

CBM Manual changes for years 2000 - 2005

This document summarizes the difference in the manuals for the following reports for Texas Public Universities, Texas Community, Technical, State Colleges and Texas Health-Related Institutions

CBM001
CBM002
CBM004
CBM006
CBM008
CBM009
CBM00B

Note:

For some data items, only the changes are listed where possible, in other cases the entire definition from each manual is listed

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Texas Public Universities CBM001

This document summarizes the difference between CBM001 (University) Student Reporting Manuals released years 2000 (UnivMan00), 2004 (UnivMan04) and 2005 (UnivMan05).

The Items that changed are listed separately in bold and followed by the definitions that appeared in each manual.

Item #5

Item #5 Classification. (UnivMan00 & UnivMan04: following appears for both manuals and are removed in UnivMan05)

- 9. Special-Professional (PharmD)
- 0. Special-Professional (Optometry-OD)
- V. Special-Professional (DVM)

- 9. Special-Professional (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
- 0. Special-Professional (Optometry-OD only) - a student admitted to an approved Optometry program at the institution
- V. Special-Professional (Veterinary Medicine-DVM only) - a student admitted to an approved Veterinary Medicine program at the institution

Item #7

Item #7 Tuition Status. (UnivMan00)

Enter the code indicating the status of the student for tuition purposes.

- | | |
|--|--------------------------------|
| 1. Resident Tuition (regular) | 5. Thesis or Dissertation |
| 2. Non-Resident Tuition (regular) | 9. Law (resident) |
| 3. Tuition Exemption/Waiver | 0. Law (non-resident) |

NOTE: Be sure to code a >'3' for an "International", Item #12, who is allowed to pay the "Resident Tuition" rate due to an exemption or waiver.

Item #7 Tuition Status. (UnivMan04)

Enter the code indicating the status of the student for tuition purposes.

- | | |
|---|--|
| 1. Resident Tuition (regular) | A. Foreign Student Classified as a |
| 2. Non-Resident Tuition (regular) | Resident in Section 2 of HB 1403 |
| 3. Tuition Exemption/Waiver | C. Foreign Student Pending Resident |
| 5. Thesis or Dissertation | Status (Section 4 of HB 1403) or |
| 9. Law (resident) eligible to domicile in U.S. | |
| 0. Law (non-resident) | |

NOTE:

- a) International students who are allowed to pay the "Resident Tuition" rate due to an exemption or waiver should be coded '3'.

b) International students who qualify under Section 2 of HB 1403 should be coded 'A'. These are students who have, among other qualifications, lived in Texas three consecutive years prior to graduation from a Texas high school or a GED completion.

c) International students who qualify under Section 4 of HB 1403 or CB policy as outlined in memos issued by Commissioner Brown who are allowed to pay resident rates should be coded 'C'. These students who have applied to or have a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law qualify for resident status for tuition and fee purposes (unlike waiver students). Included are international students who obtain residency through the eligibility specified in the CB policy memo interpreting TEC 54.057 and the Attorney General opinions.

Item #7 Tuition Status. (UnivMan05)

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)
- N. Visiting student allowed to enroll due to Natural Disaster (Hurricane Katrina coding expires after Summer 2006 regardless of future extensions of executive order)

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 #9

Item #9 Transfer Student or First-Time-in-College. (Change added for UnivMan05)

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.

Item #10C

Item #10C Doctoral Semester Credit Hours (SCH) Funded. (listed in UnivMan00 and removed from

UnivMan004, UnivMan05)

Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM001 record for each unique doctoral funding category will be submitted. In the additional doctoral CBM001 records, duplicate all items with the following exceptions: zero fill Items #10A and #10B and enter a '>3' in Item #16 (Flexible Entry) and enter the appropriate doctoral funding code in Item #18A.

Item #11

Item #11 Doctoral Semester Credit Hours (SCH) Funded. **(Unused in UnivMan00 definition appears for UnivMan04, UnivMan05)**

Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM001 record for each unique doctoral funding category will be submitted. In the additional doctoral CBM001 records, duplicate all items with the following exceptions: zero fill Items #10A and #10B and enter a '3' in Item #16 (Flexible Entry) and enter the appropriate doctoral funding code in Item #19.

Item #12

Item #12 Ethnic Origin. **(Note added for UnivMan004 & Univ005)**

NOTE:

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.

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.

Continue to report 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. as international students.

Item #16

Item #16 Flexible Entry. **(Definition expanded for UnivMan005)**

Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Any doctoral student record after the first that is being reported for multiple funding areas will be coded a '3'. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expires after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class.

If the situations above do not apply, leave the item blank.

Item #21

Item #21 SCH – Load NOT State Funded (Undergraduate and Graduate). **(Definition expanded at the end of definition for Univ004 & Univ005)**

Also include the credit hours of students who have attempted the same course three or more times and are not eligible to be counted for state funding.

Item #32

Item #32 Unused. (In UnivMan00 only)

Item #32 Teacher Education Program. (UnivMan04)

Enter '01' if the student is admitted to or continuing his/her enrollment in a teacher education program. Leave blank if not.

Item #32 Restricted Program Admission. (UnivMan005 only)

Enter the appropriate code if the student is admitted to or continuing his/her enrollment in a restricted enrollment program. 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 (ADN to BSN)
- 11 Nursing (Initial RN licensure – associate level)
- 12 Nursing (Initial RN licensure – baccalaureate level)
- 13 Nursing (Initial RN licensure – master's level)

- 20 Dental Hygiene (51.0602.00 undergraduate or master's)
- 21 Respiratory Therapy/Care (51.0908.00)
- 22 Physician Assistant (51.0912.00 undergraduate or master's)
- 23 Clinical Lab Sciences and Allied Health Professions (51.10 undergraduate or
 master's)
- 24 Occupational Therapy (51.2306.00 undergraduate or master's)
- 25 Physical Therapy (51.2308.00 master's or doctoral)

- 40 Special Professional-AUD
- 41 Special Professional-DVM
- 42 Special Professional-Law
- 43 Special Professional-Optometry (OD only)
- 44 Special Professional-PharmD

Definitions:

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

- 10 Nursing (ADN to BSN) – a student admitted to or continuing his/her enrollment in an approved nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse.

- 11 Nursing (Initial RN licensure – associate level) – a student admitted to or continuing his/her enrollment in an approved nursing program who is not a registered nurse.

- 12 Nursing (Initial RN licensure – baccalaureate level) – a student admitted to or continuing his/her enrollment in an approved nursing program who is not a registered nurse.

- 13 Nursing (Initial RN licensure – master's level) – a student admitted to or continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse.

- 20 Dental Hygiene (51.0602.00 undergraduate or master's) – a student admitted to or continuing his/her enrollment in a dental hygiene program.
- 21 Respiratory Therapy/Care (51.0908.00) – a student admitted to or continuing his/her enrollment in a respiratory therapy/care program.
- 22 Physician Assistant (51.0912.00 undergraduate or master's) – a student admitted to or continuing his/her enrollment in a physician assistant undergraduate or master's program.
- 23 Clinical Lab Sciences and Allied Health Professions (51.10 undergraduate or master's) – a student admitted to or continuing his/her enrollment in a clinical lab science program.
- 24 Occupational Therapy (51.2306.00 undergraduate or master's) – a student admitted to or continuing his/her enrollment in an occupational therapy undergraduate or master's program.
- 25 Physical Therapy (51.2308.00 master's or doctoral) - a student admitted to or continuing his/her enrollment in a physical therapy master's or doctoral program.
- 40 Special-Professional (Audiology-AUD only) – a student admitted to an approved Audiology program at the institution.
- 41 Special-Professional (Veterinary Medicine-DVM only) – a student admitted to an approved Veterinary Medicine program at the institution.
- 42 Special-Professional (Law) – a student admitted to an approved law program at the institution.
- 43 Special-Professional (Optometry-OD only) – a student admitted to an approved Optometry program at the institution.
- 44 Special-Professional (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.

Item #33

Item #33 Update Code. **(UnivMan00 only)**

Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM001 report. If the report being submitted contains all students in attendance for the semester (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

Item #33 Non-Degree-Seeking Student. **(UnivMan04 & Univ05)**

For a student who does not plan to pursue a degree at your institution, enter a '1', else enter '0'. These students will be excluded from graduation rate reports.

Item #34

Added for Univ004 & Univ005

Item #34 Non-Disclosure. **(Added for Univ004 & Univ005)**

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

Item #35 Graduate SCH of Seniors Within 12 Hours of Graduation. **(Added for Univ004 & Univ005)**
Enter the number of semester credit hours attempted in graduate classes of senior students who are within 12 hours of their first baccalaureate. These hours do not count toward the 45+ undergraduate SCH funding limit. By excluding these graduate hours from Item #24, the undergraduate comparison of fundable semester credit hours of students who are affected by the 45+ undergraduate SCH limit between the CBM001 and CBM004 should balance.

Item #36

Item #36 Unused **(Added for Univ005)**

Texas Community, Technical, State Colleges (CBM001)

This document summarizes the difference between CBM001 (CCT) Student Reporting Manuals released years February 2001 (CTCMan01), Spring 2004 (CTCMan04) and Fall 2005 (CTCMan05).

Item #5

Item #5 Classification. (CTCMan01 & CTCMan04)

Enter the classification of the student using the following guidelines:

1. Freshman 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 and not more than 72 semester credit hours
3. Unclassified More than 72 semester hours; no associate degree or above earned
4. Associate Degree Previously earned an associate degree
5. Baccalaureate or above Previously earned a degree of baccalaureate or above

(CTCMan05 Added the following two entries)

6. Third Year BAT A student in the third year of a Bachelor of Applied Technology program
7. Fourth Year BAT A student in the fourth year of a Bachelor of Applied Technology program

Item #7

Item #7 Tuition Status. Only the Note Changed

NOTE: for (CTCMan01 & CTCMan04)

- a) International students who are allowed to pay the “Resident Tuition” rate due to an exemption or waiver should be coded ‘5’.
- b) International students who qualify under Section 2 of HB 1403 to pay resident rates should be coded ‘A’ for in-district and ‘B’ for out-of-district. These are students who have, among other qualifications, lived in Texas three consecutive years prior to graduation from a Texas high school or a GED completion.
- c) International students who qualify under Section 4 of HB 1403 or CB policy as outlined in memos issued by Commissioner Brown who are allowed to pay resident rates should be coded ‘C’ for in-district or ‘D’ for out-of-district. These students have applied to or have a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law and qualify for resident status for tuition and fee purposes. Included are international students who obtain residency through the eligibility specified in the CB policy memo interpreting TEC 54.057 and the Attorney General opinions.

NOTE: for (CTCMan05)

- 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 in-district tuition and be coded as 'B' if they are paying out-of-district tuition. Both 'A' and 'B' students 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 have actually established a domicile in Texas and have been classified as residents eligible to pay the in-district tuition and be coded 'D' if they have actually established a domicile in Texas and have been classified as residents eligible to pay the out-of-district tuition.

Item #13C

Item #13C Type Major. for (CTCMan01,CTCMan04, CTCMan05 all the same except on line added to the Note section of CTCMan05)

NOTE: The Tech-Prep declared major definition requires that students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors.

A student in a BAT program is to be reported as an academic major.(line added for CTCMan05)

Item #13C Type Major. for (CTCMan01,CTCMan04, CTCMan05 all the same except Note section of CTCMan05)

NOTE: (CTCMan01,CTCMan04)

NOTE:

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.

- a) Even though an international student is allowed to pay the "Resident Tuition" rate due to an exemption or waiver (coded '5' in Item #7) report with the international code.
- b) Report the ethnicity of students who qualify under Section 2 of HB 1403 (coded 'A' or 'B' in Item #7).
- c) Continue to report international students who have applied to or have a petition pending with the Immigration and Naturalization Service as international students even though they qualify for resident status for tuition and fee purposes under Section 4 of HB 1403 (coded 'C' or 'D' in Item #7). Do the same for international students who pay the resident rate through CB policy or Attorney General opinions.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

NOTE: (CTCMan05)

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.

- 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' or 'B' in Item #7.
- c) Continue to report 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. as international students.

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #15

Item #15 Last Name. (CTCMan01,CTCMan04)
Enter the student's last name. Truncate if the name contains over 10 characters.

Item #15 First Name. (CTCMan05)
Enter the student's first name. Truncate if the name contains over 10 characters.

Item #16

Item #16 First Name Initial (CTCMan01,CTCMan04)
Enter the initial of the student's first name.

Item #16 Unused. (CTCMan05)

Item #26

Item #26 Semester Credit Hours of Student Enrolled in Dual (Concurrent) Credit Courses. (CTCMan04,CTCMan05) **add the following line:**

CB rules regarding dual credit are found in Chapter 4, Subchapter D at <http://www.thecb.state.tx.us/CBRules/>.

Item #31

Item #31 Student Intent. (#7 added for CTCMan05)
Enter the code that reflects the primary reason the student is attending classes at your college. Beginning in Fall 2001 the datum MUST be student-declared. If the student fails to identify an intent, a "Did Not Respond" option (code 6) may be reported.

1. Earn an associate's degree (2 year)
2. Earn a certificate (less than 2 years)
3. Earn credits for transfer
4. Courses to:
 - get a new or better job
 - improve skills for current job
5. Courses for personal enrichment
6. Did not respond
7. Earn a BAT degree

Item #33

Item #33 Update Code. (CTCMan01)

Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM001 report. If the report being submitted contains all students in attendance for the semester (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

Item #33 Contact Hours Technical – Not State Funded. (CTCMan04, CTCMan05)

Enter the number of contact hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary, or zero fill

Item #34

Item #34 Contact Hours Academic – Not State Funded. (added for CTCMan04, CTCMan05)

Enter the number of contact hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive contact hours in developmental courses should be reported in Item #30.

Right justify and include a leading zero if necessary, or zero fill.

Item #35

Item #35 Semester Credit Hours Technical – Not State Funded. (added for CTCMan04, CTCMan05)

Enter the number of semester credit hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary, or zero fill.

Item #36

Item #36 Semester Credit Hours Academic – Not State Funded. (added for CTCMan04, CTCMan05)

Enter the number of semester credit hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive semester credit hours in developmental courses should be reported in Item #23, whether affected by the undergraduate limit or not.

Right justify and include a leading zero if necessary, or zero fill.

Item #37

Item #37 Unused (CTCMan04)

Item #37 Last Name. (CTCMan05)

Enter the student's last name. Truncate if the name contains over 20 characters.

Item #38

Item #38 Restricted Program Admission. Enter the appropriate code if the student is admitted to or continuing his/her enrollment in one of the restricted enrollment programs listed below. Leave blank if not.

- 07 Vocational Nursing (51.1613)
- 08 Nursing (LVN to ADN)
- 09 Nursing (Paramedic to ADN)
- 11 Nursing (Initial RN licensure – associate level)

Definitions:

- 08 Nursing (LVN to ADN) – A student admitted to or continuing his/her enrollment in an approved nursing program who already possesses a certificate as a licensed practical or vocational nurse (51.1601).
- 09 Nursing (Paramedic to ADN) – A student admitted to or continuing his/her enrollment in an approved nursing program who already possesses a certificate or degree as a paramedic (51.1601).
- 11 Nursing (Initial RN licensure – associate level) – A student admitted to or continuing his/her enrollment in an approved nursing program who is not a registered nurse (51.1601).

Texas Health-Related Institutions (CBM001)

This document summarizes the difference between CBM001 (HRI) Student Reporting Manuals released years 2000 (HRIMan00), Spring 2001 (HRIMan01) and Spring 2004 (HRIMan04), Fall 2005 (HRIMan05)

Item #7

Item #7 Tuition Status. **(HRIMan00)**

Enter the code indicating the status of the student for tuition purposes.

1. Resident Tuition (regular)
2. Non-Resident Tuition (regular)
3. Tuition Exemption/Waiver
5. Thesis or Dissertation

NOTE: Be sure to code a '>3' for an "International", Item #13 coded '>6', who is allowed to pay the "Resident Tuition" rate due to an exemption or waiver.

Item #7 Tuition Status. **(HRIMan01 & HRIMan04)**

Enter the code indicating the status of the student for tuition purposes.

1. Resident Tuition (regular)
2. Non-Resident Tuition (regular)
3. Tuition Exemption/Waiver
5. Thesis or Dissertation
- A. Foreign Student Classified as a Resident in Section 2 of HB 1403
- C. Foreign Student Pending Resident Status (Section 4 of HB 1403) or eligible to domicile in U.S. as per CB policy

NOTE:

- a) International students who are allowed to pay the "Resident Tuition" rate due to an exemption or waiver should be coded '3'.
- b) International students who qualify under Section 2 of HB 1403 should be coded 'A'. These are students who have, among other qualifications, lived in Texas three consecutive years prior to graduation from a Texas high school or a GED completion.
- c) International students who qualify under Section 4 of HB 1403 or CB policy as outlined in memos issued by Commissioner Brown who are allowed to pay resident rates should be coded 'C'. These students who have applied to or have a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law qualify for resident status for tuition and fee purposes. Included are international students who obtain residency through the eligibility specified in the CB policy memo interpreting TEC 54.057 and the Attorney General opinions.

Item #7 Tuition Status. **(HRIMan05)**

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
- B. 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)
- N. Visiting student allowed to enroll due to Natural Disaster (Hurricane Katrina coding expires after Summer 2006 regardless of future extensions of executive order)

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 #9

Item #9 Transfer Student or First-Time-in-College. **Note Added for (HRIMan01 & HRIMan04)**

NOTE: A student should not be coded as first-time until he/she has completed high school.
Leave blank if not applicable.

Item #11

Item #11 Semester Credit Hour Load, Remote Site. **(HRIMan00)**

Enter the number of semester credit hours for which the student is registered in the current semester at a remote teaching site. Include in Item #10, too. Enter zeros for medical and dental professional students.

Item #11 Semester Credit Hour Load, Remote Site. **(HRIMan01 & HRIMan04)**

Enter the number of semester credit hours for which the student is registered in the current semester at a remote teaching site. Include these credit hours in Item #10 and in Items #16, #22, #24, or #25, as appropriate. Enter zeros for medical and dental professional students.

Item #13

Item #13 Ethnic Origin. **(HRIMan00)**

Enter the code indicating the ethnic origin of the student.

- 1. White-Non-Hispanic
- 2. Black-Non-Hispanic
- 3. Hispanic
- 4. Asian or Pacific Islander
- 5. American Indian or Alaskan Native
- 6. International
- 7. Unknown or Not Reported

NOTE: International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported: The unknown classification should be used only if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #13 Ethnic Origin. **(HRIMan01 & HRIMan04)**
Enter the code indicating the ethnic origin of the student.

1. White-Non-Hispanic
2. Black-Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

NOTE:

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.

- a) Even though an international student is allowed to pay the "Resident Tuition" rate due to an exemption or waiver (coded '3' in Item #7) report with the international code.
- b) Identify the appropriate ethnicity of international students that qualify as a resident of Texas for purposes of higher education tuition under Section 2 of HB 1403 (coded 'A' in Item #7).
- c) Continue to report international students who have applied to or have a petition pending with the Immigration and Naturalization Service as international students even though they qualify for resident status for tuition and fee purposes under Section 4 of HB 1403 (coded 'C' in Item #7). Do the same for international students who qualify to pay the resident rate through CB policy or Attorney General opinions.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported. The unknown classification should be used only if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #13 Ethnic Origin. **(HRIMan05) removed the following paragraph**

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Item #17

Item #17 Flexible Entry. **(HRIMan00)**
Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Not required for medical and dental professional students.
Leave the item blank if not applicable.

Item #17 Flexible Entry. **(HRIMan01)**
Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Not required for medical and dental professional students. Enter a '2' if a professional student is enrolled in academic class work as a "dual degree" student. Enter a '4' if an academic student is taking inter-institutional courses at a health science center. Leave the item blank if not applicable.

Item #17 Flexible Entry. **(HRIMan04 Added the one following line from HRIMan01)**
Not required for professional schools.

Item #17 Flexible Entry. **(HRIMan05)**
Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Enter a '2' if a professional student is enrolled in academic class work as a "dual degree" student; item #33 will be the school code of the academic unit. Enter a '4' if an academic student is taking inter-institutional courses at a health science center. Leave the item blank if not applicable. Not required for professional schools.

Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expires after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class. Leave blank if not applicable. Required of academic and professional schools.

Item #34

Item #34 Remote Teaching Site. **(HRIMan00)**
Enter the six-digit assigned code of the remote teaching site listed in the Introduction Section of this report.

Item #34 Remote Teaching Site. **(HRIMan01, HRIMan04)**
Enter the six-digit assigned code of the remote teaching site listed, if one has been identified in the Introduction section of this report; or enter the zip code of the location if the remote site has not been assigned a unique six-digit code, right-justified, leading zero; or enter the FICE code of the institution if the remote site is another institution. Include the semester credit hours in Item #11.

Item #35

Item #35 Unused. **(HRIMan00)**
Leave blank.

Item #35 RN Nursing Program. **(HRIMan01, HRIMan04)**
Enter an 'NL' (Not Licensed) to indicate that the student is enrolled in the "generic" BSN program; otherwise, leave the item blank. Students who have received their RN license are not to be reported in this category. Report the student in this status as long as they are studying toward their first RN license. Not required for medical and dental professional students.

Item #36

Item #36 Update Code. **(HRIMan00)**
Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM001 report.

A = Add C = Change D = Delete

Item #36

Non-Disclosure. **(HRIMan01, HRIMan04)**

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.

Texas Public Universities CBM002

This document summarizes the difference between CBM002 (University) Student Reporting Manuals released years 2000 (UnivMan00), 2004 (UnivMan04) and 2005 (UnivMan05).

Item #3

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 and report their dates of birth, Item #16, each reporting period to help uniquely identify the student.

If it is known that there is no matching record in the corresponding CBM001 with the Student Identification Number reported in this item, Items #14-#16 of the demographic information will need to be provided.

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 and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #6

Item #6 Semester Credit Hours Attempted. (**UnivMan00**)
Enter the number of semester credit hours in non-developmental education courses (for which a grade of >'A' - >'F' is given) attempted at this institution for the reporting period (right justified, zero filled). Do not include Incompletes (unless they have been resolved prior to the reporting date), withdrawn, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

NOTE: The semester credit hours attempted and the grade points earned must be reported every reporting period that the student is enrolled at your institution until a baccalaureate degree is earned.

Item #6 Non-Disclosure. (**UnivMan04, UnivMan05**)

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

Item #7 Grade Points earned. (**UnivMan00**)
Based on a 4 point system, enter the number of grade points earned in non-developmental education courses attempted at this institution for the reporting period (right justified, zero filled).

Item #7 Gender. (**UnivMan04, UnivMan05**)
Enter the gender of the student.

M = Male F = Female

Item #8

Item #8 Enrolled in a high school level program. (**UnivMan00**)
0. No; not currently pursuing a high school level program

1. Yes; student is currently pursuing a high school level program

Note: A high school student who enrolls in a college course in the summer and is not attending a high school during the summer is still considered pursuing a high school level program.

Item #8 Ethnic Origin. (**UnivMan04, UnivMan05**)
Enter the code indicating the ethnic origin of the student.

1. White-Non-Hispanic
2. Black-Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

Item #9

Item #9 Update Code. (**UnivMan00**)
Enter the appropriate code.
A = Add students that were omitted from the initial report of the reporting period.
C = Change errors in specific items of this reporting cycle.
D = Delete students that were inadvertently reported this cycle.

STUDENT DEMOGRAPHICS and ENTRY STATUS SECTION: All items in this section must be provided every reporting period.

Item #9 Date of Birth. (**UnivMan04, UnivMan05**)
Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). Must be reported if the student has an institution-assigned identification number. If the date of birth is unknown, enter '00000000'.

Item #10

Item #10 First Semester Enrolled. (**UnivMan00**)
Enter the code indicating the semester that the student was first enrolled at your institution. This data will remain constant throughout the student's collegiate career at the institution.

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #10 Semester Credit Hours Attempted. (**UnivMan04, UnivMan05**)
Enter the number of semester credit hours in non-developmental education courses (for which a grade of 'A' – 'F' is given) attempted at this institution for the reporting period (right justified, zero filled). Do not include Incompletes (unless they have been resolved prior to

the reporting date), withdrawals, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

NOTE: The semester credit hours attempted and the grade points earned must be reported every reporting period that the undergraduate student is enrolled at this institution.

Item #11

Item #11 Year First Enrolled. (UnivMan00)

Enter all four digits of the calendar year in which the semester in Item #10 occurred.

Item #11 Grade Points Earned. (UnivMan04, UnivMan05)

Based on a 4 point system, enter the number of grade points earned in non-developmental education courses attempted at this institution for the reporting period (right justified, zero filled).

Item #12

Item #12 Number of Semester Hours in Math Developmental Education. (UnivMan04, UnivMan05)

Enter the number of semester credit hours in which the student has been in math developmental education during the reporting period. Enter '00' if not applicable.

Item #12 Educational Objective. (UnivMan00)

Enter the code indicating the student's educational objective at the institution.

1. Non-degree -- students enrolled in courses for credit who are not recognized by the institution as seeking a degree or certificate
2. Certificate: TASP-liable
3. Associate Degree
4. Baccalaureate Degree
5. Undetermined
6. Certificate: TASP-waived

NOTE: Institutions will update the student's file if the educational objective changes. For a discussion of the circumstances under which a certificate qualifies as TASP-waived, see paragraph 1 of [Certificate Programs](#) on page 2.2.

Item #13

Item #13 Prior Student ID - Social Security Number Change. (UnivMan00)

The CB will use this number to match to the CBM001 and TASP Database if the number in Item #3 does not match.

Item #13 Number of Semester Hours in Writing Developmental Education. (UnivMan04, UnivMan05)

Enter the number of semester credit hours in which the student has been in writing developmental education during the reporting period. Enter '00' if not applicable.

Item #14

Item #14 Gender. (UnivMan00)

Enter the gender of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

M = Male F = Female

Item #14 Number of Semester Hours in Reading Developmental Education. (**UnivMan04, UnivMan05**)
Enter the number of semester credit hours in which the student has been in reading developmental education during the reporting period. Enter '00' if not applicable.

Item #15-19 (UnivMan04, UnivMan05)

Item #15-19 Unused. (**UnivMan04, UnivMan05**)

These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

MATH ASSESSMENT and STATUS SECTION: In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #20A, '99999' in Item #20B, and zeros in Items #21 through #24D. All other transfer and native students should be reported with the appropriate values in Items #21 through #24D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B.

Item #15

Item #15 Ethnic Origin. (**UnivMan00**)

Enter the code indicating the ethnic origin of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

1. White-non-Hispanic
2. Black-non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or not reported

Item #16

Item #16 Date of Birth. (**UnivMan00**)

Enter all four digits of the year, the month, and day of the birth of the student (YYYYMMDD). Must be reported if the student has an institution-assigned identification number. If the date of birth is unknown, enter "A00000000".

Item #17

Item #17 Unused. (**UnivMan00**)

It has been decided that the disability data will not be collected.

0. Null

Item #18

Item #18 TASP Exemption/Waived Status (UnivMan00)

If not qualified, enter a zero in this item then continue on to the next sections.

0. Not Qualified for TASP Exemption or did not have a transfer AB@ or better grade in all three skill areas
1. Exemption granted by another Institution
2. Waiver based on Level-one Certificate Program [A student in a Level-One certificate program is only required to be reported the first year enrolled after graduation from high school to satisfy T.E.C. 51.403(e). If it has been more than a year since a student in a Level-One certificate program graduated from high, they do not have to be reported.]
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS Scores
6. Exemption based on other criteria (If reporting students who qualify for the grandfathering exemption, use this category.)
7. Satisfied TASP requirement based on qualifying as a transfer student from an out-of-state or private institution with a AB@ or higher grade in an appropriate course in all three skill areas.

Item #19

Item #19 Initial Test Route. (UnivMan00)

Enter the appropriate response for the initial test from the list below each reporting period.

Enter the score of the initial TASP or alternative test in the appropriate test section, Item #26, #36, and #46 the first term the student is enrolled at your institution. If the student qualifies for an exemption, the Anull@ value is appropriate.

0. Not applicable or null
1. TASP, If the social security number of the student can be matched to the National Evaluation Systems score database at the CB, you do not have to provide this score.
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students) Report only Reading Comprehension, Mathematics, and Language raw scores in appropriate Items #26, #36, and #46. Do not report the Study Skills score.
7. Initial Test taken at another institution. Do not report these scores.
8. Student was allowed to enroll but did not test during the reporting period

MATH STATUS SECTION: When the student qualifies to be reported with a code >0' or >4' in Item #20, all other Items in this section should be reported as Anull@.

Item #20

Item #20 TASP Math Obligation Status. (UnivMan00)

Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period. Item #21 cannot be reported as a zero when this Item is coded >2'.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #21); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area
4. Met obligation in a prior reporting period.

Item #20A

- Item #20A Math TSI Satisfaction at Previous Institution Code. (UnivMan04, UnivMan05)
This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #20B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #20B

- Item #20B Math TSI Satisfaction Date. (UnivMan04, UnivMan05)
This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #20A.

Year:	Semester:
Enter all four digits of the calendar year of the reporting period.	1. Fall 2. Spring 3. Summer I 4. Summer II

Item #21

- Item #21 TASP Math Obligation Was Met. (UnivMan00)
Provide the reason identified below.
0. Not applicable or null
 1. Passed math test section per Initial Test Route
 2. Completed TASP math obligation at another higher education institution.
 3. Completed TASP math obligation while in high school (public, private, or home-school).
 4. Passed TASP math section after receiving developmental education
 5. Completed college level math course(s) with B or better
 6. Completed TASP math obligation via provision 51.306(u), dyslexia and other related disorders
 7. Other, when none of the above applies
- Item #21 Math TSI Obligation. (UnivMan04, UnivMan05)
Provide the reason identified below.
0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
 1. Satisfied TSI obligation per approved TSI initial test
 3. Satisfied TSI obligation based on exemption or waiver
 4. Satisfied TSI obligation per approved TSI retake test
 5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
 6. Satisfied TSI obligation based on performance in developmental education
 7. Satisfied TSI obligation based on performance on an institutionally selected assessment
 8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
 9. TSI obligation not met

Item #22

Item #22 TASP Math Developmental Education Status. (UnivMan00)

Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required math developmental education program
2. In Process: student enrolled and satisfied the requirements of a required math developmental education course; however, completion of additional math DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required math developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required math developmental education course(s) which resulted in the student satisfying all components of the required math developmental education program
5. Other math Developmental Education program status (not identified above)

Item #22A

Item #22A Math TSI Exemption/Waiver Date. (UnivMan04, UnivMan05)

Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #22B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	3. Summer I
	4. Summer II

Item #22B

Item #22B Math TSI Exemption/Waiver Status. (UnivMan04, UnivMan05)

Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions

- A. Waiver based on dual credit enrollment via TAKS score

Item #23

- Item #23 Number of Semester Hours in Math Developmental Education. (UnivMan00)
Enter the number of semester credit hours in which the student has been in math developmental education during the reporting period. Enter >00' if not applicable.

Item #23A

- Item #23A Math TSI Initial Assessment Score. (UnivMan04, UnivMan05)
Enter the initial test score for math. The score must match the type test identified in Item #23D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #23B

- Item #23B Math TSI Initial Assessment Pass/Fail. (UnivMan04, UnivMan05)
Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #23A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #23C

- Item #23C Math TSI Initial Assessment Date. (UnivMan04, UnivMan05)
Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #23A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #23D

- Item #23D Math TSI Initial Assessment Type. (UnivMan04, UnivMan05)
Enter the appropriate response from the list below for the initial test score identified in Item #23A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. THEA/TASP
2. COMPASS (Use elementary algebra as math section)
3. ASSET

4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #23A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #24

Item #24 Level of Math Developmental Education (UnivMan00)

that was provided during the reporting period. When Item #22 is coded a '>2', '>3' or '=4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Math Developmental Education Course
2. Level 2 (Intermediate) Math Developmental Education Course(s).
3. Level 3 (Highest) Math Developmental Education Course

Note: In institutions where only two courses are available in the math developmental program, code the first course a "Level 2" and the second course a "Level 3". In institutions where only one course in the math developmental program is available code the course a "Level 3". In institutions where there are more than 3 courses in the math development program, code the first course a "Level 1"; the last course in the program, a "Level 3"; and all intermediate courses, a "Level 2".

Item #24A

Item #24A Math TSI Subsequent Assessment Highest Score. (UnivMan04, UnivMan05)

If there is more than one testing occasion, enter the highest retake test score for math. The score must match the type test identified in Item #24D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #24B

Item #24B Math TSI Subsequent Assessment Pass/Fail. (UnivMan04, UnivMan05)

Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #24A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #24C

Item #24C Math TSI Subsequent Assessment Date. (UnivMan04, UnivMan05)

Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #24A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #24D

Item #24D Math TSI Subsequent Assessment Type. (UnivMan04, UnivMan05)

Enter the appropriate response from the list below for the retake test score identified in Item #24A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. THEA/TASP
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #24A. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

MATH COURSE SECTION: Include only the student's attempts at this institution of the mathematics component courses of the general education core curriculum. In the semesters after a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A, zero fill all Items in this section.

Item #25

Item #25 Math Developmental Education Provided During the Reporting Period. (UnivMan00)

If math developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. Provided by correctional institution

Item #25A

Item #25A CB-Approved College-Level Mathematics Course Success Date. (UnivMan04, UnivMan05)

Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #25B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year:

Enter all four digits
of the calendar year
of the reporting period.

Semester:

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #25B

Item #25B CB-Approved College-Level Mathematics Course Grade. (UnivMan04, UnivMan05)
Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade reported was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

Item #26-29 (UnivMan04, UnivMan05)

Item #26-29 Unused. (UnivMan04, UnivMan05)

These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

WRITING ASSESSMENT and STATUS SECTION: In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #30A, '99999' in Item #30B, and zeros in Items #31 through #34D. All other transfer and native students should be reported with the appropriate values in Items #31 through #34D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B.

Item #26A

Item #26A Math Test Score on Initial Test Route (TASP or Alternative Test). The score must match the type test identified in Item #19. If the score is less than 2 digits enter leading zeros. Enter >000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

Item #26B

Item #26B Math Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

Item #27

Item #27 TASP Math Score From Second Testing Occasion. (UnivMan00)
(Formerly Post-Developmental Education TASP Math Score) Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter >000' if

not applicable or null.

Item #28

Item #28 TASP Math Score From Third or Most-Recent Testing Occasion. (UnivMan00)

If there are more than two testing occasions, enter the most recent three digit scaled score for math provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter >000' if not applicable or null.

Item #29

Item #29 Grade in CB-Approved College-Level Mathematics Course. (UnivMan00)

Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

MATH 1332 (College Mathematics)

MATH 1333 (College Mathematics)

MATH 1314 (College Algebra)

MATH 1316 (Plane Trigonometry)

Enter the appropriate code:

- | | |
|----------------------|-------------------|
| 0. Not taken or null | 5. F |
| 1. A | 6. Credit |
| 2. B | 7. No Credit |
| 3. C | 8. Incomplete |
| 4. D | 9. Withdrawn/Quit |

WRITING STATUS SECTION: When the student qualifies to be reported with a code >0' or >4' in Item #30, all other Items in this section should be reported as ANull@.

Item #30

Item #30 TASP Writing Obligation Status. (UnivMan00)

Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period. Item #31 cannot be reported as a zero when this Item is coded >2'.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #31); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area
4. Met obligation in a prior reporting period.

Item #30A

Item #30A Writing TSI Satisfaction at Previous Institution Code. (UnivMan04, UnivMan05)

This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #30B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #30B

Item #30B Writing TSI Satisfaction Date. (UnivMan04, UnivMan05)

This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #30A.

Year:

Enter all four digits
of the calendar year
of the reporting period.

Semester:

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #31

Item #31 TASP Writing Obligation Was Met. (UnivMan00)

Provide the reason identified below.

0. Not applicable or null
1. Passed writing test section per Initial Test Route
2. Completed TASP writing obligation at another higher education institution.
3. Completed TASP writing obligation while in high school (public, private, or home-school).
4. Passed TASP writing section after receiving developmental education
5. Completed college level writing course(s) with B or better
6. Completed TASP writing obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #31 Writing TSI Obligation. (UnivMan04, UnivMan05)

Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test
5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #32

Item #32 TASP Writing Developmental Education Status. (UnivMan00)

Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required writing developmental education program
2. In Process: student enrolled and satisfied the requirements of a required writing developmental education course; however, completion of additional writing DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required writing developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required writing developmental education course(s) which resulted in the student satisfying all components of the required writing developmental education program
5. Other writing Developmental Education program status (not identified above)

Item #32A

Item #32A Writing TSI Exemption/Waiver Date. (UnivMan04, UnivMan05)

Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #32B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:

Enter all four digits
of the calendar year
of the reporting period.

Semester:

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #32B

Item #32B Writing TSI Exemption/Waiver Status. (UnivMan04, UnivMan05)

Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
- A. Waiver based on dual credit enrollment via TAKS score

Item #33

- Item #33 Number of Semester Hours in Writing Developmental Education. (UnivMan00)
Enter the number of semester credit hours in which the student has been in writing developmental education during the reporting period. Enter >00' if not applicable.

Item #33A

- Item #33A Writing TSI Initial Assessment Score. (UnivMan04, UnivMan05)
Enter the initial test score for writing. The score must match the type test identified in Item #33D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and ACCUPLACER tests, enter the single-digit writing essay score, not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter '000' if the item is not applicable or null.

The essay and the objective components of the COMPASS, ASSET, MAPS, and ACCUPLACER test instruments are to be taken at the same time for TSI purposes (even though the tests are designed such that an institution may assess them independently). So a value of zero in Items 33A/34A will be allowed when Item 33B/34B are reported with a value of 2, "Failed below the deviation". The essay component is the primary determinant for the value reported in Items 33A and 34A—above 5 is passing and below 5 is failing. The objective portion is only used to determine if a 5 is passing or failing. Therefore, if the objective component has been taken, but the essay portion has not, report zeros in Item 33A/34A, the date of the objective component in Item 33C/34C, and a 2 in Item 33B/34B. If neither the writing objective or the writing essay section have been attempted, report a 3, "Not Attempted", in Item 33B and an 8, "Student allowed to enroll but did not test during the reporting period", in 33D, and zeros in Items 33A and 33C.

Item #33B

- Item #33B Writing TSI Initial Assessment Pass/Fail. (UnivMan04, UnivMan05)
Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #33A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #33C

- Item #33C Writing TSI Initial Assessment Date. (UnivMan04, UnivMan05)
Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #33A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #33D

Item #33D Writing TSI Initial Assessment Type. (UnivMan04, UnivMan05)

Enter the appropriate response from the list below for the initial test score identified in Item #33A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #36A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #34

Item #34 Level of Writing Developmental Education (UnivMan00)

That was provided during the reporting period When Item #32 is coded a >2', >3' or =4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Writing Developmental Education Course
2. Level 2 (Intermediate) Writing Developmental Education Course(s).
3. Level 3 (Highest) Writing Developmental Education Course

Item #34A

Item #34A Writing TSI Subsequent Assessment Highest Score. (UnivMan04, UnivMan05)

If there is more than one testing occasion, enter the highest retake test score for writing. The score must match the type test identified in Item #34D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and ACCUPLACER tests, enter the single-digit writing essay score, not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #34B

Item #34B Writing TSI Subsequent Assessment Pass/Fail. (UnivMan04, UnivMan05)

Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #34A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Passed
2. Failed below the deviation
3. Not attempted

4. Failed at or above the deviation

Item #34C

Item #34C Writing TSI Subsequent Assessment Date. (UnivMan04, UnivMan05)
Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #34A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #34D

Item #34D Writing TSI Subsequent Assessment Type. (UnivMan04, UnivMan05)
Enter the appropriate response from the list below for the retake test score identified in Item #34A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #34A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

WRITING COURSE SECTION: Include only the student's attempts at this institution of the general education core curriculum courses containing the objectives and content of the intellectual core competencies for writing. In the semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A, zero fill all Items in this section.

Item #35

Item #35 Writing Developmental Education Provided During the Reporting Period. (UnivMan00)
If writing developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. Provided by correctional institution

Item #35A

Item #35A CB-Approved College-Level Writing Course Success Date. (**UnivMan04, UnivMan05**)
Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #35B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	3. Summer I
	4. Summer II

Item #35B

Item #35B CB-Approved College-Level Writing Course Grade. (**UnivMan04, UnivMan05**)
Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A)
1. A
 2. B
 3. C
 4. D
 5. F/No Credit
 6. Credit
 7. Not attempted this semester
 8. Incomplete
 9. Withdrawn/Quit

Item #36-39 Unused. (**UnivMan04, UnivMan05**)

These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

READING ASSESSMENT and STATUS SECTION: In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, zero fill all other Items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #40A, '99999' in Item #40B, and zeros in Items #41 through #44D. All other transfer and native students should be reported with the appropriate values in Items #41 through #44D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B.

Item #36A

Item #36A Writing Test Score on Initial Test Route (TASP or Alternative Test). (**UnivMan00**)
The score must match the type test identified in Item #19. If the test was TASP, enter the writing scaled score. For alternative tests enter the single-digit writing essay score not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter '>000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

Item #36B

Item #36B Writing Test Pass/Fail on Initial Test Route (TASP or Alternative Test). **(UnivMan00)**
Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

Item #37

Item #37 TASP Writing Score From Second Testing Occasion. **(UnivMan00)**
(Formerly Post-Developmental Education TASP Writing Score) Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter >000' if not applicable or null.

Item #38

Item #38 TASP Writing Score From Third or Most-Recent Testing Occasion. **(UnivMan00)**
If there are more than two testing occasions, enter the most recent three digit scaled score for writing provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter >000' if not applicable or null.

Item #39

Item #39 Grade in CB-Approved College-Level Writing Course. **(UnivMan00)**
Until one of the college-level course listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on a previous attempt, report the grade of the retake. The grade should be in one of the following:

ENGL 1301 (Composition I)
ENGL 1302 (Composition II)

Enter the appropriate code:

- | | | |
|----|-------------------|-------------------|
| 0. | Not taken or null | 5. F |
| 1. | A | 6. Credit |
| 2. | B | 7. No Credit |
| 3. | C | 8. Incomplete |
| 4. | D | 9. Withdrawn/Quit |

READING STATUS SECTION: When the student qualifies to be reported with a code of >0' or >4' in Item #40, all other Items in this section should be reported as Anull@.

Item #40

Item #40 TASP Reading Obligation Status. **(UnivMan00)**
Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.

1. Not met
2. Met obligation during the reporting period. Item #41 cannot be reported as a zero when this Item is coded >2'.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #41); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area.
4. Met obligation in a prior reporting period.

Item #40A

Item #40A Reading TSI Satisfaction at Previous Institution Code. (UnivMan04, UnivMan05)
 This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #40B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #40B

Item #40B Reading TSI Satisfaction Date. (UnivMan04, UnivMan05)
 This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #40A.

Year:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	3. Summer I
	4. Summer II

Item #41

Item #41 TASP Reading Obligation Was Met. (UnivMan00)

Provide the reason identified below.

0. Not applicable or null
1. Passed reading test section per Initial Test Route
2. Completed TASP reading obligation at another higher education institution.
3. Completed TASP reading obligation while in high school (public, private, or home-school).
4. Passed TASP reading section after receiving developmental education
5. Completed college level reading course(s) with B or better
6. Completed TASP reading obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #41 Reading TSI Obligation. (UnivMan04, UnivMan05)

Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test

5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #42

Item #42 TASP Reading Developmental Education Status. (UnivMan00)

Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required reading developmental education program
2. In Process :student enrolled and satisfied the requirements of a required reading developmental education course; however, completion of additional reading DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required reading developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required reading developmental education course(s) which resulted in the student satisfying all components of the required reading developmental education program
5. Other reading Developmental Education program status (not identified above)

Item #42A

Item #42A Reading TSI Exemption/Waiver Date. (UnivMan04, UnivMan05)

Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #42B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:

Enter all four digits
of the calendar year
of the reporting period.

Semester:

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #42B

Item #42B Reading TSI Exemption/Waiver Status. (UnivMan04, UnivMan05)

Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Not qualified for TSI exemption or waiver

2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
- A. Waiver based on dual credit enrollment via TAKS score

Item #43

Item #43 Number of Semester Hours in Reading Developmental Education. (UnivMan00)
Enter the number of semester credit hours in which the student has been in reading developmental education during the reporting period. Enter >00' if not applicable

Item #43A

Item #43A Reading TSI Initial Assessment Score. (UnivMan04, UnivMan05)
Enter the initial test score for reading. The score must match the type test identified in Item #43D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #43B

Item #43B Reading TSI Initial Assessment Pass/Fail. (UnivMan04, UnivMan05)
Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #43A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #43C

Item #43C Reading TSI Initial Assessment Date. (UnivMan04, UnivMan05)
Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #43A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #43D

Item #43D Reading TSI Initial Assessment Type. (**UnivMan04, UnivMan05**)

Enter the appropriate response from the list below for the initial test score identified in Item #43A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Reading Comprehension raw score in Item #43A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #44

Item #44 Level of Reading Developmental Education (**UnivMan00**)

That was provided during the reporting period. When Item #42 is coded a >2', >3' or =4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Reading Developmental Education Course
2. Level 2 (Intermediate) Reading Developmental Education Course(s).
3. Level 3 (Highest) Reading Developmental Education Course

Item #44A

Item #44A Reading TSI Subsequent Assessment Highest Score. (**UnivMan04, UnivMan05**)

If there is more than one testing occasion, enter the highest retake test score for reading. The score must match the type test identified in Item #44D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #44B

Item #44B Reading TSI Subsequent Assessment Pass/Fail. (**UnivMan04, UnivMan05**)

Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #44A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #44C

- Item #44C Reading TSI Subsequent Assessment Date. (UnivMan04, UnivMan05)
Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #44A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #44D

- Item #44D Reading TSI Subsequent Assessment Type. (UnivMan04, UnivMan05)
Enter the appropriate response from the list below for the retake test score identified in Item #44A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)

1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Reading Comprehension raw score in Item #48A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

READING COURSE SECTION: Include only the student's attempts at this institution of the general education core curriculum courses containing the objectives and content of the intellectual core competencies for reading. In the semesters after a student is reported with a grade of A, B, or C in Item #45B and a date in Item #45A, zero fill all Items in this section.

Item #45

- Item #45 Reading Developmental Education Provided During the Reporting Period. (UnivMan00)
If reading developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.
0. Not applicable or null
 1. Course-based
 2. Non-course-based
 3. Combination of course and non-course based
 4. Provided by correctional institution

Item #45A

- Item #45A CB-Approved College-Level Reading Course Success Date. (UnivMan04, UnivMan05)
Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #45B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year:
Enter all four digits
of the calendar year
of the reporting period.

Semester:
1. Fall
2. Spring
3. Summer I
4. Summer II

Item #45B

Item #45B CB-Approved College-Level Reading Course Grade. (UnivMan04, UnivMan05)

Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #45B and a date in Item #45A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

Item #46A

Item #46A Reading Test Score on Initial Test Route (TASP or Alternative Test). (UnivMan00)

The score must match the type test identified in Item #19. If the score is less than 2 digits enter leading zeros. Enter '>000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

Item #46B

Item #46B Reading Test Pass/Fail on Initial Test Route (TASP or Alternative Test). (UnivMan00)

Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

Item #47

Item #47 TASP Reading Score From Second Testing Occasion. (UnivMan00)

(Formerly Post-Developmental Education TASP Reading Score) Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter '>000' if not applicable or null.

Item #48

Item #48 TASP Reading Score From Third or Most-Recent Testing Occasion. (UnivMan00)

If there are more than two testing occasions, enter the most recent three digit scaled score for reading provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter '>000' if not applicable or null.

Item #49

Item #49 Grade in CB-Approved College-Level Reading Course. (UnivMan00)

Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

HIST 1301, 1302 (U.S. History)
ENGL 2321, 2322, 2323 (British Literature)
ENGL 2331, 2332, 2333 (World Literature)
ENGL 2326, 2327, 2328 (American Literature)
PSYCH 2301 (General Psychology)
GOVT 2301, 2302, 2305, 2306 (American Government)

Enter the appropriate code:

0. Not taken or null	5. F
1. A	6. Credit
2. B	7. No Credit
3. C	8. Incomplete
4. D	9. Withdrawn/Quit

Texas Public Universities CBM004

This document summarizes the difference between CBM004 (University) Student Reporting Manuals released years 2000 (UnivMan00), 2004 (UnivMan04) and 2005 (UnivMan05).

Item #16

Item #16 Enrollment of Students Whose Undergraduate SCH Exceed State Funding Limit. **(UnivMan00)**

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). 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 #13b or #19. Guidelines about the undergraduate SCH limit can be found in the introductory area of the CBM004.

Item #16 Enrollment of Students Who Exceed State Funding Limits. **(UnivMan04, UnivMan05)**

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 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 #13b or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the Introductory area of the CBM004.

Item #22

Item #22 Unused **(UnivMan00, UnivMan04)**

Item #22 Teaching Load Credit. **(UnivMan05)**

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. **(This item is effective fall 2005.)**

Texas Community, Technical, State Colleges (CBM004)

This document summarizes the difference between CBM001 (CCT) Student Reporting Manuals released years February 2001 (CTCMan01), Spring 2004 (CTCMan04) and Fall 2005 (CTCMan05).

Item #6B

Item #6B Enrollment of Developmental Students Exceeding State Limit. (CTCMan01,CTCMan04)
Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this item should not be included in Items #16, #20, or #21. There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Right justify with leading zeros.

Item #6B Enrollment of Developmental Students Exceeding State Limit. (CTCMan05)
Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this item should not be included in Items #16, #20, or #21. Include all developmental SCHs funded at your institution during or after the summer of 1996. There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Right justify with leading zeros.

Item #8

Item #8 Course Type (CTCMan01,CTCMan04)
Enter the code of the type of course for this section.

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)

Item #8 Course Type (CTCMan05)
Enter the code of the type of course for this section.

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)
7. Third and Fourth Year Bachelor of Applied Technology Programs

Item #21

Item #21 Update Code. (CTCMan01)
Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

Item #21 Enrollment of Students Not Eligible for State Funding. (CTCMan04,CTCMan05)

Enter the total number of students officially enrolled in this section who are not eligible for state funding, excluding students who have exceeded the developmental state limit (Item

#6B). An example are students who have attempted the same course three or more times. Students counted in this item should not be included in Items #6B, #16, or #20. There is further discussion on page 4.5. Right justify with leading zeros

Texas Public Universities CBM006

This document summarizes the difference between CBM006 (University) Student Reporting Manuals released years 2000 (UnivMan00), 2004 (UnivMan04) and 2005 (UnivMan05).

Item #22

Item #22 Update code. **(UnivMan00)**
Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM004 report. If the report being submitted contains all classes for the semester (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

Item #22 Unused . **(UnivMan04)**

Item #22 Removed **(UnivMan05)**

Texas Community, Technical, State Colleges (CBM006)

This document summarizes the difference between CBM001 (CCT) Student Reporting Manuals released years February 2001 (CTCMan01), Spring 2004 (CTCMan04) and Fall 2005 (CTCMan05).

Item #8

Item #8 Course Type. (CTCMan01 , CTCMan04)
Enter the code of the type of course for this section.

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)

Item #8 Course Type. (CTCMan05)
Enter the code of the type of course for this section.

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)
7. Third and Fourth Year Bachelor of Applied Technology Programs

Item #21

Item #21 Update Code. (CTCMan01)
Enter the appropriate code only when updating a report.
 A = Add C = Change D = Delete

Item #21 Enrollment of Students Not Eligible for State Funding. . (CTCMan04 , CTCMan05)
Enter the total number of students officially enrolled in this section who are not eligible for state funding, excluding students who have exceeded the developmental state limit (Item #6B). An example are students who have attempted the same course three or more times. Students counted in this item should not be included in Items #6B, #16, or #20. There is further discussion on page 4.5. Right justify with leading zeros.

Texas Public Universities CBM008

This document summarizes the difference between CBM008 (University) Student Reporting Manuals released years 2000 (UnivMan00), 2004 (UnivMan04) and 2005 (UnivMan05).

Item #11

Item #11 Ethnic Origin. **(Change added to UnivMan05)**
Enter the code indicating the ethnic origin of the faculty member.

Unknown or Not Reported. The unknown classification should only be used if the faculty member has not selected a racial/ethnic designation and the institution finds it impossible to place the faculty member in one of the categories during verification processes.

Texas Community, Technical, State Colleges (CBM008)

This document summarizes the difference between CBM008 (CCT) Student Reporting Manuals released years February 2001 (CTCMan01), Spring 2004 (CTCMan04) and Fall 2005 (CTCMan05).

Item #4

Item #4 Rank. . (CTCMan01 , CTCMan04)
Enter the code indicating the rank of the faculty member. Enter zero if the institution does not have a ranking system.

- 0. No Ranking System 5. Lecturer
- 1. Professor 6. Teaching Assistant
- 2. Associate Professor 7. Visiting Faculty
- 3. Assistant Professor 8. Adjunct Faculty
- 4. Instructor 9. Special Faculty

Item #4 Rank. (CTCMan05)
Enter the code indicating the rank of the faculty member. Enter zero if the institution does not have a ranking system.

- 0.No Ranking System
- 1.Professor
- 2.Associate Professor
- 3.Assistant Professor
- 4.Instructor
- 5.Other Faculty (includes adjunct, visiting, and special faculty)

Item #7

Item #7 Ethnic Origin. (CTCMan01, CTCMan04)
Enter the code indicating the ethnic origin of the faculty member.

- 1. White, Non-Hispanic 4. Asian or Pacific Islander
- 2. Black, Non-Hispanic 5. American Indian or Alaskan Native
- 3. Hispanic 6. International

NOTE: International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Item #7 Reserved for future use. (CTCMan05)

Item #8

Item #8 Last Name. (CTCMan01, CTCMan04)
Enter the faculty member's last name (limited to 10 characters).

Item #8 Ethnic Origin. (CTCMan05)
Enter the code indicating the ethnic origin of the faculty member.

- | | |
|------------------------------|--------------------------------------|
| 1. White, Non-Hispanic | 5. American Indian or Alaskan Native |
| 2. Black, Non-Hispanic | 6. International |
| 3. Hispanic | 7. Unknown or Not Reported |
| 4. Asian or Pacific Islander | |

NOTE: International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported. The unknown classification should only be used if the faculty member has not selected a racial/ethnic designation and the institution is unable to place them in one of the specified racial/ethnic categories.

Item #9

Item #9 First Name Initial. (CTCMan01, CTCMan04)
Enter the initial of the faculty member's first name.

Item #9 Last Name. (CTCMan05)
Enter the faculty member's last name (10-characters limit).

Item #10

Item #10 Middle Name Initial. (CTCMan01, CTCMan04)
Enter the initial of the faculty member's middle name.

Item #10 First Name Initial. (CTCMan05)
Enter the initial of the faculty member's first name.

Item #11

Item #11 Administrative Unit Code. (CTCMan01, CTCMan04)
Enter the appropriate four-digit code (see Appendix D) designating the administrative unit (i.e., department) in which the faculty member teaches. If the faculty member teaches in more than one unit, submit a separate record for each unit.

Item #11 Middle Name Initial. (CTCMan05)
Enter the initial of the faculty member's middle name.

Item #12

Item #12 Highest Earned Certificate/Degree. (CTCMan01, CTCMan04)
Enter the code representing the highest earned degree or certificate.

- | | |
|--------------|--------------|
| 1. Doctorate | 4. Associate |
|--------------|--------------|

- | | |
|---------------|------------------------|
| 2. Masters | 5. Certificate or less |
| 3. Bachelor's | 6. No degree |

Item #13

Item #13 Years of Service at Current Institution. (CTCMan01, CTCMan04)
Enter the number of years teaching experience at current institution (right justified, leading zeros).

Item #13 Administrative Unit Code. (CTCMan05)
Enter the appropriate four-digit code (see Appendix D) designating the administrative unit (i.e., department) in which the faculty member teaches. 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 #14

Item #14 Total Years of Service. (CTCMan01, CTCMan04)
Enter the total years of postsecondary teaching experience (right justified, leading zeros).

Item #14 Highest Earned Certificate/Degree. (CTCMan05)
Enter the code representing the highest earned degree or certificate.

- | | |
|---------------|------------------------|
| 1. Doctorate | 4. Associate |
| 2. Masters | 5. Certificate or less |
| 3. Bachelor's | 6. No degree |

Item #15

Item #15 Assignment Code(s). (CTCMan01, CTCMan04)
Enter the code(s) indicating the faculty member's assignments for the period reported.

1. Direct Teaching Function
2. Supervisory responsibilities such as department heads, coordinators for special programs, multi-section classes, etc.
3. Any other assignment, such as counselors, not covered in code '2', which the institution considers directly related to the teaching function.
4. Administrators, such as deans, having a teaching assignment in addition to their administrative duties.
5. Overloads. This applies only to persons who are employed full-time (100%) and teach a class or two in addition to their full load.
6. Other assignments.

NOTE: Enter all appropriate assignment codes for the faculty member based upon contracted or required duties. Full-time equivalent salary calculations are based upon codes '1' thru '3'.

Item #15 Total Percent of Time Employed by the Institution. (CTCMan05)
Enter the proportion of time that this person is employed at your institution for the fall or spring term. This percentage should be based on a full-time workload as defined by your institution for the term you are reporting, and it may not exceed '100' percent. To be considered full-time, individuals must be reported here as 100% (the equivalent of 1 FTE).

Examples: 100% = 100; 50% = 050

Item #16

Item #16 Percent of Time. (CTCMan01, CTCMan04)

For each assignment reported in Item #15, enter the percentage of a full or normal workload at the institution considered to be devoted to the assignment. Each institution has a policy that defines a full or normal faculty workload (e.g., 15 semester credit hours, five classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties.

NOTE: Percent of time for all assignments will never exceed '100' percent. An '05' assignment requires '000' in Percent of Time.

Item #16 Percent of Time Directly Related to Teaching (Current Term). (CTCMan05)

Enter the faculty member's percent of time that relates directly to teaching, which must not exceed '100' percent and must not be greater than the total percent assigned (Item #15). Direct instructional activities include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignments which an institution considers to be directly related to the teaching function. Each institution has a policy that defines a full or normal faculty workload (e.g., 15 semester credit hours, five classes, etc.).

Example 1: Instructor A teaches 6 credit hours per week at an institution where 15 hours is a full-time load.

Percent of Time for teaching = $6 / 15 = 40\%$ and reported as 040

Example 2: Instructor B teaches a 3 credit hour class and is an administrator in an institution where 15 hours is a full-time load.

Percent of Time teaching = $3 / 15 = 20\%$ and reported as 020

Item #17

Item #17 Salary. (CTCMan01, CTCMan04)

Enter the amount of the faculty member's salary contracted for each assignment in Item #15.

For the purposes of this report, Fall and/or Spring salaries are to be computed as follows:

Salary contracted for Fall semester only - Fall salary

Salary contracted for Spring semester only - Spring 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.

Item #17 Faculty Category. (CTCMan05)

Enter the faculty category that best describes the faculty member's contract for the fiscal year.

1. Regular Faculty – Faculty whose primary responsibility is instruction
2. Adjunct or Other Faculty – Those individuals considered adjunct or other faculty might receive a temporary appointment for several successive terms. The temporary appointment may be 100%. The key consideration is that there is no guarantee of a continuing appointment. This category includes adjuncts, administrators, and professional personnel at the institution who teach but whose primary job responsibility is non-faculty.

3. Flex-entry Faculty – A faculty member who taught a class that was a flexible entry class and is not teaching in the current term

Item #18

Item #18 Semester. (CTCMan01, CTCMan04)
Enter the appropriate semester code.

1. Fall
2. Spring

Item #18 Contract or Appointment Length. . (CTCMan05)
Enter the number of months of the contract (appointment) for the fiscal year. Round any partial month to the nearest tenth. Enter a leading zero for an appointment of less than 10 months. The appointment length is based on the number of months contracted for, not the number of installments in which salaries are paid.

Example: 9-month contract report as 090
3-week contract report as 007
6-week contract report as 014

Item #19

Item #19 Year. (CTCMan01, CTCMan04)
Enter all four digits of the calendar year in which the semester occurs.

Item #20 Unused

Item #19 Salary. (CTCMan05)
Enter the amount of the faculty member's contracted salary for the fiscal year for all faculty employed on the census date of the term. If the faculty member is employed on the census date in the fall and spring terms, the same salary amount will be reported both terms. Round salary amount to the nearest whole dollar. Do not include benefits or overloads in the salary amount.

Note: When computing average 9-month salaries, only the regular faculty identified in the Faculty Category (Item #17) whose Percent of Time Directly Related to Teaching (Item #16) is 100% will be used. The Contract Length will be divided into 9 to determine the ratio to multiply the contract salary by to yield a 9-month equivalent.

Item #20

Item #20 Semester. (CTCMan05)
Enter the appropriate semester code.

1. Fall
2. Spring

Item #21

Item #21 Year. . (CTCMan05)
Enter all four digits of the calendar year in which the semester occurs.

Texas Health-Related Institutions (CBM008)

This document summarizes the difference between CBM008 (HRI) Student Reporting Manuals released years 2000 (HRIMan00), Spring 2001 (HRIMan01) and Spring 2004 (HRIMan04), Fall 2005 (HRIMan05)

Item #11

Item #11 Ethnic Origin. **(HRIMan00, HRIMan01, HRIMan04)**
Enter the code indicating the ethnic origin of the faculty member.

1. White-Non-Hispanic
2. Black-Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International

NOTE:

International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Item #11 Ethnic Origin. **(HRIMan05)**
Enter the code indicating the ethnic origin of the faculty member.

1. White-Non-Hispanic
2. Black-Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

NOTE:

International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported. The unknown classification should only be used if the faculty member has not selected a racial/ethnic designation and the institution finds it impossible to place the faculty member in one of the categories during verification processes.

Texas Public Universities CBM009

This document summarizes the difference between CBM009 (University) Student Reporting Manuals released years 2000 (UnivMan00), 2004 (UnivMan04) and 2005 (UnivMan05).

Item #7

Item #7 Degree Conferred. (**UnivMan00, UnivMan04**)
Enter the abbreviation of the degree (i.e., BA, MS, PhD as it appears on the institution's CBM009 Appendix).

Item #7 Degree Conferred. (**UnivMan05**)
Enter the abbreviation of the degree (i.e., CER, BA, MS, PhD as it appears on 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 students who have taken courses toward their teacher certification.

Item #8

Item #8 Level of Degree Conferred. (**UnivMan00, UnivMan04**)
(i.e., 1 - Associate, 2 - Baccalaureate, etc.) See CBM009 Appendix for level of degree.

- | | | |
|------------------|----|----------------------|
| 1. Associate | 4. | Doctoral |
| 2. Baccalaureate | 5. | Special/Professional |
| 3. Master's | | |

Item #8 Level of Degree Conferred. (**UnivMan05**)
(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. | Special-Professional |
| 2. Baccalaureate | 6. | Baccalaureate-Level Certificate |
| 3. Master's | 8. | Graduate-Level Certificate |
| 4. Doctoral | | |

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.

Item #9

Item #9 Major. (**UnivMan00, UnivMan04**)
Enter the eight-digit CIP code in which the degree was earned.

Item #9 Major. (**UnivMan05**)
Enter the eight-digit CIP code in which the degree 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 on the Program Inventory to which they support, unless the certificate program is on the Program Inventory.

Item #12

Item #12 Update Code. (**UnivMan04**)
Enter the appropriate code only when updating a report (i.e., A = Add; C = Change; D = Delete).

Item #12 Non-Disclosure. (**UnivMan04, UnivMan05**)
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

Item #13 Month of Award. (**Added to UnivMan05**)
Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

Item #14

Item #14 Last Name. (**Added to UnivMan05**)
Enter the student's last name. Truncate if the name contains over 20 characters.

Item #15

Item #15 First Name. (**Added to UnivMan05**)
Enter the student's first name. Truncate if the name contains over 10 characters.

Item #16

Item #16 Middle Name Initial. (**Added to UnivMan05**)
Enter the initial of the student's middle name.

Texas Community, Technical, State Colleges (CBM009)

This document summarizes the difference between CBM009 (CCT) Student Reporting Manuals released years February 2001 (CTCMan01), Spring 2004 (CTCMan04) and Fall 2005 (CTCMan05).

Item #7

Item #7 Associate Degree or Certificate Awarded or Progress Measure. **CTCMan01, CTCMan04**
Enter the abbreviation for the associate degree or certificate awarded or progress measure completed, left justified.

Associate Degree -- Enter the abbreviation of the degree exactly as defined below:

AA Associate in Arts
AAA Associate in Applied Arts
AS Associate in Science
AAS Associate in Applied Science

Certificate -- Enter the abbreviation of the certificate exactly as defined below:

CERT1 – Certificate programs comprised of at least 15 SCH and no more than 42 SCH (or 23-63 quarter hours or 360-779 contact hours). The program may have fewer than 15 SCH if it is offered for licensure and approved by the Coordinating Board. Certificate programs of one year or less, which contain in excess of 42 semester credit hours or the equivalent, that require external accreditation and licensing examinations (e.g., Licensed Vocational Nursing, LVN) may be approved by the Coordinating Board staff as CERT1 certificates.

CERT2 – Certificate programs comprised of at least 43 and no more than 59 SCH (or 64-89 quarter hours).

CERT3 – Enhanced Skills certificates associated with an AAS or AAA degree program. Such a certificate program is comprised of at least 6 and no more than 15 SCH (9-22 quarter hours).

CERT4 – Advanced Technology certificate programs are comprised of 15-34 semester credit hours. A student must have an associate degree, baccalaureate degree, or junior status in a baccalaureate degree program.

Progress Measure -- Enter the abbreviation of the progress measure exactly as defined below:

CCC - Core Curriculum Completer (definition on 9.1)
FOS - Field of Study Completer (definition on 9.1)

Item #7 Degree or Certificate Awarded or Progress Measure. **(CTCMan05)**
Enter the abbreviation for the associate degree or certificate awarded or progress measure completed, left justified.

Associate Degree -- Enter the abbreviation of the degree exactly as defined below:

AA Associate in Arts
AAA Associate in Applied Arts

AAS Associate in Applied Science
AAT Associate of Arts in Teaching
AS Associate in Science

Bachelor's Degree -- Enter BAT for a Bachelor of Applied Technology degree

Certificate -- Enter the abbreviation of the certificate exactly as defined below:

ATC Advanced Technology certificate programs are comprised of 16-50 semester credit hours. A student must have an associate degree, baccalaureate degree, or junior status in a baccalaureate degree program.

CERT1 Certificate programs comprised of at least 15 SCH and no more than 42 SCH (or 23-63 quarter hours or 360-779 contact hours). The program may have fewer than 15 SCH if it is offered for licensure and approved by the Coordinating Board. Certificate programs of one year or less, which contain in excess of 42 semester credit hours or the equivalent, that require external accreditation and licensing examinations (e.g., Licensed Vocational Nursing, LVN) may be approved by the Coordinating Board staff as CERT1 certificates.

CERT2 Certificate programs comprised of at least 43 and no more than 59 SCH (or 64-89 quarter hours).

CERT3 Enhanced Skills certificates associated with an AAS or AAA degree program. Such a certificate program is comprised of at least 6 and no more than 15 SCH (9-22 quarter hours).

Progress Measure -- Enter the abbreviation of the progress measure exactly as defined below:

CCC – Core Curriculum Completer (definition on 9.1)
FOS – Field of Study Completer (definition on 9.1)

Item #8

Item #8 Level of Award. **(CTCMan01, CTCMan04)**

Enter the appropriate code to identify the level of the award.

1. Associate
2. Certificate
3. Enhanced Skills Certificate -- This is a credential that is normally awarded concurrently with a Tech-Prep Associate of Applied Science degree or as an additional Enhanced Skills Certificate.
5. Core Curriculum Completer
6. Field of Study Curriculum Completer

Item #8 Level of Award. **(CTCMan05)**

Enter the appropriate code to identify the level of the award.

1. Associate
2. Certificate
3. Enhanced Skills Certificate -- This is a credential that is normally awarded concurrently with a Tech-Prep Associate of Applied Science degree or as an additional Enhanced Skills Certificate.
4. Advanced Technology Certificate
5. Core Curriculum Completer
6. Field of Study Curriculum Completer
7. Bachelor's Degree

Item #13

Item #13 Type Major. (**CTCMan01, CTCMan04**)
Enter a code of '1', '2', '3', or '4' to identify the type of the major:

1. Academic
2. Technical
3. Tech-Prep
4. Continuing Education

NOTE: At this time, core curriculum completers and field of study completers are considered academic majors.

Item #13 Type Major. (**CTCMan05**)
Enter the code to identify the type of the major:

1. Academic
2. Technical
3. Tech-Prep
4. Continuing Education
7. Baccalaureate (BAT)

NOTE: At this time, core curriculum completers and field of study completers are considered academic majors.

Item #17

Item #17 Last Name. (**added in CTCMan05**)
Enter the student's last name. Truncate if the name contains over 20 characters.

Item #18

Item #18 First Name. (**added in CTCMan05**)
Enter the student's first name. Truncate if the name contains over 10 characters.

Item #19

Item #19 Middle Name Initial. (**added in CTCMan05**)
Enter the initial of the student's middle name.

Texas Health-Related Institutions (CBM009)

This document summarizes the difference between CBM009 (HRI) Student Reporting Manuals released years 2000 (HRIMan00), Spring 2001 (HRIMan01) and Spring 2004 (HRIMan04), Fall 2005 (HRIMan05)

Item #7

Item #7 Degree Conferred. (**HRIMan00, HRIMan01, HRIMan04**)
Enter the abbreviation of the degree (i.e., 'BA', 'MS', 'PhD', 'DDS', 'DO', 'MD', 'PharmD') as it appears on the institution's CBM009 Appendix; left justified and space filled.

Item #7 Degree Conferred. (**HRIMan05**)
Enter the abbreviation of the degree (i.e., 'CER', 'BA', 'MS', 'PhD', 'DDS', 'DO', 'MD', 'PharmD') as it appears on the institution's CBM009 Appendix; left justified and space filled. 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 to not include students who have taken courses toward their teacher certification.

Item #8

Item #8 Level of Degree Conferred. (**HRIMan00, HRIMan01, HRIMan04**)
(i.e., '1' - Associate, '2' - Baccalaureate, etc.) See CBM009 Appendix for level of degree.

1. Associate (Certificate only)
2. Baccalaureate
3. Master's
4. Doctoral
5. Professional ('DDS', 'DO', 'MD', or 'PharmD')

Item #8 Level of Degree Conferred. (**HRIMan05**)
(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 (Certificate only)
2. Baccalaureate
3. Master's
4. Doctoral
5. Professional ('DDS', 'DO', 'MD', or 'PharmD')
6. Baccalaureate-Level Certificate
8. Graduate-Level Certificate

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. Use this code to identify the certificates that previously were coded '3'.

Item #9

Item #9 Major. (**HRIMan00, HRIMan01, HRIMan04**)
Enter the eight-digit CIP code in which the degree was earned. (See CBM009 Appendix for authorized CIP code of degree.)

Item #9 Major. (**HRIMan05**)
Enter the eight-digit CIP code in which the degree was earned. (See CBM009 Appendix for authorized CIP code of degree.) 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 on the Program Inventory to which they support, unless the certificate program is on the Program Inventory.

Item #14

Item #14 Month of Award. (**added to HRIMan05**)
Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

Item #15

Item #15 Last Name. (**added to HRIMan05**)
Enter the student's last name. Truncate if the name contains over 20 characters.

Item #16

Item #16 First Name. (**added to HRIMan05**)
Enter the student's first name. Truncate if the name contains over 10 characters.

Item #17

Item #17 Middle Name Initial. (**added to HRIMan05**)
Enter the initial of the student's middle name

Texas Public Universities CBM00B

This document summarizes the difference between CBM00B (University) Student Reporting Manuals released years 2000 (UnivMan00), 2004 (UnivMan04) and 2005 (UnivMan05).

Item #12

Item #12 Application Level. (**UnivMan00, UnivMan04**)
Indicate the level of degree sought.

- 04 Associate
- 05 Bachelor's
- 06 Master's
- 08 Doctorate
- 09 Law (L.L.B. or J.D.)
- 10 Pharmacy (PharmD only)
- 11 Medical (M.D. or D.O. only)
- 12 Dental (D.D.S only)
- 13 Optometry (O.D. only)
- 14 Veterinary Medicine (DVM only)
- 15 Other Formal Award

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 #12 Application Level. (**UnivMan05**)
Indicate the level of degree sought.

- 04 Associate
- 05 Bachelor's
- 06 Master's
- 08 Doctorate
- 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 #14

Item #14 Admission Action or Acceptance Status. (**UnivMan00, UnivMan04**)
The action taken by the institution in response to the student's application for admission.

- 01 Accepted and ranked in top 10% of high school graduating class (undergraduates only, include all incoming undergraduates who ranked in the top 10% of high school class even if accepted based on being in the top 25% of graduating class)
- 02 Accepted, based on top 25% of high school class rank if not included in the top 10% (undergraduates only)
- 03 Accepted on provisional basis, met requirements (undergraduates only)
- 04 Accepted on provisional basis, did not meet requirements (undergrads only)
- 05 Accepted, based on other criteria
- 06 Rejected
- 07 Student withdrew application

Item #14 Admission Action or Acceptance Status. . (**UnivMan05**)

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

Item #25

Item #25 ACT Composite Score. (**added in UnivMan04**)

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

Item #26 SAT Composite Score. (**added in UnivMan04**)

Provide the Scholastic Aptitude Test composite score (verified by the College Board) for first-time undergraduate students if available; otherwise enter four 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 SAT scores is one of the required items. Effective Fall 2004 report.