |
| 5 – 6 | 4th Class Day | 5 – 6 | 4th Cass Day |
| 7 | 5th Class Day | 7 | 5th Class Day |
| 8 | 6th Class Day | 8 | 6th Class Day |
| 9 – 10 | 7th Class Day | 9 | 7th Class Day |
| 11 | 8th Class Day | 10 or more | 12th Class Day |
| 12 | 9th Class Day | | |
| 13 – 14 | 10th Class Day | | |
| 15 | 11th Class Day | | |
| 16 | 12th Class Day | | |

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census date must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Inter-institutional Classes

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium affects the definition. North Texas Federation classes, consortium classes, and some instructional telecommunication classes are inter-institutional classes.

There are two alternatives for reporting the students and courses where there is an inter-institutional agreement:

Alternative 1: The institution that provides the instructor of record for the class (providing institution) reports all enrollments in the class for semester credit hour funding.

a. The receiving institution may report a census schedule record (CBM0CS) for the student entering a value of '7' (Inter-institutional class - reported for funding by another institution) in Item #17 SCH Not Funded Reason; and enter a value of '1' (The student is taking the course at another institution) in Item #26 Inter-institutional Identifier. The receiving institution will report its students on the student census report (CBM0C1).

b. The providing institution reports the inter-institutional students on the CBM0CS entering a value of '2' (The student from another institution is taking the course at your institution) in Item #26 Inter-institutional Identifier. All other items should be coded according to customary definitions. A CBM0C1 record will not be reported for the inter-institutional students.

c. institutions participating in an agreement of this type have auditable procedures in place to ensure that the same hours are not reported more than once for funding;

Univ. Census Student Schedule Report (CBM0CS)


Alternative 2: Each participating institution reports its own enrollments in the class for semester credit hour funding on the CBM0CS. Institutions should make arrangements among themselves regarding compensation of the institution providing the instruction. This reporting procedure applies to all distance education and off-campus courses: those done through telecourses or interactive video as well as those taught face-to-face at off-campus locations. The following conditions must be met:

   a.  the institutions involved are all public institutions of higher education in Texas;

   b.  the institutions involved have a written agreement clearly specifying how students will be reported for formula funding;

   c.  institutions participating in an agreement of this type have auditable procedures in place to ensure that the same hours are not reported more than once for funding;

   d.  the courses involved are approved for the course inventories of both the providing and the receiving institutions;

   e.  on the census student schedule (CBM0CS) report(s) for the receiving institution(s), code Item #26 Inter-institutional Identifier with a value of '1 (The student is taking the course at another institution; and

   f.  each institution reports only its own students on the CBM0C1.


Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

        Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the current semester reported), and who exceed the funding limit (prior to the current semester reports). These reports will not be produced if there is a mismatch (Student ID, Flexible Entry) between the CBM0C1 and CBM0CS reports. The following items are used to produce these reports:

        CBM0C1 Item #26 SCH of Undergraduate Degree Program
        CBM0C1 Item #27 Student Affected by the Undergraduate Funding Limit
        CBM0CS Item #11 SCH Funded (for all classes reported for the student)

        Effective fall 2009, in compliance with H.B. 101, 81st Texas Legislature, amendments that relate to those hours not subject to the limitation on formula funding set out in Section 13.103 of Chapter 13, Subchapter F of Board rules will include dual credit course hours for which the student received credit toward a high school diploma and semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (Chapter 13, Subchapter F, Section 13.104).

Funding Limitation for Doctoral Students

        The Legislative limit of 99 funded doctoral semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Three reports are provided during each student report edit cycle. The first report identifies the doctoral students who are within 15 doctoral credit hours of their credit hour

limit. The second report identifies the doctoral students who have exceeded their doctoral credit hour limit. The other report identifies the doctoral students who have attained or may attain 75 doctoral credit hours this semester. Prior to the formula runs each base year, each institution is given the opportunity to identify their doctoral students who should be granted program or individual exceptions (CBM00E report) during the next funding period. The following items are used to produce these reports:

CBM0CS Item #8 Student Classification
CBM0CS Item #11 SCH Funded (for all doctoral classes reported for the student)
University Course Inventory – Course Level (6 - Doctor's Level-Research/Scholarship)

### Distance Education and Off-Campus Instruction

Chapter 4, Subchapter P of the CB Rules provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs.

CB Rule Chapter 5, Subchapter D describes operations of off-campus educational units. Courses offered at a teaching center MUST be reported separately. Refer to Appendix A for the assigned FICE codes that identify the specific multi-institution teaching center (MITC), University System Center, or another specific site.

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

### Pharmacy Funding Policy (Revised November 1, 2015)

1. Report all Pharm-D program enrollments on the Student Report (CBM0C1) with a classification of "8 - Doctor's level-professional practice" and a major area of concentration of "51200100".
    a. Students may enter the Pharm-D program only after completing 60 hours of pre-pharmacy course work (achieving junior-level classification).
    b. Upon acceptance to the Pharm-D program, these junior-level students should be classified as "Doctor's level-professional practice."
    c. Note: It is an auditable error to classify any non-Pharm-D student or any pharmacy student who has not met the 60-hour pre-pharmacy requirement as a "Doctor's level-professional practice" student.
2. Report all Pharm-D program courses on the Course Inventory (CBM003) with a CIP code of "51200100" and a level of course code of "7 - Doctor's level-professional practice".
    a. Hours for courses reported with CIP code 51200100 are weighted in the operations support formula funding allocation as pharmacy.
    b. Note: Reporting non-Pharm-D courses as Doctor's level-professional practice is an auditable error.
3. The semester credit hours for all pharmacy program courses (CIP subgroup 51.20 and fund code 15), including Pharm-D hours, are weighted in the operations support formula using the common enrollment adjustment methodology, which is the lower of the student's classification or the level of the course. This coding ensures the hours of all Pharm-D students enrolled in Pharm-D courses are included in the formula at the pharmacy professional practice weight.

Report a student's classification and a course's level of instruction using the following chart:

| Program Level | Student Report (CBM0C1) Item 5 – Classification | Course Inventory (CBM003) Item 6 – Level of Course |
|---|---|---|
| Undergraduate | 1 – Freshman<br>2 – Sophomore<br>3 – Junior<br>4 – Senior | 1 – Freshman<br>2 – Sophomore<br>3 – Junior<br>4 – Senior |
| Master's | 6 – Master's level | 5 – Master's level |
| Doctoral | 7 – Doctor's level-research scholarship | 6 – Doctor's level-research scholarship |
| Professional-Practice (Pharm-D) | 8 – Doctor's level-professional practice | 7 – Doctor's level-professional practice |

The General Academic Institution Formula Advisory Committee updated this pharmacy funding policy at its October 7, 2015, meeting. The update discontinued the funding of undergraduate pharmacy courses with science weights and the use of professional-practice pharmacy weights for all Pharm-D courses. The update did not change the reporting of pharmacy majors on the Student Report (CBM0C1), pharmacy courses in the Course Inventory (CBM003), or pharmacy courses on the Census Student Schedule Report (CBM0CS).

Texas National Student Exchange Program (TNSEP) (CB rule 21 Subchapter EE)

This exchange program is designed to enable and encourage Texas undergraduate students to enroll in institutions of higher education in other states, and at the same time encourage residents of those states to enroll in Texas institutions. Participants in the exchange program "are eligible to pay their normal tuition and fee charges at their home campus or resident tuition and fees at their host campus, depending upon procedures agreed upon by the two National Student Exchange participating institutions." The rules further state that "Course work at the host campus will be recorded on official transcripts of the host campus."

The student's home campus is the campus from which participation in the exchange program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report TNSEP exchange students from out-of-state institutions who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at out-of-state campuses, no matter what arrangements are made regarding tuition and fees.

Reciprocal Educational Exchange Program (REEP) (CB rule 21 Subchapter AA)

The purpose of the reciprocal educational exchange program is to encourage students of participating institutions to better understand the culture, language, needs, and expectations of other nations.

The student's home campus is the campus from which participation in the exchange program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report REEP exchange students from the other nations who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at other nation campuses, no matter what arrangements are made regarding tuition and fees.

Undergraduate Semester Credit Hour in Excess of State Limit and Formula Funding Exceptions

Univ. Census Student Schedule Report (CBM0CS)

for Repeated Courses

      Rules for "Formula Funding and Tuition Charges for Repeated and Excess Hours of Undergraduate Students" can be found under Title 19, Part 1 of the Texas Administrative Code in Chapter 13, Subchapter F, Rules 13.100-13.109 available at https://www.highered.texas.gov/about-us/rules-statutes/.

Funding for Physical Education Courses

      A rider in HB1 (78th Legislature) states that no funds appropriated under this act shall be used for semester credit hours for students who are registered solely for physical education, weightlifting, group exercises, aerobics, or related courses; have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study.

Reporting Developmental Education Courses and Interventions

      Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)]. Interventions of four or more contact hours may be reported for formula funding. Semester credit hours (SCH) should be included in the appropriate SCH fields and reported with two decimal places. Students enrolled in interventions that begin after the census date should be reported as flexible entry.

      To determine appropriate SCH for reporting, divide the student contact hours by 16 or round the hours to the nearest quarter SCH. Institutions may choose only one of these two methods. Examples are provided below:

- A 5 contact hour intervention:  0031 (5/16) or 0025 (rounded to nearest ¼ SCH)
- An 8 hour SCH intervention:  0050 (8/16) or 0050 (no need to round)
- A 19 contact hour intervention: 0019 (19/16) or 0125 (rounded to nearest ¼ SCH)

Effective Spring 2018

Institutions will now need to provide information on the type of developmental support provided (course, intervention, or self-paced), and whether it is part of a corequisite model in Item #19. DE support that is not part of a corequisite model should be reported as '1', '4', or '7'. DE support that is part of a corequisite pair should be reported as '8', '9', or 'A'.

    0   Not a developmental course/intervention or not a paired college course
    1   Developmental course – not part of a corequisite model
    4   Developmental intervention (NCBO) – not part of a corequisite model
    7   Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model
    8   Corequisite DE course
    9   Corequisite DE intervention (NCBO)
    A   Corequisite Self-paced DE course or DE intervention
    B   College-level course paired with DE

Corequisite Models (also known as mainstreaming) is an instructional strategy whereby students

are co-enrolled in a developmental education course or NCBO, and the entry-level freshman course of the same subject matter within the same semester. (See definition in TAC Rule 4.54).

Non-semester-length and non-course-based developmental education is also reported in Item #19, options '4' and '9.' Interventions include all non-course-based activities but do NOT include traditional developmental education courses offered in compressed time frames (for example, a 16 contact hour/1 SCH course offered in four weeks).

Reporting Students Attempting Courses for Dual Credit

All college courses taken for high school and college credit must be reported on the CBM0CS. Item #18 asks for the high school credit status of the student. The SCH attempted by students reported with option '1' (Student is not yet HS graduate, course reported is for dual credit) on the CBM0CS must be included on the CBM0E1 and CBM00S reports, including in the items designated for dual credit hours. Students enrolled in a home school high school situation are considered high school students and must be reported with a '1' or a '2' in Item #18.

In Item #14, Location Code, students taking a college course on a high school campus for dual credit must be reported with an 'H.' Do not report high school students taking a college course on a college campus or another location with an 'H.' Dual credit courses delivered electronically to individuals should be reported as option '9', if applicable, even if the course is based on a high school campus.

Note that as of September 2009, the Excess Hours Rule does not apply to hours earned for dual credit (see CB Rule Chapter 13, Subchapter F, §13.104). As of fall 2009, when an institution calculates excess hours, dual credit hours attempted by a student at any time in the student's academic career should be excluded from the calculation (see Item #17, option '3'). For example, a student who took dual credit hours in 2005 and enrolled at a university in 2008 would have those dual hours excluded from any calculation of excess hours made after summer 2009; however, any calculation made prior to fall 2009 would not exclude the dual hours. Whether a student falls under the 30-hour rule or the 45-hour rule is not relevant to the exemption of dual credit hours.

Dual Credit Courses Allowed and Not Allowed for State Funding

As of fall 2019, changes to TEC, Section 61.059 add additional dual credit courses to the list that are allowable for funding. Institutions of higher education may not include dual credit courses for formula funding unless they meet requirements outlined in the Texas Education Code Section 61.059 (p) and (q). The following courses, when taken for dual credit, may be reported for funding under the statute:

1) Any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
2) A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
3) Career and technical education courses **that apply to any certificate or associate degree** offered by the institution providing credit.

4) Foreign language courses; and
5) All courses taken by students who are enrolled in approved Early College High Schools.

Contact Hours and/or Semester Credit Hours in dual credit courses that are not reportable for state funding must be reported in item #12.

Composite Classes

Composite classes refer to:
- cross-listed classes (classes that are taught at the same time in the same room by the same instructor but which have different class identifiers);
- classes with multiple instructors; and
- classes which meet in multiple locations.

Composite classes are reported with a two-digit alphanumeric code (reported in Item #23) that is assigned by the institution to identify classes. When the Coordinating Board calculates number of classes, class size, faculty-student ratios, and similar measures, the code for composite classes is used to link those classes reported separately into a single course.

Instructions for Census Student Schedule Report

Item #1      Record Code. Always enter 'S'.

Item #2      Institution Code. Enter the FICE Code of the reporting institution.

Item #3      Student Identification Number. Enter the social security number of the student.
             The institution will assign unique (nine-digit) identification numbers to students
             without social security numbers.

Item #4      Subject Prefix. Enter the subject abbreviation of the course as established by the
             institution. Left justify, space fill.

Item #5      Course Number. Enter the course identification number. Left justify, space fill.

Item #6      Section Number. Enter the section identification number. Left justify, space fill.

Item #7      Type of Instruction (see Note). Enter the code of the primary type of instruction
             used in this section.

             1   Lecture                    7   (Replaced by Item #16)
             2   Laboratory                 8   Thesis
             3   Practicum                  9   Dissertation
             4   Seminar                    0   Individualized
             5   Independent Study          C   Clinical
             6   Private Lesson             Q   Competency-Based

             **NOTE**:  Courses that were formerly coded "Instructional Telecommunications"
                        (code 7) should now be coded according to their type of instruction rather
                        than the mode of instruction, which will be identified in Item #16. For
                        example, a two-way interactive video class that is a lecture should be
                        coded a '1', not a '7'. In Item #16 the Instruction Mode will be recorded.

             **Competency-Based** (Q) is a class that allows students to progress towards
             completion, often at their own pace, as they demonstrate mastery of a defined set
             of knowledge and skills. The class must have a semester credit hour value and the
             students that are reported as enrolled in this class must have begun engaging with
             the course materials. Competency-based education courses may only be reported
             for funding if they are linked to coursework in the University Course Inventory.

             Organized Classes include the types of instruction referred to in codes '1', '2', and
             '4'.

             Individual Instruction Classes include the modes of instruction referred to in codes
             '3', '5', '6', '8', '9', and '0'. Practicum (3) refers to student teaching, internships, work-
             study, cooperative education, and similar activities. Independent Study (5) includes
             conference courses, individual problems courses, etc. Private Lesson (6) is for
             private music or other private instruction. Individualized (0) includes

             asynchronous Internet, videotape, audio-tutorial, and similar types of individualized

instruction. <u>Clinical</u> (C) is for a course that is part of a clinical program.

Item #8    <u>Classification.</u> Enter the college-level classification of the student as of the beginning of the term.

1  Freshman                      5  Post-Baccalaureate
2  Sophomore                     6  Master's Level
3  Junior                        7  Doctor's Level-Research/Scholarship
4  Senior                        8  Doctor's Level-Professional Practice

Use the following guidelines to classify students:

1  Freshman
2  Sophomore        Institutions will use their guidelines
3  Junior           for these categories
4  Senior
5  Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
6  Master's Level – a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution
7  Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program at the institution. Such students are those who have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree.
8  Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

Item #9    <u>Non-Disclosure.</u> Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #10   <u>Semester Credit Hour Value.</u> Enter the number of semester credit hours for the course (the sum of Items #11 and #12).

Item #11   <u>SCH State-Funded.</u> Enter the number of semester credit hours the student completed in this course that DO qualify for state funding during the current semester. Exclude SCHs that are not state-funded (Item #12).

Item #12   <u>SCH NOT State-Funded.</u> Enter the number of semester credit hours the student completed in this course that do NOT qualify for state funding during the current semester. Exclude SCHs that are state-funded (Item #11). Examples are SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student enrolled in only physical education courses, and SCHs of a student in military science and religion courses. Also include the credit hours of undergraduate students who have attempted the same course three or more times and are not eligible to be counted for state funding. (See Item #17.) Include semester credit hours in dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details.

Univ. Census Student Schedule Report (CBM0CS)

Item #13    <u>Graduate Level Class Taken by Senior within 12 Hours of Graduation.</u> Flag "1" if this course credit meets within 12 hours of graduation and "0" if it does not.

Item #14    <u>Location Code.</u> Enter the code for the location at which the course is taught.

    0   On-Campus
    1   Off-Campus (regular) - Other locations not listed below
    3   Out-of-State
    4   Foreign Country
    5   Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education
    6   Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the introductory section of the CBM0CS)
    7   Military Bases - Courses taught on a military base
    8   Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school (Report dual credit courses taken on a high school campus with an 'H'.)
    9   Individual Instructional - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems <u>or</u> students in "individual instruction classes" which are located off-campus
    B   Business, Government, or Other Work Location - Courses taught at such entities
    H   High School for Dual Credit – Courses taken for dual credit located on a high school campus

    **NOTE**:  Item #15, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #14 is coded a '6'. Item #23 (Composite Classes) applies to both on-campus and off-campus classes. Item #24, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '0', '6', and '9'.

Item #15    <u>Other Higher Education Site.</u> Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #14 is coded a '6'. If this record is to identify a student taking a course taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #14 is not coded '6', leave this item blank.

Item #16    <u>Instruction Mode.</u> Enter the primary mode of instruction where 51% or more of the instruction is delivered via a single mode.

    1   Face-to-Face – The instructor and the students are in the same physical location at the same time
    2   Fully Distance Education Course

    3   Video Tape/DVD and/or Broadcast TV

4 Two-way Interactive Video
5 Multiple or Other Electronic Media (use only if no other single mode accounts for 51% of the instruction or if the electronic instruction mode is not listed above)
6 Hybrid/Blended Course

**NOTE**: Instruction mode "2" Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode "6" Hybrid/Blended Course -- A course in which a majority (at least 51 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

Report non-semester-length developmental education interventions with the code that best fits the instruction mode.

Item #17    SCH Not Funded Reason. Enter the reason for listing non-funded SCH in Item #12. Leave blank if '0' SCH are reported in Item #12.

1 Developmental SCH exceeds state funding limit
2 Student attempted the same course three or more times
3 Undergraduate SCH attempted exceeds state limits of 45 or 30 SCH beyond degree program (beginning fall 2009, institutions should not include dual credit courses taken by the student when calculating excess hours)
4 Student/Course is not allowed for state funding (report only if options '1' '2' '3' do NOT apply)
5 Student did not pay by class census date (include students who enrolled after the class census date)
6 Institutional decision
7 Inter-institutional class (reported for funding by another institution)
8 Doctoral semester credit hours exceed the funding limit

Item #18    High School Credit Status. Enter the high school credit status for the student in this report (information about reporting dual credit students is in the introduction).

0 Not a HS student
1 Student is not yet HS graduate, course reported is for dual credit
2 Student is not yet HS graduate, course reported is for college credit only

**NOTE:** Examples for a student marked as "0" would be a student who has a GED, a high school graduate, or a non-high school student granted approval for enrollment by admissions.

Item #19    Developmental Education Course/Intervention and Corequisite. Enter the code indicating the type of developmental course/intervention completed by the student. Report all developmental student success courses as '1' and all approved developmental student success interventions as '4.' Interventions include non-semester-length and non-course-based activities but do NOT include traditional courses offered in a compressed time frame.

0   Not a developmental course/intervention or not a paired college course
1   Developmental course – not part of a corequisite model
4   Developmental intervention (NCBO) – not part of a corequisite model
7   Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model
8   Corequisite DE course
9   Corequisite DE intervention (NCBO)
A   Corequisite Self-paced DE course or DE intervention
B   College-level course paired with DE

Item #20     Unused.

Item #21     Unused.

Item #22     Unused.

Item #23     Composite Classes. Enter a unique two-digit, alphabetic code to identify this as a cross-listed class if applicable (see the introduction for more information).

Item #24     Off-Campus Location/Electronic Telecommunication Site. Enter the ZIP code, state code, or foreign country code applicable to Item #14, except for classes where Item #14 is coded '0', '6', or '9'.

| Item #14 Location Code | Item #24 Site Code |
|---|---|
| 0 | Leave blank |
| 1 | ZIP code of off-campus location |
| 3 | State code from Appendix B, right-justified, with two leading zeros |
| 4 | Foreign country code from Appendix B, right-justified, with two leading zeros |
| 5 | ZIP code of correctional institution |
| 6 | Leave blank |
| 7 | ZIP code of military base |
| 8 | ZIP code of primary or secondary school |
| 9 | Leave blank |
| B | ZIP code of the business, government, or other work entity |
| H | ZIP code of the high school campus |

Item #25     Flexible Entry. Enter a '1' if this is a Flexible Entry (FE) class that is being reported this semester. Each flexible entry class record must be a separate record. Leave blank if not flex entry (see introduction and the Flexible Entry Reference Table in Appendix P for more information).

Item #26     Inter-institutional Identifier. Enter one of the following:

0   Not an inter-institutional enrollment
1   The student is taking the course at another institution
2   The student from another institution is taking the course at your institution

Item #27     Semester. Enter the semester in which the course is reported.

1 = Fall     2 = Spring     3 = Summer

Item #28    Year. Enter all four digits of the calendar year in which the semester of the report occurs.

Item #29    Class Begin Date. Enter all four digits of the year, the month, and day of the first scheduled day for this course (YYYYMMDD). For a semester-length course, use the beginning of term date as the beginning date. For compressed courses, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual first day of class.

Item #30    Class End Date. Enter all four digits of the year, the month, and day of the last scheduled class for this course (YYYYMMDD). For a semester-length course, use the end of term date as the ending date. For a compressed course, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual last class day.

Univ. Census Student Schedule Report (CBM0CS)

**Example: CBM0CS Distance Education Classes**

1. UNIV A offers a seminar class on-campus and via two-way interactive video to UNIV B through an inter-institutional agreement. While the student in the class may not be double-reported for headcount (CBM0C1), the student would be reported by both institutions on the CBM0CS. An example is below. Items not referenced are intentionally omitted.

   | UNIV A reports its student | | UNIV B reports its student | |
   |---|---|---|---|
   | Item #7 | 4 | Item #7 | 4 |
   | Item #10 | 3 | Item #10 | 3 |
   | Item #11 | 3 | Item #11 | 0 |
   | Item #12 | 0 | Item #12 | 3 |
   | Item #14 | 0 | Item #14 | 6 |
   | Item #15 | blank | Item #15 | (UNIV A FICE) |
   | Item #16 | 4 | Item #16 | 4 |
   | Item #17 | blank | Item #17 | 4 |
   | Item #26 | 0 | Item #26 | 1 |

**Example: CBM0CS Lecture/Lab**

2. University A offers a class that has both a lecture and a lab, but the lab does not earn any SCH or grade. Although the lecture portion contains the SCH and the grade value, the lab can still be reported to reflect the lab component:

   | Lecture | | Lab | |
   |---|---|---|---|
   | Item #4 | MATH | Item #4 | MATH |
   | Item #5 | 101 | Item #5 | 101 |
   | Item #6 | 001 | Item #6 | 001 |
   | Item #7 | 1 (Lecture) | Item #7 | 2 (Lab) |
   | Item #10 | 0300 (SCH) | Item #10 | 0000 (SCH) |
   | Item #11 | 0300 | Item #11 | 0000 |
   | Item #12 | 0000 | Item #12 | 0000 |

<u>Univ. Census Student Schedule Report (CBM0CS)</u>

## Data Processing Record Layout

| | | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always 'S' | 1 | 1 |
| Item #2 | Institution Code - FICE – Numeric | 2 | 6 |
| Item #3 | Student ID – Alphanumeric | 8 | 9 |
| Item #4 | Subject Prefix | 17 | 7 |
| Item #5 | Course Number | 24 | 7 |
| Item #6 | Section Number | 31 | 7 |
| Item #7 | Type of Instruction – Alphanumeric | 38 | 1 |
| Item #8 | Classification – Alphanumeric | 39 | 1 |
| Item #9 | Non-disclosure – Numeric | 40 | 1 |
| Item #10 | Semester Credit Hour Value - Leading zeros, two decimals | 41 | 4 |
| Item #11 | SCH Funded - Leading zeros, two decimals | 45 | 4 |
| Item #12 | SCH Not Funded - Leading zeros, two decimals | 49 | 4 |
| Item #13 | Class Taken by Senior within 12 Hrs of Graduation – Numeric | 53 | 1 |
| Item #14 | Location Code | 54 | 1 |
| Item #15 | Other Higher Education Site – FICE code or blank | 55 | 6 |
| Item #16 | Instruction Mode | 61 | 1 |
| Item #17 | SCH Not Funded Reason – Numeric | 62 | 1 |
| Item #18 | High School Credit Status | 63 | 1 |
| Item #19 | Developmental Education | 64 | 1 |
| Item #20 | Unused | 65 | 1 |
| Item #21 | Unused | 66 | 1 |
| Item #22 | Unused | 67 | 3 |
| Item #23 | Composite Class | 70 | 2 |
| Item #24 | Off-Campus Location/ZipCode – Leading zeros | 72 | 5 |
| Item #25 | Flexible Entry | 77 | 1 |
| Item #26 | Inter-institutional Identifier – Numeric | 78 | 1 |
| Item #27 | Semester – '1', '2', or '3' | 79 | 1 |
| Item #28 | Year - YYYY – Numeric | 80 | 4 |
| Item #29 | Class Begin Date – YYYYMMDD | 84 | 8 |
| Item #30 | Class End Date – YYYYMMDD | 92 | 8 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except 'S' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Student ID Number | N/A | Blank or special characters |
| 4. | Subject Prefix | N/A | Blank or not on course inventory |
| 5. | Course Number | N/A | Blank or not on course inventory |
| 6. | Section Number | N/A | Blank |
| 7. | Type Instruction | N/A | Any value except '0' thru '6', '8', '9', 'C', or 'Q' |
| 8. | Classification | N/A | Any value except '1' thru '8' |
| 9. | Non-Disclosure | N/A | Any value except '2' or '0' |
| 10. | SCH Value | If not 0100 SCH to 1200, except if 0000 and Item #7 = '2' OR if 0025 to 1200 and Item #19 > '0' | Non-numerical characters; Greater than SCH on course inventory |
| 11. | SCH Funded | Sum of #11 and #12 less than 0100, greater than 1200 except if item #19 ne '0' | Any non-numerical value; sum of Items #11 and #12 not equal to Item #10 |
| 12. | SCH Not Funded | Sum of #11 and #12 less than 1, greater than 12 except if item #19 ne '0' | Any non-numerical value sum of Items #11 and #12 not equal to Item #10 |
| 13. | Class Taken by Senior Within 12 Hrs of Grad | N/A | Any value except '1' or '0'; greater than '0' when Item #8 less than '4' |

| | | | |
|---|---|---|---|
| 14. | Location Code | N/A | Any value other than '0', '1', '3' thru '9', 'B', or 'H' |
| 15. | Other Higher Ed Site | N/A | If Item #14 is coded '6', FICE must be on Institution File |
| 16. | Instruction Mode | N/A | Any value except '1' thru '6'; not coded '2' or '3' when Item #14 is coded '9' |
| 17. | SCH Not Funded Reason | N/A | When Item #12 > 0, any value except '1' thru '8' |
| 18. | HS Credit Status | N/A | Any value except '0', '1', or '2' |
| 19. | Developmental Course Level | N/A | Any value except '0', '1' '4', '7', '8', '9', 'A', or 'B' any value except '0' when Item #18 = '1' |
| 20. | Unused | N/A | N/A |
| 21. | Unused | N/A | N/A |
| 22. | Unused | N/A | N/A |
| 23. | Composite Code | N/A | N/A |
| 24. | Off-Campus Location/ Electronic Telecom Site | N/A | Non-numerical value |

Univ. Student Schedule Report (CBM0CS)

| 25. | Flexible Entry | N/A | Any value except spaces or '1' |
|---|---|---|---|
| 26. | Inter-institutional Identifier | N/A | Any value except '0', '1', or '2' |
| 27. | Semester | N/A | Must match value on header record |
| 28. | Year | N/A | Must match value on header record |
| 29. | Class Begin Date | Year < reporting year | Year > current year; month < 01 or > 12; day < 01 or > days of month |
| 30. | Class End Date | N/A | Year > current year; month < 01 or > 12; day < 01 or > days of month |

## Summary of Semester Credit Hours Generated

       In order to produce this summary, each record is related to the CBM003 Course Inventory using the subject prefix and course number. The hours produced by records in error are <u>not</u> included in the semester credit hour calculations.

       The enrollment in each class is summed and multiplied by the SCH value in the CBM0CS record. These totals are then aggregated by program and curriculum area according to the level in the CBM003 and the enrollment level in the CBM0CS. The level determination is based on the relationships shown below.

## Summary of Semester Credit Hours Generated Off-Campus

       This summary is the same as above, except that the CBM0CS records for all off-campus classes (Item #14 codes '1', '3', '4', '5', '6', '7', '8', '9', 'B', and 'H') are used.

## Semester Credit Hour Generation

| <u>Course Level</u> | <u>Hours Generated</u> |
|---|---|
| Freshman, Sophomore Level) | All levels of enrollment will generate lower-division hours. (Lower- |
| Junior, Senior | Lower division enrollment will generate lower-division hours; (Upper-Level) all other levels of enrollment will generate upper-division hours. |
| Master's | Lower division enrollment will generate lower-division hours. |
| | Upper division enrollment will generate upper-division hour. Master's |
| | level enrollment will generate master's-level hours. |
| | Doctor's level-research/scholarship enrollment will generate master's-level hours. |
| | Doctor's level-professional practice enrollment will generate master's-level hours. |
| Graduate | Lower division enrollment will generate lower-division hours. |
| | Upper division enrollment will generate upper-division hours. Master's |
| | level enrollment will generate master's-level hours. |
| | Doctor's level-research/scholarship enrollment will generate doctoral hours. |
| | Doctor's level-professional practice level enrollment will generate master's-level hours. |
| Special-Professional | Only master's, doctor's level-research/scholarship, and doctor's level-professional practice levels of enrollment will generate special- professional hours. |

**NOTE**:

| | |
|---|---|
| Doctoral Level | Doctoral level semester credit hours will be generated only by doctor's level-research/scholarship students enrolled in courses which have been authorized |

by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed doctoral degree.

Small Class Defined

Organized small classes are undergraduate classes with less than 10 registrants or graduate level classes with less than five graduate registrants. The primary types of instruction of an organized class are lecture, laboratory, or seminar.

Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class, and will be defined as a small class if there are less than ten total registrants in the class. Any graduate level section, whether composite, cross-listed, or individual, with less than 5 graduate level registrants and a total enrollment of less than ten registrants will be considered a small class.

Small classes currently generate state-funded hours.

Reports Generated

Doctoral Students Approaching Doctoral SCH Limit
Doctoral Students Exceeding Doctoral SCH Limit
Doctoral Students with 75 Doctoral SCH
Doctoral Students with 45 Doctoral SCH
UG Students Approaching 30-Hour Funding Limit
UG Students that will Exceed the 30-Hour Funding Limit after this Term
UG Students Exceeding 30-Hour Funding Limit
UG Students Approaching 45-Hour Funding Limit
UG Students that will Exceed the 45-Hour Funding Limit after this Term
UG Students Exceeding 45-Hour Funding Limit

Report Matching

**CBM0C1** - The Student ID reported on the CBM0CS report will be validated against the Student ID reported on the CBM0C1 report. Student ID's reported on the CBM0CS report that are not found on the CBM0C1 report will be listed in the **CBM0CS records not included in the CBM0C1 Report**. This will be flagged as a review item. Certification of the CBM0C1 report will not be allowed without an explanation of the mismatches.

**CBM0C8** – The class (Course Subject, Course Number, Course Section, Composite Class code) reported on the CBM0CS report will be validated against the classes (Course Subject, Course Number, Course Section, Composite Class code) reported on the CBM0C8 report. The classes that cannot be found on the CBM0C8 report will be listed in the **CBM0CS records not included in CBM0C8 Report**. Certification of the CBM0CS report will not be allowed with mismatches.

**Other Errors**

A student with greater than 40 total credit hours will generate an error.

Each record should be unique on FICE code, Report Year, Semester, Course Subject, Course Number, Course Section, Instruction Type, Flex Entry, and Student ID.

# CBM005 Building and Room Report

The purpose of the Building and Room Report (CBM005) is to collect data reflecting the building and room assignments as of the twelfth-class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Building and Room Inventory Reports. In the introductory section of the Facilities Building Inventory Report (CBM014), it states that a building inventory should "... include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

**NOTE**:
1.  Only the classes reported on the CBM0C4 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.

2.  Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

## 220 – Special Class Laboratories

Apply this code to rooms that first meet the definition of a special class laboratory in that they are used more by students through informally scheduled, unscheduled, or open instruction. The amount of informally scheduled activity must exceed any formally scheduled instruction - activity reported on the CBM005 report. Rooms with specialized equipment installed that prevent the use of the room for lecture that are predominately used for formally scheduled classes are class laboratories. While the description of a 220 includes criteria such as restricted access, that in itself does not define a room as a special class laboratory.

## Short Courses

Adjust the duration of courses reported on the CBM005 meeting for fewer than 16 weeks to account for the reduced use. If a course meets for 8 hours a day for the first two weeks of the semester report the daily duration a 480 times 2 divided by 16 or 60 minutes per day. An exception to this rule would be if the room will be scheduled for a series of these courses for the full 16-week semester. In that case, report the full 480-minute duration

Instructions for Building and Room Report

Item #1        Record Code. Always enter '5'.

Item #2        Institution Code. Enter the FICE Code of the institution.

CLASS IDENTIFICATION

The course identification used to identify a class in this report must be the same as the course identification used on the CBM0C4.

Item #3        Subject Prefix. Enter the subject abbreviation of this course.

Item #4        Course Number. Enter the course number.

Item #5        Section Number. Enter the section number associated with this class.

Item #6        Unused

Item #7        Building. Enter the building number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

Item #8        Room. Enter the room number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

               **NOTE**:  It is imperative that the room number is identical in every way to that on the Coordinating Board Facilities Inventory, including spacing, leading zeros and suffixes, if any.

Item #9        Days of the Week. Enter the day(s) of the week that this section meets. Left-justify and space-fill. Up to seven entries can be made in this item.

                    1   Monday              5   Friday
                    2   Tuesday             6   Saturday
                    3   Wednesday           7   Sunday
                    4   Thursday

               EXAMPLES:
               Monday, Wednesday, Friday class would be coded 135
               A class that meets on Thursday only would be coded 4
               A class meeting Monday through Friday would be coded 12345

Item #10       Starting Time. Enter the time of day that the class begins based on the 24 hour clock, i.e., eight a.m. would be coded 0800, three-thirty p.m. would be coded 1530, etc.

Item #11    Duration of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for forty-five minutes, it would be coded 045; if for one hour and thirty-five minutes, it would be coded 095.

**NOTE**: Limit the time reported to include time where the student and instructor are simultaneously in the room together and engaged in formal educational activities related to the course. A student's use of a room outside of instructional activity is accounted for in the SUE scoring matrix and should not be included in the reported durations.

Item #12    Reporting Period. Always enter '1'.

Item #13    Year. Enter all four digits of the calendar year in which the fall semester occurs.

Item #14    Classification of Room Type. The room type will be reported by the classifications listed on the Coordinating Board Facilities Inventory. Room Type codes must match those listed on the inventory. Examples of a few of the room type codes are listed below:

110    Classroom
210    Class Laboratory (Regularly Scheduled)
220    Special Class Laboratories (Informally Scheduled)
310    Office
350    Conference Room
610    Assembly (Auditorium, etc.)
680    Meeting Room

**Note:** See the introduction for more information about 220 Special Class Laboratories

Item #15    Enrollments. The enrollments will be reported by the classifications listed below and as defined in the enrollment section of the CBM0C4.

15A    Lower Division Enrollment Not Affected by State Limits
15B    Upper Division Enrollment Not Affected by State Limits
15C    Master's Level
15D    Doctor's Level-Research/Scholarship
15E    Doctor's Level-Professional Practice

Item #16    Enrollment of Students Who Exceed State Funding Limits. Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 45 SCH). Include the number of students who have attempted the same course for three or more times and are not eligible to be claimed for state funding. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #15B or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the introductory section of the CBM0C4.

Item #17    Enrollment of Students Whose Developmental SCH Exceed State Funding Limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (9 SCH). Do not include these students in Item #15A or #18.

Item #18    Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who are affected by the undergraduate funding limit. Exclude students whose developmental semester credit hours exceeds the state funding limit but include them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #15A.

Item #19    Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #15B.

**NOTE:** Class sections meeting in multiple rooms - the total headcount reported for the section on this report should not exceed the total headcount reported on the Class Report (CBM0C4) at any given time and day of the week. For example, a class with a lecture and lab combination has 90 students enrolled. The section meets Monday, Wednesday, and Friday in the classroom for an hour at 10:00 each day. Additionally, the section meets for lab on Monday, Wednesday, or Friday for an hour at 2:00 for one day each week. Report 90 students in the classroom on Monday, Wednesday, and Friday. Report the portion of the section that will meet in the lab each day or 30 students for Monday, 30 students for Wednesday, and 30 students for Friday. Do not report 90 students in each lab for Monday, Wednesday, and Friday unless all 90 students will be using the lab all three days.

<u>Univ. Building and Room Report (CBM005)</u>

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code - Always '5' | 1 | 1 |
| Item #2 | Institution Code - FICE - Numeric | 2 | 6 |
| Item #3 | Subject Prefix | 8 | 7 |
| Item #4 | Course Number | 15 | 7 |
| Item #5 | Section Number | 22 | 7 |
| Item #6 | Unused | 29 | 1 |
| Item #7 | Building | 30 | 6 |
| Item #8 | Room | 36 | 16 |
| Item #9 | Days of Week - Numeric; left justify, space-fill | 52 | 7 |
| Item #10 | Start Time - Numeric; 24-hour clock | 59 | 4 |
| Item #11 | Duration - Minutes - Numeric | 63 | 3 |
| Item #12 | Semester - Always '1' | 66 | 1 |
| Item #13 | Year - YYYY - Numeric | 67 | 4 |
| Item #14 | Classification of Room Type - Numeric | 71 | 3 |
| Item #15 | Enrollment (A-E) – Not Affected by State Limits - Leading zeros and zero fill (mutually exclusive of other enrollment items) | 74 | 15 |
| Item #16 | Enrollment - Students Who Exceed State Funding Limits, leading zeros (mutually exclusive of other enrollment items) | 89 | 3 |
| Item #17 | Enrollment - Students whose developmental SCH Exceed state Funding Limit, leading zeros (mutually exclusive of other enrollment items) | 92 | 3 |
| Item #18 | Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items) | 95 | 3 |
| Item #19 | Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items) | 98 | 3 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value other than '5' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Subject Prefix | N/A | Blank |
| 4. | Course Number | N/A | Blank |
| 5. | Section Number | N/A | Blank |
| 6. | Unused | N/A | N/A |
| 7. | Building | N/A | Must match Facilities Inventory File |
| 8. | Room | N/A | Must match Facilities Inventory File |
| 9. | Days of Week | Any combination that includes Sunday | Non-numerical; blank or '0' |
| 10. | Start Time | Any class starting before 0700 or after 2100 | Non-numerical |
| 11. | Duration | Any value greater than 240 and less than 540 | Any numerical value 540 or greater |
| 12. | Semester | N/A | Must match value on header record |
| 13. | Year | N/A | Must match value on header record |
| 14. | Room Type | N/A | Must match value on Facilities Inventory File; value of 000 |

Univ. Building and Room Report (CBM005)

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 15. | Enrollment | Sum of all levels, including Items #18 and #19, greater than 200 or less than 001 | Any non-numerical value |
| 16. | Enrollment-Excess | Sum greater than 40 | Any non-numerical value |
| 17. | Enrollment-DE Excess | Sum greater than 40 | Any non-numerical value |
| 18. | Enrollment-UGL Affected | See Item #15 | Any non-numerical value |
| 19. | Enrollment-UGU Affected | See Item #15 | Any non-numerical value |

**NOTE**: Those CBM005 records for which corresponding CBM0C4 records cannot be located are flagged and an error message is generated.

## Univ. Building and Room Report (CBM005)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
SR-CBM005 EDIT SUMMARY FROM        RunDate: 11/15/2010 Time: 10:46:05
LONE STAR UNIVERSITY                    003304     FALL     2010
```

|  |  | NORMAL RANGE | QUESTIONABLE VALUES | ERROR VALUES |
|---|---|---|---|---|
| ITEM 1 | RecordCode | 1,288 | 0 | 0 |
| ITEM 2 | Inst. Code | 1,288 | 0 | 0 |
| ITEM 3 | Subject Prefix | 1,288 | 0 | 0 |
| ITEM 4 | Subject Number | 1,288 | 0 | 0 |
| ITEM 5 | Section Number | 1,288 | 0 | 0 |
| ITEM 7 | Building | 1,281 | 0 | 7 |
| ITEM 8 | Room | 1,281 | 0 | 7 |
| ITEM 9 | Days=Of-Week | 1,288 | 0 | 0 |
| ITEM 10 | Start Time | 1,272 | 16 | 0 |
| ITEM 11 | Duration | 1,258 | 30 | 0 |
| ITEM 12 | Semester | 1,288 | 0 | 0 |
| ITEM 13 | Year | 1,288 | 0 | 0 |
| ITEM 14 | Room Type | 1,282 | 0 | 6 |
| ITEM 15A | Enrollment UGL | 1,260 | 28 | 0 |
| ITEM 15B | Enrollment UGU | 1,260 | 28 | 0 |
| ITEM 15C | Enrollment Mast | 1,260 | 28 | 0 |
| ITEM 15D | Enrollment Doc-Res/Scholar | 1,260 | 28 | 0 |
| ITEM 15E | Enrollment Doc-Prof Pract | 1,260 | 28 | 0 |
| ITEM 16 | Enrollment UG Exceed Limit | 1,260 | 28 | 0 |
| ITEM 17 | Enrollment DE Exceed Limit | 1,260 | 28 | 0 |
| ITEM 18 | Enrollment UGL Affected By Limit | 1,260 | 28 | 0 |
| ITEM 19 | Enrollment UGU Affected By Limit | 1,260 | 28 | 0 |

```
TOTAL Report Records                     1,288
CONTROL TOTAL                            1,288     DISCREPANCY      0
Total Recs on Db                         1,288
Number Of Non-Unique/Duplicated Id's         0
Number Of Duplicate Records                  0
Number Of Relative Duplicate Questionable    0
Number Of Relative Duplicate Error           0
Total Error Recs on Db                       7
Total Questionable Recs on Db               58
Total Non Error Records on Db            1,281
Total Rejected Records                       0
```

## Univ. Building and Room Report (CBM005)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
Edit Of SR-CBM005 Data From          RunDate: 11/15/2010 Time: 10:46:05
LONR STAR UNIVERSITY                        003304      FALL   2010

Number Of Rooms In Which Classes Are Taught By Room Type, By Building

     0103
       110  Classroom                               9
       210  Class Laboratory                       12
       220  Special Class Laboratory                1
       000  Other                                   1
               Total                               23
     0107
       110  Classroom                              27
       210  Class Laboratory                        1
       000  Other                                   1
               Total                               29
     0108
       110  Classroom                               2
               Total                                2
     0109
       110  Classroom                               2
       210  Class Laboratory                        1
       220  Special Class Laboratory                1
       000  Other                                   2
               Total                                6
     0110
       110  Classroom                               4
       210  Class Laboratory                        2
       220  Special Class Laboratory                3
       000  Other                                   1
               Total                               10
     0112
       110  Classroom                               8
       210  Class Laboratory                       10
               Total                               18
     0113
       110  Classroom                               9
       210  Class Laboratory                        3
       350  Conference Room                         1
               Total                               13
     0114
       110  Classroom                               6
       210  Class Laboratory                        4
       220  Special Class Laboratory                4
       610  Assembly (Auditorium, Etc.)             1
               Total                               15
     0115
       110  Classroom                              10
       210  Class Laboratory                        1
       000  Other                                   1
               Total                               12
     0117
       220  Special Class Laboratory                1
               Total                                1
     0118
       110  Classroom                               3
       680  Meeting Room                            1
               Total                                4
     0120
       110  Classroom                               1
       210  Class Laboratory                        4
       220  Special Class Laboratory                2
               Total                                7
     0121
       110  Classroom                               1
               Total                                1
   ***Note:  Totals are net errors.
```

## Univ. Building and Room Report (CBM005)

```
          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 2
Edit Of SR-CBM005 Data From          RunDate: 11/15/2010 Time: 10:46:05
LONE STAR UNIVERSITY                      003304        FALL   2010


      Campus Totals
        110  Classroom                               82
        210  Class Laboratory                        38
        220  Special Class Laboratory                12
        310  Office                                   0
        350  Conference Room                          1
        610  Assembly (Auditorium, Etc.)              1
        680  Meeting Room                             1
        000  Other                                    6
                    Total                           141

      Number Of Classes Meeting On:
          Monday-Wednesday-Friday                   294
          Tuesday-Thursday                          396
          Monday-Wednesday                          152
          Monday Only                               103
          Tuesday Only                              108
          Wednesday Only                             86
          Thursday Only                              90
          Friday Only                                42
          Saturday Only                               3
          Sunday Only                                 0
          Other Only                                  7
                    Total                         1,281

      Number Of Classes With Starting Times:
          Before 8:00 AM                             24
           8:00 AM - 8:59 AM                        121
           9:00 AM - 9:59 AM                        185
          10:00 AM - 10:59 AM                        91
          11:00 AM - 11:59 AM                       178
             Noon - 1:59 PM                         290
           2:00 PM - 3:59 PM                        249
           4:00 PM - 5:59 PM                         52
           6:00 PM And After                         91
                    Total                         1,281

      Number Of Classes of Duration:
          0-1 Hour      (000-060 Minutes)           516
          1-2 Hours     (061-120 Minutes)           552
          2-3 Hours     (121-180 Minutes)           169
          3-4 Hours     (181-240 Minutes)            14
          4-5 Hours     (241-300 Minutes)             1
          5-6 Hours     (301-360 Minutes)            20
          Over 6 Hours (Over 360 Minutes)            9
                    Total                         1,281

      Number Of Classes Taught in Room Type:
        110  Classroom                              923
        210  Class Laboratory                       290
        220  Special Class Laboratory                42
        310  Office                                   0
        350  Conference Room                          7
        610  Assembly (Auditorium, Etc.)              8
        680  Meeting Room                             2
        000  Other                                    9
                    Total                         1,281
    ***Note:  Totals are net errors.
```

5.10

## Univ. Building and Room Report (CBM005)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 3
Edit Of SR-CBM005 Data From            RunDate: 11/15/2010 Time: 10:46:05
LONE STAR UNIVERSITY                       003304        FALL  2010

                 Classroom Utilization Report

                                              Total
      Room                       Non-OverlappingInstructional
      Type        Utilization       Duration     Rooms
      110            29.08        2,384.60       82.00
      210            28.52          828.60       29.05
      220             2.93          102.70       35.00
   ***Note:  Totals are net errors.
```

## Univ. Building and Room Report (CBM005)

```
Items      Item    Item   Item   Item   Item   Item              Items     **** Item 15 ****        Items
1    2      3       4      5      7      8      9     10 11 12 13 14   A    B    C    D    E 16 17 18 19        Remarks

5 003304 ART      3331    11108 0117 00229  5         1200 330 1 2010 220 000 001 000 000 000 000 000 004 003      Q
                                                                ---
                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 ART      3332    11110 0117 00229  5         1200 330 1 2010 220 000 000 000 000 000 000 000 000 003      Q
                                                                ---
                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 ART      3333    11112 0117 00229  5         1200 330 1 2010 220 000 000 000 000 000 000 000 000 002      Q
                                                                ---
                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 BIO      5423    11222 0103 00123  24        0930 075 1 2010 110 000 000 000 000 000 000 000 000 000      Q
                                                                --- --- --- --- --- --- --- --- ---
                                                             TotalEnrollment , Is Zero Questionable! REF0631
5 003304 BIO      5423    11223 0120 00107  1         1400 170 1 2010 210 000 000 000 000 000 000 000 000 000      Q
                                                                --- --- --- --- --- --- --- --- ---
                                                             TotalEnrollment , Is Zero Questionable! REF0631
5 003304 BIO      5443    12918 0103 00123  135       1200 050 1 2010 110 000 000 000 000 000 000 000 000 000      Q
                                                                --- --- --- --- --- --- --- --- ---
                                                             TotalEnrollment , Is Zero Questionable! REF0631
. . . . . . .

5 003304 RNSG     2261    11377 0114 00238  4         1230 360 1 2010 110 001 003 001 000 000 000 000 000 003      Q
                                                                ---
                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 RNSG     2261    11378 0114 00238  4         1230 360 1 2010 110 003 002 000 000 000 000 000 001 004      Q
                                                                ---
                                                      Duration(Item11) is Greater than 240 Questionable. REF0616


Total Rejected Records                      0
Total Records on Database               1,288
Total Non Error Records                 1,281
Total Error Records                         7
Total Questionable Records                 58
Total Rejected Records                      0


Items In Error Are Indicated By (*), Questionable By (-)
```

# CBM0C8 Census Faculty Report

The CBM0C8 Census Faculty Report is a census date report. The purpose of the CBM0C8 report is to collect auditable faculty information associated with classes reported on the Census Student Schedule (CBM0CS) report.

## Faculty Course Information

There must be a separate record for every class that a faculty member teaches that was reported on the CBM0CS. If a class has multiple instructors, there must also be separate records submitted for each class instructor. Items #24-#26 will be unique for each class.

Item #29, Responsibility Factor, is used to apportion the teaching load for classes taught by multiple instructors. Submit separate records for each faculty member and responsibility factor; the total responsibility factor for a class must equal 100 percent.

## Classes Organized After the Official Census Date (Flexible Entry)

A class is "organized" when students have registered and paid fees or established an accounts receivable. A class organized after the official census date is a flexible entry class and will be included in the data submitted in the semester following; i.e., (a) report classes organized after the 12th class day of the fall semester in the following spring semester CBM0C8 report; (b) report classes organized after the 12th class day of the spring semester in the first summer session following, etc. Faculty teaching a flex-entry class will be identified by inserting a '1' in Item #17 Flexible Entry.

A reference table showing flex entry instructions for the CBM0C8 and other applicable reports is available in the *Appendix*.

# Instructions for Census Faculty Report

Item #1        Record Code. Always enter '8'.

Item #2        Institution Code. Enter the FICE Code of the institution.

Item #3        Faculty Identification Number. Enter the social security number of the faculty member.

Item #4        Last Name. Enter the faculty member's last name.

Item #5        First Name Initial. Enter the initial of the faculty member's first name.

Item #6        Middle Name Initial. Enter the initial of the faculty member's middle name.

Item #7        Unused.

Item #8        Tenure. Use the institution's criteria or requirements to determine tenure status.

    0    Non-tenured faculty, if not identified in codes '3', '4', or '5'
    1    Tenured faculty
    2    On tenure-track faculty
    3    Non-tenured – "Terminal degree in discipline" for course being taught: all instructors with a doctoral or other terminal degree in the discipline, including adjunct professors, visiting professors, lecturers, senior lecturers, and clinical professors.
    4    Non-tenured – "Appropriate professional certification" for course being taught: part-time faculty with a doctoral or other terminal degree and combined full-time employment comparable to that of other scholars in the field. Include individuals who hold research or clinical appointments in other organizations and faculty who teach for another institution, especially a faculty member who teaches a cooperative or partnership program. Institutions would certify combined employment status and identify other employers.)
    5    Non-tenured – "Extensive and recognized accomplishments in field" for course being taught: include instructors with five or more years of continuous full-time appointments or experience in teaching positions and a master's degree in the field (e.g., career teachers holding positions such as lecturer, senior lecturer, or instructional specialist) and part-time appointees with or without a doctoral degree but with otherwise demonstrable capability to teach the courses for which they are assigned. (Examples are artists teaching art, CPAs teaching accounting, lawyers teaching business law, senior public officials teaching public affairs or appropriate government courses, practicing professional engineers teaching engineering courses, corporate CEOs teaching business courses, nurses teaching clinical practices, and other licensed professionals teaching classes in their fields.)

Item #9        Unused.

Item #10       Unused.

Univ. Census Faculty Report (CBM0C8)

Item #11        Unused.

Item #12        Unused.

Item #13        Unused.

Item #13A       Unused.

Item #13B       Unused.

Item #13C       Unused.

Item #13D       Unused.

Item #13E       Unused.

Item #14D       Unused.

Item #14R       Unused.

Item #14X       Unused.

Item #14Z       Unused.

Item #15        Unused.

Item #16        Unused.

Item #17        Flex-Entry. Enter a '1' for the faculty record that contains the flex course so that the corresponding class record in the CBM0CS will have a faculty match. If the course is not a flex entry, enter a '0'.

Item #18        Unused.

Item #19        Unused.

Item #20        Semester. Enter the code indicating the appropriate semester.

                    1  Fall        2  Spring        3  Summer

Item #21    Year. Enter the calendar year in which the semester occurred. Use the YYYY format. Example: 2011

Item #22    Unused.

Item #23A-G Unused.

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number.  The course identification used to identify a class in this report must be the same as the course identification included in the Course Inventory (CBM003) and reported on the CBM0CS.

Item #24    Subject Prefix. Enter the subject abbreviation of this course.

Item #25    Course Number. Enter the course number.

Item #26    Section Number. Enter the section number assigned to this class.

             **NOTE**: All classes must be assigned a section number.

Item #27    Teaching Load Credit. Enter the teaching load credits (TLC) of each faculty for each class section based on the institution's internal workload policies. Report them to the nearest tenth. Example: 3 TLC will be coded 030; 2.5 TLC as 025. Zero fill if not applicable.

Item #28    Composite Classes. Enter a unique two-digit, alphanumeric code to identify each cross-listed class. Use composite classes or multiple class records for reporting all sections where teaching responsibility is distributed among two or more persons.

Item #29    Responsibility Factor (Percent). Enter the responsibility factor (percent) of the faculty member teaching this section. The responsibility factor for all faculty members reported for a section must always be 100 percent. Zero fill if not applicable.

<u>Univ. Census Faculty Report (CBM0C8)</u>

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code - Always '8' – Numeric | 1 | 1 |
| Item #2 | Institution Code - FICE – Numeric | 2 | 6 |
| Item #3 | Faculty Identification Number – Numeric | 8 | 9 |
| Item #4 | Last Name – Alpha; no special characters | 17 | 10 |
| Item #5 | First Name Initial – Alpha | 27 | 1 |
| Item #6 | Middle Name Initial – Alpha or blank | 28 | 1 |
| Item #7 | Unused | 29 | 1 |
| Item #8 | Tenure – Numeric | 30 | 1 |
| Item #9 | Unused | 31 | 1 |
| Item #10 | Unused | 32 | 4 |
| Item #11 | Unused | 36 | 1 |
| Item #12 | Unused | 37 | 6 |
| Item #13 | Unused |  |  |
| Item #13A | Unused | 43 | 3 |
| Item #13B | Unused | 46 | 3 |
| Item #13C | Unused | 49 | 3 |
| Item #13D | Unused | 52 | 3 |
| Item #13E | Unused | 55 | 3 |
| Item #14 | Unused |  |  |
| Item #14A | Unused | 58 | 6 |
| Item #14D | Unused | 64 | 6 |
| Item #14R | Unused | 70 | 6 |
| Item #14X | Unused | 76 | 6 |
| Item #14Z | Unused | 82 | 6 |
| Item #15 | Unused | 88 | 3 |
| Item #16 | Unused | 91 | 6 |
| Item #17 | Flex Entry – Numeric | 97 | 1 |
| Item #18 | Unused | 98 | 1 |
| Item #19 | Unused | 99 | 1 |
| Item #20 | Semester - '1', '2', or '3' – Numeric | 100 | 1 |
| Item #21 | Year - YYYY format – Numeric | 101 | 4 |
| Item #22 | Unused | 105 | 1 |
| Item #23 | Unused: |  |  |
| Item #23A | Unused | 106 | 1 |
| Item #23B | Unused | 107 | 1 |
| Item #23C | Unused | 108 | 1 |

Univ. Census Faculty Report (CBM0C8)

| | | | |
|---|---|---|---|
| Item #23D | Unused | 109 | 1 |
| Item #23E | Unused | 110 | 1 |
| Item #23F | Unused | 111 | 1 |
| Item #23G | Unused | 112 | 1 |
| Item #24 | Subject Prefix | 113 | 7 |
| Item #25 | Course Number | 120 | 7 |
| Item #26 | Section Number | 127 | 7 |
| Item #27 | Teaching Load Credit | 134 | 3 |
| Item #28 | Composite Classes – Alphanumeric | 137 | 2 |
| Item #29 | Responsibility Factor | 139 | 3 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each faculty record.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except '8' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Faculty ID | Alphanumeric | Blank or all zeros |
| 4. | Last Name | Non-alphabetic | Spaces |
| 5. | First Initial | N/A | Number, space, or special character |
| 6. | Middle Initial | N/A | Number or special character |
| 7. | Unused | N/A | Unused |
| 8. | Tenure | N/A | Any value other than '0' thru '5' |
| 9. | Unused | N/A | N/A |
| 10. | Unused | N/A | N/A |
| 11. | Unused | N/A | N/A |
| 12. | Unused | N/A | N/A |
| 13A. | Unused | N/A | N/A |
| 13B-E. | Unused | N/A | N/A |
| 14A-Z. | Unused | N/A | N/A |

Univ. Census Faculty Report (CBM0C8)

| | | | |
|---|---|---|---|
| 15. | Unused | N/A | N/A |
| 16. | Unused | N/A | N/A |
| 17. | Flex Entry | N/A | Value other than '0', or '1' |
| 18. | Unused | N/A | N/A |
| 19. | Unused | N/A | N/A |
| 20. | Semester | N/A | Value other than '1', '2','3' ;must match header record |
| 21. | Year | N/A | Non-numerical; must match header record |
| 22. | Unused | N/A | N/A |
| 23A. | Unused | N/A | N/A |
| 23B. | Unused | N/A | N/A |
| 23C. | Unused | N/A | N/A |
| 23D. | Unused | N/A | N/A |
| 23E. | Unused | N/A | N/A |
| 23F. | Unused | N/A | N/A |
| 23G. | Unused | N/A | N/A |
| 24. | Subject Prefix | N/A | Not on course inventory |
| 25. | Course Number | N/A | Not on course inventory |
| 26. | Section Number | N/A | N/A |

Univ. Census Faculty Report (CBM0C8)

| 27. | Teaching Load Credit | N/A | Any non-numerical value; sum < 1.25 times the number of CBM0C8 courses |
|-----|----------------------|-----|--------------------------------|
| 28. | Composite Classes | N/A | N/A |
| 29. | Responsibility Factor | N/A | Non-numerical value; numbers not totaling 100% for each section |

Mismatches:

The CBM0C8 will also be validated against the CBM0CS:
- An instructor assigned to a class in the CBM0C8 that is not reported in the CBM0CS will generate an error.
- A class reported for a student in the CBM0CS that does not have an assigned instructor in the CBM0C8 will generate an error.

# CBM008 Faculty Report

The CBM008 Faculty Report is an end of semester report. The purpose of the CBM008 report is to collect data on the academic duties and services of each person who has any type of faculty appointment, regardless of their source of funds or their assignment. Include research faculty, librarians, administrators, if they have faculty titles, and faculty who may be on paid leave. Instructional faculty on sabbatical leave should be reported with '000' percent time but at their regular salaries, even if they may be receiving a reduced amount.

All faculty on the CBM00S, including teaching assistants, must be included on the CBM008. Personnel associated only with classes in non-funded curriculum areas, other than military science, should be excluded. This report will reflect conditions as of the end of the fall, spring, and summer semesters.

All data reported for Items #1-#23, with the exception of Item #17, should be the same for each faculty member. Item #17 will differ if the faculty member in the class reported in Items #24-#29 is flexible entry.

## Faculty Course Information

There must be a separate record for every class that a faculty member teaches. If a class has multiple instructors, there must also be separate records submitted for each course instructor. Items #24-#26 will be unique for each course.

- If a faculty member does not have any percentage of time allotted to instruction (Item #13A), then course information (Items #24, #25, #26, and #28) should be left blank; zero fill Items #27 and #29.

- If a faculty member does have a percentage allotted to instruction, then a record must be reported for each course the faculty taught.

Item #29, Responsibility Factor, is used to apportion the teaching load for courses taught by multiple instructors. Submit separate records for each faculty member and responsibility factor; the total responsibility factor for a class must equal 100 percent.

## Classes Organized After the Official Census Date (Flexible Entry)

Because the CBM008 is an end of semester report, any class organized after the official census date will be included in the data submitted in the semester the course actually ends. For example (1) a class organized after the 12th class day of the fall semester will be reported in the fall if the course ends by the end of the fall term; (2) a class organized any time during the fall semester that ends after the fall term end date will be reported in the spring semester; etc.

On the CBM008, a faculty record for a flex entry class that begins and ends during the semester will be reported with a '1' in Item #17. A faculty record for a class that spans semesters will be reported with a '6' in Item #17.

A reference table showing flex entry instructions for the CBM008 and other applicable reports is available in the *Appendix*.

<u>Univ. Faculty Report (CBM008)</u>

<u>Use of Faculty Data Reported</u>

The following measures reported in the Accountability System use data from the faculty report:

Fall term
1.  Percent of contact hours taught by full-time faculty
2.  FTE student/FTE faculty ratio
3.  Percent of faculty with advanced degrees
4.  Number of faculty full-time and part-time by ethnicity and gender
5.  Percent of course sections taught by full-time faculty

Fiscal year
1.  Appropriations: Appropriated funds per FTE faculty

## Instructions for Faculty Report

Item #1       <u>Record Code.</u> Always enter '8'.

Item #2       <u>Institution Code.</u> Enter the FICE Code of the institution.

Item #3       <u>Faculty Identification Number.</u> Enter the social security number of the faculty member.

Item #4       <u>Last Name.</u> Enter the faculty member's last name.

Item #5       <u>First Name Initial.</u> Enter the initial of the faculty member's first name.

Item #6       <u>Middle Name Initial.</u> Enter the initial of the faculty member's middle name.

Item #7       <u>Rank.</u> Enter the code indicating the highest academic rank of the faculty member.

| <u>Rank</u> | <u>Definition</u> |
|---|---|
| 1 Professor | Include only faculty on tenure-track or with tenure at your institution. |
| 2 Associate Professor | Include only faculty on tenure-track or with tenure at your institution. |
| 3 Assistant Professor | Include only faculty on tenure-track or with tenure at your institution. |
| 4 Instructor | Include all faculty on tenure-track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor. |
| 5 Other faculty | Includes faculty without tenure and not on tenure-track including, but not limited to, adjunct, special, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure-track from another institution. |
| 6 Teaching Assistant | A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (exclude those who only serve as graders or who are included in one of the categories above) |

Item #8       <u>Tenure.</u> Use the institution's criteria or requirements to determine tenure status.

0   Non-tenured faculty
1   Tenured faculty
2   On tenure-track faculty

<u>Univ. Faculty Report (CBM008)</u>

Item #9    <u>Gender.</u> Enter the appropriate code indicating the gender of the faculty member.

M = Male        F = Female

Item #10   <u>Administrative Unit Code.</u> Enter the appropriate code (Appendix D) designating the faculty member's assignment. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty member whose assignment is in a non-instructional area, an administrative unit code of '3333' may be used.

Item #11   <u>Unused.</u>

Item #12   <u>Date of Birth.</u> Enter the year and month in which the faculty member was born in the YYYYMM format where

YYYY = Year; MM = Month; if unknown enter '000000'

Item #13   <u>Percent of Time.</u> Enter the faculty member's percent of time in relation to a full or normal workload at the institution for each appointment (Items #13A-E) during the reporting period. For a faculty member who teaches in the summer, consider that a 100 percent summer workload is equivalent to a 100 percent workload in a fall or spring term. A faculty member teaching one class in the summer would be considered to have a 25% assignment if four classes are considered a full or normal workload. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.).

For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent. A teaching assignment that is considered an overload has a zero percent value. Thus, only the salary of an overload is reported, not the Percent of Time. Enter leading zeros for any percent less than 100 and all zeros for the percent of any appointment that does not apply.

**NOTE**:  Appointments are associated with a specific Item #13A-E so the appointment code will not be entered, only the percent of time.

**Items #13A and #13B are related to the Instruction function**:

Item #13A   <u>Appointment 01 Percent.</u> Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction included in Item #7 of the CBM00S and are not affected by delivery mode. Report only the 01 assignment percent that associated with non-flex-entry classes. If this is a flex- entry assignment, report the appropriate percentage in the Flex-Entry Appointment, Item #15.

Item #13B   <u>Appointment 02 Percent.</u> Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc. Any other professional assignments which an institution considers to be directly related to the teaching function.

**Items #13C to #13E are related to appointments related to functions other than Instruction**:

Item #13C    Appointment 11 Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings such as colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13B.

Item #13D    Appointment 12 Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.

Item #13E    Appointment 13 Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.

Item #14    Salary. Salary of the faculty member based on the source of funds as identified in Items #14A through #14Z. Each amount must be entered in whole dollars, right justified, with leading zeros. Exclude from Item #14A through #14X any salary associated with an overload to the teaching function or any salary for flex-entry classes. Enter the overload total salary in Item #14Z. The total salary for the flex-entry classes will be reported in Item #16 during the reporting period in which the classes end, and are reported on the CBM0E1 and CBM00S.

Item #14A    State Appropriations. All funds from state appropriations, including special items, whether funded by general revenue or other educational and general income.

Item #14D    Designated. Funds arising from sources that have been designated by the Board or management to be used for specific purposes. This fund distinguishes such internally-designated funds from externally-restricted funds as well as other current funds. Service department funds and revolving and clearing accounts are also included in this fund group.

Item #14R    Restricted. Funds available for current purposes, the use of which has been restricted by outside agencies or persons.

Item #14X    Auxiliary Enterprises. Funds for activities which furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service such as residence halls, bookstores, intercollegiate athletics, etc.

Item #14Z    Overload. An overload applies when a faculty member is employed full-time (100 percent) and has teaching assignments in addition to the 100 percent load. Enter the total money that applies to the teaching overload disregarding the source.

**NOTE**:   For the purposes of this report, salaries are to be computed as follows:

Salary *contracted* for fall semester only – fall salary

<u>Univ. Faculty Report (CBM008)</u>

Salary *contracted* for spring semester only – spring salary

Salary *contracted* for summer semester only – summer salary

Salary *contracted* for nine months session – nine-month salary x .5 for either the fall or
spring semester

Salary *contracted* for 12 months – twelve-month salary x .375 for either the fall or
spring semester and .25 for the summer semester

<u>THECB Salary Computations:</u>

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2), giving a full-time equivalent (FTE) salary for all appointments. Double this amount to yield a nine-month FTE salary amount.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

Item #15    <u>Flex-Entry Appointment Percent.</u> Enter the percent of time for the 01 appointment of the flex-entry class reported on the CBM00S . Enter leading zeros for a percent less than 100. If there is not a flex-entry span or the flex-entry assignment is an overload, enter zeros.

Item #16    <u>Flex-Entry Salary.</u> Enter the total salary/compensation that applies to the flex-entry class, disregarding the source of funds. If there is not a flex-entry span, enter zeros.

Item #17    <u>Flex-Entry.</u> Enter a '1' for the faculty record that contains the flex course so that the corresponding class record in the CBM00S will have a faculty match. If the course is not a flex entry, enter a '0'. Enter a '6' for the faculty course record that spans from the previous semester and is being reported with the same FE code in the CBM00S. This record must be a separate record.

Item #18    <u>Compliance.</u> Enter a '1' if the faculty member is in compliance with the institution's regulations on faculty workload; enter a '2' if not in compliance.

Item #19    <u>Unused.</u>

Item #20    <u>Semester.</u> Enter the code indicating the appropriate semester.

1 Fall      2 Spring      3 Summer

Univ. Faculty Report (CBM008)

Item #21    Year. Enter the calendar year in which the semester occurred. Use the YYYY format. Example: 2011

Item #22    Ethnic Origin. Enter the code indicating whether the faculty member is of Hispanic or Latino origin or not.

        1    Hispanic or Latino origin
        2    Not Hispanic or Latino origin
        3    Not answered

| Item #23 | Race. Select one or more codes indicating the race of the faculty member. |
|---|---|
| Item #23A | 1  White |
| Item #23B | 2  Black or African-American |
| Item #23C | 4  Asian |
| Item #23D | 5  American Indian or Alaskan Native |
| Item #23E | 6  International |
| Item #23F | 7  Unknown or Not Reported |
| Item #23G | 8  Native Hawaiian or Other Pacific Islander |

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the faculty member has not selected a racial designation.

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number.  The course identification used to identify a class in this report must be the same as the course identification included in the Course Inventory (CBM003) and reported on the CBM00S.

<u>Univ. Faculty Report (CBM008)</u>

Item #24    <u>Subject Prefix.</u> Enter the subject abbreviation of this course.

Item #25    <u>Course Number.</u> Enter the course number.

Item #26    <u>Section Number.</u> Enter the section number assigned to this class.

           **NOTE**: All classes must be assigned a section number.

Item #27    <u>Teaching Load Credit.</u> Enter the teaching load credits (TLC) of each faculty for each class section based on the institution's internal workload policies. Report them to the nearest tenth. Example: 3 TLC will be coded 030; 2.5 TLC as 025. Zero fill if not applicable.

Item #28    <u>Composite Classes.</u> Enter a unique two-digit, alphanumeric code to identify each cross-listed class. Use composite classes or multiple class records for reporting all sections where teaching responsibility is distributed among two or more persons.

Item #29    <u>Responsibility Factor (Percent).</u> Enter the responsibility factor (percent) of the faculty member teaching this section. The responsibility factor for all faculty members reported for a section must always be 100 percent. Zero fill if not applicable.

## Reporting Examples

1.  Mary A. Jones, an associate professor in the Department of English, is teaching full-time in this department for the fall semester, and is teaching 2 courses. Below are the 2 records for this instructor with the affected item #s only:

| | |
|---|---|
| Item #3 | 999999999 |
| Item #4 | Jones |
| Item #5 | M |
| Item #6 | A |
| Item #7 | 2 |
| Item #8 | 1 |
| Item #9 | F |
| Item #10 | 0990 |
| Item #13A, B, C, D, E | 100, 000, 000, 000, 000 |
| Item #20 | 1 |
| Item #21 | 2011 |
| Item #24 | ENG |
| Item #25 | 101 |
| Item #26 | 001 |
| Item #27 | 030 |
| Item #29 | 100 |

| | |
|---|---|
| Item #3 | 999999999 |
| Item #4 | Jones |
| Item #5 | M |
| Item #6 | A |
| Item #7 | 2 |
| Item #8 | 1 |
| Item #9 | F |
| Item #10 | 0990 |
| Item #13A, B, C, D, E | 100, 000, 000, 000, 000 |
| Item #20 | 1 |
| Item #21 | 2011 |
| Item #24 | ENG |
| Item #25 | 102 |
| Item #26 | 002 |
| Item #27 | 030 |
| Item #29 | 100 |

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code - Always '8' – Numeric | 1 | 1 |
| Item #2 | Institution Code - FICE – Numeric | 2 | 6 |
| Item #3 | Faculty Identification Number – Numeric | 8 | 9 |
| Item #4 | Last Name – Alpha; no special characters | 17 | 10 |
| Item #5 | First Name Initial – Alpha | 27 | 1 |
| Item #6 | Middle Name Initial – Alpha or blank | 28 | 1 |
| Item #7 | Rank – Numeric | 29 | 1 |
| Item #8 | Tenure - '0', '1', or '2' – Numeric | 30 | 1 |
| Item #9 | Gender - 'M' or 'F' – Alpha | 31 | 1 |
| Item #10 | Administrative Unit Code – Numeric | 32 | 4 |
| Item #11 | Unused | 36 | 1 |
| Item #12 | Date of Birth - YYYYMM – Numeric | 37 | 6 |
| Item #13 | Percent of Time Assigned: |  |  |
| Item #13A | Appointment 01 % - Numeric, zero fill | 43 | 3 |
| Item #13B | Appointment 02 % - Numeric, zero fill | 46 | 3 |
| Item #13C | Appointment 11 % - Numeric, zero fill | 49 | 3 |
| Item #13D | Appointment 12 % - Numeric, zero fill | 52 | 3 |
| Item #13E | Appointment 13 % - Numeric, zero fill | 55 | 3 |
| Item #14 | Salary fields - Right justified, no decimals: |  |  |
| Item #14A | State Appropriations – Numeric, zero fill | 58 | 6 |
| Item #14D | Designated – Numeric, zero fill | 64 | 6 |
| Item #14R | Restricted – Numeric, zero fill | 70 | 6 |
| Item #14X | Auxiliary Enterprises – Numeric, zero fill | 76 | 6 |
| Item #14Z | Overload – Numeric, zero fill | 82 | 6 |
| Item #15 | FE Appointment 01 % – Numeric, zero fill | 88 | 3 |
| Item #16 | FE Salary – Numeric, zero fill | 91 | 6 |
| Item #17 | Flex Entry – Numeric | 97 | 1 |
| Item #18 | Compliance - '1' or '2' – Numeric | 98 | 1 |
| Item #19 | Unused | 99 | 1 |
| Item #20 | Semester - '1', '2', or '3' – Numeric | 100 | 1 |
| Item #21 | Year - YYYY format – Numeric | 101 | 4 |
| Item #22 | Ethnic Origin | 105 | 1 |
| Item #23 | Race: |  |  |
| Item #23A | White – '1' or blank | 106 | 1 |
| Item #23B | Black or African-American – '2' or blank | 107 | 1 |
| Item #23C | Asian – '4' or blank | 108 | 1 |

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|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #23D | American Indian or Alaskan Native – '5' or blank | 109 | 1 |
| Item #23E | International – '6' or blank | 110 | 1 |
| Item #23F | Unknown or Not Reported – '7' or blank | 111 | 1 |
| Item #23G | Native Hawaiian or Other Pacific Islander – '8' or blank | 112 | 1 |
| Item #24 | Subject Prefix | 113 | 7 |
| Item #25 | Course Number | 120 | 7 |
| Item #26 | Section Number | 127 | 7 |
| Item #27 | Teaching Load Credit | 134 | 3 |
| Item #28 | Composite Classes – Alphanumeric | 137 | 2 |
| Item #29 | Responsibility Factor | 139 | 3 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each faculty record.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except '8' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Faculty ID | Alphanumeric | Blank or all zeros |
| 4. | Last Name | Non-alphabetic | Spaces |
| 5. | First Initial | N/A | Number, space, or special character |
| 6. | Middle Initial | N/A | Number or special character |
| 7. | Rank | N/A | Any value other than '1' thru '6' |
| 8. | Tenure | N/A | Any value other than '0', '1', or '2'; Value of '0' if Item #7 Rank = '1' thru '4'; Value of '1' or '2' if Item #7 Rank = '5' or '6' |
| 9. | Gender | N/A | Value other than 'M' or 'F' |
| 10. | Administrative Unit | N/A | Must be on administrative unit list |
| 11. | Unused | N/A | N/A |
| 12. | Date of Birth | '000000' | Non-numerical; month less than '01' or greater than '12'; century not = '19' |
| 13A. | Percent of 01 Time | Value of '000' | Non-numerical; value of '000' if course information Items #24 thru #26 contain values |

Univ. Faculty Report (CBM008)

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| 13B-E. Percent of Time | Value of '000' | Non-numerical; sum of time for all appointments is greater than '100' or equal to zero unless Item #17 = '1' or '6' |
| 14A-Z. Salary | (see table below) | Non-Numerical |
| 15. FE Appointment 01 % | '000' and Item #16 greater than zero | Non-numerical; value greater than '100' |
| 16. FE Salary | N/A | Non-numerical |
| 17. Flex Entry | Value of '1' or '6' when Item #15 and #16 are zeros | Value other than '0', '1', or '6' |
| 18. Compliance | N/A | Value other than '1' or '2' |
| 19. Unused | N/A | N/A |
| 20. Semester | N/A | Value other than '1', '2', or '3' |
| 21. Year | N/A | Non-numerical; must match header record |
| 22. Ethnic Origin | N/A | Value other than '1', '2', or '3' |
| 23A. White | N/A | Value other than '1' or space or value = '1' and '7' |
| 23B. Black/African-Amer | N/A | Value other than '2' or space or value = '2' and '7' |
| 23C. Asian | N/A | Value other than '4' or space or value = '4' and '7' |
| 23D. Amer Ind/Alaska Nat | N/A | Value other than '5' or space or value = '5' and '7' |

For Item 14A-Z. Salary, Questionable Value:

| Rank | Salary Less than | Salary Greater than |
|---|---|---|
| 1 | 29,000 | 280,000 |
| 2 | 29,000 | 200,000 |
| 3 | 20,000 | 175,000 |
| 4,5 | 3,200 | 150,000 |
| 6 | 3,200 | 45,000 |

Univ. Faculty Report (CBM008)

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 23E. | International | N/A | Value other than '6' or space or value = '6' and '7' |
| 23F. | Unknown/Not Rep | N/A | Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8' |
| 23G. | Nat Hawaiian/Pac Is | N/A | Value other than '8' or space or value = '8' and '7' |
| 24. | Subject Prefix | N/A | Blank if Item #13A is > 0; not on course inventory |
| 25. | Course Number | N/A | Blank if Item #13A is > 0; not on course inventory |
| 26. | Section Number | N/A | Blank if Item #13A is > 0 |
| 27. | Teaching Load Credit | N/A | Any non-numerical value; sum < 1.25 times the number of CBM00S courses |
| 28. | Composite Classes | N/A | N/A |
| 29. | Responsibility Factor | N/A | Non-numerical value; numbers not totaling 100% for each section |

## Summary of Faculty Data

TOTAL FACULTY: The total faculty headcount is a summation of all CBM008 records except flex-entry only records. The headcount is categorized by gender, ethnic origin, faculty age, tenure status, and rank.

FACULTY AGE: The faculty age distribution is calculated using the date of birth of the faculty member and the date of the beginning of the fall semester, which is considered September 1. Faculty age for the Spring semester reports is calculated using the beginning date of the Spring semester, which is considered January 1.

SALARIES BY SOURCE: These summaries are compiled from the values summed from Items #14A-Z.

FACULTY FTE BY APPOINTMENT: Sum the percent's from all faculty reported at the institution for each appointment code (Items #13A-E) and divide the results by 100.

Mismatches:

The CBM008 will also be validated with these calculations:
- An instructor assigned to a class in the CBM008 that is not reported in the CBM00S will report an error.
- An instructor teaching greater than 25 classes will be reported as an error.
- A class reported for a student in the CBM00S that does not have an assigned instructor in the CBM008 will report an error.

### FY 20XX COST STUDY CBM0C4/CBM008 SALARY/SCH BY SEMESTER

This report summarizes the semester credit hours from the CBM0C4 and the dollars from the CBM008 allocated by level and fund for the current semester of the Fiscal Year Cost Study. The teaching faculty dollars are computed from the faculty who have an 01 and/or 02 appointment on the CBM008 and are distributed to each class section taught by a faculty member based on the TLCs reported on the CBM0C4. The dollars by CIP (class section) are then allocated by fund and level using the SCH criteria. This report shows the results of the dollar allocation. This report will be provided immediately upon the CBM0C4/CBM008 reports becoming error-free.

## Univ. Faculty Report (CBM008)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
SR-CBM008 EDIT SUMMARY FROM        RunDate: 06/08/2011 Time: 17:45:10
STATE UNIVERSITY                        000001      SUMMER    2011

                                    NORMAL QUESTIONABLE   ERROR
                                     RANGE       VALUES  VALUES
ITEM  1  RecordCode                  2,215            0       0
ITEM  2  Inst. Code                  2,215            0       0
ITEM  3  Faculty Id                  2,215            0       0
ITEM  4  Faculty Last Name           2,215            0       0
ITEM  5  First Initial               2,215            0       0
ITEM  6  Middle Initial              2,215            0       0
ITEM  7  Rank                        1,896          143     176
ITEM  8  Tenure                      2,039            0     176
ITEM  9  Gender                      2,215            0       0
ITEM 10  Admin Unit Code / Department 2,214           0       1
ITEM 12  Date Of Birth               2,174           41       0
ITEM 13A Appointment 01 %            2,182           33       0
ITEM 13B Appointment 02 %            2,182           33       0
ITEM 13C Appointment 11 %            2,182           33       0
ITEM 13D Appointment 12 %            2,182           33       0
ITEM 13E Appointment 13 %            2,182           33       0
ITEM 14A Salary - State Approved     2,038          177       0
ITEM 14D Salary - Designated         2,038          177       0
ITEM 14R Salary - Restricted         2,038          177       0
ITEM 14X Salary - Aux Enter          2,038          177       0
ITEM 14Z Salary - OverLoad           2,038          177       0
ITEM 15 Fe Appointment 01 %          2,215            0       0
ITEM 16 Fe Salary                    2,170           45       0
ITEM 17 Fe Faculty Record            2,214            0       1
ITEM 18 Compliance                   2,214            0       1
ITEM 19 Unused                       2,214            0       1
ITEM 20 Semester                     2,215            0       0
ITEM 21 Year                         2,215            0       0
ITEM 22   Ethnic Origin              2,215            0       0
ITEM 23    Race                      2,215            0       0
ITEM 23A White                       2,215            0       0
ITEM 23B Black                       2,215            0       0
ITEM 23C Asian                       2,215            0       0
ITEM 23D Native American-Alaskan     2,215            0       0
ITEM 23E International               2,215            0       0
ITEM 23F Unknown                     2,215            0       0
ITEM 23G PacificIslander-NativeHawaiian 2,215         0       0
ITEM 24 Subject Prefix               2,205            0      10
ITEM 25 Subject Number               2,205            0      10
ITEM 26 Section Number               2,205            0      10
ITEM 27 Teaching Load Cedit          2,215            0       0
ITEM 28 Composit Class               2,215            0       0
ITEM 29 Respomsibility factor        2,205            0      10


TOTAL Report Records                 2,215
CONTROL TOTAL                        2,215      DISCREPANCY       0
Total Recs on Db                     2,215
Number Of Non-Unique/Duplicated Id's     0
Number Of Duplicate Records              0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error       0
Total Error Recs on Db                 186
Total Questionable Recs on Db          211
Total Non Error Records on Db        2,029
Total Rejected Records                   0
Total TLC             632.8
**** ERROR The Sum of TLC Is less than 1.25 Times the number of records. **** ERROR **** REF1102
```

8.16

## Univ. Faculty Report (CBM008)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
                   UNIV-CBM008 Race and Ethnicity of Faculty
SUMMER   2011                    STATE UNIVERSITY   000001 RunDate: 06/08/2011 Time: 17:45:10

White                                               29
Black                                                0
Hispanic                                             3
Asian                                                0
American Indian/Alaskan Native                       0
Native Hawaiian/Other Pacific Islander               0
Multi-Racial                                         0
International                                        15
Ethnic Origin/Race Unknown                       2,168
                              Total              2,215

Multi-Racial where Race is Black                     0




               TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
Percent Change Of SR-CBM008 Data From Prior Year     RunDate: 06/08/2011 Time: 17:45:10
STATE UNIVERSITY                              000001         SUMMER   2011

               TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
Edit Of SR-CBM008 Data From          RunDate: 06/08/2011 Time: 17:45:10
STATE UNIVERSITY                              000001         SUMMER   2011


Gender
  Male                                           1,079
  Female                                           950
            Total                                2,029

Age
  Unknown                                            0
  Under 20                                           0
  20 - 30                                          216
  31 - 40                                          292
  41 - 50                                          487
  51 - 60                                          597
  61 - 65                                          211
  Over 65                                          204
  Unreported(not in avg)                            22
  Average Age                                     49.0
            Total                                2,029

Tenure
  Tenured                                          696
  Not Tenured                                      923
  On Tenure Track                                  410
            Total                                2,029

                                  In        Not In     Full Time/
Rank                          Compliance  Compliance     NewHire
  Professors                       366         0            2
  Associate Professors            373         0            3
  Assistant Professors            367         0           42
  Instructor                        0         0            0
  Teaching Assistants             203         0            0
  Other Faculty                   720         0           34
            Total               2,029         0           81

Salaries By Source
  State Appropriated          40,875,774
  Designated                   5,767,787
  Restricted                   3,255,218
  Auxilary                             0
```

8.17

## Univ. Faculty Report (CBM008)

```
 Faculty FTE By Appointment
  Appointment 01                        1,219.00
  Appointment 02                          170.81
  Appointment 11                           22.57
  Appointment 12                          241.59
  Appointment 13                            0.00
             Total                      1,653.97

OverLoad Salaries                        215,623

Flex Entry Salaries                            0

Flex Entry FTE                              0.00

Ethnic Origin
  Hispanic or Latino Origin                    3
  Not Hispanic or Latino Origin               29
  Not Answered                             1,997
             Total                        2,029

Race
  Multi-racial                                 0
  White only                                  29
  Black only                                   0
  Hispanic only                                3
  Asian only                                   0
  American Indian/Alaskan Native only          0
  International only                          15
  Native Hawaiian/Other Pacific Islander only
                                               0
  Ethnic Origin/Race Unknown               1,982
             Total                        2,029

Races reported in Multi-racial
  White                                        0
  Black                                        0
  Asian                                        0
  American Indian/Alaskan Native               0
  Native Hawaiian/Other Pacific Islander       0
  International                                0

  Non Flexible Entries                     2,029
  Flexible Entry Records                       0
             Total Faculty Records        2,029

     ***Note: Totals are net errors.
```

## Univ. Faculty Report (CBM008)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                      Edit Of SR-CBM008 Data From
SUMMER   2011                         STATE UNIVERSITY              000001            RunDate: 06/08/2011 Time: 17:45:10

Items       Item       Item         Items                         Items                      Items              Items    1 1 2 Item
1   2        3          4       5 6 7 8 9  10 11    12   13A 13B 13C 13D 13E   14A    14D    14R    14X    14Z    15   16  17 8 9 0  21
            24          15          26        27  28   29                                                       22 23A B C D E E F G

8 011161 999999999 RUSSELL    J C 5 0 F 2856    195405 050 000 000 000 000 000000 005000 000000 000000 000000 000 000000 0 1 0 3 2011 E
                                        000 00      000                                                          3            7
            *******     *******     *******        ***
                                                             Subject Prefix(Item24) Cannot be space! REF0622
                                                     Subject Course Number(Item25) Cannot be space! REF0622
                                                            Subject Section(Item26) Cannot be space! REF0622
                                ResponsFact(Item29), 99 < or > 101, or One or More of the Values are Not Numeric! REF0289


Total Rejected Records                        0
Total Records on Database                 2,215
Total Non Error Records                   2,029
Total Error Records                         186
Total Questionable Records                  211
                                     Total Rejected Records                        0
```

8.19

# CBM009 Graduation Report

The CBM009 Graduation Report reflects degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported, except when reporting the baccalaureate-level and graduate-level certificates. The CIP of a certificate must be a CIP code on the institution's program inventory.

If a student is awarded more than one award in a reporting period, enter separate records for each degree and/or certificate. Double majors at the baccalaureate level should be reported only if:

1) a student is reported on the CBM009 as an award recipient;
2) the second degree is 30 or more SCH beyond the first program; and
3) the institution grants both awards to the student.

The CBM009 Appendix is extracted from the current Degree Program Inventory file and placed in each institution's output folder in the fall before the CBM009 is due. It contains (a) the degree designation to be reported, (b) the level, and (c) the CIP code of each program authorized by the Texas Higher Education Coordinating Board. The data submitted in Items #7, #8, and #9 of each CBM009 record correspond to (a), (b), and (c) above and will be validated against the Degree Program Inventory file.

## Nursing Shortage Reduction Program

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing records must be error-free to be included in the count for funding.

## Double Major

A student who fulfills the specified requirements for two different majors under a single degree, simultaneously prior to graduation, completes a double major. For example, a student may complete a Bachelor of Arts in History and a Bachelor of Arts in Political Science – both B.A. degrees – or a Bachelor of Science in Psychology and a Bachelor of Science in Biology – both B.S. degrees. Prerequisite and field of study courses are requested to complete both majors.

## Instructions for Graduation Report

Item #1      Record Code. Always enter '9'.

Item #2      Institution Code. Enter the FICE Code of the institution.

Item #3      Student Identification Number. Enter the social security number of the student or the nine-digit identification for students without a social security number.

Item #4      Gender. Enter the gender of the students.

                M = Male       F = Female

Item #5      Unused

Item #6      Date of Birth. Enter YYYYMMDD (all four digits of the year, two digits of the month, and two digits of the day for date of birth for the student).

Item #7      Degree Conferred. Enter the abbreviation of the degree (e.g., CER, BA, MS, PhD as it appears in the institution's CBM009 Appendix). The degree conferred for baccalaureate-level and graduate-level certificates will be identified with 'CER'. Do not include certificates that are awarded to continuing education students and do not include teacher certifications.

Item #8      Level of Degree or Certificate Conferred. (i.e., 1 - Associate, 2 - Baccalaureate, etc.) See CBM009 Appendix for level of degree. The level of the courses dictates the certificate level.

| | | | |
|---|---|---|---|
| 1 | Associate | 5 | Doctor's Degree-Professional Practice |
| 2 | Baccalaureate | 6 | Baccalaureate-Level Certificate |
| 3 | Master's | 8 | Graduate-Level Certificate |
| 4 | Doctor's Degree-Research/ Scholarship | | |

**NOTE:**
Baccalaureate-Level Certificate – An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.

Graduate-Level Certificate – A graduate-level certificate that requires the completion of an organized program of study that includes 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

Specialist Degree – A degree program awarded for study beyond the master's degree but below the doctorate that typically requires 60-70 semester credit hours

beyond a bachelor's degree (or about 30 beyond a master's degree). It is designed as a terminal degree and reported at the master's level.

Item #9    Major. Enter the eight-digit CIP code in which the degree/certificate was earned. The CIP classification you will provide for baccalaureate-level and graduate-level certificates must be the same as the baccalaureate or graduate level degree program in the Program Inventory to which they support, unless the certificate program is in the Program Inventory.

**Note: the major reported in this item will be used when producing graduation reports.**

Item #10    Reporting Period. Always enter '1'.

Item #11    Year. Enter all four digits of the year in which the report is submitted.

Item #12    Non-Disclosure. Enter a '2' to indicate that the student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #13    Month of Award. Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

Item #14    Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #15    First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #16    Middle Name Initial. Enter the initial of the student's middle name.

Item #17    Self-Supported Program. Enter 'X' to identify students who graduated in a self-supported program. These students should have been reported on the CBM00X. Leave blank if not.

Item #18    Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

    1  Hispanic or Latino origin
    2  Not Hispanic or Latino origin
    3  Not answered

Item #19    Race. Select one or more codes indicating the race of the student.

Item #19A    1  White
Item #19B    2  Black or African-American
Item #19C    4  Asian
Item #19D    5  American Indian or Alaskan Native
Item #19E    6  International
Item #19F    7  Unknown or Not Reported
Item #19G    8  Native Hawaiian or Other Pacific Islander

Item #20    Second Major of Double Major Degree. Enter the eight-digit CIP code of the second major of the double major bachelor's degree. Leave blank if no second major. Do not report minor concentrations in this item.

## *Definitions:*

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

## *Notes:*

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM0C1), report with the international code.
b) Report the ethnicity of students who were coded 'A' in Item #7 on the CBM0C1.
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

<u>Univ. Graduation Report (CBM009)</u>

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record - Always '9' | 1 | 1 |
| Item #2 | Institution Identifier - FICE - Numeric | 2 | 6 |
| Item #3 | Student Identification Number | 8 | 9 |
| Item #4 | Gender - 'M' or 'F' | 17 | 1 |
| Item #5 | Unused | 18 | 1 |
| Item #6 | Date of Birth - YYYYMMDD - Numeric | 19 | 8 |
| Item #7 | Degree Conferred - Left justified, space filled | 27 | 8 |
| Item #8 | Level of Degree Conferred | 35 | 1 |
| Item #9 | Major - Numeric | 36 | 8 |
| Item #10 | Reporting Period - Always '1' | 44 | 1 |
| Item #11 | Year - YYYY - Numeric | 45 | 4 |
| Item #12 | Non-Disclosure – Numeric | 49 | 1 |
| Item #13 | Month of Award | 50 | 2 |
| Item #14 | Last Name – Alpha | 52 | 20 |
| Item #15 | First Name – Alpha | 72 | 10 |
| Item #16 | Middle Name Initial – Alpha | 82 | 1 |
| Item #17 | Self-Supported Program – Alpha | 83 | 1 |
| Item #18 | Ethnic Origin | 84 | 1 |
| Item #19 | Race: |  |  |
| Item #19A | White – '1' or blank | 85 | 1 |
| Item #19B | Black or African-American – '2' or blank | 86 | 1 |
| Item #19C | Asian – '4' or blank | 87 | 1 |
| Item #19D | American Indian or Alaskan Native – '5' or blank | 88 | 1 |
| Item #19E | International – '6' or blank | 89 | 1 |
| Item #19F | Unknown or Not Reported – '7' or blank | 90 | 1 |
| Item #19G | Native Hawaiian or Other Pacific Islander – '8' or blank | 91 | 1 |
| Item#20 | Second Major of Double Major Degree –numeric or blank | 92 | 8 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except '9' |
| 2. | Institution Code | N/A | Must match value on header record and be on list of valid FICE codes |
| 3. | Student ID Number | Duplicate entries; alpha characters | Blank; special characters |
| 4. | Gender | N/A | Any value except 'M' or 'F' |
| 5. | Unused | N/A | N/A |
| 6. | Date of Birth | Value less than 16 or greater than 75 years of age | Any non-numerical data; month greater than '12' or less than '01', day greater than '31' |
| 7. | Degree Conferred | If Item #7 = Item #9 for a student ID | Must match institution's inventory of approved degree programs |
| 8. | Level of Degree | N/A | Must match institution's inventory of approved degree programs |
| 9. | Major | If Item #9 = Item #7 for a student ID | Must match institution's inventory of approved degree programs |
| 10. | Reporting Period | N/A | Any value except '1' |
| 11. | Year | N/A | Must match value on header record |
| 12. | Non-Disclosure | N/A | Any value except '2' or '0' |
| 13. | Month of Award | N/A | Any value other than '01' thru '12' |

Univ. Graduation Report (CBM009)

| ITEM | NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|------|--------|--------------------|-------------|
| 14. | Last Name | N/A | Blank, numerical |
| 15. | First Name | Blank | Numerical |
| 16. | Middle Name Initial | N/A | Numerical |
| 17. | Self-Supported Program | N/A | Any value except blank or 'X' |
| 18. | Ethnic Origin | N/A | Value other than '1', '2', or '3' |
| 19A. | White | N/A | Value other than '1' or space or value = '1' and '7' |
| 19B. | Black/African-Amer | N/A | Value other than '2' or space or value = '2' and '7' |
| 19C. | Asian | N/A | Value other than '4' or space or value = '4' and '7' |
| 19D. | Amer Ind/Alaska | N/A | Value other than '5' or space or value = '5' and '7' |
| 19E. | Nat International | N/A | Value other than '6' or space or value = '6' and '7' |
| 19F. | Unknown/Not Rep | N/A | Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8' |
| 19G. | Nat Hawaiian/Pac Is | N/A | Value other than '8' or space or value = '8' and '7' |
| 20. | Second Major of Double Major | | Must match institution's inventory of approved Degree programs; Item #8 (Degree Level) not = '2' when second major not Blank; Equal to Item #9 (Major). |

**DISCREPANCY**: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

## Summary of Degrees Conferred

HEADCOUNT: The headcount is a summation of non-duplicative CBM009 records.

TOTAL DEGREES/CERTIFICATES: The total number of degrees/certificates is the summation of CBM009 records. Degrees/certificates are summarized by gender, age, and ethnic origin.

AGE: The age distribution is calculated by subtracting the date of birth from the beginning date of the fiscal year in which the data were collected.

DEGREE LEVEL: Headcount by degree level is determined by codes assigned in Item #8.

NON-DISCLOSURE: The summary is based on the code of '2' in Item #12.

## Univ. Graduation Report (CBM009)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
SR-CBM009 EDIT SUMMARY FROM                RunDate: 10/15/2010 Time: 18:33:27
LONE STAR UNIVERSITY                          003304     FALL    2010

                                           NORMAL QUESTIONABLE   ERROR
                                            RANGE      VALUES   VALUES
    ITEM 1    RecordCode                      998          0        0
    ITEM 2    INST. CODE                      998          0        0
    ITEM 3    STUDENT ID                      993          5        0
    ITEM 4    GENDER                          998          0        0
    ITEM 6    DATE OF BIRTH                   998          0        0
    ITEM 7    Degree Conferred                998          0        0
    ITEM 8    Level of Award                  998          0        0
    ITEM 9    Major                           998          0        0
    ITEM 10   SEMESTER                        998          0        0
    ITEM 11   YEAR                            998          0        0
    ITEM 12   Non Disclosure                  998          0        0
    ITEM 13   Month of Award                  998          0        0
    ITEM 14   Last Name                       998          0        0
    ITEM 15   First Name                      998          0        0
    ITEM 16   Middle Initial                  998          0        0
    ITEM 17   Self-Supported Prog             998          0        0
    ITEM 18   Ethnic Origin                   998          0        0
    ITEM 19   Race                            998          0        0
    ITEM 19A  White                           998          0        0
    ITEM 19B  Black/African-Amer              998          0        0
    ITEM 19C  Asian                           998          0        0
    ITEM 19D  American Ind/Alaska Nat         998          0        0
    ITEM 19E  International                   998          0        0
    ITEM 19F  Unknown/Not Reported            998          0        0
    ITEM 19G  Nat Hawaiian/Other Pac Is       998          0        0


    TOTAL Report Records                  998
    CONTROL TOTAL                         998       DISCREPANCY        0
    Total Recs on Db                      998
    Number Of Non-Unique/Duplicated Id's    0
    Number Of Duplicate Records             0
    Number Of Relative Duplicate Questionable   5
    Number Of Relative Duplicate Error      0
    Total Error Recs on Db                  0
    Total Questionable Recs on Db           5
    Total Non Error Records on Db         998
    Total Rejected Records                  0
```

9.9

## Univ. Graduation Report (CBM009)

```
                TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of SR-CBM009 Data From Prior Year     RunDate: 10/15/2010 Time: 18:33:27
LONE STAR UNIVERSITY                        003304        FALL   2010

                                            2010/1      2009/1      % Diff
        Total Students                         985         960       2.60%
        Duplicates                              13           9      44.44%
                    Total                      998         969       2.99%

Gender                                      2010/1      2009/1      % Diff
        Male                                   400         389       2.83%
        Female                                 598         580       3.10%
                    Total                      998         969       2.99%

Age                                         2010/1      2009/1      % Diff
        Under 17                                 0           0       0.00%
        17                                       0           0       0.00%
        18                                       0           0       0.00%
        19-21                                   44          45      -2.22%
        22-24                                  535         531       0.75%
        25-30                                  244         230       6.09%
        31-35                                   65          64       1.56%
        36-50                                   88          80      10.00%
        51-64                                   22          19      15.79%
        65 and Older                             0           0       0.00%
        Unreported(not in avg)                   0           0       0.00%
        Average Age                             27          26       0.91%
        Total                                  998         969       2.99%

Classification                              2010/1      2009/1      % Diff
        Associate                               70          72      -2.78%
        Baccalaureate                          785         760       3.29%
        Masters                                143         137       4.38%
        Doctor's-Research/Scholarship            0           0       0.00%
        Doctor's-Professional Practice           0           0       0.00%
        Baccalaureate-Level Cert.                0           0       0.00%
        Graduate-Level Certificate               0           0       0.00%
                    Total                      998         969       2.99%

Non Disclosure                              2010/1      2009/1      % Diff
        Non Disclosure                           4           9     -55.56%
                    Total                        4           9     -55.56%

Ethnic Origin                               2010/1      2009/1      % Diff
  Hispanic or Latino Origin                    295  *No Exact Historic Data Available
  Not Hispanic or Latino Origin                698  *No Exact Historic Data Available
  Not Answered                                   5  *No Exact Historic Data Available
            Total                              998  *No Exact Historic Data Available

 Race                                       2010/1      2009/1      % Diff
  Multi-racial                                  57  *No Exact Historic Data Available
  White only                                   545  *No Exact Historic Data Available
  Black only                                    94  *No Exact Historic Data Available
  Hispanic only                                238  *No Exact Historic Data Available
  Asian only                                    31  *No Exact Historic Data Available
  American Indian/Alaskan Native only            3  *No Exact Historic Data Available
  International only                             21  *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander only    7  *No Exact Historic Data Available
  Ethnic Origin/Race Unknown                     2  *No Exact Historic Data Available
            Total                              998  *No Exact Historic Data Available

Races reported in Multi-racial              2010/1      2009/1      % Diff
  White                                         79  *No Exact Historic Data Available
  Black                                         26  *No Exact Historic Data Available
  Asian                                          8  *No Exact Historic Data Available
  American Indian/Alaskan Native                 1  *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander         0  *No Exact Historic Data Available
  International                                  0  *No Exact Historic Data Available
```

9.10

## Univ. Graduation Report (CBM009)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                            Page 1
                                      Edit Of SR-CBM009 Data From
FALL   2010                           LONE STAR UNIVERSITY 003304              RunDate: 10/15/2010 Time: 18:33:27

    Item Item      Item       Item Item Item        Item Item Item      Item Item Item Remarks
    1    2         3          4    5    6           7    8    9         10   11   12

     9   003304  222222222  F        19720722   MSN    3   51161600   1 2010  0 08              STUDENT1     MICHELLE
                 ---------
     9   003304  222222222  F        19720722   BSN    2   51160100   1 2010  0 08              STUDENT1     MICHELLE      Q
                 ---------
                                                                              Mult. Degree Records. REF0418
     9   003304  444444444  F        19800401   BBA    2   52030100   1 2010  0 08              STUDENT2     KATHLEEN    I
                 ---------
     9   003304  444444444  F        19800401   MBA    3   52030100   1 2010  0 08              STUDENT2     KATHLEEN    I  Q
                 ---------
                                                                              Mult. Degree Records. REF0418
     9   003304  666666666  F        19850814   MBA    3   52030100   1 2010  0 05              STUDENT3     TAMARA      M
                 ---------
     9   003304  666666666  F        19850814   BBA    2   52030100   1 2010  0 05              STUDENT3     TAMARA      M  Q
                 ---------
                                                                              Mult. Degree Records. REF0418
     9   003304  888888888  F        19841119   BBA    2   52030100   1 2010  0 12              STUDENT4     JACKLYN     I
                 ---------
     9   003304  888888888  F        19841119   MBA    3   52030100   1 2010  0 12              STUDENT4     JACKLYN     I  Q
                 ---------
                                                                              Mult. Degree Records. REF0418
     9   003304  111111111  M        19840823   BBA    2   52030100   1 2010  0 08              STUDENT5 CHRISTOPHE      J
                 ---------
     9   003304  111111111  M        19840823   MBA    3   52030100   1 2010  0 08              STUDENT5 CHRISTOPHE      J  Q
                 ---------
                                                                              Mult. Degree Records. REF0418
     9   003304  111111111 M         19840823   BS     2   31050110   1 2010 0 08               STUDENT5 CHRISTOPHE      J  Q
                 ---------
                                                                              Mult. Degree Records. REF0418


Total Rejected Records                    0
Total Records on Database               998
Total Non Error Records                 998
Total Error Records                       0
Total Questionable Records                5
Total Rejected Records                    0


Items In Error Are Indicated By (*), Questionable By (-)
```

# CBM011 Facilities Room Inventory Report

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes distinctions for all types of space within a building and its intended design function. Space Use Codes and Functional Category Codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. Visit http://www.txhighereddata.org/ReportingManuals.cfm to view the appendices.

Basis for Classification

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's Space Use Code and Functional Category Code should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual. A room's Space Use Code and Functional Category Code can change between inventories or audit dates. A room's Space Use Code does not change until its basic design function has changed. Space Use Code 060 can be used temporarily to reflect non-assigned space while it is undergoing a conversion by remodeling.

Rooms to be Included

Space Use Codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Functional Category Codes 91 and 92. The Appendices to this manual include Space Use Codes for circulation areas, building service, mechanical, and structural areas, which are classified as non-assigned space.

Univ. Facilities Room Inventory Report (CBM011)

Rooms Not to be Included

Residential rooms in a facility with Building Type Codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type Code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

Addition of Rooms

The addition of rooms should be reported on an on-going basis.

CIP Code and Functional Category Limitations

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, precisely to identify space being used by a particular discipline, department, or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at http://www.txhighereddata.org/Interactive/CIP/. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

Basis for Room Measurement

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

Space Use Codes

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with "0". For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service

code should be used. Support or service space is identified by Space Use Codes ending with "5".

## Proration of Use

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

## Floor (optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.) mezza nines should be coded with an 'M' in the first position and the mezzanine

number in the second position (M1, M2, etc.). See illustration
.
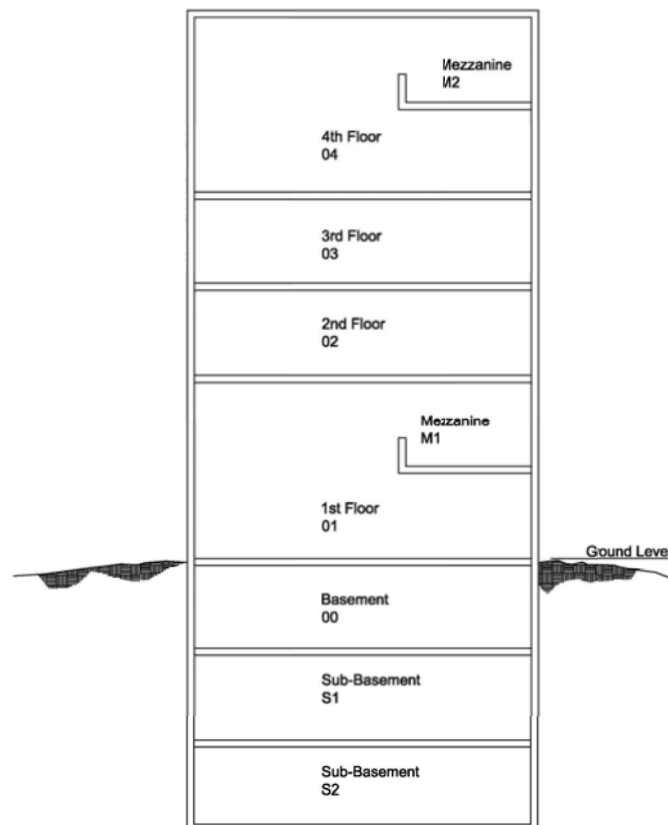
## Instructions for Facilities Room Inventory Report

Item #1        Record Code. Always enter 'R'.

Item #2        Institution Code. Enter the FICE code of the institution. See Appendix A.

Item #3        Report Year. Enter all four digits of the calendar year in which the inventory occurs.

### BUILDING IDENTIFICATION
Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

Item #4        Building Number. Enter the assigned building number.

Item #5        Room Number. Enter the assigned room number.

Item #6        Primary CIP Code. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #7        Omitted.

Item #8        Space Use Code. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.

Item #9        Primary Functional Category Code. Enter the primary functional category code. See Appendix G.

Item #10       Primary CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.

Item #11       Room Area. See Glossary of Facilities Terms (Appendix I).

Item #12       Omitted.
Item #13       Omitted.
Item #14       Omitted.
Item #15       Omitted.
Item #16       Omitted.

Item #17       Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.

Item #18       Secondary CIP Code. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #19       Omitted.

Item #20     Secondary Functional Category Code. Enter the secondary functional category
             code. See Appendix G.

Item #21     Secondary CIP Percent. Enter the percentage of the secondary CIP code reported
             in Item #18.

Item #22     Remaining CIP Code. Enter the remaining CIP code associated with this room.
             Use the first six digits of the codes listed in Appendix C.

Item #23     Omitted.

Item #24     Remaining Functional Category Code. Enter the remaining functional category
             code. See Appendix G.

Item #25     Remaining CIP Percent. Enter the percentage of the remaining CIP code reported
             in Item #22.

Item #26     Record Identification. Always enter '11'.

Item #27     Floor. Optional. Floor number (01, 02, 03, etc.)

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always 'R' | 1 | 1 |
| Item #2 | Institution Code – FICE – Numeric | 2 | 6 |
| Item #3 | Report Year – Numeric | 8 | 4 |
| Item #4 | Building Number – Alphanumeric | 12 | 6 |
| Item #5 | Room Number – Alphanumeric | 18 | 16 |
| Item #6 | Primary CIP Code – Numeric | 34 | 6 |
| Item #7 | Omitted | 40 | 2 |
| Item #8 | Space Use Code – Alphanumeric | 42 | 3 |
| Item #9 | Primary Functional Category Code – Numeric | 45 | 2 |
| Item #10 | Primary CIP Percent – Numeric | 47 | 3 |
| Item #11 | Room Area | 50 | 8 |
| Item #12-16 | Omitted | 58 | 12 |
| Item #17 | Student Station Capacity – Numeric | 70 | 4 |
| Item #18 | Secondary CIP Code – Numeric | 74 | 6 |
| Item #19 | Omitted | 80 | 2 |
| Item #20 | Secondary Functional Category Code – Numeric | 82 | 2 |
| Item #21 | Secondary CIP Percent – Numeric | 84 | 3 |
| Item #22 | Remaining CIP Code – Numeric | 87 | 6 |
| Item #23 | Omitted | 93 | 2 |
| Item #24 | Remaining Functional Category Code – Numeric | 95 | 2 |
| Item #25 | Remaining CIP Percent – Numeric | 97 | 3 |
| Item #26 | Record Identification – Always '11' | 100 | 2 |
| Item #27 | Floor | 102 | 2 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

| ITEM | NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except 'R' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Report Year | N/A | Must match value in header record |
| 4. | Building Number | N/A | Must match CBM014 |
| 5. | Room Number | N/A | Special characters |
| 6. | Primary CIP Code | N/A | Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115 |
| 7. | Omitted | | |
| 8. | Space Use Code | N/A | Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07 |
| 9. | Primary Functional Cat Code | N/A | Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #6 filled |
| 10. | Primary CIP Percent | N/A | Not numeric if Item #6 filled |
| 11. | Room Area | N/A | Not numeric if Item #6 filled |
| 12. | Omitted | | |
| 13. | Omitted | | |
| 14. | Omitted | | |
| 15. | Omitted | | |
| 16. | Omitted | | |

Univ. Facilities Room Inventory Report (CBM011)

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 17. | Student Station Capacity | N/A | Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680 |
| 18. | Secondary CIP Code | N/A | Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115 |
| 19. | Omitted | | |
| 20. | Secondary Functional Cat Code | N/A | Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #18 filled |
| 21. | Secondary CIP Percent | N/A | Not numeric if Item #18 filled |
| 22. | Remaining CIP Code | N/A | Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115 |
| 23. | Omitted | | |
| 24. | Remaining Functional Cat Code | N/A | Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #22 filled |
| 25. | Remaining CIP Percent | N/A | Not numeric if Item #22 filled |
| 26. | Record Identification | N/A | Any value except '11' |
| 27. | Floor (optional) | N/A | N/A |

## Space Excluded From E&G Space Calculation

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

| | |
|---|---|
| Building Condition 7 | Mothballed facility currently excluded from routine operation and maintenance expense |
| Building Type 6 or 7 | Residence, Single and Resident, Family |
| Building Type 8 or 9 | Non-institutional Agency Buildings and Rental Property |
| Building Type R | Renovations that cause the entire building to be temporarily out of service |
| CIP 720000 – 739999 | Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services) |
| CIP 817500 | Alumni Relations |
| CIP 999999 | Unknown use by External Agencies with Functional Category Code 92 |
| Space Use Code 523 | Indoor Athletic Facilities Spectator Seating |
| Space Use Code 630 – 635 | Food Facility and Food Facility Service |
| Space Use Code 660 – 665 | Merchandising and Merchandising Service |
| Space Use Code 670 – 675 | Recreation (non-athletic/PE) and Recreation Service |
| Space Use Code 810 – 895 | These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22) |
| Space Use Code 910 – 970 | Residential Facilities |
| Space Use Code 050 – 070 | Inactive areas permanently or temporarily incapable of use |
| Space Use Code M10, U10, and W10 | Men's, Unisex, and Women's public restrooms |
| Space Use Code WWW, XXX, YYY, and ZZZ | Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space) |
| Functional Category Codes 02 – 07 | Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area) |
| Functional Category Codes 31 – 35 | Public Service |
| Functional Category Code 42 | Museums and Galleries |
| Functional Category Code 52 | Social and Cultural Development outside the degree curriculum |

| | |
|---|---|
| Functional Category Codes 55 – 57 | Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000) |
| Functional Category Codes 65 – 66 | Faculty and Staff Auxiliary Services and Alumni Records |
| Functional Category Code 91 | Independent Operations/Institutional |
| Functional Category Code 92 | Independent Operations/External Agencies (Use CIP 999999 for unknown use) |

## Univ. Facilities Room Inventory Report (CBM011)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
CBM011 Room EDIT SUMMARY FROM         RunDate: 09/15/2010 Time: 18:15:08
LONE STAR UNIVERSITY                  003304     ANNUAL    2010

                                    NORMAL QUESTIONABLE   ERROR
                                     RANGE       VALUES  VALUES
ITEM 1    RecordCode                    36            0       0
ITEM 2    Inst. Code                    36            0       0
ITEM 3    Report Year                   36            0       0
ITEM 4    Building Number               35            0       1
ITEM 5    Room Number                   35            0       1
ITEM 6    Primary CIP Code              36            0       0
ITEM 8    Space Use Code                36            0       0
ITEM 9    Primary Funct Cat Code        36            0       0
ITEM 10   Primary CIP Percent           36            0       0
ITEM 11   Room Area                     36            0       0
ITEM 17   Student Station Capacity      36            0       0
ITEM 18   Secondary CIP Code            36            0       0
ITEM 20   Secondary Funct Cat Code      36            0       0
ITEM 21   Secondary CIP Percent         36            0       0
ITEM 22   Remaining CIP Code            36            0       0
ITEM 24   Remaining Funct Cat Code      36            0       0
ITEM 25   Remaining CIP Percent         36            0       0
ITEM 26   Record Identification         36            0       0
ITEM 27   Floor                         36            0       0


TOTAL Report Records                 36
CONTROL TOTAL                        36     DISCREPANCY       0
Total Recs on Db                     36
Number Of Non-Unique/ Duplicated Id's   0
Number Of Duplicate Records           1
Number Of Relative Duplicate Questionable   0
Number Of Relative Duplicate Error    0
Total Error Recs on Db                1
Total Error Other                     3
Total Questionable Recs on Db         0
Total Non Error Records on Db        35
Total Rejected Records                0
```

## Univ. Facilities Room Inventory Report (CBM011)

```
              FACILITIES ROOM INVENTORY REPORT (CBM011) EDIT FEEDBACK SUMMARY


        The following is an example of the edit feedback summary generated automatically when an institution submits their inventory
database via the secure file transfer protocol. The report is recorded in the institutions' "output" folder at the secure site and may be
retrieved via the secure file transfer protocol process. Note that records with errors are listed within the summary with the specific
error field underlined by asterisks and the error explained below the record. The feedback summary also identifies significant changes in
square footage data. Review significant changes; typographical errors within the submitted text data are a common cause of unintended
large changes in square footage.



            TEXAS HIGHER EDUCATION COORDINATING BOARD              Page 1
EDIT OF CBM011 Room DATA                  RunDate: 09/15/2010 Time: 18:15:08
LONE STAR UNIVERSITY                              003304       ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


            Building Space Error Report

  Building        Gross Area Assignable Area        E and G Area Error

     0037              34.0       2,691.0                  0.0    GrossArea Is Smaller than Assignable Area
     0038           1,701.0       1,740.5                585.6    GrossArea Is Smaller than Assignable Area
     0047           1,080.0       1,148.2                  0.0    GrossArea Is Smaller than Assignable Area
       ***Note: Totals are net errors.
```

# Univ. Facilities Room Inventory Report (CBM011)

Building Size and Cost Data

| BUILDING | | GROSS | ASSIGN | E & G | OCCUP | FLOORS | N W O Y N |
|---|---|---|---|---|---|---|---|
| NUMBER | NAME | AREA | AREA | SQ.FT. | DATE | | D N C P S |
| 0001 | HARDIN ADMINISTRATION BUILDING | 71,594 | 0 | 0 | 1937 | 3 | 2 1 1 1 3 |
| 0004 | BRIDWELL HALL | 42,260 | 0 | 0 | 1998 | 3 | 1 1 1 1 4 |
| 0005 | UNIVERSITY PRESS | 4,965 | 4,869 | 1,079 | 1940 | 1 | 2 1 1 1 3 |
| 0006 | MEMORIAL BUILDING | 7,019 | 0 | 0 | 1945 | 2 | 2 1 1 1 3 |
| 0007 | FERGUSON HALL | 16,896 | 0 | 0 | 1947 | 3 | 1 1 1 1 3 |
| 0010 | MARTIN HALL | 10,278 | 9,414 | 5,886 | 1946 | 2 | 1 1 1 1 2 |
| 0011 | FAIN FINE ARTS CENTER | 98,805 | 0 | 0 | 1978 | 2 | 1 1 1 1 5 |
| 0012 | DANIEL BUILDING | 46,335 | 39,566 | 34,335 | 1990 | 2 | 1 1 1 4 4 |
| 0013 | FOWLER HALL | 22,896 | 20,464 | 13,755 | 1949 | 2 | 1 1 1 1 3 |
| 0015 | BEYER GREENHOUSE | 2,398 | 2,236 | 2,162 | 1983 | 1 | 1 1 1 1 8 |
| 0017 | MERCANTILE BUILDING | 10,608 | 8,828 | 1,662 | 1989 | 2 | 2 1 1 1 3 |
| 0018 | MCGAHA HALL | 6,789 | 6,220 | 2,761 | 1949 | 1 | 1 1 1 1 2 |
| 0019 | INSTRUMENTAL MUSIC HALL | 7,815 | 2,505 | 1,539 | 1949 | 2 | 1 1 1 1 2 |
| 0020 | PAINT SHOP | 1,987 | 1,884 | 1,732 | 1949 | 1 | 1 1 1 4 2 |
| 0021 | MCCULLOUGH HALL | 9,449 | 6,162 | 6,162 | 1949 | 1 | 1 1 1 1 2 |
| 0022 | ENGINEERING LABORATORIES | 2,443 | 1,738 | 1,526 | 1949 | 1 | 1 1 1 1 2 |
| 0023 | BOLIN HALL | 99,529 | 0 | 0 | 1966 | 3 | 1 1 1 1 3 |
| 0024 | CLARK STUDENT CENTER | 70,890 | 0 | 0 | 1951 | 1 | 1 1 1 3 3 |
| 0025 | MOFFETT LIBRARY | 93,676 | 59,181 | 58,484 | 1964 | 3 | 1 1 1 1 3 |
| 0026 | KILLINGSWORTH HALL | 68,658 | 41,195 | 0 | 1965 | 6 | 1 1 1 6 3 |
| 0027 | RESIDENCE HALL MECHANICAL BUILDING | 1,296 | 0 | 0 | 1965 | 1 | 1 1 1 4 3 |
| 0029 | PIERCE HALL | 49,913 | 29,948 | 0 | 1966 | 3 | 1 1 1 6 3 |
| 0030 | FAIN HALL | 8,060 | 5,766 | 0 | 1945 | 2 | 1 1 1 9 3 |
| 0031 | VINSON HEALTH CENTER | 3,108 | 1,804 | 0 | 1949 | 1 | 1 1 1 3 2 |
| 0032 | CENTRAL PLANT | 10,789 | 8,192 | 8,192 | 1967 | 2 | 1 1 1 4 3 |
| 0033 | TENNIS CENTER | 560 | 463 | 134 | 1984 | 1 | 1 1 1 1 2 |
| 0034 | D.L. LIGON COLISEUM | 117,048 | 112,836 | 91,991 | 1969 | 3 | 2 1 1 1 3 |
| 0035 | PHYSICAL EDUCATION RESTROOMS | 2,336 | 2,199 | 296 | 1970 | 1 | 1 1 1 3 3 |
| 0036 | OUTDOOR RECREATION CENTER | 5,000 | 4,903 | 0 | 1982 | 1 | 1 1 1 4 7 |
| 0037 | SOCCER TICKET BOOTH | 34 | 2,691 | 0 | 1982 | 1 | 1 1 1 3 1 |
| 0038 | PHYSICAL TRAINING BUILDING | 1,701 | 1,741 | 586 | 1970 | 1 | 1 1 1 3 3 |
| 0039 | SOCCER PRESS BOX | 943 | 806 | 0 | 1982 | 2 | 1 1 1 3 1 |
| 0044 | SIKES HOUSE | 9,626 | 5,776 | 0 | 1938 | 3 | 1 1 1 7 2 |
| 0045 | GUEST HOUSE | 1,530 | 918 | 0 | 1937 | 1 | 1 1 1 7 2 |
| 0046 | ALUMNI CENTER | 2,800 | 1,680 | 0 | 1938 | 2 | 1 1 1 7 2 |
| 0047 | CARRIAGE HOUSE | 1,080 | 1,148 | 0 | 1938 | 2 | 1 1 1 4 2 |
| 0048 | MARCHMAN HALL | 8,904 | 5,342 | 0 | 1959 | 2 | 1 1 1 6 2 |
| 0049 | SIKES LAKE CENTER | 8,836 | 8,558 | 0 | 1975 | 1 | 1 1 1 1 7 |
| 0050 | BRIDWELL COURTS | 22,243 | 13,346 | 0 | 1964 | 2 | 2 1 1 7 2 |
| 0051 | MCCULLOUGH-TRIGG HALL | 46,086 | 27,652 | 0 | 1994 | 6 | 1 1 1 6 4 |

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## Univ. Facilities Room Inventory Report (CBM011)

```
0052 JAN THACKER FANTASY OF LIGHTS WKSHP        7,356     2,251        0  1986    1   1 1 3 8 7
0053 BEAWOOD-O'DONOHOE HALL                     65,060    35,371   32,408  1950    2   1 1 1 1 3
0054 UNIVERSITY POLICE                           2,536     1,390        0  1997    1   1 1 1 3 2
0055 BIOLOGY HOUSE                               3,778     2,267        0  1953    1   1 1 1 6 2
0056 HONORS HOUSE                                3,395     2,037        0  1961    2   1 1 1 6 2
0057 SEISMOMETER BUILDING                          144         0        0  2003    1   1 1 1 1 2
0060 SIKES LAKE RESTROOM                           612       508        0  2005    1   1 1 2 3 2
     TOTALS                                  1,080,064   483,853
```

# Univ. Facilities Room Inventory Report (CBM011)

PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
003304   LONE STAR UNIVERSITY
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD      09/15/2010 06:15:09

CAMPUSWIDE SPACE SUMMARY

|  | SQUARE FEET |
|---|---|
| GROSS SQUARE FEET | 1,080,064 |
| TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET) | 441,788 |
| NON ASSIGNABLE SQUARE FEET | 638,276 |
| NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED | 308 |
| TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE | 264,689 |

## TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

| FUNCTION | NET ASSIGNABLE SQ. FT. |
|---|---|
| 10 INSTRUCTION | 164,349 |
| 20 RESEARCH | 0 |
| 30 PUBLIC SERVICE | 169 |
| 40 ACADEMIC SUPPORT | 0 |
| 41 LIBRARY | 57,322 |
| 50 STUDENT SERVICE | 167,963 |
| SUBTOTAL | 389,803 |
| 60 INSTRUCTIONAL ADMINISTRAATION | 4,028 |
| 70 PHYSICAL PLANT OPERATIONS | 47,649 |
| 80 STUDENT FINANCIAL SUPPORT | 0 |
| 90 INDEPENDENT OPERATIONS | 308 |

# Univ. Facilities Room Inventory Report (CBM011)

| TYPE OF ROOM | | NASF | E&G NASF | |
|---|---|---|---|---|
| 110 | CLASSROOM | 28,730 | 28,730 | |
| 115 | CLASSROOM SERVICE | 916 | 916 | |
| | SUBTOTAL | 29,646 | 29,646 | |
| | | | | |
| 210 | CLASS LABORATORY | 7,857 | 7,857 | |
| 215 | CLASS LABORATORY SERVICE | 213 | 213 | |
| 220 | SPECIAL CLASS LABORATORY | 2,996 | 2,996 | |
| 225 | SPECIAL CLASS LABORATORY SERVICE | 1,789 | 1,191 | |
| 230 | INDIVIDUAL STUDY LABORATORY | 678 | 678 | |
| 235 | INDIVIDUAL STUDY LABORATORY SVC. | 0 | 0 | |
| | SUBTOTAL | 13,533 | 12,935 | |
| | | | | |
| 250 | NON-CLASS LABORATORY | | 1,493 | 1,493 |
| 255 | NON-CLASS LABORATORY SERVICE | | 173 | 173 |
| | SUBTOTAL | | 1,667 | 1,667 |
| | | | | |
| OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY | | | | |
| 310 | OFFICE | 49,250 | 41,512 | |
| 315 | OFFICE SERVICE | 9,107 | 5,337 | |
| 350 | CONFERENCE ROOM | 5,623 | 581 | |
| 355 | CONFERENCE ROOM SERVICE | 343 | 343 | |
| | SUBTOTAL | 64,323 | 47,773 | |
| | | | | |
| OFFICE SPACE WITH 41 ROOM USE-LIBRARY | | | | |
| 310 | OFFICE | 4,095 | 4,095 | |
| 315 | OFFICE SERVICE | 547 | 547 | |
| 350 | CONFERENCE ROOM | 326 | 326 | |
| 355 | CONFERENCE ROOM SERVICE | 0 | 0 | |
| | SUBTOTAL | 4,968 | 4,968 | |
| | | | | |
| 410 | READING/STUDY ROOM | 9,986 | 9,124 | |
| 420 | STACK | 10,141 | 10,141 | |
| 430 | OPEN STACK STUDY ROOM | 31,209 | 31,063 | |
| 440 | PROCESSING ROOM | 1,063 | 1,063 | |
| 455 | STUDY SERVICE | 1,272 | 964 | |
| | SUBTOTAL | 53,671 | 52,355 | |
| | | | | |
| 510 | ARMORY | 0 | 0 | |
| 515 | ARMORY SERVICE | 0 | 0 | |
| 520 | ATHLETIC/PHYSICAL EDUCATION | 70,092 | 56,163 | |

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```
523  ATHLET. FACIL. SPECTATOR SEATING          662              0
525  ATHLETIC/PHYSICAL EDUCATION SVC.       21,450         15,818
530  MEDIA PRODUCTION                          163            163
535  MEDIA PRODUCTION SERVICE                    0              0
540  CLINIC (NON-HEALTH PROFESSIONS)             0              0
545  CLINIC SERVICE (NON-HEALTH)                 0              0
550  DEMONSTRATION                               0              0
555  DEMONSTRATION SERVICE                       0              0
560  FIELD BUILDING                              0              0
570  ANIMAL QUARTERS                             0              0
575  ANIMAL QUARTERS SERVICE                     0              0
580  GREENHOUSE                              1,525          1,525
585  GREENHOUSE SERVICE                        637            637
590  OTHER                                      76             76
                         SUBTOTAL         94,605         74,382

610  ASSEMBLY                                    0              0
615  ASSEMBLY SERVICE                            0              0
620  EXHIBITION                                  0              0
625  EXHIBITION SERVICE                          0              0
630  FOOD FACILITIES                           658              0
635  FOOD FACILITIES SERVICE                   704              0
640  DAY CARE                                    0              0
645  DAY CARE SERVICE                            0              0
650  LOUNGE                                    518            289
655  LOUNGE SERVICE                            440             65
660  MERCHANDISING FACILITIES                1,323              0
665  MERCHANDISING FACILITIES SERVICE          129              0
670  RECREATION                                  0              0
675  RECREATION SERVICE                     12,053              0
680  MEETING ROOM                                0              0
685  MEETING ROOM SERVICE                        0              0
690  LOCKER ROOM                               230            230
                         SUBTOTAL         16,055            584

710  COMPUTER/TELECOMMUNICATIONS                 0              0
715  COMPUTER/TELECOMMUNICATIONS SVC.          299            102
720  SHOP                                   17,107         13,783
725  SHOP SERVICE                            2,787          2,787
730  CENTRAL STORAGE                        22,220         22,220
735  CENTRAL STORAGE SERVICE                     0              0
740  VEHICLE STORAGE FACILITY                    0              0
745  VEHICLE STORAGE FACILITY SERVICE        1,417          1,417
750  CENTRAL FOOD STORES                         0              0
755  CENTRAL FOOD STORE SERVICE                  0              0
760  HAZARDOUS MATERIALS                        72             72
765  HAZARDOUS MATERIALS SERVICE                 0              0
770  CENTRAL SUPPORT                             0              0
775  CENTRAL SUPPORT SERVICE                     0              0
```

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## Univ. Facilities Room Inventory Report (CBM011)

```
                              SUBTOTAL      43,902           40,381

810   PATIENT BEDROOM                          272                0
815   PATIENT BEDROOM SERVICE                    0                0
820   PATIENT BATH                               0                0
830   NURSE STATION                              0                0
835   NURSE STATION SERVICE                      0                0
840   SURGERY                                    0                0
845   SURGERY SERVICE                            0                0
850   TREATMENT/EXAMINATION                    339                0
855   TREATMENT/EXAMINATION SERVICE              0                0
860   DIAGNOSTIC SUPPORT LABORATORY              0                0
865   DIAGNOSTIC SUPPORT LAB SERVICE             0                0
870   HEALTH CARE SUPPLIES                       0                0
880   PUBLIC WAITING                           308                0
890   STAFF ON-CALL FACILITY                     0                0
895   STAFF ON-CALL FACILITY SERVICE           592                0
                              SUBTOTAL       1,510                0


910   SLEEP/STUDY WITHOUT TOILET/BATH            0                0
919   TOILET/BATH                                0                0
920   SLEEP/STUDY WITH TOILET/BATH         108,440                0
935   SLEEP/STUDY SERVICE                        0                0
950   APARTMENT                                  0                0
955   APARTMENT SERVICE                          0                0
970   HOUSE                                 21,719                0
                              SUBTOTAL     130,160                0



                                         NON-SASF
050   INACTIVE AREA                          1,848
060   ALTERATION OR CONVERSION AREA              0
070   UNFINSHED AREA                             0
M10   MENS BATHROOM                          3,771
U10   UNISEX BATHROOM                          175
W10   WOMENS BATHROOM                        3,658
WWW   CIRCULATION AREA                      13,358
XXX   BUILDING SERVICE AREA                  1,950
YYY   MECHANICAL AREA                        4,013
ZZZ   STRUCTURAL AREA                        1,042
                              SUBTOTAL           0                0


                   NON-SASF          NASF         E&G NASF
        TOTAL        29,815       454,038          264,689
```

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# Univ. Facilities Room Inventory Report (CBM011)

| BUILDING NUMBER | NAME | INSTRUCT | RESEARCH | PUBLIC SERVICE | ACADEMIC SUPPORT | STUDENT SERVICE | INST SUPPORT | PHY PLT OPER | TOTAL NASF | TOTAL E&G NASF |
|---|---|---|---|---|---|---|---|---|---|---|
| SATISFACTORY CONDITION | | | | | | | | | | |
| 0004 | BRIDWELL HALL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0007 | FERGUSON HALL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0010 | MARTIN HALL | 5,886 | 0 | 0 | 0 | 0 | 0 | 0 | 9,414 | 5,886 |
| 0011 | FAIN FINE ARTS CENTER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0012 | DANIEL BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 34,335 | 39,566 | 34,335 |
| 0013 | FOWLER HALL | 13,755 | 0 | 0 | 0 | 0 | 0 | 0 | 20,464 | 13,755 |
| 0015 | BEYER GREENHOUSE | 2,162 | 0 | 0 | 0 | 0 | 0 | 0 | 2,236 | 2,162 |
| 0018 | MCGAHA HALL | 2,734 | 0 | 0 | 0 | 0 | 27 | 0 | 6,220 | 2,761 |
| 0019 | INSTRUMENTAL MUSIC HALL | 1,539 | 0 | 0 | 0 | 0 | 0 | 0 | 2,505 | 1,539 |
| 0020 | PAINT SHOP | 0 | 0 | 0 | 0 | 0 | 0 | 1,732 | 1,884 | 1,732 |
| 0021 | MCCULLOUGH HALL | 6,162 | 0 | 0 | 0 | 0 | 0 | 0 | 6,162 | 6,162 |
| 0022 | ENGINEERING LABORATORIES | 1,526 | 0 | 0 | 0 | 0 | 0 | 0 | 1,738 | 1,526 |
| 0023 | BOLIN HALL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0024 | CLARK STUDENT CENTER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0025 | MOFFETT LIBRARY | 1,162 | 0 | 0 | 57,322 | 389 | 0 | 0 | 59,181 | 58,484 |
| 0026 | KILLINGSWORTH HALL | 0 | 0 | 0 | 0 | 41,195 | 0 | 0 | 41,195 | 0 |
| 0027 | RESIDENCE HALL MECHANICAL BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0029 | PIERCE HALL | 0 | 0 | 0 | 0 | 29,948 | 0 | 0 | 29,948 | 0 |
| 0030 | FAIN HALL | 0 | 0 | 0 | 0 | 5,766 | 0 | 0 | 5,766 | 0 |
| 0031 | VINSON HEALTH CENTER | 0 | 0 | 0 | 0 | 1,804 | 0 | 0 | 1,804 | 0 |
| 0032 | CENTRAL PLANT | 230 | 0 | 0 | 0 | 0 | 0 | 7,961 | 8,192 | 8,192 |
| 0033 | TENNIS CENTER | 134 | 0 | 0 | 0 | 0 | 0 | 0 | 463 | 134 |
| 0035 | PHYSICAL EDUCATION RESTROOMS | 0 | 0 | 0 | 0 | 767 | 0 | 296 | 2,199 | 296 |
| 0036 | OUTDOOR RECREATION CENTER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,903 | 0 |
| 0037 | SOCCER TICKET BOOTH | 0 | 0 | 0 | 0 | 2,691 | 0 | 0 | 2,691 | 0 |
| 0038 | PHYSICAL TRAINING BUILDING | 586 | 0 | 0 | 0 | 0 | 0 | 0 | 1,741 | 586 |
| 0039 | SOCCER PRESS BOX | 0 | 0 | 0 | 0 | 806 | 0 | 0 | 806 | 0 |
| 0044 | SIKES HOUSE | 0 | 0 | 0 | 0 | 5,776 | 0 | 0 | 5,776 | 0 |
| 0045 | GUEST HOUSE | 0 | 0 | 0 | 0 | 918 | 0 | 0 | 918 | 0 |
| 0046 | ALUMNI CENTER | 0 | 0 | 0 | 0 | 1,680 | 0 | 0 | 1,680 | 0 |
| 0047 | CARRIAGE HOUSE | 0 | 0 | 0 | 0 | 0 | 0 | 1,073 | 1,148 | 0 |
| 0048 | MARCHMAN HALL | 0 | 0 | 0 | 0 | 5,342 | 0 | 0 | 5,342 | 0 |
| 0049 | SIKES LAKE CENTER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,558 | 0 |
| 0051 | MCCULLOUGH-TRIGG HALL | 0 | 0 | 0 | 0 | 27,652 | 0 | 0 | 27,652 | 0 |
| 0052 | JAN THACKER FANTASY OF LIGHTS WKSHP | 0 | 0 | 0 | 0 | 0 | 0 | 2,251 | 2,251 | 0 |
| 0053 | BEAWOOD-O'DONOHOE HALL | 34,326 | 0 | 0 | 0 | 0 | 178 | 0 | 35,371 | 32,408 |
| 0054 | UNIVERSITY POLICE | 0 | 0 | 0 | 0 | 1,390 | 0 | 0 | 1,390 | 0 |
| 0055 | BIOLOGY HOUSE | 0 | 0 | 0 | 0 | 2,267 | 0 | 0 | 2,267 | 0 |
| 0056 | HONORS HOUSE | 0 | 0 | 0 | 0 | 2,037 | 0 | 0 | 2,037 | 0 |
| 0057 | SEISMOMETER BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0060 | SIKES LAKE RESTROOM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 508 | 0 |

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# Univ. Facilities Room Inventory Report (CBM011)

|  |  | | | | | | | | | |
|---|---|--:|--:|--:|--:|--:|--:|--:|--:|--:|
| | SUBTOTAL | 70,202 | 0 | 0 | 57,322 | 130,428 | 205 | 47,648 | 343,976 | 169,956 |
| REMODELING A CONDITION | | | | | | | | | | |
| 0001 | HARDIN ADMINISTRATION BLDG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0005 | UNIVERSITY PRESS | 0 | 0 | 169 | 0 | 0 | 3,824 | 0 | 4,869 | 1,079 |
| 0006 | MEMORIAL BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0017 | MERCANTILE BUILDING | 1,494 | 0 | 0 | 0 | 4,006 | 0 | 0 | 8,828 | 1,662 |
| 0034 | D.L. LIGON COLISEUM | 92,653 | 0 | 0 | 0 | 20,183 | 0 | 0 | 112,836 | 91,991 |
| 0050 | BRIDWELL COURTS | 0 | 0 | 0 | 0 | 13,346 | 0 | 0 | 13,346 | 0 |
| | SUBTOTAL | 94,147 | 0 | 169 | 0 | 37,535 | 3,824 | 0 | 139,879 | 94,733 |
| | INSTITUTION TOTAL | 164,349 | 0 | 169 | 57,322 | 167,963 | 4,029 | 47,648 | 483,855 | 264,689 |

## Univ. Facilities Room Inventory Report (CBM011)

```
Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                          EDIT OF CBM011 Room DATA
ANNUAL   2010                            LONE STAR UNIVERSITY        003304            RunDate: 09/15/2010 Time: 18:15:08


Item Item Item Item  Item          Item Item Item Item Item Item Item Item Item Item   Item Item Item Item
1    2    3    4      5             6    8    9    10   11   17   18   20   21   22     24   25   26   27    Remarks

 R 003304 2010 0010 00VST3         832000 WWW 72    100 0052 0000 000000 00 000 000000 00 000      11   01   A E Add Rec Rej
                    **** **************
****************************
                                                                                          Duplicate Record. REF0713
                                                                           Duplicate Record Questionable. REF0716!


Total Rejected Records               0
Total Records On Database           36
Total Records Other Errors           3
Total Non Error Records             35
Total Error Records                  1
Total Questionable Records           0
Total Rejected Records               0



Items In Error Are Indicated By (*), Questionable By (-)
```

# CBM014 Facilities Building Inventory Report

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and it's pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at http://www.txhighereddata.org/ReportingManuals.cfm.

## Addition of Buildings

The addition of buildings should be reported on an on-going basis.

## Building Demolition

A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.

<u>Univ. Facilities Building Inventory Report (CBM014)</u>

<u>Exclusions</u>

Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

<u>Basis for Building Measurement</u>

Compute gross area using an accurate and verifiable means to the nearest whole square foot.

**NOTES:**

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

Univ. Facilities Building Inventory Report (CBM014)

Instructions for Facilities Building Inventory Report

Item #1    Record Code. Always enter 'B'.

Item #2    Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3    Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION
Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

Item #4    Building Number. Enter the assigned building number.

Item #5    Building Name. Enter the assigned name of the building.

Item #6    Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.

Item #7    Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.

Item #8    Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.

Item #9    Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.

Item #10   Omitted.

Item #11   Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.

Item #12   Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, mezzanines, and assignable attic space. Example: 9 floors = 09.

Item #13   Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Round to the nearest whole square foot, right justified, leading zeros.

Item #14    Omitted.
Item #15    Omitted.
Item #16   Omitted.

Item #17   Record Identification. Always enter '14'.

Item #18   Zip Code. Enter the five-digit zip code of the building's **physical** address.

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always 'B' | 1 | 1 |
| Item #2 | Institution Code – FICE – Numeric | 2 | 6 |
| Item #3 | Report Year – Numeric | 8 | 4 |
| Item #4 | Building Number – Alphanumeric | 12 | 6 |
| Item #5 | Building Name – Alphanumeric | 18 | 50 |
| Item #6 | Condition Code – Numeric | 68 | 1 |
| Item #7 | Ownership Code – Numeric | 69 | 1 |
| Item #8 | Location Code – Numeric | 70 | 1 |
| Item #9 | Type Code – Numeric | 71 | 1 |
| Item #10 | Omitted | 72 | 1 |
| Item #11 | Initial Occupancy Date – Numeric | 73 | 4 |
| Item #12 | Number of Floors – Numeric | 77 | 2 |
| Item #13 | Gross Area – Numeric | 79 | 7 |
| Item #14 | Omitted | 86 | 10 |
| Item #15 | Omitted | 96 | 4 |
| Item #16 | Omitted | 100 | 6 |
| Item #17 | Record Identification – Always '14' | 106 | 2 |
| Item #18 | Zip Code | 108 | 5 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except 'B' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Report Year | N/A | Must match value in header record |
| 4. | Building Number | N/A | Special characters |
| 5. | Building Name | N/A | Blank |
| 6. | Condition Code | N/A | Any value except 1 thru 7 |
| 7. | Ownership Code | N/A | Any value except 1 thru 8 |
| 8. | Location Code | N/A | Any value except 1 thru 3 |
| 9. | Type Code | N/A | Any value except 1 thru 9, H, or R |
| 10. | Omitted | | |
| 11. | Initial Occupancy Date | N/A | Non-numeric; value less than 1840 or greater than current year |
| 12. | Number of Floors | Value greater than 25 | Non-numeric; value less than 00 |
| 13. | Gross Area | N/A | Value less than 0000000 |
| 14. | Omitted | | |
| 15. | Omitted | | |
| 16. | Omitted | | |
| 17. | Record Identification | N/A | Any value except '14' |
| 18. | Zip Code | N/A | Not on zip code file |

## Univ. Facilities Building Inventory Report (CBM014)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CBM014 Building EDIT SUMMARY FROM           RunDate: 09/15/2010 Time: 19:13:44
LONE STAR UNIVERSITY                        003304     ANNUAL    2010

                                       NORMAL QUESTIONABLE    ERROR
                                        RANGE        VALUES  VALUES
ITEM  1  RecordCode                        58             0       0
ITEM  2  Inst. Code                        58             0       0
ITEM  3  Report Year                       58             0       0
ITEM  4  Building Number                   58             0       0
ITEM  5  Building Name                     58             0       0
ITEM  6  Condition Code                    58             0       0
ITEM  7  Ownership Code                    58             0       0
ITEM  8  Location Code                     58             0       0
ITEM  9  Type Code                         58             0       0
ITEM 11  Initial Occupancy Date            58             0       0
ITEM 12  Number of Floors                  58             0       0
ITEM 13  Gross Area                        58             0       0
ITEM 17  Record Identification             58             0       0
ITEM 18  Zip Code


TOTAL Report Records                       58
CONTROL TOTAL                              58      DISCREPANCY        0
Total Recs on Db                           58
Number Of Non-Unique/Duplicated Id's        0
Number Of Duplicate Records                 0
Number Of Relative Duplicate Questionable   0
Number Of Relative Duplicate Error          0
Total Error Recs on Db                      0
Total Questionable Recs on Db               0
Total Non Error Records on Db              58
Total Rejected Records                      0
```

## Univ. Facilities Building Inventory Report (CBM014)

```
               TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
EDIT OF CBM014 Building DATA          RunDate: 09/15/2010 Time: 19:13:44
LONE STAR UNIVERSITY                       003304        ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


              Building Space Error Report

                                    NASF/
  Building       Gross Area Assignable Area      E and G Area Error

    There are No entries for this report.
     ***Note: Totals are net errors.
```

## Univ. Facilities Building Inventory Report (CBM014)

```
Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                          Page 1
                                      EDIT OF CBM014 Building DATA
ANNUAL   2010                         LONE STAR UNIVERSITY 003304              RunDate: 09/15/2010 Time: 19:13:44

Item Item Item Item  Item                              ***Item*** Item Item  Item      Item    Item Item
 1    2    3    4     5                                 6 7 8 9 10 11   12    13        14      15   17      Remarks


There Were No Errors Detected For : LONE STAR UNIVERSITY


Items In Error Are Indicated By (*), Questionable By (-)
```

14.8

# CBM00B Admissions Report

The Admissions Report (CBM00B) collects data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588 of the 75th Legislature, the Uniform Admissions Bill. This report will meet the requirement that each university report on who applies, who is admitted, and who subsequently enrolls at each institution. Report only the applications that are complete and of students who are seeking a degree. Do not include transient or former student applications when applying at the same degree level. If a student applies to more than one school or college within the university, report the application data from the school or college that ultimately accepts or rejects the student. Report undergraduate, graduate, and professional student applications for summer and fall terms. This report replaces the Access and Equity 2000 Plan report (formerly Texas Plan report TXP-4) for universities.

Univ. Admissions Report (CBM00B)

Instructions for Admissions Report

Item #1        Record Code. Always enter 'B'.

Item #2        Institution Code. Enter the FICE Code of the institution.

Item #3        Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4        Last Name. Enter the first 20 characters of the last name by which a student is legally known.

Item #5        First Name. Enter the first 12 characters of the first name of the student.

Item #6        Middle Initial. Enter the first character of the middle name of the student.

Item #7        Gender. Enter the gender of the student.

                    M = Male        F = Female

Item #8        Date of Birth. Enter the calendar date of birth of the student. The year, month, and day should be indicated using the YYYYMMDD format.

                    YYYY = Year       MM = Month       DD = day

                **NOTE**:  If the month of birth is known and the year is unknown, code the item as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '6'.

Item #9        Unused

Item #10      Unused

Item #11      Residence. Enter the code representing the county, state, or foreign country of which the student is a legal resident. See Appendix B for codes.

                        Texas Resident - Enter County Code
                        Out-of-State Resident - Enter State Code
                        Foreign Country Citizen - Enter Foreign Country Code

Item #12      Application Level. Indicate the level of degree sought.

                        04    Associate
                        05    Bachelor's
                        06    Master's
                        08    Doctor's Degree-Research/Scholarship
                        09    Law (LLB or JD)

|    |                                                                |
|----|----------------------------------------------------------------|
| 10 | Pharmacy (PharmD only)                                         |
| 11 | Medical (MD or DO only)                                        |
| 12 | Dental (DDS only)                                              |
| 13 | Optometry (OD only)                                            |
| 14 | Veterinary Medicine (DVM only)                                 |
| 15 | Other Formal Award                                            |
| 16 | Post-baccalaureate or alternative certification teacher certificate |
| 17 | Nursing certificate (earned separately from a BSN or MSN degree) |

**NOTE**:  Other formal award is a recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board.

Item #13    Entering Status. Do not include transient or former student applications when applying at the same degree level. Include high school students the first term after they complete their high school work.

| 01 | No previous college work for level of award sought |
|----|----------------------------------------------------|
| 02 | Transfer                                           |

Item #14    Admission Action or Acceptance Status. The action taken by the institution in response to the student's application for admission.

**Undergraduates only**
| 01 | Accepted and ranked in top 10% of high school graduating class (include all incoming undergraduates who ranked in the top 10% of high school class) |
|----|----------------------------------------------------|
| 02 | Accepted and ranked in 11-25% of high school graduating class |

**Undergraduates and Graduates**
| 03 | Accepted on provisional basis, met requirements |
|----|-------------------------------------------------|
| 04 | Accepted on provisional basis, did not meet requirements |
| 05 | Accepted, based on other criteria |
| 06 | Rejected |
| 07 | Student withdrew application |

**Graduates only**
| 08 | Accepted as a regular graduate admission |
|----|------------------------------------------|

**NOTE: Items #15 through #21 apply to undergraduate applications only.**

Item #15    Unused.

Item #16    Unused

Item #17    Unused.

Item #18    Family's Gross Income. Include both untaxed and taxed income from most recent tax year, as reported on application (corresponds to Common Application for Admission Part I, 15). This information may not be known until the common application is implemented and is only required of undergraduate applicants.

       01    Less than $20,000
       03    $20,000 to $39,999
       08    $40,000 to $59,999
       12    $60,000 to $79,999
       15    $80,000 and greater
       00    Unknown or not applicable

**Item #19**     <u>Language Fluency.</u> Indicate if a language other than English is spoken fluently (corresponds to Common Application for Admission Part I, 13). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

       01    No
       02    Spanish
       03    Other
       00    Unknown or not applicable

**Item #20**     <u>Unused.</u>

**Item #21**     <u>Number of People Living in Household.</u> The item will allow a two-digit number (corresponds to Common Application for Admission Part I, 16). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates. Enter '00' if this item does not apply.

**Item #22**     <u>Term Sought.</u> The expected term of entry for which the student seeks admission. This item will be used to determine whether the student is a summer or fall applicant.

       1    Fall
       3    Summer
       0    Unknown or unreported

**Item #23**     <u>Reporting Period.</u> Always enter '5'.

**Item #24**     <u>Application Year.</u> Enter all four digits 'YYYY' of the year for which the admission is sought (e.g., Fall 2010 would be reported as 2010).

**Item #25**     <u>ACT Composite Score.</u> Provide the verified American College Test composite score for first-time undergraduate students if available; otherwise enter two zeros. If there are multiple composite scores for the student, enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average ACT scores is one of the required items. Effective Fall 2004 report.

**Item #26**     <u>SAT Combined Score.</u> Provide the combined scores from the SAT Mathematics and Evidenced-based Reading and Writing (EBRW) tests (verified by the College Board) for first-time undergraduate students if available; Only enter these scores (combined into one number) if they are the result of testing on the revised SAT administered on or after March 2016. If the student only has a combined SAT score based on the SAT assessment prior to March 2016, input four zeros.

Also input four zeros if the student did not submit any SAT scores for their application. Reported combined scores should not be mixed between the older and newer versions of the SAT. Only enter the combined score if both sections (EBRW and Math) are based on the redesigned assessment. Do not include SAT Essay scores.

Item #27    Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

       1   Hispanic or Latino origin
       2   Not Hispanic or Latino origin
       3   Not answered

Item #28    Race. Select one or more codes indicating the race of the student.

| | | |
|---|---|---|
| Item #28A | 1 | White |
| Item #28B | 2 | Black or African-American |
| Item #28C | 4 | Asian |
| Item #28D | 5 | American Indian or Alaskan Native |
| Item #28E | 6 | International |
| Item #28F | 7 | Unknown or Not Reported |
| Item #28G | 8 | Native Hawaiian or Other Pacific Islander |

*Definitions:*

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code - Always 'B' | 1 | 1 |
| Item #2 | Institution Code - FICE - Numeric | 2 | 6 |
| Item #3 | Student Identification Number | 8 | 9 |
| Item #4 | Last Name | 17 | 20 |
| Item #5 | First Name | 37 | 12 |
| Item #6 | Middle Initial | 49 | 1 |
| Item #7 | Gender – 'M' or 'F' | 50 | 1 |
| Item #8 | Date of Birth - YYYYMMDD - Numeric | 51 | 8 |
| Item #9 | Unused | 59 | 1 |
| Item #10 | Unused | 60 | 1 |
| Item #11 | Residence - Numeric | 61 | 3 |
| Item #12 | Application Level - '04' thru '06' and '08' thru '17' | 64 | 2 |
| Item #13 | Entering Status - Numeric - '01' or '02' | 66 | 2 |
| Item #14 | Admission Action - Numeric – '01' thru '08' | 68 | 2 |

**Enter zeros for Items #15 through #21 for graduate and professional applicants**

|  |  |  |  |
|---|---|---|---|
| Item #15 | Unused | 70 | 2 |
| Item #16 | Unused | 72 | 2 |
| Item #17 | Unused | 74 | 1 |
| Item #18 | Family Income - Numeric - '00', '01', '03', '08', '12', '15' | 75 | 2 |
| Item #19 | Language Fluency - Numeric - '00', '01', '02', '03' | 77 | 2 |
| Item #20 | Unused | 79 | 2 |
| Item #21 | Number in Household - Numeric | 81 | 2 |
| Item #22 | Term Sought - Numeric - '0', '1', or '3' | 83 | 1 |
| Item #23 | Reporting Period - Numeric - Always '5' | 84 | 1 |
| Item #24 | Application Year - YYYY - Numeric | 85 | 4 |
| Item #25 | ACT Composite Score | 89 | 2 |
| Item #26 | SAT Composite Score | 91 | 4 |
| Item #27 | Ethnic Origin | 95 | 1 |
| Item #28 | Race: |  |  |
| Item #28A | White – '1' or blank | 96 | 1 |
| Item #28B | Black or African-American – '2' or blank | 97 | 1 |
| Item #28C | Asian – '4' or blank | 98 | 1 |
| Item #28D | American Indian or Alaskan Native – '5' or blank | 99 | 1 |
| Item #28E | International – '6' or blank | 100 | 1 |
| Item #28F | Unknown or Not Reported – '7' or blank | 101 | 1 |
| Item #28G | Native Hawaiian or Other Pacific Islander – '8' or blank | 102 | 1 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each application record.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except 'B' |
| 2. | Institution Code | N/A | Must match value on header record and be on list of valid FICE codes |
| 3. | Student ID | N/A | Blank; special characters |
| 4. | Last Name | Non-alphabetic | Spaces |
| 5. | First Name | Blank | Numeric, space, or special characters |
| 6. | Middle Initial | N/A | Number or special Character |
| 7. | Gender | N/A | Value other than 'M' or 'F' |
| 8. | Date of Birth | '00000000' | Non-numerical; month greater than '12'; day greater than '31' |
| 9. | Unused | N/A | N/A |
| 10. | Unused | N/A | N/A |
| 11. | Residence | N/A | Not on CB residence file |
| 12. | Application Level | N/A | Value other than '04' thru '06' or '08' thru '17' |
| 13. | Entering Status | N/A | Value other than '01' or '02' |
| 14. | Admission Action | N/A | Value other than '01' thru '08' |
| 15. | Unused | N/A | N/A |
| 16. | Unused | N/A | N/A |
| 17. | Unused | N/A | N/A |

Univ. Admissions Report (CBM00B)

| ITEM | NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 18. | Family Income | N/A | Value other than '00', '01', '03', '08', '12', '15' |
| 19. | Language Fluency | N/A | Value other than '00', '01', '02', or '03' |
| 20. | Unused | N/A | N/A |
| 21. | Number in Home | Value greater than 12 | Non-numerical |
| 22. | Term Sought | N/A | Value other than '00', '01', '03' |
| 23. | Reporting Period | N/A | Value other than '5' |
| 24. | Application Year | N/A | Value greater than current Year |
| 25. | ACT Composite Score | N/A | Non-numeric or greater than 36 |
| 26. | SAT Composite Score | N/A | Non-numeric or greater than 1600 |
| 27. | Ethnic Origin | N/A | Value other than '1', '2', or '3' |
| 28A. | White | N/A | Value other than '1' or space or value = '1' and '7' |
| 28B. | Black/African-Amer | N/A | Value other than '2' or space or value = '2' and '7' |
| 28C. | Asian | N/A | Value other than '4' or space or value = '4' and '7' |
| 28D. | Amer Ind/Alaska | N/A | Value other than '5' or space or value = '5' and '7' |
| 28E. | Nat International | N/A | Value other than '6' or space or value = '6' and '7' |
| 28F. | Unknown/Not Rep | N/A | Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8' |
| 28G. | Nat Hawaiian/Pac Is | N/A | Value other than '8' or space or value = '8' and '7' |

**DISCREPANCY**: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

## Summary of Admissions Data

TOTAL: The total of applications is summed by gender, residence, ethnic origin, and age.

AGE: The age distribution is calculated by subtracting the date of birth (Item #8) from the beginning date of the semester. For this report, the beginning date of each Fall is September 1 and Summer is June 1.

APPLICATION LEVEL: The respective rows are determined by Application Level (Item #12). The First-Time and Transfer columns are determined by the value of Entering Status (Item #13).

TERM SOUGHT: The counts are based on Item #22.

ACCEPTANCE STATUS BACHELOR'S: The counts are based on Application Level (Item #12) that are coded a '05' and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS GRADUATE: The counts are based on Application Level (Item #12) that are coded a value of '06' through '14', and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS CERT/ASSOC/OTHER: The counts are based on Application Level (Item #12) that are coded a value of '05' or '15' through '17' and the respective Admission Action or Acceptance Status (Item #14).

## Univ. Admissions Report (CBM00B)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
SR-CBM00B EDIT SUMMARY FROM           RunDate: 10/15/2010 Time: 13:25:43
LONE STAR UNIVERSITY                       003304      ANNUAL    2010

                                       NORMAL QUESTIONABLE    ERROR
                                        RANGE       VALUES   VALUES
ITEM 1    RecordCode                    4,263            0        0
ITEM 2    INST. CODE                    4,263            0        0
ITEM 3    STUDENT ID                    4,263            0        0
ITEM 4    Last Name                     4,263            0        0
ITEM 5    First Initial                 4,263            0        0
ITEM 6    Middle Initial                4,263            0        0
ITEM 7    Gender                        4,263            0        0
ITEM 8    Date Of Birth                 4,263            0        0
ITEM 11   Residence                     4,263            0        0
ITEM 12   Application Level             4,263            0        0
ITEM 13   Entering Status               4,263            0        0
ITEM 14   Admission Status              4,263            0        0
ITEM 15   Unused                        4,263            0        0
ITEM 16   Unused                        4,263            0        0
ITEM 18   Family Income                 4,263            0        0
ITEM 19   Lang Fluency                  4,263            0        0
ITEM 20   Unused                        4,263            0        0
ITEM 21   Number In Home                4,260            3        0
ITEM 22   Term Sought                   4,263            0        0
ITEM 23   Reporting Period              4,263            0        0
ITEM 24   Application Year              4,263            0        0
ITEM 25   ACT Composit Score            4,263            0        0
ITEM 26   SAT Composit Score            4,263            0        0
ITEM 27   Ethnic Origin                 4,263            0        0
ITEM 28   Race                          4,263            0        0
ITEM 28A  White                         4,263            0        0
ITEM 28B  Black/African-Amer            4,263            0        0
ITEM 28C  Asian                         4,263            0        0
ITEM 28D  American Ind/Alaska Nat       4,263            0        0
ITEM 28E  International                 4,263            0        0
ITEM 28F  Unknown/Not Reported          4,263            0        0
ITEM 28G  Nat Hawaiian/Other Pac Is     4,263            0        0


TOTAL Report Records                  4,263
CONTROL TOTAL                         4,263       DISCREPANCY        0
Total Recs on Db                      4,263
Number Of Non-Unique/Duplicated Id's      0
Number Of Duplicate Records               0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error        0
Total Error Recs on Db                    0
Total Questionable Recs on Db             3
Total Non Error Records on Db         4,263
Total Rejected Records                    0
  164 students that are identified as Top 10% have enrolled at your institution this semester.
```

## Univ. Admissions Report (CBM00B)

```
          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of SR-CBM00B Data From Prior Year    RunDate: 10/15/2010 Time: 13:25:43
LONE STAR UNIVERSITY                     003304      ANNUAL   2010

Gender
                                  2010/5       2009/5       % Diff
        Male                       1,855        1,824        1.70%
        Female                     2,408        2,297        4.83%
                  Total            4,263        4,121        3.45%

Residence
                                  2010/5       2009/5       % Diff
        Texas Counties             4,112        3,911        5.14%
        Other States                 122          166      -26.51%
        Foreign Countries             29           44      -34.09%
                  Total            4,263        4,121        3.45%

Application Level              First-Time     Transfer       Total
2010/5 Associate                      298          129         427
2009/5 Associate                      274           92         366
        Percent Change              8.76%       40.22%      16.67%

2010/5 Bachelor's                              3,112         533       3,645
2009/5 Bachelor's                              2,945         595       3,540
        Percent Change                         5.67%     -10.42%       2.97%

2010/5 Master's                                  191           0         191
2009/5 Master's                                  215           0         215
        Percent Change                       -11.16%       0.00%     -11.16%

2010/5 Doctor's-Research/Scholarship               0           0           0
2009/5 Doctor's-Research/Scholarship               0           0           0
        Percent Change              0.00%                   0.00%       0.00%

2010/5 Law                                         0           0           0
2009/5 Law                                         0           0           0
        Percent Change                         0.00%       0.00%       0.00%

2010/5 Pharmacy                          0           0           0
2009/5 Pharmacy                          0           0           0
        Percent Change              0.00%       0.00%       0.00%

2010/5 Medical                           0           0           0
2009/5 Medical                           0           0           0
        Percent Change              0.00%       0.00%       0.00%

2010/5 Dental                            0           0           0
2009/5 Dental                            0           0           0
        Percent Change              0.00%       0.00%       0.00%

2010/5 Optometry                         0           0           0
2009/5 Optometry                         0           0           0
        Percent Change              0.00%       0.00%       0.00%

2010/5 Veterinary Med                              0           0           0
2009/5 Veterinary Med                              0           0           0
        Percent Change                 0.00%       0.00%       0.00%

2010/5 PPB/ALT Cert Teacher Cert                   0           0           0
2009/5 PPB/ALT Cert Teacher Cert                   0           0           0
        Percent Change              0.00%       0.00%       0.00%

2010/5 Nursing Cert                                0           0           0
2009/5 Nursing Cert                                0           0           0
        Percent Change                 0.00%       0.00%       0.00%

2010/5 Other                                       0           0           0
2009/5 Other                                       0           0           0
```

## Univ. Admissions Report (CBM00B)

| | | | | |
|---|---|---|---|---|
| Percent Change | | 0.00% | 0.00% | 0.00% |
| 2010/5 | Total | 3,601 | 662 | 4,263 |
| 2009/5 | Total | 3,434 | 687 | 4,121 |
| Percent Change | | 4.86% | -3.64% | 3.45% |

**Term Sought**

| | 2010/5 | 2009/5 | % Diff |
|---|---|---|---|
| Fall | 3,979 | 3,847 | 3.43% |
| Summer | 284 | 274 | 3.65% |
| Total | 4,263 | 4,121 | 3.45% |

**Age**

| | 2010/5 | 2009/5 | % Diff | |
|---|---|---|---|---|
| Under 17 | 3 | 11 | -72.73% | |
| 17 | 116 | 722 | -83.93% | *** Review |
| 18 | 2,914 | 2,320 | 25.60% | *** Review |
| 19-21 | 757 | 573 | 32.11% | *** Review |
| 22-24 | 190 | 219 | -13.24% | |
| 25-30 | 126 | 140 | -10.00% | |
| 31-35 | 50 | 48 | 4.17% | |
| 36-50 | 90 | 72 | 25.00% | |
| 51-64 | 16 | 15 | 6.67% | |
| 65 and Older | 1 | 0 | 100.00% | |
| Unreported(not in avg) | 0 | 1 | -100.00% | |
| Average Age | 20 | 19 | 1.17% | |
| Total | 4,263 | 4,121 | 3.45% | |

**Acceptance Status Bachelor's**

| | 2010/5 | 2009/5 | % Diff |
|---|---|---|---|
| Top 10% | 337 | 314 | 7.32% |
| 11-25% | 608 | 571 | 6.48% |
| Provisional, Met | 41 | 87 | -52.87% |
| Provisional, Not Met | 0 | 0 | 0.00% |
| Other Criteria | 2,247 | 2,076 | 8.24% |
| Rejected | 68 | 75 | -9.33% |
| Withdrew Application | 344 | 417 | -17.51% |
| Total | 3,645 | 3,540 | 2.97% |

**Acceptance Status Graduate**

| | 2010/5 | 2009/5 | % Diff |
|---|---|---|---|
| Accepted, Regular | 100 | 112 | -10.71% |
| Provisional, Met | 14 | 4 | 250.00% |
| Provisional, Not Met | 0 | 0 | 0.00% |
| Other Criteria | 0 | 0 | 0.00% |
| Rejected | 56 | 35 | 60.00% |
| Withdrew Application | 21 | 64 | -67.19% |
| Total | 191 | 215 | -11.16% |

**Acceptance Status Cert/Assoc/Other**

| | 2010/5 | 2009/5 | % Diff | |
|---|---|---|---|---|
| Accepted, Regular | 0 | 0 | 0.00% | |
| Provisional, Met | 4 | 2 | 100.00% | |
| Provisional, Not Met | 0 | 0 | 0.00% | |
| Other Criteria | 285 | 223 | 27.80% | *** Review |
| Rejected | 5 | 3 | 66.67% | |
| Withdrew Application | 27 | 29 | -6.90% | |
| Total | 321 | 257 | 24.90% | |

**Ethnic Origin**

| | 2010/5 | 2009/5 | % Diff |
|---|---|---|---|
| Hispanic or Latino Origin | 923 | *No Exact Historic Data Available | |
| Not Hispanic or Latino Origin | 3,298 | *No Exact Historic Data Available | |
| Not Answered | 42 | *No Exact Historic Data Available | |
| Total | 4,263 | *No Exact Historic Data Available | |

**Race**

| | 2010/5 | 2009/5 | % Diff |
|---|---|---|---|
| Multi-racial | 219 | *No Exact Historic Data Available | |
| White only | 2,333 | *No Exact Historic Data Available | |

B.12

## Univ. Admissions Report (CBM00B)

```
Black only                                           681      *No Exact Historic Data Available
Hispanic only                                        704      *No Exact Historic Data Available
Asian only                                           222      *No Exact Historic Data Available
American Indian/Alaskan Native only                   15      *No Exact Historic Data Available
International only                                     57      *No Exact Historic Data Available
Native Hawaiian/Other Pacific Islander only           14      *No Exact Historic Data Available
Ethnic Origin/Race Unknown                            18      *No Exact Historic Data Available
            Total                                  4,263      *No Exact Historic Data Available

Races reported in Multi-racial           2010/5           2009/5        % Diff
  White                                               338    *No Exact Historic Data Available
  Black                                                75    *No Exact Historic Data Available
  Asian                                                11    *No Exact Historic Data Available
  American Indian/Alaskan Native                        5    *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander                4    *No Exact Historic Data Available
  International                                         6    *No Exact Historic Data Available
```

## Univ. Admissions Report (CBM00B)

```
Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                         Edit Of SR-CBM00B Data From
ANNUAL    2010                           LONE STAR UNIVERSITY 003304           RunDate: 10/15/2010 Time: 13:25:4310
*** Item *******          Items          Item      *** Items ***   ****** Items ****** ***** Items ******
                                                                            1              2 2
1   2       3             4              5       6 7   8    10 11 12 13 14 15 16 7 18 19 20 21 2 3 24     25 26    Remarks



Total Rejected Records                           0
Total Records on Database                    4,263
Total Non Error Records                      4,263
Total Error Records                              0
Total Questionable Records                       3
Total Rejected Records                           0
  164 students that are identified as Top 10% have enrolled at your institution this semester.



Items In Error Are Indicated By (*), Questionable By (-)
```

## Univ. Admissions Report (CBM00B)

```
Edit00v00                         TEXAS HIGHER EDUCATION COORDINATING BOARD                           Page 1
                                       Edit Of SR-CBM00B Data From
ANNUAL   2010                         LONE STAR UNIVERSITY 003304              RunDate: 10/15/2010 Time: 13:25:43
                                            Questionables ONLY


*** Item *******        Items          Item      *** Items ***   ****** Items ****** ***** Items ******
                                                                              1                2 2
1   2       3           4              5      6 7   8    10 11 12 13 14 15 16 7 18 19 20 21 2 3 24     25 26    Remarks

B 003304 111223333 JEAN            BLUE         F 19890913    079 05 01 05 06 06   03 00 00 14 1 5 2010 00 0Q30
                                                                                                 --
                                                 NumHouseHold(Item21) Value = 14 is Greater than 12 Questionable. REF0618
B 003304 444556666 DOODEY          HOWDY       W F 19890927    025 05 01 05 06 01   01 00 00 14 1 5 2010 23 0Q00
                                                                                                 --
                                                 NumHouseHold(Item21) Value = 14 is Greater than 12 Questionable. REF0618
B 003304 777889999 FRO             TWOANN      L F 19891005    227 04 01 05 13 04   15 00 00 15 1 5 2010 21 0Q00
                                                                                                 --
                                                 NumHouseHold(Item21) Value = 15 is Greater than 12 Questionable. REF0618


Items In Error Are Indicated By (*), Questionable By (-)
```

B.15

# CBM00E Doctoral Exception Report

The 75th Legislature placed a 99-hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding (*Texas Education Code*, TEC 61.059). The Coordinating Board may approve two types of partial exceptions to the limit: *program exceptions* for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards; and *individual exceptions* for students whose "program of research is likely to provide substantial benefit to medical or scientific advancement." Students granted exceptions generate up to 130 hours of doctoral funding. A student who is in a program that skips the master's and goes directly into a doctoral program after a bachelor's is to count the first 30 credit hours as though they were taken at the master's level.

**Number of Individual Exceptions Permitted.** The Board's policy is to allow each doctoral-granting institution individual exceptions for up to five students, or 1.5 percent of its doctoral students, whichever is greater. A report called "Individual Exceptions Allowed by Institution" will be provided to the Chief Academic Officer each biennium that shows each institution's fall doctoral student headcount and the number of individual exceptions that will be permitted based on that headcount. The report also shows the number of doctoral students identified with an individual exception who have exceeded the 130 SCH cap.

Each institution that grants doctoral degrees will receive an electronic list identifying active doctoral students at their institution with 60 or more doctoral-level semester credit hours. Students who were granted an individual exception in a prior year but who graduated within the past year based on the graduation report, CBM009, have been included, too. This electronic list will be posted to the output directory of the Coordinating Board's server in February of each even-numbered year. Current students who were granted individual or program exceptions for the last biennium have either a 'P' in Item #4 to indicate a program exception or an 'I' in Item #4 to indicate an individual exception. Please check to see that the information is accurate.

### Which student records are to be returned?

1. Return only the doctoral student records that have been identified for a change in the exception code, Item #4. If the exception type identified on the doctoral student record will continue for the next biennium, no record should be returned.
2. Change Item #4 to an 'R' for students who no longer will receive an individual or program exception.
3. Flag additional students selected for an individual exception with an 'I' and students now eligible for program exceptions with a 'P' in Item #4.
4. Be sure that the total number of individual exceptions does not exceed the number your institution is allowed as indicated in the "Individual Exceptions Allowed by Institution." The total includes students whose records will be newly-coded with an 'I' and returned to the CB as well as those students who are already coded with an 'I' and whose records will not be returned to the CB.

**Important Notes:**

1. Exceptions designated on the report will apply to semester credit hours generated by doctoral students in the upcoming base period.

Univ. Doctoral Exception Report (CBM00E)

2.  If a student with between 99 and 130 attempted doctoral hours is not in the exception database, the student won't generate doctoral funding.

3.  New individual exceptions require presidential certification as indicated in Coordinating Board policy.

4.  The CBM00E should be submitted via SFTP like any other CBM report that is sent to the Coordinating Board. A header record and a trailer record are required to be submitted with each report.

5.  If the number of new "individual" exception records for doctoral students exceeds the approved number for the specific institution, an error list will be returned to the institution identifying the students who were not allowed to be flagged with an exception. In order for the students who were denied an exception to be granted one, a Removal record, 'R', for an equal number of the other doctoral students that are identified with an Individual exception, 'I', will have to be submitted and applied to the database to open an exception for each student that was returned on the error list that should be granted an individual exception.

## Instructions for Doctoral Exception Report

The actual file has a space between each item.

Item #1    Record Code. Always 'E'.

Item #2    Institution Code. The FICE Code of the institution has been provided.

Item #3    Student Identification Number. The social security number of the student or the nine-digit identification for students without a social security number as submitted on the CBM0C1.

Item #4    Exception Type. Enter the type exception granted the student.

        I    Individual – limited to 5 or 1.5% of doctoral students
        P   Program – limited to certain programs
        R   Remove prior exception granted

Item #5    Term of Report. This is a biennial report that is to be coded a '5'.

Item #6    Exception Year. This item is all four digits of the year in which the report is submitted.

The items below are informational only.

Item #7    Doctoral Hours Accumulated to Date. This item is provided by the CB to reflect the number of hours summarized from the CBM0C1 at the doctoral level.

Item #8    Major. The CB provides this item to show the latest eight-digit CIP code reported on the CBM0C1 as the doctoral student's degree area. For students with a 'P' in Item #4, the major code should match one of the program exception CIP codes for your institution.

Item #9    Date of Birth. In YYYYMM format as provided on the CBM0C1. The day of birth is not captured in the doctoral data base at this time. This item may be helpful if the student identifier is not current.

Item #10    Degree Year. Fiscal year in which the doctoral degree was reported to the CB on the CBM009.

Item #11    Last Name. The last name of the doctoral student is provided if it matches the CBM0C1 in the past two years.

Item #12    First Name. First name of the doctoral student is provided if it matches the CBM0C1 in the past two years.

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record – Always 'E' | 1 | 1 |
| Item #2 | Institution Identifier - FICE – Numeric | 3 | 6 |
| Item #3 | Student Identification Number | 10 | 9 |
| Item #4 | Exception Type – I, P, or R | 20 | 1 |
| Item #5 | Term of Report – Always '5' | 22 | 1 |
| Item #6 | Exception Year | 24 | 4 |
| Item #7 | Doctoral Hours Accumulated to Date – Numeric | 29 | 3 |
| Item #8 | Major – Numeric | 33 | 8 |
| Item #9 | Date of Birth - YYYYMM – Numeric | 42 | 6 |
| Item #10 | Degree Year | 49 | 4 |
| Item #11 | Last Name | 54 | 20 |
| Item #12 | First Name | 75 | 10 |

## Univ. Doctoral Exception Report (CBM00E)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
SR-CBM00E EDIT SUMMARY FROM          RunDate: 03/15/2012 Time: 10:39:47
LONE STAR UNIVERSITY                      003304     ANNUAL    2012

                                         NORMAL QUESTIONABLE   ERROR
                                         RANGE       VALUES   VALUES
ITEM  1  RecordCode                        12            0       0
ITEM  2  INST. CODE                         12            0       0
ITEM  3  STUDENT ID                         12            0       0
ITEM  4  Exception Type                     12            0       0
ITEM  5  Term of Report                     12            0       0
ITEM  6  Exception Year                     12            0       0
ITEM  7  Doctoral Hours Accumulated To Date 12            0       0
ITEM  8  Major                              12            0       0
ITEM  9  Date Of Birth                      12            0       0
ITEM 10  Degree Year                        12            0       0
ITEM 11  Last Name                          12            0       0
ITEM 12  First Initial                      12            0       0



TOTAL Report Records                    12
CONTROL TOTAL                           12      DISCREPANCY       0
Total Recs on Db                        12
Number Of Non-Unique/Duplicated Id's     0
Number Of Duplicate Records              0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error       0
Total Error Recs on Db                   0
Total Questionable Recs on Db            0
Total Non Error Records on Db           12
Total Rejected Records                   0
```

## Univ. Doctoral Exception Report (CBM00E)

```
               TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of SR-CBM00E Data From Prior Year     RunDate: 03/15/2012 Time: 10:39:47
LONE STAR UNIVERSITY                           003304      ANNUAL   2012

Exception Type
                                          2012/5       2010/5        % Diff
          Individual - 'I'                      5 *No Exact Historic Data Available
          Program - 'P'                         0 *No Exact Historic Data Available
          Removal - 'R'                         7 *No Exact Historic Data Available
                    Total                      12 *No Exact Historic Data Available
```

## Univ. Doctoral Exception Report (CBM00E)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Edit Of SR-CBM00E Data From          RunDate: 03/15/2012 Time: 10:39:47
LONE STAR UNIVERSITY                     003304      ANNUAL   2012


Exception Type
  Individual - 'I'                            5
  Program - 'P'                               0
  Removal - 'R'                               7
            Total                            12


Students Denied an Individual/Program Exception
**None Were Denied***
     ***Note: Totals are net errors.
```

## Univ. Doctoral Exception Report (CBM00E)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                        Applied CBM00E Transactions


          T
          y  S
 Student  p  e Rpt                          Grad
    ID    e  m Year SCH   Major    DOB      Year Last Name          First Name   Action
--------- -  - ---- --- -------- ------     ---- ----------------_---- ----------   ------------------
111111111 R  5 2012 126 54019902 195906     0000 NAMEONE            STUDENT      Ignored No Exception Found, Exception Data =  !
444444444 R  5 2012 155 14180100 194208     0000 NAMETWO            STUDENT      Applied
777777777 R  5 2012 186 14180100 197005     0000 NAMETHREE          STUDENT      Ignored No Exception Found, Exception Data =  !
222222222 R  5 2012 131 40060100 197011     0000 NAMEFOUR           STUDENT      Ignored No Exception Found, Exception Data =  !
333333333 R  5 2012 157 14140100 195501     0000 NAMEFIVE           STUDENT      Ignored Already Removed, Exception Data = R2006!
555555555 R  5 2012 130 14140100 194111     0000 NAMESIX            STUDENT      Ignored No Exception Found, Exception Data =  !
666666666 R  5 2012 134 40060100 195503     0000 NAMESEVEN          STUDENT      Ignored No Exception Found, Exception Data =  !
888888888 I  5 2012 106 40060100 194802     0000 NAMEEIGHT          STUDENT      Applied
123456789 I  5 2012 111 26091000 197108     0000 NAMENINE           STUDENT      Applied
987654321 I  5 2012 099 14140100 197212     0000 NAMETEN            STUDENT      Applied
111223333 I  5 2012 102 54019902 198007     0000 NAMEELEVEN         STUDENT      Applied
444556666 I  5 2012 107 14090100 195312     0000 NAMETWELVE         STUDENT      Applied
```

E.8

## Univ. Doctoral Exception Report (CBM00E)

```
Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                        Edit Of SR-CBM00E Data From
ANNUAL   2012                           LONE STAR UNIVERSITY 003304              RunDate: 03/15/2012 Time: 10:39:47

***** Item *******     **** Items ****      Item        Items       Item     Items        Item
1   2         3        4 5   6     7          8            9          10       11           12            Remarks


There Were No Errors Detected For : LONE STAR UNIVERSITY


Items In Error Are Indicated By (*), Questionable By (-)
```

E.9

# CBM00N Student Number Change Report

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database, will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The CBM00N database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

## Instructions for Student Number Change Report

Item #1       Record Code. Always enter 'N'.

Item #2       Institution Code. Enter FICE Code of the institution (see Appendix A).

**NOTE**:    All three items: student number, birth date, and gender will be used to uniquely identify a student. All three items of the prior number must match to a record in the database before the current number will be used as a replacement.

Item #3       Current Student Identification Number. Enter the current Social Security Number of the student. This should not be an assigned identification number except in infrequent occasions.

Item #4       Current Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.

               YYYY = Year      MM = Month      DD = Day

Item #5       Current Gender. Enter the gender of the student.

               M = Male      F = Female

Item #6       Prior Student Identification Number. Enter the prior identifying number of the student. If the student identifier did not change, it will be the same as the current student identifier.

Item #7       Prior Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD. If the birthday did not change, enter the current date of birth to uniquely identify to which student the change applies.

               YYYY = Year      MM = Month      DD = Day

Item #8       Prior Gender. Enter the gender of the student. If the gender of the student did not change, enter the current gender to uniquely identify to which student the change applies.

               M = Male      F = Female

Item #9       Last Name. Enter up to 20 characters of the student's current last name.

Item #10       First Name. Enter the first 10 digits of the student's first name.

Item #11       Middle Initial. Enter the initial of the student's middle name.

# Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code - Always 'N' | 1 | 1 |
| Item #2 | Institution Code - FICE - Numeric | 2 | 6 |
| Item #3 | Current Student Identification Number - Numeric | 8 | 9 |
| Item #4 | Current Date of Birth - YYYYMMDD - Numeric | 17 | 8 |
| Item #5 | Current Gender - 'M' or 'F' | 25 | 1 |
| Item #6 | Prior Student Identification Number - Numeric | 26 | 9 |
| Item #7 | Prior Date of Birth - YYYYMMDD - Numeric | 35 | 8 |
| Item #8 | Prior Gender - 'M' or 'F' | 43 | 1 |
| Item #9 | Last Name - Alpha | 44 | 20 |
| Item #10 | First Name - Alpha | 64 | 10 |
| Item #11 | Middle Name Initial - Alpha or blank | 74 | 1 |

# CBM00S Student Schedule Report

The Student Schedule Report (CBM00S) reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus. Students who withdraw from a class on or before the official census date are not included in this report.

Reporting Semester Credit Hours

The sum of Items #11 (SCH state-funded) and #12 (SCH not state-funded) should equal item #10 (SCH value).

There will be a semester credit hour check between the end of semester Student Report (CBM0E1) and the CBM00S:

> The credit hours reported in Item #10A for a student on the CBM0E1, including flexible entry records, must equal the total credit hours identified in Items #11 and #12 (calculated by totaling SCH for all courses reported), excluding inter-institutional classes (which are coded '1' in Item #26). Slight variations in SCH may result because institutions may report non-semester- length developmental education SCHs up to two decimal places on the CBM00S but may only report SCH in whole numbers on the CBM0E1.

Classes Organized After the Official Census Date and Classes that Span Semesters (Flexible Entry)

Students in classes that are organized after the official census date will be submitted in the CBM00S report as follows: (1) they will be reported in the same semester they started in if the class ends by the end of the term; and (2) they will be reported in the next semester if the class starts in one semester and is not completed until after the term end date.

Students in a flex-entry class that concludes in the semester the class began will be identified by inserting a '1' in Item #25 to denote "flexible entry." Students enrolled in classes that span semesters as in example (2) will be denoted with a '6' in Item #25 in the semester that the class ends. Note that students in classes that begin before or on the census date but end in a later semester will also be reported as flex with a '6' in item #25, as will students in courses that fall between semesters (e.g., mini-mester courses) .

A class which is organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class unless it spans semesters.

Flexible entry classes are reported as follows on the CBM0C1, CBM0E1, CBM002, and CBM0C4. A reference table showing flex-entry instructions for the CBM0E1 and other applicable reports is available in the *Appendix*.

**CBM0C1**: All classes that are organized after the census date are reported as flexible entry, including those that end by the conclusion of the semester in which they started and those that

span more than one semester. The student record for these classes is reported with a '1' in Item #16 in the semester the class is reported (this will always be at least one semester later than the semester in which the class begins).

**CBM0E1**: Classes that are organized after the census date that conclude by the end of the semester are reported with a '1' in item #16 in the semester in which they began and concluded; classes that are organized before or after the census date that span semesters are reported with a '6' in Item #16 in the semester that the class concludes.

**CBM002**: Classes that begin after the census date but conclude by the end of the semester are not reported on the CBM002 as flex, so no unique record is required for students in those classes. Classes that are organized before or after the census date and span semesters are reported as flex with option '6' in Item #13 in the semester that the class concludes.

**CBM0C4**: All classes that are organized after the census date are reported as flexible entry on the CBM0C4 with "FE" in Item #5 (Section Number).

Inter-institutional Classes

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium affects the definition. North Texas Federation classes, consortium classes, and some instructional telecommunication classes are inter-institutional classes.

To report the students and classes where there is an inter-institutional agreement:

The institution that provides the instructor of record for the class (providing institution) reports all enrollments in the class for semester credit hour funding.

a. The providing institution should not report an inter-institutional student on its student record reports (CBM0C1, CBM0E1). The receiving institution should report its students taking inter-institutional classes on its student record reports (CBM0C1, CBM0E1). Both the providing and receiving institutions will report inter-institutional students on the CBM00S:

- The providing institution should report the student on its CBM00S with the appropriate funded semester credit hours (SCH) for the class in Item #11, SCH State-Funded; and

- The receiving institution should report the student with unfunded SCH in Item #12, SCH Not State-Funded.

b. For Item #26, the providing institution is coded '0' to indicate that the enrollment for this class is at the providing institution. The receiving institution codes Item #26 as a '1' to indicate the student is taking the class at the providing institution.

c. Institutions participating in an agreement of this type must have auditable procedures in place to ensure that the hours are not reported more than once for funding.

<u>Univ. Student Schedule Report (CBM00S)</u>

    d.  On the CBM00S report the receiving institution enters the FICE of the providing institution in Item #15, "Other Higher Education Site."

    e.  Each institution reports its own students on the CBM0C1/CBM0E1.

<u>Distance Education and Off-Campus Instruction</u>

Chapter 4, Subchapter P of the CB Rules provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. CB Rule Chapter 5, Subchapter D describes operations of off-campus educational units. The following assigned FICE codes identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

MITC or University System Center:
- 000844  Alamo University Center
- 000842  Collin Higher Education Center
- 000811  East Williamson County Multi-Institution Teaching Center
- 000820  Lone Star College – University Center
- 000802  Round Rock Higher Education Center
- 000840  The University of Texas at Arlington Fort Worth Center
- 000818  Universities Center at Dallas
- 000800  University of Houston System at Sugar Land
- 000826  University of Houston System Center at Cinco Ranch

Other specific sites:
- 000804  Prairie View A&M University College of Nursing, Houston Center
- 000806  Sul Ross State University - Rio Grande Campus at Del Rio
- 000808  Sul Ross State University - Rio Grande Campus at Eagle Pass
- 000812  Texas A&M University-Commerce Metroplex Center, Mesquite
- 000830  Texas Tech University Abilene Engineering Center
- 000838  Texas Tech University Center at Junction
- 000833  Texas Tech University Higher Education Teaching Site at El Paso
- 000834  Texas Tech University Higher Education Teaching Site at Fredericksburg
- 000836  Texas Tech University Higher Education Teaching Site at Highland Lakes
- 000816  Texas Woman's University, College of Nursing, Dallas Educational Activities
- 000814  Texas Woman's University, College of Nursing, Houston Center
- 000822  The University of Texas at San Antonio, Downtown

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

<u>Reporting Developmental Education Courses and Interventions</u>

Every student who attempts developmental education courses and/or interventions during the semester (with the exception of students participating in non-funded interventions

which are reported only on the CBM002) must be reported on the CBM00S, even if the student has met TSI obligations (more information on allowable interventions is provided later in this introduction). This includes students who choose to take developmental education or are placed in a class/intervention by the reporting institution.

Effective Spring 2018

Institutions will now need to provide information on the type of developmental support provided (course, intervention, or self-paced), and whether it is part of a corequisite model. DE support that is not part of a corequisite model should be reported as '1', '4', or '7'. DE support that is part of a corequisite pair should be reported as '8', '9', or 'A'.

- 0   Not a developmental course/intervention or not a paired college course
- 1   Developmental course – not part of a corequisite model
- 4   Developmental intervention (NCBO) – not part of a corequisite model
- 7   Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model
- 8   Corequisite DE course
- 9   Corequisite DE intervention (NCBO)
- A   Corequisite Self-paced DE course or DE intervention
- B   College-level course paired with DE

Corequisite Models (also known as mainstreaming) is an instructional strategy whereby students are co-enrolled in a developmental education course or NCBO, and the entry-level freshman course of the same subject matter within the same semester. (See definition in TAC Rule 4.54).

Reporting First College-Level Course

FOR SPRING 2020 REPORTING ONLY

In all other semesters, only grades of A, B, or C may be reported as a successful completion of a first college-level course. Many institutions have allowed students flexibility to change a course to be taken pass/fail as a result of the situations presented by COVID-19. For spring 2020 only, institutions may also report a student who passed a pass/fail course as a successful completion of a first-college-level course.

Success in a first college-level course signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in a given subject area. Item #20 on the CBM00S is used to identify a course as the first college-level course.

The response in Item #20 must align with Items #30, #50, and #70 (Credit for First College-Level Course by area) on the CBM002 for the same reporting period as follows:

- Option '0' in Item #20 is reported with a '0', '1', '2', or '3' (as applicable) in Items #30, #50, #70 on the CBM002;

- Option '1' in Item #20 is reported with a '4' in Item #30 on the CBM002;
- Option '2' in Item #20 is reported with a '4' in Item #50 on the CBM002;

Univ. Student Schedule Report (CBM00S)

- Option '3' in Item #20 is reported with a '4' in Item #70 on the CBM002; and
- Option '4' in Item #20 is reported with a '4' in Items #50 and #70 on the CBM002

Only one first college-level course record should be reported per student per area on the CBM00S. If the student is taking more than one course that qualifies, the institution may choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out-of-state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution reports a '0' in Item #20 on the CBM00S (previously reported or not applicable). FOR SPRING 2020 ONLY, a course which is identified as a first college-level course on the CBM00S in Item #20 MUST be reported with a grade of A, B, C, or Credit/Passed in Item #21. FOR ANY SEMESTER OTHER THAN SPRING 2020 (Note that grades for all courses are reported in Item #21, not just for first-college-level courses.)

If a student is reported by more than one institution as successfully completing a first college-level course, the first record received is used for determining the time of successful completion of this measure for the state accountability system and developmental education reports.

Reporting Students Attempting Courses for Dual Credit

All college courses taken for high school and college credit must be reported on the CBM00S. Item #18 asks for the high school credit status of the student. The SCH attempted by students reported with option '1' (Student is not yet HS graduate, course reported is for dual credit) on the CBM00S must be included on the CBM0C1, CBM0E1, and CBM00S reports, including in the items designated for dual credit hours. Students enrolled in a home school high school situation are considered high school students and must be reported with a '1' or a '2' in Item #18.

In Item #14, Location Code, students taking a college course on a high school campus for dual credit must be reported with an 'H.' Do not report high school students taking a college course on a college campus or another location with an 'H.' Dual credit courses delivered electronically to individuals should be reported as option '9', if applicable, even if the course is based on a high school campus.

Note that as of September 2009, the Excess Hours Rule does not apply to hours earned for dual credit (see CB Rule Chapter 13, Subchapter F, §13.104). As of fall 2009, when an institution calculates excess hours, dual credit hours attempted by a student at any time in the student's academic career should be excluded from the calculation (see Item #17, option '3'). For example, a student who took dual credit hours in 2005 and enrolled at a university in 2008 would have those dual hours excluded from any calculation of excess hours made after summer 2009; however, any calculation made prior to fall 2009 would not exclude the dual hours. Whether a student falls under the 30 hour rule or the 45 hour rule is not relevant to the exemption of dual credit hours.

Dual Credit Courses Allowed and Not Allowed for State Funding

S.5

As of fall 2019, changes to TEC, Section 61.059 add additional dual credit courses to the list that are allowable for funding. Institutions of higher education may not include dual credit courses for formula funding unless they meet requirements outlined in the Texas Education Code Section 61.059  (p) and (q).  The following courses, when taken for dual credit, may be reported for funding under the statute:

6)  Any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
7)  A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
8)  Career and technical education courses **that apply to any certificate or associate's degree** offered by the institution providing credit.
9)  Foreign language courses; and
10) All courses taken by students who are enrolled in approved Early College High Schools.

Contact Hours and/or Semester Credit Hours in dual credit courses that are not reportable for state funding must be reported in item #12.

Composite Classes

Composite classes refer to:
- cross-listed classes (classes that are taught at the same time in the same room by the same instructor but which have different class identifiers);
- classes with multiple instructors; and
- classes which meet in multiple locations.

Composite classes are reported with a two-digit alphanumeric code (reported in Item #23) that is assigned by the institution to identify classes. When the Coordinating Board calculates number of classes, class size, faculty-student ratios, and similar measures, the code for composite classes is used to link those classes reported separately into a single course.

Course Grade and Point Value of Course Grade

Item #21 asks for the course grade. This must be completed for all records, including developmental education courses and interventions. If a letter grade is selected (options '1' through '5'), Item #22 may NOT be left blank. For pass/fail courses, report '8' if the student passed and 'N' if the student did not. Option 'N' for no credit should NOT be used if option '5', '6', '7', or '9' applies. If the course is reported as a first college-level course in Item #20, ONLY options '1', '2', and '3' (A, B, or C) may be reported.

 Option '9', E for Effort or In Progress (No Credit), may only be used for developmental education courses. If a student's grade is not available for a course that the student has completed, use option '6', "Incomplete" (do not use option '9').

The point value of course grade (Item #22) is reported with two decimal places.

Reporting NON-SEMESTER-LENGTH Developmental Education Interventions

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Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)]. Interventions of four or more contact hours may be reported for formula funding. Students enrolled interventions that begin after the census date should be reported as flexible entry.

Semester credit hours are reported with up to two decimal places on the CBM00S. Semester credit hours attempted in non-semester-length developmental education must also be reported on the CBM0C4, CBM0C1 and CBM0E1.

To determine appropriate SCH for reporting, divide the student contact hours by 16 or round the hours to the nearest quarter SCH. Institutions may choose only one of these two methods. Examples are provided below:

- A 5 contact hour intervention: 0031 (5/16) or 0025 (rounded to nearest ¼ SCH)
- An 8 hour SCH intervention: 0050 (8/16) or 0050 (no need to round)
- A 19 contact hour intervention: 0019 (19/16) or 0125 (rounded to nearest ¼ SCH)

Non-semester-length and non-course-based developmental education is also reported in Item #19, options '4' and '9.' Interventions include all non-course-based activities but do NOT include traditional developmental education courses offered in compressed time frames (for example, a 16 contact hour/1 SCH course offered in four weeks).

## Instructions for Student Schedule Report

Item #1    Record Code. Always enter 'S'.

Item #2    Institution Code. Enter the FICE Code of the reporting institution.

Item #3    Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4    Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.

Item #5    Course Number. Enter the course identification number. Left justify, space fill.

Item #6    Section Number. Enter the section identification number. Left justify, space fill.

Item #7    Type of Instruction (see Note). Enter the code of the primary type of instruction used in this section.

| | | | |
|---|---|---|---|
| 1 | Lecture | 7 | (Replaced by Item #16) |
| 2 | Laboratory | 8 | Thesis |
| 3 | Practicum | 9 | Dissertation |
| 4 | Seminar | 0 | Individualized |
| 5 | Independent Study | C | Clinical |
| 6 | Private Lesson | Q | Competency-Based |

**NOTE**:  Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction rather than the mode of instruction, which will be identified in Item #16. For example, a two-way interactive video class that is a lecture should be coded a '1', not a '7'. In Item #16 the Instruction Mode will be recorded.

**Competency-Based** (Q) is a class that allows students to progress towards completion, often at their own pace, as they demonstrate mastery of a defined set of knowledge and skills. The class must have a semester credit hour value and the students that are reported as enrolled in this class must have begun engaging with the course materials. Competency-based education courses may only be reported for funding if they are linked to coursework in the University Course Inventory.

Organized Classes include the types of instruction referred to in codes '1', '2', and '4'.

Individual Instruction Classes include the modes of instruction referred to in codes '3', '5', '6', '8', '9', and '0'. Practicum (3) refers to student teaching, internships, work-study, cooperative education, and similar activities. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction. Individualized (0) includes

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asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction. <u>Clinical</u> (C) is for a course that is part of a clinical program.

Item #8      <u>Classification.</u> Enter the college-level classification of the student as of the beginning of the term.

| | | | |
|---|---|---|---|
| 1 | Freshman | 5 | Post-Baccalaureate |
| 2 | Sophomore | 6 | Master's Level |
| 3 | Junior | 7 | Doctor's Level-Research/Scholarship |
| 4 | Senior | 8 | Doctor's Level-Professional Practice |

Use the following guidelines to classify students:

1   Freshman
2   Sophomore      Institutions will use their guidelines
3   Junior            for these categories
4   Senior
5   Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
6   Master's Level – a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution
7   Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program at the institution. Such students are those who have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree.
8   Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

Item #9      <u>Non-Disclosure.</u> Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #10      <u>Semester Credit Hour Value.</u> Enter the number of semester credit hours for the course (the sum of Items #11 and #12).

Item #11      <u>SCH State-Funded.</u> Enter the number of semester credit hours the student completed in this course that DO qualify for state funding during the current semester. Exclude SCHs that are not state-funded (Item #12).

Item #12      <u>SCH NOT State-Funded.</u> Enter the number of semester credit hours the student completed in this course that do NOT qualify for state funding during the current semester. Exclude SCHs that are state-funded (Item #11). Examples are SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student enrolled in only physical education courses, and SCHs of a student in military science and religion courses. Also include the credit hours of undergraduate students who have attempted the same course three or more times and are not eligible to be counted for state funding. (See Item #17.) Include semester credit hours in dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details.

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Item #13    Graduate Level Class Taken by Senior within 12 Hours of Graduation. Flag "1" if
            this course credit meets within 12 hours of graduation and "0" if it does not.

Item #14    Location Code. Enter the code for the location at which the course is taught.

            0   On-Campus
            1   Off-Campus (regular) - Other locations not listed below
            3   Out-of-State
            4   Foreign Country
            5   Correctional Institution - Courses taught in a correctional institution in Texas by
                a public institution of higher education
            6   Institution of Higher Education - Courses taught on the campus of another
                institution of higher education (including community colleges, MITCs, university
                centers, private universities, and other specific locations identified in the Multi-
                Institution Teaching Centers discussion in the introductory section of the
                CBM00S)
            7   Military Bases - Courses taught on a military base
            8   Primary or Secondary School - Courses taught on the campus of a public or
                private primary or secondary school (Report dual credit courses taken on a
                high school campus with an 'H'.)
            9   Individual Instructional - Courses delivered through Instructional
                Telecommunications to individuals via the Internet, videotape, or live broadcast
                delivery systems or students in "individual instruction classes" which are
                located off-campus
            B   Business, Government, or Other Work Location - Courses taught at such
                entities
            H   High School for Dual Credit – Courses taken for dual credit located on a high
                school campus

            **NOTE**:  Item #15, Other Higher Education Site, must be completed for all classes
                    taught at another higher education institution in Texas (public or private)
                    when Item #14 is coded a '6'. Item #23 (Composite Classes) applies to
                    both on-campus and off-campus classes. Item #24, Zip Code, must be
                    completed for all classes taught at all of the locations identified above,
                    except locations coded '0', '6', and '9'.

Item #15    Other Higher Education Site. Enter the FICE code of the public or private Texas
            higher education institution, MITC, university system center, or other off-campus
            educational center where the course is taught if Item #14 is coded a '6'. If this
            record is to identify a student taking a course taught by an inter-institutional
            partner, enter the FICE code of the institution that provides the faculty. If Item #14
            is not coded '6', leave this item blank.

Item #16    Instruction Mode. Enter the primary mode of instruction where 51% or more of the
            instruction is delivered via a single mode.

            1   Face-to-Face – The instructor and the students are in the same physical
                location at the same time
            2   Fully Distance Education Course

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        3    Video Tape/DVD and/or Broadcast TV
        4    Two-way Interactive Video
        5    Multiple or Other Electronic Media (use only if no other single mode accounts for 51% of the instruction or if the electronic instruction mode is not listed above)
        6    Hybrid/Blended Course

**NOTE**: Instruction mode "2" Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode "6" Hybrid/Blended Course -- A course in which a majority (at least 51 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

Report non-semester-length developmental education interventions with the code that best fits the instruction mode.

Item #17    SCH Not Funded Reason. Enter the reason for listing non-funded SCH in Item #12. Leave blank if '0' SCH are reported in Item #12.

        1    Developmental SCH exceeds state funding limit
        2    Student attempted the same course three or more times
        3    Undergraduate SCH attempted exceeds state limits of 45 or 30 SCH beyond degree program (beginning fall 2009, institutions should not include dual credit courses taken by the student when calculating excess hours)
        4    Student/Course is not allowed for state funding (report only if options '1' '2' '3' do NOT apply)
        5    Student did not pay by class census date (include students who enrolled after the class census date)
        6    Institutional decision
        7    Inter-institutional class (reported for funding by another institution)
        8    Doctoral semester credit hours exceed the funding limit

Item #18    High School Credit Status. Enter the high school credit status for the student in this report (information about reporting dual credit students is in the introduction).

        0    Not a HS student
        1    Student is not yet HS graduate, course reported is for dual credit
        2    Student is not yet HS graduate, course reported is for college credit only

**NOTE:** Examples for a student marked as "0" would be a student who has a GED, a high school graduate, or a non-high school student granted approval for enrollment by admissions.

Item #19    Developmental Education Course/Intervention and Corequisite. Enter the code indicating the type of developmental course/intervention completed by the student. Report all developmental student success courses as '1' and all approved developmental student success interventions as '4.' Interventions include non-semester-length and non-course-based activities but do NOT include traditional

courses offered in a compressed time frame.

0   Not a developmental course/intervention or not a paired college course
1   Developmental course – not part of a corequisite model
4   Developmental intervention (NCBO) – not part of a corequisite model
7   Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model
8   Corequisite DE course
9   Corequisite DE intervention (NCBO)
A   Corequisite Self-paced DE course or DE intervention
B   College-level course paired with DE

Item #20   First College-Level Course (FCL). FOR SPRING AND SUMMER 2020 REPORTING ONLY: Enter '1' – '4', as appropriate, if this is the first- college-level course that the student passed with a grade of A, B, C, or Credit/Passed. This field is used to determine successful completion of a first college-level course for undergraduate students (a success measure in the accountability system related to Texas Success Initiative standards). Report '0' (not applicable) for a course in which the student received a grade other than A, B, C, or Credit/Passed as the course will not satisfy the requirements of the measure related to this item for Spring and Summer 2020. (See the introduction for more information.)

0   Previously reported as successfully completing first college-level course or not applicable
1   Math
2   Reading intensive
3   Writing intensive
4   Reading and Writing intensive

Item #21   Course Grade. (See the introduction for more information)

1   A
2   B
3   C
4   D
5   F (No Credit)
6   I (Incomplete)
7   W (Withdrawn or Drop)
8   Credit/Passed
9   E for Effort or In Progress (No Credit)
N   No credit/Did not pass
X   Instructor did not provide a grade

**Note:**   Code 9 (E for Effort or in Progress) is applicable to Developmental Education courses/interventions only.

Item #22   Point Value of Grade. Based on a 4-point system, enter the grade point value earned for this course (as entered in Item #21) completed for the reporting period (e.g., A 3.8 will be recorded as '380' and an F will be reported as '000'). If a grade other than A through F is earned for this course, leave this item blank.

> **NOTE:** Do NOT report the student's overall GPA; this is the grade point value earned for the grade in the course. Do NOT factor in the credit hour value in the grade point value.

Item #23     Composite Classes. Enter a unique two-digit, alphabetic code to identify this as a cross-listed class if applicable (see the introduction for more information).

Item #24     Off-Campus Location/Electronic Telecommunication Site. Enter the ZIP code, state code, or foreign country code applicable to Item #14, except for classes where Item #14 is coded '0', '6', or '9'.

| Item #14 Location Code | Item #24 Site Code |
|---|---|
| 0 | Leave blank |
| 1 | ZIP code of off-campus location |
| 3 | State code from Appendix B, right-justified, with two leading zeros |
| 4 | Foreign country code from Appendix B, right-justified, with two leading zeros |
| 5 | ZIP code of correctional institution |
| 6 | Leave blank |
| 7 | ZIP code of military base |
| 8 | ZIP code of primary or secondary school |
| 9 | Leave blank |
| B | ZIP code of the business, government, or other work entity |
| H | ZIP code of the high school campus |

Item #25     Flexible Entry. Enter a '1' if this is a Flexible Entry (FE) class that is being reported this semester. Enter a '6' if a student is enrolled in a course that spans from the previous semester and is being reported as completed this semester. Each type of flexible entry record must be a separate record. Leave blank if not flex entry (see introduction and the Flexible Entry Reference Table for more information).

Item #26     Inter-institutional Identifier. Enter one of the following:

0   Not an inter-institutional enrollment
1   The student is taking the course at another institution. The SCH generated is allowed to be reported for formula funding by your institution (see Alternative 2 under the Inter-institutional Courses section in the CBM0C4 introduction).
2   The student from another institution is taking the course at your institution. The SCH generated is reported for formula funding by your institution (see Alternative 1 under the Inter-institutional Courses section in the CBM0C4 introduction).

> **NOTE:** You would not report a CBM00S record for a student from your institution who is taking a class at another institution where the SCH generated is reported for formula funding by the other institution (see Alternative 1 under the Inter-institutional Courses section in the CBM0C4 introduction).

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Item #27    <u>Semester.</u> Enter the semester in which the course is reported.

                1 = Fall     2 = Spring     3 = Summer

Item #28    <u>Year.</u> Enter all four digits of the calendar year in which the semester of the report occurs.

Item #29    <u>Class Begin Date.</u> Enter all four digits of the year, the month, and day of the first scheduled day for this course (YYYYMMDD). For a semester-length course, use the beginning of term date as the beginning date. For compressed courses, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual first day of class.

Item #30    <u>Class End Date.</u> Enter all four digits of the year, the month, and day of the last scheduled class for this course (YYYYMMDD). For a semester-length course, use the end of term date as the ending date. For a compressed course, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual last class day.

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Example: CBM00S Distance Education Classes

1.  UNIV A offers a seminar class on-campus and via two-way interactive video to UNIV B through an inter-institutional agreement. While the student in the class may not be double-reported for funding (CBM0C1), the student would be reported by both institutions on the CBM00S. An example is below. Items not referenced are intentionally omitted.

    | UNIV A reports its student | | UNIV B reports its student | |
    |---|---|---|---|
    | Item #7 | 4 | Item #7 | 4 |
    | Item #10 | 3 | Item #10 | 3 |
    | Item #11 | 3 | Item #11 | 0 |
    | Item #12 | 0 | Item #12 | 3 |
    | Item #14 | 0 | Item #14 | 6 |
    | Item #15 | blank | Item #15 | (UNIV A FICE) |
    | Item #16 | 4 | Item #16 | 4 |
    | Item #17 | blank | Item #17 | 4 |
    | Item #26 | 0 | Item #26 | 1 |

Example: CBM00S Flexible Entry that Spans Semesters

2.  University A offers a class that begins in the fall (September 15, 2011) but doesn't end until February 15, 2012. While this course began in the fall, it did not actually end until the spring; therefore this course would need to be reported in the Spring reporting period. Below is an example of the Item #s that would capture this example:

    | | |
    |---|---|
    | Item #25 | 6 |
    | Item #27 | 2 |
    | Item #28 | 2011 |
    | Item #29 | 20110915 |
    | Item #30 | 20120215 |

Example: CBM00S Lecture/Lab

3.  University A offers a class that has both a lecture and a lab, but the lab does not earn any SCH or grade. Although the lecture portion contains the SCH and the grade value, the lab can still be reported to reflect the lab component:

    | Lecture | | Lab | |
    |---|---|---|---|
    | Item #4 | MATH | Item #4 | MATH |
    | Item #5 | 101 | Item #5 | 101 |
    | Item #6 | 001 | Item #6 | 001 |
    | Item #7 | 1 (Lecture) | Item #7 | 2 (Lab) |
    | Item #10 | 0300 (SCH) | Item #10 | 0000 (SCH) |
    | Item #11 | 0300 | Item #11 | 0000 |
    | Item #12 | 0000 | Item #12 | 0000 |
    | Item #21 | 1 | Item #21 | 8 |
    | Item #22 | 400 | Item #22 | blank |

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always 'S' | 1 | 1 |
| Item #2 | Institution Code - FICE – Numeric | 2 | 6 |
| Item #3 | Student ID – Alphanumeric | 8 | 9 |
| Item #4 | Subject Prefix | 17 | 7 |
| Item #5 | Course Number | 24 | 7 |
| Item #6 | Section Number | 31 | 7 |
| Item #7 | Type of Instruction – Alphanumeric | 38 | 1 |
| Item #8 | Classification – Alphanumeric | 39 | 1 |
| Item #9 | Non-disclosure – Numeric | 40 | 1 |
| Item #10 | Semester Credit Hour Value - Leading zeros, two decimals | 41 | 4 |
| Item #11 | SCH Funded - Leading zeros, two decimals | 45 | 4 |
| Item #12 | SCH Not Funded - Leading zeros, two decimals | 49 | 4 |
| Item #13 | Class Taken by Senior within 12 Hrs of Graduation – Numeric | 53 | 1 |
| Item #14 | Location Code | 54 | 1 |
| Item #15 | Other Higher Education Site – FICE code or blank | 55 | 6 |
| Item #16 | Instruction Mode | 61 | 1 |
| Item #17 | SCH Not Funded Reason – Numeric | 62 | 1 |
| Item #18 | High School Credit Status | 63 | 1 |
| Item #19 | Developmental Education | 64 | 1 |
| Item #20 | First College-Level Course | 65 | 1 |
| Item #21 | Course Grade – Alphanumeric | 66 | 1 |
| Item #22 | Point Value of Grade | 67 | 3 |
| Item #23 | Composite Class | 70 | 2 |
| Item #24 | Off-Campus Location/ZipCode – Leading zeros | 72 | 5 |
| Item #25 | Flexible Entry | 77 | 1 |
| Item #26 | Inter-institutional Identifier – Numeric | 78 | 1 |
| Item #27 | Semester – '1', '2', or '3' | 79 | 1 |
| Item #28 | Year - YYYY – Numeric | 80 | 4 |
| Item #29 | Class Begin Date – YYYYMMDD | 84 | 8 |
| Item #30 | Class End Date – YYYYMMDD | 92 | 8 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except 'S' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Student ID Number | N/A | Blank or special characters |
| 4. | Subject Prefix | N/A | Blank or not on course inventory |
| 5. | Course Number | N/A | Blank or not on course inventory |
| 6. | Section Number | N/A | Blank |
| 7. | Type Instruction | N/A | Any value except '0' thru '6', '8', '9', 'C', or 'Q' |
| 8. | Classification | N/A | Any value except '1' thru '8' |
| 9. | Non-Disclosure | N/A | Any value except '2' or '0' |
| 10. | SCH Value | If not 0100 SCH to 1200, except if 0000 and Item #7 = '2' OR if 0025 to 1200 and Item #19 > '0' | Non-numerical characters |
| 11. | SCH Funded | Sum of #11 and #12 less than 0100, greater than 1200 except if item #19 ne '0' | Any non-numerical value; sum of Items #11 and #12 not equal to Item #10 |
| 12. | SCH Not Funded | Sum of #11 and #12 less than 1, greater than 12 except if item #19 ne '0' | Any non-numerical value sum of Items #11 and #12 not equal to Item #10 |
| 13. | Class Taken by Senior Within 12 Hrs of Grad | N/A | Any value except '1' or '0'; greater than '0' when Item #8 less than '4' |

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| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 14. | Location Code | N/A | Any value other than '0', '1', '3' thru '9', 'B', or 'H' |
| 15. | Other Higher Ed Site | N/A | If Item #14 is coded '6', FICE must be on Institution File |
| 16. | Instruction Mode | N/A | Any value except '1' thru '6'; not coded '2' or '3' when Item #14 is coded '9' |
| 17. | SCH Not Funded Reason | N/A | When Item #12 > 0, any value except '1' thru '8' |
| 18. | HS Credit Status | N/A | Any value except '0', '1', or '2' |
| 19. | Developmental Course Level | N/A | Any value except '0', '1' '4', '7', '8', '9', 'A', or 'B' any value except '0' when Item #18 = '1' |
| 20. | First College-Level Course | N/A | Any value except '0' thru '4' |
| 21. | Course Grade | N/A | Any value except '1' thru '9', 'N', or 'X'; blank if Item #10 not = 0; Any value except '1', '2', '3', or '8' if Item #20 ne '0'; Item #21 = '9' and Item #19 = '0' |
| 22. | Point Value of Grade | If Item #21 is coded:<br>1, then 300 to 366<br>2, then 200 to 266<br>3, then 100 to 166<br>4, then 001 to 066 | Value > 400; if Item #21 is coded:<br>1, if = to or < 300<br>2, if = to or < 200<br>3, if = to or < 100<br>4, if = 000<br>5, if > 000 or blank<br>6-9, N, X then not blank<br>1-5, grade points = blank, and Item #19='0' |
| 23. | Composite Code | N/A | N/A |
| 24. | Off-Campus Location/ Electronic Telecom Site | N/A | Non-numerical value |

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| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 25. | Flexible Entry | N/A | Any value except spaces, '1', or '6' |
| 26. | Inter-institutional Identifier | N/A | Any value except '0', '1', or '2' |
| 27. | Semester | N/A | Must match value on header record |
| 28. | Year | N/A | Must match value on header record |
| 29. | Class Begin Date | Year < reporting year | Year > current year; month < 01 or > 12; day < 01 or > days of month |
| 30. | Class End Date | N/A | Year > current year; month < 01 or > 12; day < 01 or > days of month |

<u>Univ. Student Schedule Report (CBM00S)</u>

## Summary of Semester Credit Hours Generated

      In order to produce this summary, each record is related to the CBM003 Course Inventory using the subject prefix and course number. All records that are not included in an institution's course inventory are listed on a mismatch report ("00S records that do not relate to the Course Inventory or CIPISP file"). The hours produced by these classes are <u>not</u> included in the semester credit hour calculations.

      The enrollment in each class is summed and multiplied by the SCH value in the CBM00S record. These totals are then aggregated by program and curriculum area according to the level in the CBM003 and the enrollment level in the CBM00S. The level determination is based on the relationships shown below.

## Summary of Semester Credit Hours Generated Off-Campus

      This summary is the same as above, except that the CBM00S records for all off-campus classes (Item #14 codes '1', '3', '4', '5', '6', '7', '8', '9', 'B', and 'H') are used.

## SEMESTER CREDIT HOUR GENERATION

| Course Level | Hours Generated |
|---|---|
| Freshman, Sophomore (Lower-Level) | All levels of enrollment will generate lower-division hours. |
| Junior, Senior (Upper-Level) | Lower division enrollment will generate lower-division hours; all other levels of enrollment will generate upper-division hours. |
| Master's | Lower division enrollment will generate lower-division hours. |
| | Upper division enrollment will generate upper-division hour. |
| | Master's level enrollment will generate master's-level hours. |
| | Doctor's level-research/scholarship enrollment will generate master's-level hours. |
| | Doctor's level-professional practice enrollment will generate master's-level hours. |
| Graduate | Lower division enrollment will generate lower-division hours. |
| | Upper division enrollment will generate upper-division hours. |
| | Master's level enrollment will generate master's-level hours. |
| | Doctor's level-research/scholarship enrollment will generate doctoral hours. |
| | Doctor's level-professional practice level enrollment will generate master's-level hours. |

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Special-Professional     Only master's, doctor's level-research/scholarship, and doctor's level-professional practice levels of enrollment will generate special-professional hours.

**NOTE**:

Doctoral Level     Doctoral level semester credit hours will be generated only by doctor's level-research/scholarship students enrolled in courses which have been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed doctoral degree.

Small Class Defined     Organized small classes are undergraduate classes with less than 10 registrants or graduate level classes with less than five graduate registrants. The primary types of instruction of an organized class are lecture, laboratory, or seminar.

    Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class, and will be defined as a small class if there are less than ten total registrants in the class. Any graduate level section, whether composite, cross-listed, or individual, with less than 5 graduate level registrants and a total enrollment of less than ten registrants will be considered a small class.

    Small classes currently generate state-funded hours.

Mismatches:

Additional validations must be run between the CBM00S and various other reports. The CBM00S will have a credit hour mismatch comparison against the 0E1 (see CBM0E1) and generate a summary report.

The CBM00S will also be validated with these calculations:
- A student reported on the CBM00S but not reported on the CBM0E1 will report an error.
- A student with greater than 40 total credit hours will be reported as an error.
- The SCH value of Item #10 will report an error if it does not match the value for the Course Inventory.
- A student reported on the CBM002 and not reported on the CBM00S will report an error.
- A course reported for a student on the CBM00S that does not have an assigned instructor on the CBM008 will report an error.

<mark>Other Errors</mark>

<mark>Each record should be unique on FICE code, Report Year, Semester, Course Subject, Course Number, Course Section, Instruction Type, Flex Entry, and Student ID</mark>.

## Univ. Student Schedule Report (CBM00S)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
SR-CBM00S EDIT SUMMARY FROM           RunDate: 02/26/2012 Time: 15:00:41
TEXAS UNIVERSITY                            999999     FALL      2011

                                        NORMAL QUESTIONABLE   ERROR
                                         RANGE      VALUES   VALUES
ITEM 1    Record Code                        8           0        0
ITEM 2    Inst. Code                         8           0        0
ITEM 3    STUDENT ID                         8           0        0
ITEM 4    Subject Prefix                     8           0        0
ITEM 5    Course Number                      8           0        0
ITEM 6    Section Number                     8           0        0
ITEM 7    Type Instruction                   8           0        0
ITEM 8    Classification                     8           0        0
ITEM 9    Non Disclosure                     8           0        0
ITEM 10   Semester Credit Hour Value         8           0        0
ITEM 11   SCH Funded                         8           0        0
ITEM 12   SCH Not Funded                     8           0        0
ITEM 13   Graduate SCH of Seniors            8           0        0
ITEM 14   Location Code                      8           0        0
ITEM 15   Other Higher Education Site        8           0        0
ITEM 16   Instruction Mode                   8           0        0
ITEM 17   SCH Not Funded Reason              8           0        0
ITEM 18   High School Credit Status          8           0        0
ITEM 19   Developmental Education            8           0        0
ITEM 20   First College-Level Course         8           0        0
ITEM 21   Course Grade                       6           0        2
ITEM 22   Point Value of Grade               6           0        2
ITEM 23   Composite Classes                  8           0        0
ITEM 24   Off Campus Location/Zip Code       8           0        0
ITEM 25   Flexible Entry                     8           0        0
ITEM 26   Inter-institutional Identifier     8           0        0
ITEM 27   Semester                           8           0        0
ITEM 28   Report Year                        8           0        0
ITEM 29   Class Begin Date                   8           0        0
ITEM 30   Class End Date                     8           0        0


TOTAL Report Records                          8
CONTROL TOTAL                            65,509      DISCREPANCY -65,501
Total Recs on Db                              8
Number Of Non-Unique/Duplicated Id's          0
Number Of Duplicate Records                   0
Number Of Relative Duplicate Questionable     0
Number Of Relative Duplicate Error            0
  0 derived IDs were found. This is   0.0000%of the total records you submitted.
Total Error Recs on Db                        2
Total Questionable Recs on Db                 0
Total Non Error Records on Db                 6
Total Rejected Records                        0

This report will only appear when there are no errors.
```

## Univ. Student Schedule Report (CBM00S)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
SR-CBM00S EDIT SUMMARY FROM           RunDate: 02/26/2012 Time: 15:00:41
TEXAS UNIVERSITY                              999999      FALL     2011


Classification
  Freshman                                      0
  Sophomore                                     0
  Junior                                        4
  Senior                                        2
  Post-Baccalaureate                            0
  Masters                                       0
  Doctor's-Res/Scholar                          0
  Doctor's-Prof Practice                        0
              Total                             6

  Non Disclosure                                0

  Flexible Entry '1'                            0
  Flexible Entry '6'                            0
              Total Headcount                   6

     ***Note: Totals are net errors.
```

CBM00S Records Not Found on The Course Inventory

**FALL     2011**              **TEXAS UNIVERSITY    999999**         **RunDate: 02/26/2012 Time: 15:00:4**1

| Subject Prefix | Course Number | Section Number | Enrollment Values | UGL | UGU | Mast | Doc | Spec | EX UG | Ex Dev |
|---|---|---|---|---|---|---|---|---|---|---|

THERE ARE NO ITEMS FOR THIS REPORT

---

OFF CAMPUS SEMESTER CREDIT HOUR REPORT CBM00S

**FALL     2011**              **TEXAS UNIVERSITY    999999**         **RunDate: 02/26/2012 Time: 15:00:4**1

| PROGRAM/CURRICULUM AREA | UGL HOURS | UGU HOURS | TOTAL UG HOURS | MAST HOURS | DOC HOURS | SPEC HOURS | TOTAL HOURS | EXCEEDS LIMIT |
|---|---|---|---|---|---|---|---|---|

There Are No Off Campus Semester Credit Hour Records FOR : **TEXAS UNIVERSITY**

---

ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT CBM00S

FALL    2011              **TEXAS UNIVERSITY    999999**         **RunDate: 02/26/2012 Time: 15:00:21**

| PROGRAM/CURRICULUM AREA | UGL HOURS | UGU HOURS | TOTAL UG HOURS |
|---|---|---|---|
| 2313010001 Writing, General | 3 | | 0 |
| 2701010001 Mathematics, General | 3 | | 0 |
| 3801010001 Philosophy | 0 | | 6 |
| 4501010001 Social Sciences, General | 0 | | 6 |
|      TOTAL LIBERAL ARTS | 6 | 12 | |

| SUBTOTAL | STATE FUNDED | 6 | 12 | 18 | 0 | 0 | 0 | 18 |
|---|---|---|---|---|---|---|---|---|
| GRAND TOTAL ALL CURRICULUM AREAS | | 6 | 12 | 18 | 0 | 0 | 0 | 18 | 0 |

S.24

## Univ. Student Schedule Report (CBM00S)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                      Page 1
                                     Edit Of SR-CBM00S Data From
FALL    2011                         TEXAS UNIVERSITY   999999              RunDate: 02/26/2012 Time: 15:00:41
***Item numbers or Name
 01 02/23   03/24 /FE 04/26 /27 05/28      06/29    /30 07 08     09  SCH    11   12   13 14 15     16 17 18 19 20 21 22


S 999999 000000099 CHEM         1112      101              2  3    0  0100 0100 0000 0      0          1       0 0 0 5                             E
                                                                                                                     * ***
            00000       0  1    2010 20110919 20111130
                                               Point Value of Grade(Item22) is invalid for Course Grade(Item21). Error!. REF1528

   0 derived IDs were found. This is 0.0000%of the total records you submitted.


Total Rejected Records                       0
Total Records on Database                    8
Total Non Error Records                      6
Total Error Records                          2
Total Questionable Records                   0
Total Rejected Records                       0


Items In Error Are Indicated By (*), Questionable By (-)




Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                      Page 1
                                     Edit Of SR-CBM00S Data From
FALL    2011                         TEXAS UNIVERSITY   999999              RunDate: 02/26/2012 Time: 15:00:41
                                         Questionables ONLY

***Item numbers or Name
 01 02/23   03/24 /FE 04/26 /27 05/28      06/29    /30 07 08     09  SCH    11   12   13 14 15     16 17 18 19 20 21 22


Items In Error Are Indicated By (*), Questionable By (-)
```

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# CBM00T Transfer Report

The Transfer Report (CBM00T) includes courses for which a student who transfers was not granted academic credit at the receiving institution or was not granted toward the student's major at the receiving institution. The courses meeting the criteria for inclusion in the CBM00T will be reported for transfer students enrolled on the official census date for the first time at the general academic institution to which they have transferred in the fall or spring.

Identified courses, by student, included in the CBM00T must meet the following criteria:
- They are in the Lower-Division Academic Course Guide Manual (ACGM) or its successor
- They were taken by a student transferring for the first time from a Texas public community college or state college to a university
- The transfer student must have a declared major at the receiving institution
- The transfer student did not change their major area of concentration (four- digit CIP) between the time of admissions (major listed on Apply Texas application) and the census date
- At least 50% of the awarded SCH for the course did not transfer and apply to the student's major at the receiving institution. For example, if 2 SCH from a 3 SCH course transferred and applied toward the student's major, then the course would not need to be reported.

Students will only be reported once in the first long semester after transfer. Students who transfer in the summer will not be included.

The CBM00T will be collected once per year, in the fall, and reflect data from the preceding academic year. The exception to this will be for the first data collection period, in fall of 2020, which will only include applicable courses from transfer students enrolling for the first long semester in fall of 2020. Subsequent reports will include both fall and spring semesters as outlined in the table below.

| First Time Transfer Student Cohort | Data Submission Due | Data Submission Certified |
|---|---|---|
| Fall 2020 | November 1, 2020 | December 1, 2020 |
| Fall 2020*, Spring 2021 | October 15, 2021 | November 15, 2021 |
| Fall 2021, Spring 2022 | October 15, 2022 | November 15, 2022 |

*Semester repeated to begin cycle of academic year collection and to ensure accuracy and quality of new data collection.

# Instructions for Transfer Report

Item #1    Record Code. Always enter 'T'.

Item #2    Institution Code. Enter the FICE Code of the reporting institution.

Item #3    Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4    Term Transferred. Enter the semester code of the student's first long-semester enrollment after transfer (1 Fall; 2 Spring).

Item #5    Reporting Period. Always enter '5'.

Item #6    Year. Enter all four digits of the calendar year in which the report is due.

Item #7    ACGM Course Prefix. Enter the subject abbreviation of the transfer course as transcribed by the institution where the student received the credit.

Item #8    ACGM Course Number. Enter the course identification number.

Item #9    Institution Code from Transfer Transcript. Enter the FICE Code of the institution where the student received the course credit.

Item #10    Reason for Not Granting Credit. Choose from the following reasons for why the receiving institution did not grant academic credit for the ACGM course. A course may have multiple reasons for why it was not accepted at the receiving institution. Please mark one reason for why it was not accepted.

    1    Course Outside the Degree Requirement – Course was outside the degree plan requirements for the student's current major at the time of matriculation.
    2    Minimum Grade Requirement – The student did not earn a grade that meets the receiving institution's policy (including program-level requirements) for transfer credit. For example, institutions have policies requiring a C- or better for the course to transfer and be applicable to a degree, and if a student does not receive a C- or better the course may not transfer.
    3    Repeated Course – A student may only receive credit once for a repeated course and any other credits for the course will not be transferable.
    4    Exceeded Maximum Transfer Hours – The Texas Higher Education Coordinating Board (THECB) rule 4.25 (f) states an institution is "not required to accept in transfer, or apply toward a degree, more than sixty-six SCH of lower division academic credit" or students' transfer hours may not exceed the institution's policy on maximum transfer hours set by the institution.
    5    Other – If no other category fits the reason for the course not transferring, select "other."

Item #11    Major Area of Concentration. Enter the first four-digits of the CIP code of the major area of concentration at the receiving institution at the time of matriculation.

## Data Processing Record Layout

|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record – Always 'T' | 1 | 1 |
| Item #2 | Institution Code – FICE - Numeric | 2 | 6 |
| Item #3 | Student Identification Number | 8 | 9 |
| Item #4 | Term Transferred | 17 | 1 |
| Item #5 | Reporting Period | 18 | 1 |
| Item #6 | Year – YYYY – Numeric | 19 | 4 |
| Item #7 | ACGM Course Prefix | 23 | 4 |
| Item #8 | ACGM Course Number | 27 | 4 |
| Item #9 | Institution Code from Transfer Transcript | 31 | 6 |
| Item #10 | Reason for Not Granting Credit | 37 | 1 |
| Item #11 | Major Area of Concentration | 38 | 4 |

# Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except 'T' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Student ID Number | N/A | Blank or special characters |
| 4. | Term Transferred | N/A | Any value other than '1' or '2' |
| 5. | Reporting Period | N/A | Any value other than '5'. |
| 6. | Year | N/A | Must match value on header record. |
| 7. | ACGM Prefix | N/A | Prefix not in ACGM file |
| 8. | ACGM Number | N/A | Prefix and Number combination not in ACGM file |
| 9. | 2-year FICE code | N/A | Not a valid FICE code from Texas public 2-year institution; |
| 10. | Reason Code | N/A | Any value except '1', '2', '3', '4', or '5'; |
| 11. | Major Area of Concentration - CIP | First 4 digits not on Degree Program Inventory | First 4 digits not on CIP 2020 table |

# CBM00X Students in Self-Supporting Courses and Programs

This report reflects all students enrolled in extension courses at the reporting institution as of the institution's official census date for each term during the annual reporting cycle. Students who withdraw from a class on or before the official census date should not be included in this report. This report is due September 15 each year and should include all extension students who were enrolled at the institution during the prior fiscal year.

Students included in this report:

1. All students enrolled in academic credit extension courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in extension courses whether offered on-campus or at off-campus sites and centers in Texas.
3. High school students taking regular college extension courses for credit. Report these students in the classification in which they are recorded at the institution.
4. Extension students who have requested that their directory information not be released.

Students excluded from this report – DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award. Do NOT include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award.
2. Students who are exclusively auditing classes.
3. Students studying abroad (e.g., foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country.

The Texas Higher Education Coordinating Board incorporated extension courses and programs within Chapter 4, Subchapter Q that concern distance education and off-campus offerings. Extension courses and programs in 4.103 (12) are defined as:

> Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula funded.

Some institutions offer complete degree programs in the extension (or non-formula funded) mode, while others offer only courses. Students taking only courses are typically not formally admitted to the institution through the standard admissions process, but they must meet Texas Success Initiative requirements in order to take college-level courses. Extension degree programs are programs which an institution has authority to offer and for which graduates receive a regular diploma from the delivering institution, but which are not supported by formula funding. Students enrolled in extension degree programs must be admitted to the institution through the regular admissions process.

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

        The current Coordinating Board rules allow institutions to offer extension courses and programs but provide for increased oversight of them. The following conditions are placed on extension offerings:

- Charges for extension courses and programs must not be less than regular Texas tuition and fees;
- Extension courses and programs must have the same quality standards as on- campus offerings;
- Institutions should adhere to the current notification procedures before offering extension courses and programs in places that would affect other institutions, and potentially affected institutions may protest delivery;
- Extension offerings must have accountability and transparency. The Coordinating Board requires verification that courses are not submitted for formula funding; and
- Extension programs must report student enrollments and completions, as they are a facet of C*losing the Gaps*.

Coordinating Board Rule Section 4.274(5) states that "institutions shall report enrollments, courses and graduates associated with extension offerings as required by the Commissioner." Student enrollments in extension courses that are not reported on an institution's standard CBM0C1 report should be reported on the CBM00X. Only students who are located in Texas should be reported. International students and other non-Texas residents should be reported if they reside in Texas while taking the relevant instruction.

        Graduation data for extension students will be incorporated into the CBM009 report, which will be amended to include an item to indicate whether the student has completed an extension program.

## Instructions for Students In Self-Supporting Courses and Programs

Item #1      Record Code. Always enter 'X'.

Item #2      Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3      Student Identification Number. Enter the social security number of the student. The institution should assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4      Gender. Enter the gender of the student.

         M = Male      F = Female

Item #5      Classification. Enter the classification of the student. Use IPEDS definitions.

1    Freshman – a first-year student, or less than 30 semester credit hours
2    Sophomore – a second-year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours but less than 60 semester credit hours
3    Junior – a third-year student who has completed the equivalent of two years of full-time undergraduate work; that is, at least 60 semester credit hours but less than 90 semester credit hours
4    Senior – an undergraduate student who has completed the equivalent of three years of full-time undergraduate work; that is, at least 90 semester hours; continue to classify the student as a senior until the baccalaureate degree is completed
5    Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
6    Master's Level – a student admitted to a master's degree program at the institution
7    Doctor's Level-Research/Scholarship – a student admitted to a doctor's level-research/scholarship program at the institution
8    Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution
U    Unclassified Undergraduate – a student who cannot be classified by year of study or student level

Item #6      Unused

Item #7      Semester Credit Hours Attempted. Enter the number of semester credit hours for which the student registered in the reporting year.

Item #8      Major. Enter the 2020 CIP code (Appendix C) of the authorized degree program. If the student is not in a program enter '24999999' or '99999999'.

Item #9      Date of Birth. Enter all four digits of the year and the two digits of the month and day of birth for the student.

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

YYYY = Year; MM = Month; DD = Day

**NOTE**: If the month of birth is known and the year is unknown, code this item as unknown or '00000000'.

Item #10    Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #11    First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #12    Middle Initial. Enter the initial of the student's middle name.

Item #13    First-Time-in-College. If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

Item #14    First Term Enrolled. Enter all four digits of the year and the two digits of the month when the student was first enrolled at the institution during the current reporting year. (Note: this might not be the first term overall when the student was enrolled, simply the first term this year.)

YYYY = Year; MM = Month

Item #15    Last Term Enrolled. Enter all four digits of the year and two digits of the month when the student was last enrolled at the institution during the reporting year.

YYYY = Year; MM = Month

Item #16    Student Intent. Enter the code that reflects the primary reason the student is attending classes at your institution. The datum MUST be student-declared.

        1    Earn an associate's degree (2 year)
        2    Earn a certificate (less than 2 years)
        3    Earn a baccalaureate or higher degree
        4    Not seeking a degree or certificate
        0    Not available

Item #17    Non-disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #18    Reporting Period. Default to annual reporting period (code as '5').

Item #19    Year. Enter all four digits of the year in which the report is submitted.

<u>Univ. Students in Self-Supporting Courses and Programs (CBM00X)</u>

Item #20    <u>Ethnic Origin.</u> Enter the code indicating whether the student is of Hispanic or Latino origin or not.

       1   Hispanic or Latino origin
       2   Not Hispanic or Latino origin
       3   Not answered

Item #21    <u>Race.</u> Select one or more codes indicating the race of the student.

| Item #21A | 1 | White |
| Item #21B | 2 | Black or African-American |
| Item #21C | 4 | Asian |
| Item #21D | 5 | American Indian or Alaskan Native |
| Item #21E | 6 | International |
| Item #21F | 7 | Unknown or Not Reported |
| Item #21G | 8 | Native Hawaiian or Other Pacific Islander |

*Definitions:*

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

*Notes:*

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver, report with the international code.
b) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
c) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

## Data Processing Record Layout

| | | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always 'X' | 1 | 1 |
| Item #2 | Institution Code - FICE Code – Numeric | 2 | 6 |
| Item #3 | Student Identification Number | 8 | 9 |
| Item #4 | Gender - 'M' or 'F' – Alpha | 17 | 1 |
| Item #5 | Classification | 18 | 1 |
| Item #6 | Unused | 19 | 1 |
| Item #7 | Semester Credit Hours – No decimals; zero fill | 20 | 2 |
| Item #8 | Major | 22 | 8 |
| Item #9 | Date of Birth - YYYYMMDD – Numeric | 30 | 8 |
| Item #10 | Last Name – Alpha | 38 | 20 |
| Item #11 | First Name – Alpha | 58 | 10 |
| Item #12 | Middle Initial – Alpha | 68 | 1 |
| Item #13 | First-Time-In-College – Numeric or blank | 69 | 6 |
| Item #14 | First Term Enrolled – Numeric | 75 | 6 |
| Item #15 | Last Term Enrolled – Numeric | 81 | 6 |
| Item #16 | Student Intent – Numeric | 87 | 1 |
| Item #17 | Non-disclosure – Numeric | 88 | 1 |
| Item #18 | Reporting Period – Numeric | 89 | 1 |
| Item #19 | Year - YYYY – Numeric | 90 | 4 |
| Item #20 | Ethnic Origin | 94 | 1 |
| Item #21 | Race: | | |
| Item #21A | White – '1' or blank | 95 | 1 |
| Item #21B | Black or African-American – '2' or blank | 96 | 1 |
| Item #21C | Asian – '4' or blank | 97 | 1 |
| Item #21D | American Indian or Alaskan Native – '5' or blank | 98 | 1 |
| Item #21E | International – '6' or blank | 99 | 1 |
| Item #21F | Unknown or Not Reported – '7' or blank | 100 | 1 |
| Item #21G | Native Hawaiian or Other Pacific Islander – '8' or blank | 101 | 1 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine the Questionable and Error Values of each element.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 1. | Record Code | N/A | Any value except 'X' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Student ID Number | Alpha characters | Blank or special characters |
| 4. | Gender | N/A | Any value except 'M' or 'F' |
| 5. | Classification | N/A | Any value except '1'- '8' or 'U' |
| 6. | Unused | N/A | N/A |
| 7. | Semester Credit Hours | Value greater than '52' | Non-numerical value; zero fill unused positions |
| 8. | Major | N/A | Non-numeric or invalid CIP code |
| 9. | Date of Birth | Value less than 16 or greater than 75 years of age | Any non-numerical data; month greater than '12' or less than '01', day greater than '31' |
| 10. | Last Name | N/A | Blank, numerical |
| 11. | First Name | Blank | Numerical |
| 12. | Middle Initial | N/A | Numerical |
| 13. | First-Time-In-College | N/A | Any non-numerical characters except all blanks |
| 14. | First Term Enrolled | N/A | Any non-numerical data; month greater than '12' or less than '01' |

Univ. Students in Self-Supporting Courses and Programs (CBM00X)

| ITEM | NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|------|--------|--------------------|-------------|
| 15. | Last Term Enrolled | N/A | Any non-numerical data; month greater than '12' or less than '01' |
| 16. | Student Intent | N/A | Any value other than '0' through '4' |
| 17. | Non-disclosure | N/A | Any value other than '2' or '0' |
| 18. | Reporting Period | N/A | Value other than '5' |
| 19. | Year | N/A | Must match value on header record |
| 20. | Ethnic Origin | N/A | Value other than '1', '2', or '3' |
| 21A. | White | N/A | Value other than '1' or space or value = '1' and '7' |
| 21B. | Black/African-Amer | N/A | Value other than '2' or space or value = '2' and '7' |
| 21C. | Asian | N/A | Value other than '4' or space or value = '4' and '7' |
| 21D. | Amer Ind/Alaska | N/A | Value other than '5' or space or value = '5' and '7' |
| 21E. | Nat International | N/A | Value other than '6' or space or value = '6' and '7' |
| 21F. | Unknown/Not Rep | N/A | Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8' |
| 21G. | Nat Hawaiian/Pac Is | N/A | Value other than '8' or space or value = '8' and '7' |

The number of duplicate records is indicated.

**DISCREPANCY**: The edit program counts the number of records processed in the report. If it is not the same as the number listed in the trailer record (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed.

## Summary of Student Data

HEADCOUNT: The headcount is a summation of CBM00X records. Records are summed by gender, age, classification, first-time students, student intent, non-disclosure, and ethnic origin.

AGE: The age distribution is calculated by subtracting the date of birth (Item #9) from the beginning date of the semester. For this report, the beginning date of each semester is:

Fall:     September 1
Spring:   January 1

SEMESTER CREDIT HOURS (SCH): Item #7 is summed to produce a total.

## Univ. Students in Self-Supporting Courses and Programs (CBM00X)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
CBM00X EDIT SUMMARY FROM              RunDate: 09/15/2010 Time: 15:37:25
LONE STAR UNIVERSITY                        003304      ANNUAL    2010

                                        NORMAL QUESTIONABLE    ERROR
                                         RANGE       VALUES   VALUES
ITEM 1    RECORD CODE                       71            0        0
ITEM 2    INSTITUTION CODE                  71            0        0
ITEM 3    STUDENT ID                        71            0        0
ITEM 4    GENDER                            71            0        0
ITEM 5    CLASSIFICATION                    71            0        0
ITEM 7    SEMESTER CREDIT HOURS             71            0        0
ITEM 8    MAJOR                             71            0        0
ITEM 9    DATE OF BIRTH                     71            0        0
ITEM 10   LAST NAME                         71            0        0
ITEM 11   FIRST NAME                        71            0        0
ITEM 12   MIDDLE INIT                       71            0        0
ITEM 13   FIRST TIME IN COLLEGE             71            0        0
ITEM 14   FIRST TERM ENROLLED               71            0        0
ITEM 15   LAST TERM ENROLLED                71            0        0
ITEM 16   STUDENT INTENT                    71            0        0
ITEM 17   NON-DISCLOSURE                    71            0        0
ITEM 18   REPORTING PERIOD                  71            0        0
ITEM 19   REPORT YEAR                       71            0        0
ITEM 20   ETHNIC ORIGIN                     71            0        0
ITEM 21   RACE                              71            0        0
ITEM 21A  WHITE                             71            0        0
ITEM 21B  BLACK/AFRICAN-AMER                71            0        0
ITEM 21C  ASIAN                             71            0        0
ITEM 21D  AMERICAN IND/ALASK NAT            71            0        0
ITEM 21E  INTERNATIONAL                     71            0        0
ITEM 21F  UNKNOWN/NOT REPORTED              71            0        0
ITEM 21G  NAT HAWAIIAN/OTHER PAC IS         71            0        0


TOTAL Report Records                    71
CONTROL TOTAL                           71      DISCREPANCY        0
Total Recs on Db                        71
Number Of Non-Unique/Duplicated Id's     0
Number Of Duplicate Records              0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error       0
Total Error Recs on Db                   0
Total Questionable Recs on Db            0
Total Non Error Records on Db           71
Total Rejected Records                   0
```

## Univ. Students in Self-Supporting Courses and Programs (CBM00X)

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change OF CBM00X DATAPrior Year         RunDate: 09/15/2010 Time: 15:32:36
LONE STAR UNIVERSITY                        003304     ANNUAL   2010

Gender
                                        2010/5        2009/5       % Diff
        Male                              48            77         -37.66%
        Female                            23            16          43.75%
                    Total                 71            93         -23.66%

Age
                                        2010/5        2009/5       % Diff
        Under 17                           0             0          0.00%
        17                                 0             0          0.00%
        18                                 0             0          0.00%
        19-21                              0             1       -100.00%
        22-24                              0             7       -100.00%
        25-30                              7            33        -78.79%
        31-35                              5            16        -68.75%
        36-50                             33            26         26.92%
        51-64                             24             9        166.67%
        65 and Older                       2             1        100.00%
        Unreported(not in avg)             0             0          0.00%
        Average Age                       46            36         29.76%
        Total                             71            93        -23.66%

Classification
                                        2010/5        2009/5       % Diff
        Freshman                           0             0          0.00%
        Sophomore                          0             0          0.00%
        Junior                             0             0          0.00%
        Senior                             0             0          0.00%
        Post-Baccalaureate                52            93        -44.09%
        Masters                            0             0          0.00%
        Doctor's-Research/Scholarship      0             0          0.00%
        Unclassified Undergraduate        19             0        100.00%
                    Total                 71            93        -23.66%

First Time In College
                                        2010/5        2009/5       % Diff
        First Time In College              2             0        100.00%
                    Total                  2             0        100.00%

Student Intent
                                        2010/5        2009/5       % Diff
        Not Available                     71            93        -23.66%
        Earn an Associate's Degree(2 year) 0            0          0.00%
        Earn a Certificate(Less than 2 year) 0          0          0.00%
        Earn a Baccalaureate or Higher Degree 0         0          0.00%
        Not Seeking a Degree or Certificate 0           0          0.00%
                    Total                 71            93        -23.66%

Non Disclosure
                                        2010/5        2009/5       % Diff
        Non Disclosure                     0             0          0.00%
                    Total                  0             0          0.00%

        Total Students                    71            93        -23.66%
        Total Duplicate Records            0             0          0.00%
                    Total Records         71            93        -23.66%

                                        2010/5        2009/5       % Diff
Sum SCH Attempted                          213 *No Exact Historic Data Available
```

## Univ. Students in Self-Supporting Courses and Programs (CBM00X)

| Ethnic Origin | 2010/5 | 2008/5 | % Diff |
|---|---|---|---|
| Hispanic or Latino Origin | 13 | *No Exact Historic Data Available | |
| Not Hispanic or Latino Origin | 53 | *No Exact Historic Data Available | |
| Not Answered | 5 | *No Exact Historic Data Available | |
| Total | 71 | *No Exact Historic Data Available | |

| Race | 2010/5 | 2009/5 | % Diff |
|---|---|---|---|
| Multi-racial | 6 | *No Exact Historic Data Available | |
| White only | 42 | *No Exact Historic Data Available | |
| Black only | 4 | *No Exact Historic Data Available | |
| Hispanic only | 7 | *No Exact Historic Data Available | |
| Asian only | 7 | *No Exact Historic Data Available | |
| American Indian/Alaskan Native only | 1 | *No Exact Historic Data Available | |
| International only | 3 | *No Exact Historic Data Available | |
| Native Hawaiian/Other Pacific Islander only | 1 | *No Exact Historic Data Available | |
| Ethnic Origin/Race Unknown | 0 | *No Exact Historic Data Available | |
| Total | 71 | *No Exact Historic Data Available | |

| Races reported in Multi-racial | 2010/5 | 2009/5 | % Diff |
|---|---|---|---|
| White | 6 | *No Exact Historic Data Available | |
| Black | 4 | *No Exact Historic Data Available | |
| Asian | 2 | *No Exact Historic Data Available | |
| American Indian/Alaskan Native | 1 | *No Exact Historic Data Available | |
| Native Hawaiian/Other Pacific Islander | 0 | *No Exact Historic Data Available | |
| International | 0 | *No Exact Historic Data Available | |

## Univ. Students in Self-Supporting Courses and Programs (CBM00X)

```
ITEM ITEM      ITEM    ITEM ITEMS ITEM     ITEM   ITEM   ITEM                         ITEM * ITEMS *    ITEM  ITEM *** ITEMS *** REMARKS
1    2          3       4    5 6   7        8      9      10                           11    12 13       14    15   16 17 18 19
```

There Were No Errors Detected For : LONE STAR UNIVERSITY


Items In Error Are Indicated By (*), Questionable By (-)

X.13

## CBM0E1 Student End of Semester Report

The Student End of Semester Report reflects students enrolled at the reporting institution as of the final day of each semester. No record for the student is submitted if the student withdraws from the institution on or before census date. If a student withdraws from a class after the census date, the student will be reported so that the CBM0E1 record matches the individual course records on the CBM00S. Students in flex entry courses will be reported on the CBM0E1 in the semester they are reported on the CBM00S, even if they are not enrolled on the final day of the semester.

This report includes all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications).

Students who enroll in a class that begins before the census date but who are not reported on the CBM0C1 due to late payment of tuition (after the 20th class day in fall or spring or after the 15th class day in summer) or due to late enrollment in a regularly scheduled class should be reported on the CBM0E1. These students should also be reported on the **CBM00S** in Item #17, SCH Not Funded Reason, with a '5', "Student did not pay by census date." This instance is NOT reported as a flex record since the class itself is not a flex class.

Census Dates for other than 16 or 6 week terms are outlined below:

| Fall and Spring Semesters | | Summer Semester | |
| --- | --- | --- | --- |
| Length of Term (Weeks) | Census Date | Length of Term (Weeks) | Census Date |
| 2 or less | 1st Class Day | 2 or less | 1st Class Day |
| 3 | 2nd Class Day | 3 | 2nd Class Day |
| 4 | 3rd Class Day | 4 | 3rd Class Day |
| 5 – 6 | 4th Class Day | 5 – 6 | 4th Cass Day |
| 7 | 5th Class Day | 7 | 5th Class Day |
| 8 | 6th Class Day | 8 | 6th Class Day |
| 9 – 10 | 7th Class Day | 9 | 7th Class Day |
| 11 | 8th Class Day | 10 or more | 12th Class Day |
| 12 | 9th Class Day | | |
| 13 – 14 | 10th Class Day | | |
| 15 | 11th Class Day | | |
| 16 | 12th Class Day | | |

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through

Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

## Summer Sessions

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as Summer I reports and are due on September 30.

## Classes Organized After the Official Census Date and Classes that Span Semesters (Flexible Entry)

Students in classes that are organized after the official census date will be submitted on the CBM0E1 report as follows: (1) they will be reported in the same semester they started in if the class ends by the end of the term; and (2) they will be reported in the next semester if the class starts in one semester and is not completed until after the term end date. Students in a flex- entry class that concludes in the semester the class began will be identified by inserting a '1' in Item #16 to denote "flexible entry." Students enrolled in classes that span semesters, as in example (2), will be denoted with a '6' in Item #16 in the semester that the class ends. Note that students in classes that begin before or on the census date but end in a later semester will also be reported as flex with a '6' in Item #16, as will students in courses that fall between semesters (e.g., mini-mester courses).

**NOTE**:   A class is organized when students have registered and have paid fees or established accounts receivable.

A reference table showing flex-entry instructions for the CBM00E1 and other applicable reports is available in the *Appendix*.

## Inter-institutional Students

See the discussion in the Introduction of the Student Schedule Report, CBM00S.

## Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the current semester reported), and who exceed the funding limit (prior to the current semester reports). These reports will not be produced if there is a mismatch (Student ID, Flexible Entry) between the CBM0E1 and CBM00S reports. The following items are used to produce these reports:

CBM0E1 Item #26 SCH of Undergraduate Degree Program
CBM0E1 Item #27 Student Affected by the Undergraduate Funding Limit
CBM00S Item #11 SCH Funded (for all classes reported for the student)

Effective fall 2009, in compliance with H.B. 101, 81st Texas Legislature, amendments that relate to those hours not subject to the limitation on formula funding set out in Section

Univ. Student End of Semester Report (CBM0E1)

13.103 of Chapter 13, Subchapter F of Board Rules will include dual credit course hours for which the student received credit toward a high school diploma and semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (Chapter 13, Subchapter F, Section 13.104).

Funding Limitation for Doctoral Students

The Legislative limit of 99 doctoral funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Three reports are provided during each student report edit cycle. The first report identifies the doctoral students who are within 15 doctoral credit hours of their credit hour limit. The second report identifies the doctoral students who have exceeded their doctoral credit hour limit. The other report identifies the doctoral students who have attained or may attain 75 doctoral credit hours this semester. Prior to the formula runs each base year, each institution is given the opportunity to identify their doctoral students who should be granted program or individual exceptions (CBM00E report) during the next funding period. The following items are used to produce these reports:

CBM0CS Item #8 Student Classification
CBM0CS Item #11 SCH Funded (for all doctoral classes reported for the student)
University Course Inventory – Course Level (6 - Doctor's Level-Research/Scholarship)

Distance Education

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

Reporting Dual Credit Students

As of September 2009 semester credit hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (dual credit hours) are not included in calculations of excess hours of undergraduate students. However, dual credit students should still be reported on item #27 with a '2'.

<u>Univ. Student End of Semester Report (CBM0E1)</u>

<u>Reporting Student Classification and Race/Ethnicity</u>

Student classification (Item #5) may be different at the end of the semester, and Ethnic Origin/Race (Items #38 and #39) may also be reported differently at the end of the semester than at the beginning (as reported on the CBM0C1). Whenever possible, be consistent with the CBM0C1 report; otherwise, select the classification/categorization that is most appropriate at the end of the semester. Coordinating Board reports will generally use CBM0C1 records for determining classification and race/ethnicity.

Instructions for Student End of Semester Report

For the current reporting period, enter a separate student record on the CBM0E1 based on the student's registration in:

- regular classes;
- flex-entry classes that started after the term census date and finish by the end of the semester (FE=1); or
- flex-entry classes that started in prior semesters and finish in the current semester (FE=6).

Item #1    Record Code. Always enter '1'.

Item #2    Institution Code. Enter the FICE Code of the institution.

Item #3    Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4    Gender. Enter the gender of the student.

　　　　　　　M = Male        F = Female

Item #5    Classification. Enter the classification of the student as of the beginning of the term.

　　　　1   Freshman              5   Post-Baccalaureate
　　　　2   Sophomore             6   Master's Level
　　　　3   Junior                7   Doctor's Level-Research/Scholarship
　　　　4   Senior                8   Doctor's Level- Professional Practice

Use the following guidelines to classify students:

　　　　1   Freshman
　　　　2   Sophomore        Institutions will use their guidelines
　　　　3   Junior                for these categories
　　　　4   Senior
　　　　5   Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
　　　　6   Master's Level – a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution
　　　　7   Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program. Such students are those who have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree.

        8   Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

Item #6      Date of Birth. Enter all four digits of the year, the month, and the day of birth for the student in the YYYYMMDD format.

        YYYY = Year    MM = Month    DD = Day

        **NOTE**: If the month of birth is known and the year is unknown, code both month and year as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '06'.

Item #7      Tuition Status. Enter the code indicating the status of the student for tuition purposes.

        1   Resident Tuition (regular)
        2   Non-Resident Tuition (regular)
        3   Tuition Exemption for Texas Resident
        5   Thesis or Dissertation
        9   Law (resident)
        0   Law (non-resident)
        A   Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition
        C   An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is allowed to pay resident tuition
        E   Tuition waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
        F   Tuition waiver that allows Texas universities within 100 miles of the state border to charge a lower rate than the regular out-of-state tuition rate to out-of-state-students
        N   Visiting student allowed to enroll due to Natural Disaster (currently not in use)

        **NOTE**:
        a)  Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
        b)  Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying regular resident tuition. Students coded 'A' must complete the affidavit.
        c)  Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they actually established a domicile in Texas and have been classified as residents eligible to pay regular resident tuition.

Item #8      Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent

address at the time of application to the institution. See Appendix B for codes.

    a.  Enter the Texas county code for students who are Texas residents

    b.  Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

    c.  Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9      Transfer Student or First-Time-In-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 9s for institutions not having a FICE code or a designated identifying number.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who re-enter for further education.

If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

In the term that the student is accepted into a master's program, doctoral research/scholarship program, or doctoral professional practice program (AUD, DVM, Law, Optometry, PharmD) for the first time, enter '000001' in this item; otherwise, leave blank unless the student is a first-time transfer at that level.  If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

**NOTE**:   The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #10A   Unused.

Item #10B   Unused.

Item #11     Unused.

Item #12     Unused

Item #13     Semester.  Enter the appropriate code.

               1  Fall     2  Spring    3  Summer

Item #14     Year. Enter all four digits of the calendar year in which the semester occurs.

Item #15     Unused.

Item #16     Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class

that is being reported on the CBM00S this semester.

Enter a '6' if a student is enrolled in a class that spans from the previous semester and is being reported as completed this semester on the CBM00S. A student enrolled in a course that falls between semesters is reported with a '6' in the following semester.

If the situations above do not apply, leave the item blank. If a student takes regular and flexible entry classes, the student must be reported with a separate CBM01E record for the regular courses (blanks) and for each flex type. A Flexible Entry Reference Table is available in the *Appendix*.

Item #17    Remote Campus. Restricted to use by Texas Woman's University and The University of Texas System and to identify students who are confined to a correctional institution. If the situations below do not apply, leave the item blank.

If the student is incarcerated, enter a '5'.

TWU will enter a '1' for their students enrolled at one of the Dallas educational facilities and a '2' for their students enrolled at the Houston campus.

UT System will enter a '6' for students enrolled at a UT component as a Coordinated Admission Program student. These CAP students should be reported as first-time degree seeking at the current institution to be consistent with the IPEDS definition if the student intends to get a degree at any institution.

Item #18    Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '24019900' or '99999999'.

Item #19    Unused.

Item #20    Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

    01    Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition

    21    Application of resident rather than nonresident tuition to military personnel and dependents

Item #21    Unused.

Item #22    Unused.

Item #23    Unused.

Item #24    Unused.

Item #25    Unused.

Item #26    SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a junior or senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. You may enter '000' for all students until the Fall semester 2001.

Item #27    Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 to summer 2006 (45- hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Effective June 1, 2018, enter a "5 – Returning Student" if the student has accrued at least 50 SCH and stopped out for 24 months (one-time only).

Include dual credit high school students who meet the definition above; hours reported in Item #31, Semester Credit Hours of Students Enrolled in Dual Credit Courses, will be excluded from calculations of hours affected by the undergraduate funding limitation.

Item #28    Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #29    First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #30    Middle Name Initial. Enter the initial of the student's middle name.

Item #31    Unused.

Item #32    Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not.

01    Teacher Education-Initial certification, undergraduate
02    Teacher Education-Initial certification, master's
03    Teacher Education-Alternative Certification Program
04    Teacher Education-Post-Baccalaureate
10    Nursing (51.3801.00) RN to BSN degree program (previously ADN to BSN)
11    Nursing (51.3801.00) Initial RN licensure, generic associate degree program
12.   Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program
13    Nursing (51.3801.00) Initial RN licensure, master's degree program
14    Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program
15    Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program

20    Dental Hygiene (51.0602.00) – undergraduate or master's program

21      Respiratory Therapy/Care (51.0908.00)
22      Physician Assistant (51.0912.00) – undergraduate or master's program
23      Clinical/Medical Laboratory Science/Research and Allied Health Professions (51.10) – undergraduate or master's program

24      Occupational Therapy (51.2306.00) – undergraduate or master's program
25      Physical Therapy (51.2308.00) – master's program
40      Doctor's Level-Professional Practice – Audiology (AUD)
41      Doctor's Level-Professional Practice – Veterinary Medicine (DVM)
42      Doctor's Level-Professional Practice – Law (JD, LLB)
43      Doctor's Level-Professional Practice – Optometry (OD)
44      Doctor's Level-Professional Practice – Pharmacy (PharmD)
45      Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP)
46      Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT)

***Definitions:***

The Restricted Program Admission codes for Nursing (codes 10-15) are needed in the calculation of graduation rates (Education Code 61.0901) and for the distribution of funds under the Nursing Shortage Reduction Program (Education Code 61.9623).

01-04   Teacher Education – a student admitted to and continuing his/her enrollment in a teacher education program.

10      Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.

11      Nursing (51.3801.00) Initial RN licensure, generic associate degree program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

12      Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

13      Nursing (51.3801.00) Initial RN licensure, master's degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. The Board uses the data to count graduates.

14      Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

15      Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and

         who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

20      Dental Hygiene (51.0602.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a dental hygiene program.

21      Respiratory Therapy/Care (51.0908.00) – a student admitted to and continuing his/her enrollment in a respiratory therapy/care program.

22      Physician Assistant (51.0912.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a physician assistant undergraduate or master's program.

23      Clinical/Medical Laboratory Science/Research and Allied Health Professions (51.10) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a clinical lab science program.

24      Occupational Therapy (51.2306.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in an occupational therapy undergraduate or master's program.

25      Physical Therapy (51.2308.00) master's program – a student admitted to and continuing his/her enrollment in a physical therapy master's program.

40      Doctor's Level-Professional Practice – Audiology (AUD) – a student admitted to an approved Audiology program at the institution.

41      Doctor's Level-Professional Practice – Veterinary Medicine (DVM) – a student admitted to an approved Veterinary Medicine program at the institution.

42      Doctor's Level-Professional Practice – Law (JD, LLB) – a student admitted to an approved Law program at the institution.

43      Doctor's Level-Professional Practice – Optometry (OD) – a student admitted to an approved Optometry program at the institution.

44      Doctor's Level-Professional Practice – Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.

45      Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP) – a student admitted to a practice-focused doctoral program in Nursing Practice.

46    Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral program in Physical Therapy.

Item #33    Non-Degree-Seeking Student. For a student who does not plan to pursue a degree, enter a '1'; else enter '0'. These students will be excluded from graduation rate reports.

Item #34    Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #35    Unused.

Item #36    High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as first-time-in-college (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Not required for students accepted in a master's, or doctoral research/scholarship or professional practice program for the first time. Leave blank if not applicable.

May be reported for all students. Use the CB-created special CEEB codes in Appendix M for students who did not graduate from a Texas high school.

Item #37    PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

Item #38    Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

    1    Hispanic or Latino origin
    2    Not Hispanic or Latino origin
    3    Not answered

Item #39    Race. Select one or more codes indicating the race of the student.

Item #39A    1    White
Item #39B    2    Black or African-American
Item #39C    4    Asian
Item #39D    5    American Indian or Alaskan Native
Item #39E    6    International
Item #39F    7    Unknown or Not Reported
Item #39G    8    Native Hawaiian or Other Pacific Islander

*Definitions:*

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original

peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

***Notes:***

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7), report with the international code.
b) Report the ethnicity of a student who was classified as a resident based on TEC 54.052(a)(3) (coded 'A' in Item #7 on the CBM0E1).
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Item #40    Individual with Intellectual or Developmental Disabilities (IDD). Student has been identified as having an intellectual or developmental disability based on the definitions provided below. If a student is identified as having both an Intellectual Disability and identified as being on the Autism Spectrum, prioritize the reporting of the Intellectual Disability (enter '1'). Institutions may only report students who have been identified through self-identification and/or documented receipt of special services.

Definition of Intellectual and Developmental Disability (IDD):

For reporting purposes, for Items #40 and #40A, Intellectual and Developmental Disability (IDD) is defined as a neurodevelopmental disorder that must meet the following criteria:

a. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
b. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such a communication, social participation, and independent living, across multiple environments, such as home, school, work and community.

    c. (a) and (b) may occur after the developmental period (such as in the case of a traumatic brain injury).

    d. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.

0. Student not identified as having an IDD
1. Student identified as having an IDD as defined above
2. Student identified as having an Autism Spectrum Disorder but not an Intellectual Disability (Report '1' if student is also identified as having an Intellectual Disability)

Item #40A    <u>Individual enrolled in a transitional or other program for students with Intellectual and Developmental Disabilities (IDD).</u> Enter '1' if student was ever enrolled in a program for students with IDD at your institution. Report if student was enrolled in program at any time. Report only if coded '1' or '2' in Item #40. Enter '0' if student was not enrolled in a program for students with IDD. A record should NOT be created for students who are not otherwise reported on the CBM0E1. See definition of program below.

<u>Definition of Postsecondary Transitional Program or Program for Students with IDD:</u>

A degree, certificate or non-degree program for students with IDD that is offered by an institution of higher education. These programs are designed to support students with IDD who want to continue academic, career, and independent living instruction following completion of secondary education.

0. Student never participated in a postsecondary program for students with IDD at this institution
1. Student participated in a postsecondary program for students with IDD at this institution
2. It is unknown if the student participated in a postsecondary program for students with IDD at this institution

Univ. Student End of Semester Report (CBM0E1)

## Data Processing Record Layout

| | | Beginning Position | Length |
|---|---|---|---|
| Item #1 | Record Code – Always '1' | 1 | 1 |
| Item #2 | Institution Code - FICE – Numeric | 2 | 6 |
| Item #3 | Student Identification Number – Alphanumeric | 8 | 9 |
| Item #4 | Gender - 'M' or 'F' | 17 | 1 |
| Item #5 | Classification – Alphanumeric | 18 | 1 |
| Item #6 | Date of Birth - YYYYMMDD – Numeric | 19 | 8 |
| Item #7 | Tuition Status – Alphanumeric | 27 | 1 |
| Item #8 | Residence – Numeric | 28 | 3 |
| Item #9 | Transfer/First-Time-In-College – Numeric or blank | 31 | 6 |
| Item #10A | Unused | 37 | 4 |
| Item #10B | Unused – Zero fill | 41 | 4 |
| Item #11 | Unused | 45 | 4 |
| Item #13 | Semester – Numeric | 49 | 1 |
| Item #14 | Year - YYYY – Numeric | 50 | 4 |
| Item #15 | Unused | 54 | 4 |
| Item #16 | Flexible Entry | 58 | 1 |
| Item #17 | Remote Campus – Restricted use | 59 | 1 |
| Item #18 | Major Area of Concentration - CIP – Numeric | 60 | 8 |
| Item #19 | Unused | 68 | 2 |
| Item #20 | Tuition Exemption/Waiver Code – Numeric or blank | 70 | 2 |
| Item #21 | Unused | 72 | 4 |
| Item #22 | Unused | 76 | 4 |
| Item #23 | Unused | 80 | 4 |
| Item #24 | Unused | 84 | 4 |
| Item #25 | Unused | 88 | 4 |
| Item #26 | SCH-Undergraduate Degree Program – Numeric | 92 | 3 |
| Item #27 | Student Affected by UG Funding Limit – Numeric | 95 | 1 |
| Item #28 | Last Name – 20 characters | 96 | 20 |
| Item #29 | First Name – 10 characters | 116 | 10 |
| Item #30 | Middle Name Initial – 1 character | 126 | 1 |
| Item #31 | Unused | 127 | 4 |
| Item #32 | Restricted Program Admission | 131 | 2 |
| Item #33 | Non-Degree-Seeking Student – Numeric | 133 | 1 |
| Item #34 | Non-Disclosure – Numeric | 134 | 1 |
| Item #35 | Unused | 135 | 4 |
| Item #36 | High School Code | 139 | 6 |
| Item #37 | PEIMS Identification Number | 145 | 9 |
| Item #38 | Ethnic Origin – Numeric | 154 | 1 |
| Item #39 | Race: | | |
| Item #39A | White – '1' or blank | 155 | 1 |
| Item #39B | Black or African-American – '2' or blank | 156 | 1 |
| Item #39C | Asian – '4' or blank | 157 | 1 |
| Item #39D | American Indian or Alaskan Native – '5' or blank | 158 | 1 |

Univ. Student End of Semester Report (CBM0E1)

| | | Beginning Position | Length |
|---|---|---|---|
| Item #39E | International – '6' or blank | 159 | 1 |
| Item #39F | Unknown or Not Reported – '7' or blank | 160 | 1 |
| Item #39G | Native Hawaiian or Other Pacific Islander – '8' or blank | 161 | 1 |
| Item #40 | Individual with IDD – Numeric | 162 | 1 |
| Item #40A | Individual enrolled in IDD program – Numeric | 163 | 1 |

## Questionable and Error Values

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

| ITEM | NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|------|--------|--------------------|--------------| 
| 1. | Record Code | N/A | Any value except '1' |
| 2. | Institution Code | N/A | Must match value on header record and be on the list of valid FICE codes |
| 3. | Student ID Number | N/A | Blank or special characters |
| 4. | Gender | N/A | Any value except 'M' or 'F' |
| 5. | Classification | N/A | Any value except '1' thru '8'; if coded '8', Item #32 must = '40' thru '46' |
| 6. | Date of Birth | Value less than 16 or greater than 75 years of age; age less than 13 or greater than 19 if Item #31 is greater than 0 | Any non-numerical data; month greater than '12' or less than '01', day greater than '31' |
| 7. | Tuition Status | N/A | Any value except '0', '1', '2', '3', '5', '9', 'A', 'C', 'E', or 'F'; if coded 'F', FICE not = institutions that applied |
| 8. | Residence | N/A | Not on residence file; not coded '001' thru '254' when Item #20 is coded '01'; not coded '310' thru '400' if item #7 = 'F' |
| 9. | Transfer/First-Time-In-College | Zero students coded '000001' in spring or summer | Any non-numerical characters or embedded spaces; invalid FICE code; '000001' if Item #31 > '00'; zero students coded '000001' in fall |

Univ. Student End of Semester Report (CBM0E1)

| | | | |
|---|---|---|---|
| 10. | Unused | N/A | N/A |
| 11. | Unused | N/A | N/A |
| 12. | Unused | N/A | N/A |
| 13. | Semester | N/A | Must match value on header record |
| 14. | Year | N/A | Must match value on header record |
| 15. | Unused | N/A | N/A |
| 16. | Flexible Entry | N/A | Any value except spaces or '1', or '6' |
| 17. | Remote Campus | N/A | Any value except spaces or '1', '2', '5', or '6' |
| 18. | Major Area of Concentration – CIP | N/A | Not on CIP file; '99999999' if Item #5 coded '6', '7', or '8'; not '51380100' if Item #32 coded '10' thru '15' |
| 19. | Unused | N/A | N/A |
| 20. | Tuition Exemption | Any value except '01' when Item #7 is coded '3' and Item #8 > '254' | Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E' |
| 21. | Unused | N/A | N/A |
| 22. | Unused | N/A | N/A |

Univ. Student End of Semester Report (CBM0E1)

| # | Item | Fatal Edit | Non-Fatal Edit |
|---|------|-----------|----------------|
| 23. | Unused | N/A | N/A |
| 24. | Unused | N/A | N/A |
| 25. | Unused | N/A | N/A |
| 26. | SCH-UG Degree Program | Value less than 120 or greater than 160 | Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4' |
| 27. | Student Affected by UG Limit | N/A | Any value except '0', '1', '2', or '5' |
| 28. | Last Name | N/A | Blank, numerical |
| 29. | First Name | Blank | Numerical |
| 30. | Middle Initial | N/A | N/A |
| 31. | N/A | N/A | N/A |
| 32. | Restricted Prog Admission | Item #2 not = 003658 if coded '13' | Any value except blank or '01'-'04', '10', '11', '12', '14', and '15' when Item #18 is coded '51380100' and Item #5 = '1'-'4' or '13' when Item #18 is coded '51380100' and Item #5 = '6' or '20'-'25' or '40'-'44' and '46' when Item #5 = '8' or '45' when Item #5 = '7' |
| 33. | Non-Degree-Seeking | N/A | Any value except '1' or '0' |
| 34. | Non-Disclosure | N/A | Any value except '2' or '0' |
| 35. | Unused | N/A | N/A |
| 36. | High School Code | N/A | Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254' |

Univ. Student End of Semester Report (CBM0E1)

| 37. | PEIMS Ident. Number | N/A | First position not 'S' with remaining positions not numeric |
|-----|---------------------|-----|-------------------------------------------------------------|
| 38. | Ethnic Origin | N/A | Value other than '1', '2', or '3' |
| 39A. | White | N/A | Value other than '1' or space or value = '1' and '7' |
| 39B. | Black/African-Amer | N/A | Value other than '2' or space or value = '2' and '7' |
| 39C. | Asian | N/A | Value other than '4' or space or value = '4' and '7' |
| 39D. | Amer Ind/Alaska | N/A | Value other than '5' or space or value = '5' and '7' |
| 39E. | Nat International | N/A | Value other than '6' or space or value = '6' and '7' |
| 39F. | Unknown/Not Rep | N/A | Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8' |
| 39G. | Nat Hawaiian/Pac Is | N/A | Value other than '8' or space or value = '8' and '7' |
| 40. | Individual with IDD | N/A | Any value other than '0', '1', or '2' |
| 40A. | Individual enrolled in IDD program | N/A | Any value other than '0', '1', or '2' |

**DISCREPANCY**: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown as a discrepancy.

## Report Matching

<mark>**CBM0E1/CBM00S** - The Student ID/Flexible Entry reported on the CBM0E1 report will be validated against the Student ID/Flexible Entry reported on the CBM00S report. Student ID's reported on the CBM0E1 report that are not found on the CBM00S report will be listed in the **CBM0E1 records not included in the CBM00S Report**. This will be flagged as a review item. Certification of the CBM0E1 report will not be allowed without an explanation of the mismatches.</mark>

<mark>**CBM00S/CBM0E1** - The Student ID/Flexible Entry reported on the CBM00S report will be validated against the Student ID/Flexible Entry reported on the CBM0E1 report. Student ID's reported on the CBM00S report that are not found on the CBM0E1 report will be listed in the **CBM00S records not included in the CBM0E1 Report**. This will be flagged as a review item. Certification of the CBM0E1 report will not be allowed without an explanation of the mismatches.</mark>

## Summary of Student Data

HEADCOUNT: The headcount is a summation of CBM0E1 records less the number of flexible entry students. The total headcount is categorized by gender, age, residence, ethnic origin, classification, first-time students, restricted program admission, tuition status, non- degree seeking students, non-disclosure, and flexible entry.

AGE: The age distribution is calculated by subtracting the date of birth (Item #6) from the beginning date of the semester. For this report, the beginning date of each semester is:

| | |
|---|---|
| Fall: | September 1 |
| Spring: | January 1 |
| Summer: | June 1 |

FIRST-TIME STUDENTS: The first-time-in-college is based on a transfer code of '000001' in Item #9. All other numeric values for the transfer code cause a counter to be incremented to show the number of students who have transferred to your institution. Item #36 is used for first-time students from Texas and out-of-state high schools.

STUDENTS AFFECTED BY LIMIT: The summary is based on Item #27 using codes '1' for students who first enrolled in an institution of higher education fall 1999 to summer 2006 (45-hour rule) and '2' for students who first enrolled in an institution of higher education fall 2006 or later (30-hour rule).