

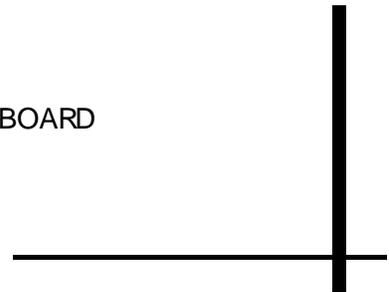
# **REPORTING AND PROCEDURES MANUAL**

FOR

## **Public Universities**

September 1999

TEXASHIGHER EDUCATION COORDINATING BOARD  
Educational Data Center





# Texas Higher Education COORDINATING BOARD

DIVISION OF PLANNING AND INFORMATION RESOURCES  
P. O. Box 12788 Austin, Texas 78711 · 1200 East Anderson Lane 78752

December 30, 2002

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To: University Reporting Officials and Institutional Researchers

From: Kenneth Dalley

Subject: September 1999 Reporting Manual revision 9  
Report changes for CBM001

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**The following CBM change will be included in the web manual by January 10th to be effective immediately:**

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The reporting option on the CBM004 that allows seniors within 12 sch of their first baccalaureate who are enrolled in master's level courses for master's level credit presents a challenge on how to report the semester credit hours of these senior students on the CBM001 when the seniors are affected by the 45+ undergraduate limit. This dilemma was discussed with our legal counsel and it has been determined that these sch which are funded at the master's level should not apply toward the 45+ undergraduate limit. To address this reporting issue, the definition of Item #21 on the CBM001 is being qualified to read "SCH – UG Load NOT State Funded". The MA level credit hours of the seniors eligible to earn Master SCH and who are affected by the 45+ undergraduate limit will be included in this item. Therefore, such sch will be excluded from the undergraduate sch comparison between the CBM001 and CBM004 of students who are affected by the undergraduate limit. There is not a change to the CBM004 report since these students will continue to be classified in the masters' enrollment category.

Students in a PharmD program are considered first-professional students rather than undergraduates, so their credit hours are not subjected to the 45+ undergraduate limit.

The phrases that are bolded reflect the changes to the CBM001 on page 1.8 of the reporting manual:

Item #21 SCH – UG Load NOT State Funded. Enter the number of attempted semester credit hours for which the **undergraduate** student is registered that do not qualify for **undergraduate** state funding during the current semester. **The title of this Item specifies that only the undergraduate sch will be non-funded. The MA sch of the seniors recorded in this item are fundable.** Exclude SCH attempted in courses that are state funded (Item #24), all developmental courses (Items #22 and #25), and all inter-institutional courses (Items #15 and #23). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit, SCH of a student in physical education courses that are not allowed for state funding (see discussion on SCH that exceed state limits in Introduction of CBM004), and SCHs of a student in military science and religion courses. **The credit hours of the senior students who are affected by the 45+ undergraduate limit and who are within 12 sch of their first baccalaureate when enrolled in master's level courses for master's level credit will be included in this item. Such hours do not count toward the undergraduate limit. By including such hours in Item #21, instead of Item #24, the undergraduate sch comparison of students who are affected by the undergraduate limit should balance between the CBM001 and CBM004. Since the students are classified as seniors, the undergraduate sch on the CBM001 should be in balance (Items 10A + 10B = Items 15 + 21 + 22 + 23 + 24 + 25).**



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To: University Reporting Officials and Institutional Researchers

From: Kenneth Dalley

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Subject: September 1999 Reporting Manual revision 8  
Report changes for CBM001  
Reporting Due date for the CBM001 and CBM004 for Appropriation Process

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**As of August 22, 2002, the following CBM changes have been included in the web manual to be effective Fall 2002:**

The requirement to report the SCH Release, Item #35, has been rescinded. That Item has been removed from all of the reports associated with the CBM001. However, the requirement to report a student's request of Non-Disclosure is still required on the CBM001, CBM002, and CBM009. (The Don Brown memo of July 24, 2002, has been posted behind this memo on the web.) The definition of students enrolled in Dual Credit Courses, Item #31, has changed. The first sentence now reads, "Enter the number of dual credit hours attempted in which the student receives both high school and college credit." This is to be consistent with CB Rule 5.262.

Around September 15th the instructions for reporting pharmacy courses on the CBM004 should be revised. Look for them to be posted to the web shortly thereafter.

In order to meet the Legislative Budget Board timeline for generating formula runs, the Fall 2002 credit class, CBM004, and student, CBM001, reports will be due October 16<sup>th</sup> and the Spring 2003 credit class, CBM004, and student, CBM001) reports will be due February 19<sup>th</sup>.



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SECRETARY OF THE BOARD

## MEMORANDUM

July 24, 2002

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Ricardo G. Cigarroa, M.D.  
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Robert W. Shepard  
Windy Sitton  
Terdema L. Ussery II

TO: Presidents and Chancellors  
Public Institutions of Higher Education

FROM: Don W. Brown

SUBJECT: Another Change to February 22, 2002 Memorandum Regarding  
Re-disclosure of Student Enrollment Data and Changes to Institutional  
Reporting Requirements

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Since my February 22, 2002, memorandum, we've continued to look at questions regarding the Family Educational Rights and Privacy Act (FERPA) and the re-disclosure of personally identifiable student data that has been sent to us by higher education institutions. Specifically, there have been many additional conversations among attorneys, the U.S. Department of Education, institutional researchers, registrars, admissions officers, and our staff regarding our request that the institutions obtain the consent of all students to disclose the number of semester credit hours (SCH) taken by a student. I sincerely appreciate the assistance that everyone has provided to us in making these changes in data reporting requirements, particularly the assistance of TACRAO in meeting with us to address some of the concerns of the registrars and admissions officers.

As a result of these conversations, we have concluded that the benefits of obtaining consent from *all* students for the re-disclosure of SCH are outweighed by the added administrative burden on institutions as a result of this requirement and the potential confusion to students. We are, therefore, changing our policy and asking that the institutions obtain the student's consent to re-disclose SCH *only* from those undergraduate students who are approaching the maximum number of SCH that can be funded by the formula, and for those students who apply for the \$1000 tuition rebate for completing their degree plans within three SCH of the hours required by each student's plan.

Without the consent of all students, we will not be able to include SCH data in migration reports requested by the institutions but we will be able to include in the reports all data designated as "directory information."

Beginning with the fall 2002 semester reporting period, therefore, institutions will be required to:

- Provide annually to the Coordinating Board a copy of the notice to students that defines "directory information";
- Identify, at a minimum, the following items as "directory information:" name; field of study; enrollment status (full-time, part-time undergraduate, graduate, etc.); degrees, certificates, and other awards received; the type of award received (academic, technical, Tech-Prep, or continuing education); dates of attendance; student classification; and name of the most recent previous institution attended; and

Memorandum  
July 24, 2002  
Page 2

- “Flag” individual student electronic data (submitted to the Coordinating Board) to indicate those students who have notified the institution of their refusal to have “directory information” disclosed.

Thank you for your patience and assistance in this matter. Please call me if you have questions about any of the new data reporting requirements. David Gardner, Assistant Commissioner for Planning and Information Resources, at (512) 427-6126, and Jan Greenberg, General Counsel, at (512) 427-6143, can also answer questions about these issues.

cc: General Counsels  
Admissions Officers and Registrars



# Texas Higher Education COORDINATING BOARD

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May 1, 2002

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MEMO

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To: University Reporting Officials and Institutional Researchers

From: Kenneth Dalley

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Subject: September 1999 Reporting Manual revision 7  
Student report changes for "Non-Disclosure" of directory information

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**As of May 1, 2002, the following CBM changes have been included in the web manual to be effective Fall 2002:**

The following changes are to capture a "Non-Disclosure" of directory information flag on the student report (CBM001), the TASP report (CBM002), and the degree report (CBM009). The CBM001 also has a new item to acknowledge a student's consent for the CB to provide his/her current institution with semester credit hour data taken at other institutions. These changes are effective with the submission of the Fall 2002 reports.

Item #34, Non-Disclosure, and Item #35, SCH Release, are the new items added to the CBM001 on page 1.10. The Data Processing Record Layout on page 1.11, the Edit Summary report on page 1.17, the questionable/error values on page 1.20 now reflect the new items. The item number of the update code has changed to #36. The changes are effective with data due October 2002.

Item #50, Non-Disclosure, has been added to the TASP report (CBM002) on page 2.16. The Data Processing Record Layout on page 2.18, the questionable/error values on page 2.20, and the Edit Summary on page 2.24 reflect the new items, too. Changes effective with data due February 2003.

Item #12, Non-Disclosure, has been added to the CBM009 on page 9.2. The Data Processing Record Layout on page 9.3, the Summary of Degrees on page 9.4, the Edit Summary report on page 9.6, and the questionable/error values on page 9.8 now reflect the new item. The update code is now Item #13. The changes are effective with data due November 2002.

In the introduction part of the Class report (CBM004) that discusses "Inter-institutional Courses", the subparagraph e under paragraph 2 on page 4.4 should read "...Item #21 is coded '0' for the receiving institution". In the "Error Value" column on page 4.21, Item #10 now reads "Non-numeric value or blank". The "Off-Campus credit hours" edit summary that is produced each edit cycle now computes the off-campus summary using Location codes 1, 3, 4, 6, 8, 9, and B and not just code 1.

The third sentence of the first paragraph in the discussion about the faculty report (CBM008) should read "Instructional faculty on sabbatical leave should be reported with "000" percent time but at their regular salaries, ...". The underlined phrase has been added on page 8.1.

Dale Hartman retired as of April 25<sup>th</sup> after over ten years with the Coordinating Board. We will miss his support. Scott Sewell is his replacement assuming the electronic transfer responsibilities.



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September 27, 2001

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To: University Reporting Officials and Institutional Researchers

From: Kenneth Dalley

Subject: September 1999 Reporting Manual revision 6 (TASP changes)

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**As of September 27, 2001, the following CBM002 changes have been included in the web manual to be effective Fall 2001:**

The TASP report (CBM002) has been updated to include a new code '8' in Item #18, TASP Exemptions/Waivers on page 2.8, to identify the new exemption for high school graduates who attained a 3.5 grade point average or above in a Recommended or Advanced Curriculum. The "Active-Duty Military" waiver will be coded in category '6' which has been modified to indicate an "exemption/waiver based on other criteria". The discussion in the introduction section of the TASP report, pages 2.2 through 2.4, has been rearranged so that "exemptions" and "waivers" and "criteria for meeting TASP requirements" have been listed separately in each respective area. Also, the "Questionable and Error Values" for Item #18 on page 2.19 has been updated to allow for the new value of '8'. These changes are effective with the submission of the Fall 2001 CBM002 report by February 1, 2002.



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Subject: September 1999 Reporting Manual revision 5 (clarifications)

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## As of September 18, 2001, the following CBM001 changes have been included in the web manual to be effective Fall 2001:

After much discussion it has been determined that the students who meet the qualifications to pay resident tuition based on HB 1403 Section 2 and Section 4 need to be identified separately. Therefore, Item #7, Tuition Status, on page 1.5, and Item #12, Ethnic Origin, on page 1.6 of the student report (CBM001) have been changed. In Item #7, the code 'A' has been limited to students identified in Section 2 of HB 1403. A new code 'C' has been added to identify the students who qualify under Section 4 of HB 1403 or CB policy. Also, the note associated with Item #12, Ethnic Origin, has been expanded to clarify how these international students should be coded.

### NOTE for Item #7:

- 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.

### NOTE for Item #12:

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 who qualify as residents 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 resident rates through CB policy or Attorney General opinions.



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July 11, 2001

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To: University Reporting Officials and  
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From: Kenneth Dalley  
Subject: Fall 1999 Reporting Manual revision 4

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## **As of July 11, 2001, the following changes have been included in the web manual to be effective Fall 2001:**

1. When reviewing students reported on the CBM001 in dual credit programs, many of the high school students are being reported as first time. These students should not be reported as first-time entering college (Item #9 on the CBM001) until they have completed their high school work. The reporting manual indicates to "include as first-time students those who entered with advanced standing (college credits earned before graduation from high school)."
2. A new code 'A' has been added to Item #7, Tuition Status, to identify foreign students who are eligible to pay resident tuition. The definition of code 'A' is "Foreign students classified as residents in HB 1304 or CB policy."
3. In item #12, Ethnic Origin, add another sentence to the Note on International students to read "If the international student qualifies as a resident of Texas for purposes of higher education tuition, identify the appropriate ethnicity of the student."
4. A new Item #32, Teacher Education Program, has been created to identify students who are admitted to or continuing their enrollment in a teacher education program. Enter a code of '01', else leave it blank.
5. This is a reminder that the "SCH of an undergraduate degree program" (Item #26) must be reported for all seniors beginning this fall.
6. A couple of qualifications have been made to the application report (CBM00B) in Item #14, "Admission Action or Acceptance Status". Any student who has been identified by the graduating high school as being in the top 10% should be reported in category 01, not just the students who were accepted based on the top 10% criteria. Also include in the 01 category, a student who graduated in the top 10% even if the acceptance was based on the student being in the top 25% of his graduating class.
7. In Item #13, "Entering Status", do not include students in category 01 (No previous college work) until the first term after they have completed their high school work.

**CORRECTION: HB 1304 should read HB 1403**



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From: Kenneth Dalley

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Subject: Fall 1999 Reporting Manual revision 3  
CBM005 change effective Fall 2000

The Campus Planning Division of the Coordinating Board is requiring a change to the Building and Room Utilization report (CBM005) effective with the Fall 2000 cycle. Current data fields are not affected. The general information instructions have changed to identify the classes that are to be reported. Since Room utilization is based on average weekly hours of use, all courses under the jurisdiction or control of the institution's governing board are to be considered in these calculations regardless of where the room is physically located.



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## MEMO

**To:** Chief Reporting Official and Institutional Researcher (U)  
**From:** Kenneth Dalley  
**Subject:** Fall 1999 Reporting Manual revision 2

A new item, semester credit hours of students enrolled in dual credit courses, has been identified and approved by our board and data committee to be collected effective Fall 2000. The CB rules on Dual Credit Partnerships between secondary schools and Texas public universities can be found in Chapter 5 subchapter M. They were approved at the January 2000 Board meeting.



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December 14, 1999

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**To:** Chief Reporting Official and Institutional Researcher (U)  
**From:** Kenneth Dalley  
**Subject:** Fall 1999 CBM Reporting Clarifications  
Fall 1999 Reporting Manual revision 1

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In our preliminary editing of the Fall 1999 CBM001 report it came to our attention that data in Items #21, #22, #24, and #25 were not being reported the same way by all institutions. We did a straw poll and, from the responses that we received, there was nearly a 3-to-1 majority of institutions who were reporting zeros in all of these Items. The reporting instructions on page 1.2 indicate that for "undergraduate" students, Items #10A and #10B should equal the sum of Items #15, #21, #22, #23, #24, and #25. All institutions will be expected to report all zeros in Items #21, #22, #24, and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 are to be completed if they apply to undergraduate as well as graduate students.

New TASP rules were approved at the October CB meeting. One of the changes relates to transfer students from a private or out-of-state institution. The reporting instructions for TASP (CBM002) indicate that a student must transfer 60 or more hours before they are eligible to satisfy the TASP requirements by using a transferred course in which they had earned a B or better in any or all of the three skill areas. The "60 or more hours" clause has been deleted from the requirement. The rules now only indicate "A student who transfers ...". Item #18 code 0 should now read "Not qualified for TASP exemption or did not have a transfer grade of B or better in all three skill areas". In Item #18 code 7 change the definition to read, "Satisfied TASP requirement based on qualifying as a transfer student from an out-of-state or private institution with a "B" or higher grade in an appropriate course in all three skill areas."

## FOREWORD

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

All reports must be submitted electronically. A set of instructions for preparing the data in the Coordinating Board format is associated with each report.

Reports prepared in compliance with this manual should be transmitted electronically using the following procedure:

- 1) After initializing the FTP process on your system, connect to the THECB server, EDC.THECB.STATE.TX.US, by whatever method your FTP requires.
- 2) For USERNAME: Enter your full six (6) digit FICE code, i.e., "001234" (leading zeros are required).
- 3) For PASSWORD: Enter "XXXXXX", where "XXXXXX" is your assigned password, which must be entered in UPPER case. (See detail in Electronic Data Transfer System section of manual.)

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

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Texas Higher Education Coordinating Board  
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Austin, TX 78711

The fax number is (512) 427-6447.

If you have questions concerning the use or implementation of this manual, contact Alison Ingram or Kenneth Dalley at the above address or at the following telecommunication numbers:

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## Public Universities

### TABLE OF CONTENTS

	<u>Page</u>
I. General Reporting Issues .....	0.1-0.9
A. Reporting Periods .....	0.1
B. Coordinating Board Contacts .....	0.2
C. Electronic Data Transfer System.....	0.4
D. Certification of CBM Reports .....	0.6
II. Student Report (CBM001).....	1.1-1.22
A. Instructions for Student Report.....	1.1
B. Data Processing Record Layout.....	1.11
C. Summary of Student Data .....	1.12
D. Questionable and Error Values .....	1.19
E. Updating Procedures .....	1.22
III. TASP Report (CBM002).....	2.1-2.24
A. Instructions for TASP Report.....	2.1
B. Data Processing Record Layout.....	2.17
C. Questionable and Error Values .....	2.19
D. Updating Procedures .....	2.21
E. Summary of TASP Data .....	2.24
IV. Class Report (CBM004) .....	4.1-4.25
A. Instructions for Class Report .....	4.1
B. Data Processing Record Layout.....	4.15
C. Summary of Semester Credit Hours Generated .....	4.16
D. Questionable and Error Values .....	4.21
E. Updating Procedures .....	4.23
V. Building and Room Report (CBM005) .....	5.1-5.11
A. Instructions for Building and Room Report .....	5.1
B. Data Processing Record Layout.....	5.5
C. Summary of Building and Room Data .....	5.6
D. Questionable and Error Values .....	5.7
E. Updating Procedures .....	5.9
VI. End of Semester Class Report (CBM006).....	6.1-6.15
A. Instructions for End of Semester Class Report .....	6.1
B. Data Processing Record Layout.....	6.8
C. Summary of End of Semester Semester Credit Hours Generated.....	6.9
D. Questionable and Error Values .....	6.13
E. Updating Procedures .....	6.15

Table of Contents (Continued)		<u>Page</u>
VII.	Faculty Report (CBM008) .....	8.1-8.23
	A. Instructions for Faculty Report.....	8.1
	B. Data Processing Record Layout.....	8.7
	C. Questionable and Error Values .....	8.8
	D. Summary of Faculty Data .....	8.10
	E. Updating Procedures .....	8.15
VIII.	Graduation Report (CBM009) .....	9.1-9.9
	A. Instructions for Graduation Report .....	9.1
	B. Data Processing Record Layout.....	9.3
	C. Summary of Graduation Data .....	9.4
	D. Questionable and Error Values .....	9.8
	E. Updating Procedures .....	9.9
IX.	Admissions Report (CBM00B) .....	B.1-B.11
	A. Instructions for Admissions Report.....	B.1
	B. Data Processing Record Layout.....	B.6
	C. Summary of Admissions Data .....	B.7
	D. Questionable and Error Values .....	B.9
	E. Updating Procedures .....	B.11
IX.	Student Number Change Report (CBM00N) .....	N.1-N.3
	A. Instructions for Student Number Change Report.....	N.1
	B. Data Processing Record Layout.....	N.3

Univ. General Reporting Issues

REPORTING PERIODS

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

<u>Fall Semester Reports</u>		<u>Due Date</u>	<u>Due Date in Even Year</u>
Student Report	CBM001	November 1	Mid October
Student TASP Report	CBM002	February 1	
Class Report	CBM004	November 1	Mid October
Building and Room Report	CBM005	November 1	
End of Semester Report	CBM006	February 1	
Faculty Report	CBM008	November 1	

<u>Spring Semester Reports</u>		<u>Due Date</u>	<u>Due Date in Odd Year</u>
Student Report	CBM001	March 15	Mid February
Student TASP Report	CBM002	June 15	
Class Report	CBM004	March 15	Mid February
End of Semester Report	CBM006	June 15	
Faculty Report	CBM008	March 15	

<u>Summer Semester Reports</u>		<u>Due Date</u>	
Student Report	CBM001	August 15	
Student TASP Report	CBM002	October 1	
Class Report	CBM004	August 15	
End of Semester Report	CBM006	October 1	

<u>Annual Reports</u>		<u>Due Date</u>	
Graduation Report	CBM009	October 1	
Admissions Report	CBM00B	November 1	

<u>Any Time Reports</u>		<u>Due Date</u>	
Student Number Change Report	CBM00N	Any Time	

## Univ. General Reporting Issues

### COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6447
  - A. All CBM Reports (except CBM00N):  
Alison Ingram, Data Analyst 512-427-6297  
INTERNET address: [ingraman@thecb.state.tx.us](mailto:ingraman@thecb.state.tx.us)
  - B. CBM00N Report:  
Janice McIver, Data Analyst 512-427-6298  
INTERNET address: [mciverje@thecb.state.tx.us](mailto:mciverje@thecb.state.tx.us)
  - C. Electronic Data Transfer System - receipt and distribution:  
Scott Sewell, Programmer Analyst 512-427-6262  
INTERNET address: [sewellst@thecb.state.tx.us](mailto:sewellst@thecb.state.tx.us)
  - D. General Questions:  
Kenneth Dalley, Assistant Director 512-427-6306  
INTERNET address: [dalleykh@thecb.state.tx.us](mailto:dalleykh@thecb.state.tx.us)
- II. Course and Program Inventory Questions: UNIVERSITIES, FAX: 512-427-6168
  - A. Course and Program Inventory, CIP Code Classifications, and Funding Code Assignments:  
Dr. Paul Meyer, Program Director 512-427-6226  
INTERNET address: [meyerpl@thecb.state.tx.us](mailto:meyerpl@thecb.state.tx.us)
  - B. Course Inventory:  
David Linkletter, Associate Program Director 512-427-6225  
INTERNET address: [linklettdd@thecb.state.tx.us](mailto:linklettdd@thecb.state.tx.us)
  - C. Instructional Television Course Inventory:  
Janet Beinke, Program Director 512-427-6321  
INTERNET address: [beinkejt@thecb.state.tx.us](mailto:beinkejt@thecb.state.tx.us)
- III. Facilities Inventory Questions: CAMPUS PLANNING, FAX: 512-427-6147  
Bill Beckham, Director 512-427-6122  
INTERNET address: [beckhamwm@thecb.state.tx.us](mailto:beckhamwm@thecb.state.tx.us)
- V. Student Tuition and Residency Issues; Financial Aid DB: STUDENT SERVICES,  
FAX: 512-427-6420  
Jane Caldwell, Director 512-427-6455  
INTERNET address: [caldwellje@thecb.state.tx.us](mailto:caldwellje@thecb.state.tx.us)

Univ. General Reporting Issues

VIII. Texas Academic Skills Program Questions: PARTICIPATION AND SUCCESS,  
FAX: 512-427-6264  
James Dilling, Program Director 512-427-6218  
INTERNET address: [dillingjs@theqb.state.tx.us](mailto:dillingjs@theqb.state.tx.us)

Linda McDonough, Director 512-427-6525  
INTERNET address: [mcdonougla@theqb.state.tx.us](mailto:mcdonougla@theqb.state.tx.us)

## Univ. General Reporting Issues

### ELECTRONIC DATA TRANSFER SYSTEM

The TCP/IP File Transfer Protocol (FTP) is used to transfer data files from your local system, PC, or central system to an FTP Server located at the THECB. Connection to the FTP File Server at the THECB is via Internet.

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

The header record contains information to identify the data in the file and the length of the data records. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of file by writing over a previously transferred file of the same name, make each file transferred a unique name.

After initializing the FTP process on your system, connect to the THECB server, EDC.THECB.STATE.TX.US, by whatever method your FTP requires.

For USERID: Enter your full six (6) digit FICE code, i.e., "001234" (leading zeros are required).

For PASSWORD: Enter "XXXXXX" (must be in UPPER case) [contact EDTS-CB-ADMIN at EMAIL [EDTS-CB-ADMIN@THECB.STATE.TX.US](mailto:EDTS-CB-ADMIN@THECB.STATE.TX.US) for your password]

Each FICE code has a unique password assigned to it. Guard it to prevent unauthorized access to your data.

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

Univ. General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID - Always 'HY2K'	1	4
Item #2	Institution Code - FICE - Numeric	5	6
Item #3	Data Identifier, i.e., CBM001	11	6
Item #4	Semester - Numeric ('1' thru '3')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report or U for an Update to an existing report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0102", "0108", "0120"	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

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

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DATA RECORDS

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

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

Record size may be any length up to 400 characters

## Univ. General Reporting Issues

### CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within six weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

- A. To notify an institution that an initial report for the semester has not been received:
  - 1. The EDC Data Analyst will telephone the Reporting Official if a specific report is not received two days after the due date.
  - 2. A letter from the Assistant Director of the Educational Data Center will be faxed to the Reporting Official if the report has not been received by the seventh working day after the due date.
  - 3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received by the twelfth working day after the due date.
  
- B. To notify an institution when a report for the semester has not been certified:
  - 1. If the report is not certified three working weeks from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.
  - 2. If the report is not certified four working weeks from the due date, the appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or the equivalent, of the incompleteness of the data.
  - 3. Should the report not be certified within a week of the notification to the Vice President, the Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.
  - 4. If the data are not certified within six working weeks of the due date, the Commissioner will be notified so that he may inform the Coordinating Board at its next meeting that the institution is delinquent in certifying its CB reports.

Univ. General Reporting Issues

CHANGES TO CERTIFIED REPORTS

- A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.
- B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.
- C. Requests to change data which are already published must be approved by the Commissioner.

## Univ. General Reporting Issues

### CERTIFICATION STATEMENT – INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.
2. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished several ways:
  - a. The front page of the final edit e-mailed to the institution should have a printed certification statement. The reporting official may sign and date the certification statement and return it to the Educational Data Center.
  - b. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement “I hereby certify ...” and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
  - c. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example on the following page shows the certification of Long Star University's fall 1999 CBM001 and CBM004.

Univ. General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY 003304

DATE: DECEMBER 1, 1999

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

<u>REPORT NUMBER</u>	<u>SEMESTER AND YEAR</u>
CBM001	<u>FALL 1999</u>
CBM004	<u>FALL 1999</u>
CBM005	
CBM008	
CBM009	

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REPORTING OFFICIAL



STUDENT REPORT  
CBM001

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

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

**NOTES:**

1. Census Dates for other than 16 or 6 week terms are outlined below:

<u>Length of Term (Weeks)</u>	<u>Official Census Date</u>
2 or less	1st Class Day
3	2nd Class Day
4	3rd Class Day
5 – 6	4th Class Day
7	5th Class Day
8	6th Class Day
9 – 10	7th Class Day
11	8th Class Day
12	9th Class Day
13 – 14	10th Class Day
15	11th Class Day
16	12th Class Day

2. Summer Sessions

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

3. Upper-Level Centers

An upper-level center is restricted to accepting students eligible for upper-division classification at the parent institution and may not offer freshman and sophomore level courses [CB Rules - 5.242(5)].

## Univ. Student Report (CBM001)

### 4. Flexible Entry Students

Students enrolled in classes organized after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class day of the spring semester will be reported in the first summer semester following, etc. These students will be identified by inserting a '1' in Item #16 to denote "flexible entry".

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

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

1. students who register for this class after the term census date cannot have the hours reported for state funding on either the CBM001 or CBM004, and
2. students who drop this class before this class's first class day cannot be reported for state funding on either the CBM001 or CBM004.

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

### 5. Inter-institutional Students. See the discussion in the Introduction of the Class Report, CBM004.

### 6. Reporting Semester Credit Hours

Effective Fall 1999, Items #10A and #10B, which separate the semester credit hours (SCH) into on-campus and off-campus categories, should be the total SCH the student attempted in the current term. All institutions will be expected to report all zeros in Items #21, #22, #24, and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 are to be completed if they apply to undergraduate as well as graduate students. For undergraduate students, the sum of Items #10A and #10B should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, and #25):

- Item #24 - SCH in collegiate courses that DO qualify for state funding
- Item #25 - SCH in developmental education courses which DO qualify for state funding
- Item #15 - SCH in inter-institutional courses that DO qualify for state funding
- Item #21 - SCH in collegiate courses that DO NOT qualify for state funding
- Item #22 - SCH in developmental education courses which DO NOT qualify for state funding
- Item #23 - SCH in inter-institutional courses that DO NOT qualify for state funding

These items are mutually exclusive. When combined, they represent the total semester

## Univ. Student Report (CBM001)

credit hours for the undergraduate student.

There will be two semester credit hour checks between the student report (CBM001) and the class report (CBM004):

- 1) The sum of the credit hours identified in Items #10A and #10B for all students on the CBM001, including flexible entry records, minus the sum of the credit hours identified in Items #15 and #23 (inter-institutional SCH) must be within 100 hours of the total SCH of the class records (CBM004), excluding inter-institutional classes, which are coded '1' in Item #21.
- 2) The sum of the semester credit hours (Item #24) of all undergraduates students identified on the CBM001 that are affected by the undergraduate limit (code of '1' in Item #27) must be within 50 hours of the sum of the semester credit hours calculated from the enrollments that are affected by the undergraduate limit in Items #18 and #19 on the class report (CBM004), excluding the semester credit hours in inter-institutional classes, which are coded '1' in Item #2.

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '1'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.
- Item #4 Gender. Enter the gender of the student.

M = Male      F = Female

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

- |                       |   |
|-----------------------|---|
| 1. Freshman           | 7. Doctoral Level                           |
| 2. Sophomore          | 8. Special-Professional (Law)               |
| 3. Junior             | 9. Special-Professional (PharmD)            |
| 4. Senior             | 0. Special-Professional (Optometry-OD only) |
| 5. Post-Baccalaureate | V. Special-Professional (DVM)               |
| 6. Master's Level     |   |

Use the following guidelines to classify students:

1. Freshman
2. Sophomore      Institutions will use their guidelines for these categories
3. Junior
4. Senior
5. Post-Baccalaureate - a student possessing a baccalaureate degree but who has not been admitted to a graduate program
6. Master's Level - a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution
7. Doctoral Level - a student admitted to an approved doctoral degree program at the institution. Such students are those who a) have been officially admitted to a doctoral program, and b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree
8. Special-Professional (Law) - a student admitted to an approved law program at the institution
9. Special-Professional (PharmD) - a student admitted to an approved PharmD program at the institution who has completed the master's level course work and is enrolled in special-professional pharmacy courses (approximately the last 40 semester credit hours) is to be coded a value of '9'.
0. Special-Professional (Optometry-OD only) - a student admitted to an approved Optometry program at the institution

Univ. Student Report (CBM001)

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

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

YYYY = Year; MM = Month; DD = Day

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

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

- |                                   |  |
|-----------------------------------|--|
| 1. Resident Tuition (regular)     | A. Foreign Student Classified as a Resident in Section 2 of HB 1403  |
| 2. Non-Resident Tuition (regular) | C. Foreign Student Pending Resident Status (Section 4 of HB 1403) or eligible to domicile in U.S. as per CB policy |
| 3. Tuition Exemption/Waiver       |  |
| 5. Thesis or Dissertation         |  |
| 9. Law (resident)                 |  |
| 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 #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a legal resident.

Texas Resident - Enter County Code  
Out-of-State Resident - Enter State Code  
Foreign Country Citizen - Enter Foreign Country Code

Item #9 Transfer Student or First-Time-in-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 9s for institutions not having a FICE code or a designated identifying number.) A transfer is a student entering the reporting

Univ. Student Report (CBM001)

institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who re-enter for further education.

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

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

Item #10A Semester Credit Hour Load, Current Registration (On-Campus). Enter the number of on-campus semester credit hours, including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, and #25). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible entry, are to be reported in a separate record and a '1' entered in Item #16.

Item #10B Semester Credit Hour Load, Current Registration (Off-Campus). Enter the number of off-campus semester credit hours including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal of the other SCH Items (#15, #21, #22, #23, #24, and #25). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible entry, are to be reported in a separate record and a '1' entered in Item #16.

Item #11 Doctoral Semester Credit Hours (SCH) Funded. 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.

**NOTE:** Continue to report all hours attempted in the initial doctoral student record in Items #10A and #10B, as appropriate.

Item #12 Ethnic Origin. 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

Univ. Student Report (CBM001)

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 who qualify as residents 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 or CB policy (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 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 #13 Semester. Enter the appropriate code.

1. Fall
2. Spring
3. Summer

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

Item #15 SCH - Inter-Institutional State-Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #23), all other collegiate level courses (Items #21 and #24), and all developmental courses (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution’s students and there is an inter-institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction of the CBM004 report.

Item #16 Flexible Entry. 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’.

Univ. Student Report (CBM001)

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

- Item #17 Remote Campus. Restricted to use by Texas Woman's University and to identify students who are confined to a correctional institution. If the student is incarcerated, enter a '5'. TWU will enter a '1' for their students enrolled at one of the Dallas educational facilities and a '2' for their students enrolled at the Houston campus.

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

- Item #18 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. For any non-doctoral major that is undeclared, enter '99999999'.

- Item #19 Doctoral Funding Code. Enter the funding code of the associated CIP area where semester credit hours (SCH) of doctoral students are generated. If a doctoral student generates doctoral SCHs in more than one funding area, multiple CBM001 records will be created (see explanation in Item #10C). Funding codes of 08-law, 12-vocational training, 13-physical training, 18-teacher education practice teaching, and 19-technology do not have doctoral funding rates and are not allowed.

- Item #20 Tuition Exemption/Waiver Code. When Item #7 is coded '3', enter the code identifying the Tuition Exemption or Tuition Waiver category below; otherwise leave blank. The following two codes are the only ones that will be accepted on the CBM001 effective Fall 1995.

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

- Item #21 SCH – UG Load NOT State Funded. Enter the number of attempted semester credit hours for which the undergraduate student is registered that do not qualify for undergraduate state funding during the current semester. The title of this item specifies that only the undergraduate SCHs will be non-funded. The MA SCH of the seniors recorded in this item are fundable. Exclude SCHs attempted in courses that are state funded (Item #24), all developmental courses (Items #22 and #25), and all inter-institutional courses (Items #15 and #23). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCH that exceed state limits in Introduction of CBM004), and SCHs of a student in military science and religion courses. The credit hours of the senior students who are affected by the 45+ undergraduate limit and who are within 12 SCH of their first baccalaureate when enrolled in master's level courses for master's level credit will be included in this item. Such hours do not count toward the undergraduate limit. By including such hours in Item #21 instead of Item #24, the undergraduate SCH comparison of students who are affected by the undergraduate limit should balance between the CBM001 and CBM004. Since the students are classified as seniors, the undergraduate SCH on the CBM001 should

Univ. Student Report (CBM001)

be in balance (Items 10A + 10B = Items 15 + 21 + 22 + 23 + 24 + 25).

- Item #22 SCH - Developmental Load NOT State Funded. Enter the number of semester credit hours for which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in courses that are collegiate level (Items #21 and #24), state funded developmental courses (Item #25), and all inter-institutional courses (Items #15 and #23). An example are attempted SCHs of undergraduate students who have exceeded the state limit in developmental education (18 semester credit hours).
- Item #23 SCH - Inter-Institutional Load NOT State Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Item #15), all other collegiate level courses (Items #21 and #24), and all developmental courses (Item #22 & #25).
- Item #24 SCH - Load State Funded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCHs attempted in collegiate courses that are not state funded (Item #21), all developmental courses (Items #22 and #25), and all inter-institutional courses (Items #15 and #23).
- Item #25 SCH - Developmental Load State Funded. Enter the number of semester credit hours in developmental courses in which the student is registered during this current semester that DO qualify for state funding. Exclude attempted SCH of the student in developmental courses that are not state funded or SCH of the student who has exceeded the developmental state limit (Item #22), SCH attempted in courses that are collegiate level (Items #21 and #24), and SCH of all inter-institutional courses (Items #15 and #25).
- Item #26 SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. You may enter '000' for all students until the Fall semester 2001.
- Item #27 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in the 1999 fall semester or later. Otherwise enter a '0'.
- Item #28 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.
- Item #29 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.
- Item #30 Middle Name Initial. Enter the initial of the student's middle name.

Univ. Student Report (CBM001)

- Item #31 Semester Credit Hours of Students Enrolled in Dual Credit Courses. Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These hours are to be included in any of the other credit hour items as appropriate.
- Item #32 Teacher Education Program. Enter '01' if the student is admitted to or continuing his/her enrollment in a teacher education program. Leave blank if not.
- Item #33 Unused
- Item #34 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #35 Update Code. 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

Univ. Student Report (CBM001)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '1'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Classification - Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/In College - Numeric or blank	31	6
Item #10A	SCH Load, On-Campus - No decimals, zero fill	37	2
Item #10B	SCH Load, Off-Campus - No decimals, zero fill	39	2
Item #11	Doctoral Hours Funded - Numeric or blank	41	2
Item #12	Ethnic Origin - Numeric	43	1
Item #13	Semester - Numeric	44	1
Item #14	Year - YYYY - Numeric	45	4
Item #15	SCH - Inter-Institutional State Funded - No decimals	49	2
Item #16	Flexible Entry	51	1
Item #17	Remote Campus - Restricted use	52	1
Item #18	Major Area of Concentration - CIP - Numeric	53	8
Item #19	Doctoral Funding Code - Numeric	61	2
Item #20	Tuition Exemption/Waiver Code - Numeric or blank	63	2
Item #21	SCH-Collegiate UG Not State Funded - No decimals	65	2
Item #22	SCH-Developmental Not State Funded - No decimals	67	2
Item #23	SCH-Inter-Institutional Not State Funded - No decimals	69	2
Item #24	SCH-Collegiate State Funded - Numeric, no decimals	71	2
Item #25	SCH-Developmental State Funded - No decimals	73	2
Item #26	SCH-Undergraduate Degree Program - Numeric	75	3
Item #27	Student Affected by UG Funding Limit - Numeric	78	1
Item #28	Last Name - 20 characters	79	20
Item #29	First Name - 10 characters	99	10
Item #30	Middle Name Initial - 1 character	109	1
Item #31	SCH-Dual Credit – Numeric, no decimals	110	2
Item #32	Teacher Education Program	112	2
Item #33	Unused	114	1
Item #34	Non-Disclosure - Numeric	115	1
Item #35	Update Code	120	1

Univ. Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
 SR-CBM001 SUMMARY OF STUDENT DATA FROM  
 LONE STAR UNIVERSITY 003304

PART A  
 DATE: 04/08/01  
 SPRING 2001

GENDER		
MALE	2,567	
FEMALE	2,683	
TOTAL		5,250
AGE		
UNDER 17	0	
17	8	
18	676	
19-21	2,287	
22-24	954	
25-30	640	
31-35	290	
36-50	365	
51-64	30	
65 AND OVER	0	
AVERAGE-AGE	23.4	
TOTAL		5,250
RESIDENCE		
TEXAS COUNTIES	4,962	
OTHER STATES	177	
FOREIGN COUNTRIES	111	
TOTAL		5,250
ETHNIC ORIGIN		
WHITE	4,374	
BLACK	219	
HISPANIC	497	
ASIAN	37	
INDIAN	12	
INTERNATIONAL	111	
UNKNOWN	0	
TOTAL		5,250
FIRST-TIME ENROLLED		
		71
		2
		6
		2
		0
		0
		0
		81
SCH		
COLLEGIATE STATE FUNDED	50,366	450
COLLEGIATE UG NOT STATE FUNDED	543	0
INTER-INSTITUTIONAL STATE FUNDED	0	0
INTER-INSTITUTIONAL NOT STATE FUNDED	0	0
DEVELOPMENTAL STATE FUNDED	345	12
DEVELOPMENTAL NOT STATE FUNDED	66	0
ATTEMPTED IN DOCTORAL COURSES	2,225	0
VET MED SPECIAL PROFESSIONAL	0	0
TOTAL	53,545	462
ON-CAMPUS	45,333	462
OFF-CAMPUS	8,212	0
TOTAL	53,545	462
FLEX-ENTRY		

Univ. Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
SR-CBM001 SUMMARY OF STUDENT DATA FROM  
LONE STAR UNIVERSITY 003304

PART B  
DATE: 04/08/01  
SPRING 2001

CLASSIFICATION

FRESHMAN	1,510	
SOPHOMORE	1,142	
JUNIOR	961	
SENIOR	1,143	
POST-BACCALAUREATE	140	
MASTER	354	
DOCTORAL	0	
SPEC. PROF. LAW	0	
SPEC. PROF. OPT	0	
SPEC. PROF. PHARMD	0	
SPEC. PROF. VET. MED.	0	
TOTAL		5,250

LOCATION

ON-CAMPUS	5,132	
OFF-CAMPUS	245	
DUPLICATIVE	127	
TOTAL		5,250

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	81	
FIRST TIME TRANSFER	217	
TOTAL		298

TEACHER EDUCATION STUDENTS 236

TUITION STATUS

RESIDENT TUITION	4,814	
NON-RESIDENT TUITION	436	
TUITION EXEMPTION/WAIVER	0	
THESIS/DISSERTATION	0	
LAW (RESIDENT)	0	
LAW (NON-RESIDENT)	0	
RESIDENT TUITION (HB1403)	0	
RESIDENT TUITION PENDING	0	
TOTAL		5,250

NON-DISCLOSURE	2	
FLEXIBLE ENTRY		174
SPECIAL DOCTORAL RECORDS		5
TOTAL HEADCOUNT		5,429

STUDENTS AFFECTED BY UG LIMIT 81

\*\*\* NOTE: TOTALS ARE NET ERRORS

Univ. Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
SR-CBM001 SUMMARY OF STUDENT DATA FROM  
LONE STAR UNIVERSITY                      003304

PART C  
DATE: 04/08/01  
SPRING        2001

MULTIPLE CAMPUS TOTALS

MAIN CAMPUS	5,341
ALT. CAMPUS 1	0
ALT. CAMPUS 2	0
ALT. CAMPUS 3	0
INMATE CORR INST	88
INTER-INSTITUTION	0

\*\*\* NOTE:    TOTALS ARE NET ERRORS

Univ. Student Report (CBM001)

SUMMARY OF STUDENT DATA

PART A

HEADCOUNT: The headcount is a summation of CBM001 records less the number of flexible entry students and less the multiple doctoral student records.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #4.

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

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

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

RESIDENCE: All residence codes from 001 to 254 are Texas counties. Codes 310 through 369 are other states and U.S. possessions. Codes 402 through 799 are foreign countries. Any other residence code will not be valid.

ETHNIC ORIGIN: The summary is based on the Ethnic Origin code (Item #12).

SEMESTER CREDIT HOURS (SCH):

COLLEGIATE STATE FUNDED: Item #24 is summed to produce a total

COLLEGIATE UG NOT STATE FUNDED: Item #21 is summed to produce a total

INTER-INSTITUTIONAL STATE FUNDED: Item #15 is summed to produce a total

INTER-INSTITUTIONAL NOT STATE FUNDED: Item #23 is summed to produce a total

DEVELOPMENTAL STATE FUNDED: Item #25 is summed to produce a total

DEVELOPMENTAL NOT STATE FUNDED: Item #22 is summed to produce a total

ATTEMPTED IN DOCTORAL COURSES: Item #11 is summed to produce a total

VET MED SPECIAL-PROFESSIONAL: Items #10A and #10B are summed to produce a total, based on Item #5 = "V"

ON-CAMPUS: Item #10A is summed to produce a total

OFF-CAMPUS: Item #10B is summed to produce a total

Each of the respective Items are summed for FLEX-ENTRY RECORDS (Item #16 = '1')

Univ. Student Report (CBM001)

PART B

CLASSIFICATION: This summary is based upon the 11 codes in Item #5.

LOCATION: When the SCH value in #10A is greater than zero, a counter is incremented by one for on campus and when #10B is greater than zero, an off-campus counter is incremented by one. When both Items #10A or #10B are greater than zero, the duplicative counter is incremented by one.

TUITION STATUS: The summary is based on the tuition status codes in Item #7.

FLEXIBLE ENTRY: All records with a '1' in Item #16 are summed separately and are not included in the headcount summaries.

SPECIAL DOCTORAL RECORDS: This reflects the number of additional doctoral student records which have been submitted in order to report more than one doctoral funding area of doctoral hours attempted.

PART C

MULTIPLE CAMPUS TOTALS: The counts are of the students attending the various campuses as identified in Item #17, Remote Campus.

INMATE CORR INST: Reflects the number of students who are incarcerated, coded a '5' in Item #17.

INTER-INSTITUTION: This is the count of students who have an inter-institution SCH value (Item #15 and Item #23) greater than zero.

Univ. Student Report (CBM001)

CBM001 EDIT SUMMARY FROM LONE STAR UNIVERSITY

003304

SPRING 2001

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	5,429	0	0
ITEM 2	INSTITUTION CODE	5,429	0	0
ITEM 3	STUDENT ID	5,429	0	0
ITEM 4	GENDER	5,429	0	0
ITEM 5	CLASSIFICATION	5,429	0	0
ITEM 6	DATE OF BIRTH	5,429	0	0
ITEM 7	TUITION STATUS	5,429	0	0
ITEM 8	RESIDENCE	5,429	0	0
ITEM 9	TRANSFER	5,429	0	0
ITEM 10A	SCH LOAD - ON CAMPUS	5,429	0	0
ITEM 10B	SCH LOAD - OFF CAMPUS	5,429	0	0
ITEM 11	DOCTORAL HOURS FUNDED	5,429	0	0
ITEM 12	ETHNIC ORIGIN	5,429	0	0
ITEM 13	SEMESTER	5,429	0	0
ITEM 14	YEAR	5,429	0	0
ITEM 15	SCH INTER-INSTITUTION FUNDED	5,429	0	0
ITEM 16	FLEXIBLE ENTRY	5,429	0	0
ITEM 17	REMOTE-CAMPUS	5,429	0	0
ITEM 18	MAJOR-TEXAS CIP	5,429	0	0
ITEM 19	DOCTORAL FUNDING CODE	5,429	0	0
ITEM 20	TUITION EXEMPT/WAIVER	5,429	0	0
ITEM 21	SCH COLLEGIATE UG NOT FUNDED	5,429	0	0
ITEM 22	SCH DEVELOPMENTAL NOT FUNDED	5,429	0	0
ITEM 23	SCH INTER-INST NOT FUNDED	5,429	0	0
ITEM 24	SCH COLLEGIATE FUNDED	5,429	0	0
ITEM 25	SCH DEVELOPMENTAL FUNDED	5,429	0	0
ITEM 26	SCH OF UG PROGRAM	5,429	0	0
ITEM 27	STUDENT AFFECTED BY UG LIMIT	5,429	0	0
ITEM 28	LAST NAME	5,429	0	0
ITEM 29	FIRST NAME	5,429	0	0
ITEM 30	MIDDLE INITIAL	5,429	0	0
ITEM 31	SCH DUAL CREDIT	5,429	0	0
ITEM 32	TEACHER EDUCATION PROGRAM	5,429	0	0
ITEM 33	UNUSED	5,429	0	0
ITEM 34	NON-DISCLOSURE	5,429	0	0

CBMOO1 VS CBMOO4 SEMESTER CREDIT HOURS TOTAL 0

CBMOO1 VS CBMOO4 SEMESTER CREDIT HOURS AFFECTED BY UG LIMIT 0

TOTAL CBM001 RECORDS PROCESSED	5,429
CONTROL TOTAL	1
DISCREPANCY	0
NUMBER OF DUPLICATE RECORDS	130
ADDS	0
CHANGES	1
DELETES	0
REJECTS	0

Jniv. Student Report (CBM001)

SPRING 2001

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 INITIAL EDIT OF SR-CBM001 DATE  
 LONE STAR UNIVERSITY

DATE 4/08/01

PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	REMARKS													
1	2	3	4	5	6	7	8	9	10A	10B	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
1	003304	666886666	M	7	0965	1	191		09	00	00	*	2	99	0	0		06010100	16	0	0	0	0	09	0	000	0						E
1	003304	777887777	F	4	1089	1	059		0	03		3	2	99	0	0		13120200	03	0	0	0	0	03	0	000	0						Q

\*\*\*ERROR = CBM001/004 SEMESTER CREDIT HOUR MISMATCH

TOTAL CBM001 SEMESTER CREDIT HOURS: 43,707  
 TOTAL CBM004 SEMESTER CREDIT HOURS: 44,000

CBM001/004 UNDERGRAD SCH

TOTAL CBM001 UNDERGRAD SEMESTER CREDIT HOURS: 22,886  
 TOTAL CBM004 UNDERGRAD SEMESTER CREDIT HOURS: 22,886

ITEMS IN ERROR ARE INDICATED BY (\*), QUESTIONABLE BY (-)

Univ. Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '0' thru '9' or 'V'
6. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7. Tuition Status	N/A	Any value except '0', '1', '2', '3', '5', '9', 'A', or 'C'
8. Residence	N/A	Not on residence file
9. Transfer/First-Time In College	N/A	Any non-numerical characters or embedded spaces; invalid FICE code
10. SCH Load (On Campus & Off Campus)	Sum of #10A + #10B less than 1 or greater than 22	Any non-numerical value; unused positions should be zero-filled
11. Doctoral SCH	Value > 18	Any non-numerical value if Item #5 = '7'; must have numerical value if Item #16 = '3'
12. Ethnic Origin	N/A	Any value other than '1' thru '7'
13. Semester	N/A	Must match value on header record
14. Year	N/A	Must match value on header record
15. Inter-institution SCH	(See Item #24)	Non-numerical
16. Flexible Entry	N/A	Any value except spaces or '1' or '3'
17. Remote Campus	N/A	Any value except '1', '2', '3', or '5'
18. Major Area of Concentration - CIP	N/A	Not on CIP file
19. Doctoral Funding Code	N/A	Any value not a doctoral funding code '01' thru '19'

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
20. Tuition Exemption	N/A	Any value except '01' or '21' when Item #7 is coded '3'; blank if not
21. SCH-Collegiate UG Not Funded	(See Item 24)	Non-numerical
22. SCH-Developmental Not Funded	(See Item 24)	Non-numerical
23. SCH-Inter-Inst Not Funded	(See Item 24)	Non-numerical
24. SCH-Collegiate Funded	Sum of Items #15, #21, #22, #23, #24, #25 less than 1 or greater than 22	Non-numerical
25. SCH-Developmental Not Funded	(See Item 24)	Non-numerical
26. SCH-UG Degree Program	Value less than 120 or greater than 160	Non-numerical when Item #5 is coded '4'
27. Student Affected by UG Limit	N/A	Any value except '0' or '1'
28. Last Name	N/A	Blank, numerical
29. First Name	N/A	Blank, numerical
30. Middle Initial	N/A	N/A
31. SCH Dual Credit	Value greater than 9	Non numerical or > 21
32. Teacher Education Prog	N/A	Any value except '01' or blank
33. Unused	N/A	N/A
34. Non-Disclosure	N/A	Any value except '2' or '0'

**DISCREPANCY:** The edit program counts the number of records processed in the report. If it is not the same as the number listed in the header record (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted, or rejected on the last edit run.

## Univ. Student Report (CBM001)

### CBM001/004 SEMESTER CREDIT HOUR MISMATCH

The CBM001 edit program sums the semester credit hour load from Items #10A and #10B minus Items #15 and #23, including flexible entry students. Error records are excluded from the counts. This is the CBM001 semester credit hour total listed in the error message. The grand total semester credit hours from the CBM004 sums Items #13A-E, Items #16, #17, #18, and #19 where Item #21 = '0', excludes inter-institutional records where Item #21 = '1', and any error records.

If the discrepancy between the two totals is greater than 100, an error message will appear on the CBM001 edit page.

A second semester credit hour comparison has been added to validate the undergraduate students who are affected by the undergraduate funding limit. A sum of SCHs reported in Item #24 of the CBM001 for students who have been identified as being affected by the limit (code '1' in Item #27) will be matched to the sum of SCHs calculated on the enrollments reported in Items #18 and #19 on the CBM004 when Item #21 = '0'. If the discrepancy between the two totals is greater than 50, an error message will appear on the CBM001 edit page.

The CBM001 and CBM004 edit programs each generate the CBM001/004 SCH comparison. Please note, since the CBM001 edit program always is scheduled to run before the CBM004 edit program, the CBM001's comparison will be calculated prior to an update to the CBM004 submitted at the same time as the CBM001 update. Therefore, if updates are processed for both reports on the same day, the CBM001 report may show an out-of-balance condition and the CBM004 may show the two reports to balance.

## Univ. Student Report (CBM001)

### UPDATING PROCEDURES

Individual records in a previously submitted CBM001 report may be updated (deleted or changed) or new records may be added via an electronic file containing transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

**NOTE:** When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #13	Semester
Item #14	Year
Item #35	Update Code

2. Item #6 in the header record must coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #35.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #35 and the other required items listed in step 1 above. Among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #35.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
7. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
8. If a change to duplicate records (i.e., regular and flexible entry enrollments) is needed, the existing records must be deleted and complete records incorporating the corrected data added (that is, steps 5 and 3 above are to be followed).
9. To replace data with blanks, the entire record must be deleted and re-added with the correct data.

## TASP REPORT CBM002

This report will include all undergraduate students, including transfer students, who are registered for one or more Coordinating Board approved courses during the reporting period. Do not include students:

- 1) with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall of 1989, or
- 2) who withdraw prior to or on the official census date.

Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at your institution, whether he/she has or has not taken a test for TASP purposes and whether he/she passed or failed. Even though you may report annually, the report must have a record for each semester the student attended your institution. These students will be reported until they receive a baccalaureate degree.

Rather than requiring two separate reports, TASP (Texas Education Code T.E.C. 51.306) and the student performance data required by T.E.C. 51.403(e) have been combined on this report. Therefore, students who meet the above criteria, even though they may be enrolled in TASP-waived certificate programs, will be reported for the first year after high school graduation. Include students in credit certificate programs, but exclude students in continuing education programs. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will send the student performance data to the respective high schools.

### Certificate Programs

A Level-One certificate consists of at least 15, but no more than 42, semester credit hours (23-63 quarter hours) designed to be completed in one year or less. TASP requirements do not apply to students in Level-One certificate programs as long as they remain within the curriculum specified for each certificate.

Students in waived programs in the fall of 1998 and thereafter are not permitted to accumulate more than six collegiate-level hours outside a waived curriculum without being liable for all TASP requirements. Students who accumulated fewer than nine semester credit hours outside of a waived curriculum prior to fall 1998, either before enrolling in a waived program or while in a waived program, may be permitted to continue in or begin a new waived program without having to take a test approved for TASP purposes. Students who accumulated nine or more collegiate-level hours should have already tested.

Students in an academic program who wish to switch to a TASP-waived certificate program may be permitted to do so with the understanding that they may take only those courses specified in the waived program curriculum (with a limited number of approved vocational/technical substitutes), and may not accumulate more than six additional semester credit hours or the equivalent (of any type) outside of the curriculum without taking a test for TASP purposes and entering any required developmental education or returning to continuous developmental education, if required.

## Univ. TASP Report (CBM002)

A Level-Two certificate consists of at least 43, but no more than 59, semester credit hours (64-89 quarter hours). All TASP requirements apply to students in such programs.

### Exemptions

Students may be reported as exempt from the testing requirement under the following circumstances (see the latest TASP Policy Manual for specific details):

- **Grand-fathering**  
Any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989.
- **Baccalaureate degrees**  
A student who has graduated with a baccalaureate degree from an accredited institution of higher education
- **ACT/SAT/TAAS**  
A student who meets the exemption standards and whose ACT, SAT, or TAAS scores have not expired. Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date (three years for exit-level TAAS). Scores required for exemption must be attained on one "sitting" for an appropriate test instrument. That is, students either meet exemption standards for all sections of the test or they meet none. ACT, SAT, and TAAS exemption standards are:
  - ACT: composite score of 23 with a minimum of 19 on both the English and the mathematics tests;
  - SAT: combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests (re-centered scale for tests taken April 1995 and thereafter);
  - SAT: for tests taken prior to April 1995, a combined verbal and mathematics score of 970, with a minimum of 420 on the verbal test and 470 on the mathematics test;
  - TAAS: a minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the math test, and 89 on the reading test.
- **Deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995 will not be required to test.**
- **High School Graduates with 3.5 or above GPA in Recommended or Advanced Curriculum**  
A student who graduated from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale or the equivalent, and completed the recommended or advanced high school curriculum or an equivalent or similar curriculum at an accredited private high

## Univ. TASP Report (CBM002)

school or at an out-of-state high school. The exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.

- Transfers with 3 or more credit hours  
A student who transfers with 3 or more accumulated college-level semester credit hours or the equivalent to a Texas public institution from a private or out-of-state institution may use transferred courses which are given common course numbers corresponding to those in Subsection 5.315(d)(3) to satisfy TASP requirements. A student must have earned a course grade of “B” or higher in each of the three skill areas.

## Waivers

- Active-Duty Military  
Full-time active-duty military personnel serving in the United States Armed Forces who are: (1) stationed in Texas and enrolled in a Texas public institution of higher education; or (2) stationed outside of Texas and enrolled in full degree programs provided by Texas public institution of higher education through distance education. An enrolled student serving on active military duty, who later separates from the military, must comply with all TASP requirements prior to re-enrolling.
- Certificate programs of one year or less (see discussion above)
- Enrollment on a temporary basis  
A student who enrolls on a temporary basis (the student must show proof of enrollment at a private or at an out-of-state institution for the previous semester and sign a document stating that s/he does not seek a degree from your institution)
- International students  
A student who is a citizen of a country other than the United States who is not seeking a degree or Level-Two certificate.
- National Student Exchange Program Participants  
A student participating in the National Student Exchange Program from another state shall be exempt from the provisions of TEC 51.306 unless that student becomes a degree-seeking undergraduate student at a Texas public institution of higher education.
- Out-of-state students  
Applies to Texas institutions that offer college-level courses outside the state of Texas or outside of the United States to students taking courses at out-of-state or overseas locations, so long as they remain outside the state. If such students return to Texas to continue or complete their academic work, they immediately become liable for all TASP requirements within the first nine semester credit hours, or the equivalent, completed in-state at a Texas public higher education institution.

## Univ. TASP Report (CBM002)

- Students 55 years of age or older  
A student who is over 55 and not seeking a degree or Level-Two certificate
- Transfers with 3 or more credit hours  
A student who transfers with 3 or more accumulated college-level semester credit hours or the equivalent to a Texas public institution from a private or out-of-state institution may use transferred courses which are given common course numbers corresponding to those in Subsection 5.315(d)(3) to satisfy TASP requirements. If a student has earned a course grade of "B" or higher in one or two skill areas only, the student must be tested in the remaining skill area(s).

### Criteria for Meeting TASP Requirements

After September 1, 1995, the Reading and Math TASP Passing Standard is 230 and the TASP Writing Passing Standard is 220. The TASP Passing Standard is 220 for all test sections prior to September 1, 1995.

Minimum passing scaled scores for approved alternative tests:

- ASSET: Reading Skills - 41; Elementary Algebra - 38; Written Essay - 6 (raw score); Writing Skills (objective) - 40
- COMPASS: Reading Skills - 81; Algebra - 39; Written Essay - 6 (raw score); Writing Skills (objective) - 59
- MAPS: Reading Comprehension - 114; Elementary Algebra - 613; Written Essay - 6 (raw score); Conventions of Written English - 310
- ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63; Written Essay - 6 (raw score); Sentence Skills - 80
- The passing standard for the written essay portion of all alternative tests is a score of 6 (raw score). However, an essay score of 5 will pass if the student meets the objective writing test standard. Report the raw score on the CBM002 and use the objective writing scaled score to determine whether to report the writing essay score as passing or failing.

Deaf students must take the Stanford Achievement Test in lieu of the TASP Test. The minimum passing standards on the Stanford Achievement Test given to deaf students are (report raw scores): Reading Comprehension - 29; Mathematics Total - 66; Language Total - 37. Do not report the Study Skills score.

A student may satisfy the TASP requirements by earning a grade of "B" or better in an appropriate course approved by the Board (CB Rule 5.315 Subsection d).

Dyslexia and other related disorders statute became effective September 1, 1995 for dyslexia and related disorders and fall 1997 for specific learning disabilities in mathematics, and does not provide for retroactive application. Students cannot avail themselves of the options under this legislation without first requesting special accommodations for the TASP Test or providing notice of the disability by submitting appropriate documentation to the Coordinating Board.

### Univ. TASP Report (CBM002)

An institution may require higher performance standards for students than those required for TASP purposes. Such students should be reported as having completed the TASP obligation.

### Developmental Education

For purposes of this report, course-based developmental education occurs when the developmental courses being taught are on your Coordinating Board approved course inventory for funding purposes.

Non-course-based developmental education may include, but is not limited to, such activities as tutoring, supervised self-study, and participation in learning assistance centers. Non-course-based developmental education is not to be turned in for state formula funding.

### TASP Scores Database

The CB receives and applies TASP scores from NES approximately four weeks after each test occasion. NES updates to prior test occasion data are also applied at this time. Changes to TASP scores at the CB can only be applied from NES and not from the institution. The student should contact NES if any erroneous information is discovered on the NES file. Social Security number changes are provided by NES and applied weekly.

INSTRUCTIONS FOR TASP REPORT

**HOUSEKEEPING SECTION:** All items in this section must be provided every reporting period.

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

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

Item #3 Student Identification Number. Enter the Social Security number of the student. The institution 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 through #16 of the demographic information will need to be provided.

Item #4 Reporting Period.

1. Fall
2. Spring
3. Summer

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

Item #6 Semester Credit Hours Attempted. 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 #7 Grade Points Earned. 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 #8 Enrolled in a High School Level Program.

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.

Univ. TASP Report (CBM002)

Item #9 Update Code. 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 #10 First Semester Enrolled. 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 #11 Year First Enrolled. Enter all four digits of the calendar year in which the semester in Item #10 occurred.

Item #12 Educational Objective. 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 2.1.

Item #13 Prior Student ID - Social Security Number Change. The CB will use this number to match to the CBM001 and TASP Database if the number in Item #3 does not match.

Item #14 Gender. 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 #15 Ethnic Origin. Enter the code indicating the ethnic origin of the student. If the

Univ. TASP Report (CBM002)

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 Date of Birth. 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 '00000000'.

Item #17 Unused. It has been decided that the disability data will not be collected. Zero fill.

Item #18 TASP Exemption/Waived Status - **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 "B" 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 school, 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/waiver based on other criteria (such as students who qualify for the grand-fathering exemption, for 55 and older waiver, for temporary enrollment waiver, for international students, for out-of-state students, for active military student, etc. use this category)
7. Satisfied TASP requirement based on qualifying as a transfer student from an out-of-state or private institution with a "B" or higher grade in an appropriate course in all three skill areas.
8. Exemption based on completion of the recommended or advanced high school curriculum with a grade point average of 3.5 or higher on a 4.0 scale

Item #19 Initial Test Route. 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 "null" value is appropriate.

0. Not applicable or null
1. TASP. If the social security number of the student can be matched to the

Univ. TASP Report (CBM002)

- 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 "null".

Item #20 TASP Math Obligation Status. 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 an out-of-state or private institution who earned a course grade of "B" or higher in this area.
  4. Met obligation in a prior reporting period

Item #21 TASP Math Obligation Was Met. 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 apply

Item #22 TASP Math Developmental Education Status. 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

Univ. TASP Report (CBM002)

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 #23 Number of Semester Hours in Math Developmental Education. 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 #24 Level of Math Developmental Education 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 three 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 #25 Math Developmental Education Provided During the Reporting Period. 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 #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 two 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 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

Univ. TASP Report (CBM002)

identified in Item #19.

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

Item #27 TASP Math Score From Second Testing Occasion (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 three digits. Enter '000' if not applicable or null.

Item #28 TASP Math Score From Third or Most-Recent Testing Occasion. 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 Grade in CB-Approved College-Level Mathematics Course. 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
- 1. A
- 2. B
- 3. C
- 4. D
- 5. F
- 6. Credit
- 7. No Credit
- 8. Incomplete
- 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 "null".

Item #30 TASP Writing Obligation Status. 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

Univ. TASP Report (CBM002)

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 an out-of-state or private institution who earned a course grade of "B" or higher in this area.
4. Met obligation in a prior reporting period

Item #31 TASP Writing Obligation Was Met. 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 #32 TASP Writing Developmental Education Status. 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 #33 Number of Semester Hours in Writing Developmental Education. 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 #34 Level of Writing Developmental Education 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

Univ. TASP Report (CBM002)

**NOTE:** In institutions where only two courses are available in the writing developmental program, code the first course a “Level 2” and the second course a “Level 3”. In institutions where only one course in the writing developmental program is available, code the course a “Level 3”. In institutions where there are more than three courses in the writing 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 #35 Writing Developmental Education Provided During the Reporting Period. 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 #36A Writing Test Score on Initial Test Route (TASP or Alternative Test). 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 Writing 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 #37 TASP Writing Score From Second Testing Occasion (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 three digits. Enter ‘000’ if not applicable or null.

Item #38 TASP Writing Score From Third or Most-Recent Testing Occasion. 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 Grade in CB-Approved College-Level Writing Course. 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

Univ. TASP Report (CBM002)

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 “null”.

Item #40 TASP Reading Obligation Status. 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 an out-of-state or private institution who earned a course grade of “B” or higher in this area.
4. Met obligation in a prior reporting period

Item #41 TASP Reading Obligation Was Met. 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 #42 TASP Reading Developmental Education Status. Enter the code indicating the student’s status for developmental education in this area.

Univ. TASP Report (CBM002)

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 #43 Number of Semester Hours in Reading Developmental Education. 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 #44 Level of Reading Developmental Education 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

**NOTE:** In institutions where only two courses are available in the reading developmental program, code the first course a "Level 2" and the second course a "Level 3". In institutions where only one course in the reading developmental program is available, code the course a "Level 3". In institutions where there are more than three courses in the reading 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 #45 Reading Developmental Education Provided During the Reporting Period. 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 #46A Reading 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 two 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.

Univ. TASP Report (CBM002)

Item #46B Reading 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 #47 TASP Reading Score From Second Testing Occasion (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 three digits. Enter '000' if not applicable or null.

Item #48 TASP Reading Score From Third or Most-Recent Testing Occasion. 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 Grade in CB-Approved College-Level Reading Course. 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
- 1. A
- 2. B
- 3. C
- 4. D
- 5. F
- 6. Credit
- 7. No Credit
- 8. Incomplete
- 9. Withdrawn/Quit

Item #50 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #51 Unused

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '2'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period - Numeric	17	1
Item #5	Year - Numeric	18	4
Item #6	Semester Credit Hours Attempted - Leading zeros	22	3
Item #7	Grade Points Earned - Right justified, leading zeros	25	3
Item #8	Concurrent Enrollment in H.S. - Numeric	28	1
Item #9	Update Code ('A' = add, 'C' = change, 'D' = delete)	29	1
Item #10	First Semester Enrolled - Numeric	30	1
Item #11	Year First Enrolled - Numeric	31	4
Item #12	Educational Objective - Numeric	35	1
Item #13	Prior Student ID - Numeric	36	9
Item #14	Gender - Alpha	45	1
Item #15	Ethnic Origin - Numeric	46	1
Item #16	Date of Birth - Numeric - YYYYMMDD	47	8
Item #17	Unused	55	1
Item #18	TASP Exemption Status - Numeric	56	1
Item #19	Initial Test Route - Numeric	57	1
Item #20	TASP Math Obligation Status - Numeric	58	1
Item #21	TASP Math Obligation Met - Numeric	59	1
Item #22	TASP Math Developmental Education Status - Numeric	60	1
Item #23	Semester Hours in Math Developmental Ed - Numeric	61	2
Item #24	Level of Math Developmental Ed - Numeric	63	1
Item #25	Math Developmental Ed Provided - Numeric	64	1
Item #26A	Math Test Score on Initial Entry - Numeric	65	3
Item #26B	Math Pass/Fail - Numeric	68	1
Item #27	Second Test Occasion TASP Mathematics Score - Numeric	69	3
Item #28	Third Test Occasion or Later TASP Math Score - Numeric	72	3
Item #29	Grade in First College-Level Mathematics Course - Numeric	75	1
Item #30	TASP Writing Obligation Status - Numeric	76	1
Item #31	TASP Writing Obligation Met - Numeric	77	1
Item #32	TASP Writing Developmental Education Status - Numeric	78	1
Item #33	Semester Hours in Writing Developmental Ed - Numeric	79	2
Item #34	Level of Writing Developmental Ed - Numeric	81	1
Item #35	Writing Developmental Ed Provided - Numeric	82	1
Item #36A	Writing Test Score on Initial Entry - Numeric	83	3
Item #36B	Writing Pass/Fail - Numeric	86	1
Item #37	Second Test Occasion TASP Writing Score - Numeric	87	3
Item #38	Third Test Occasion or Later TASP Writing Score - Numeric	90	3
Item #39	Grade in First College-Level Writing Course - Numeric	93	1
Item #40	TASP Reading Obligation Status - Numeric	94	1
Item #41	TASP Reading Obligation Met - Numeric	95	1

Univ. TASP Report (CBM002)

		<u>Beginning Position</u>	<u>Length</u>
Item #42	TASP Reading Developmental Education Status - Numeric	96	1
Item #43	Semester Hours in Reading Developmental Ed - Numeric	97	2
Item #44	Level of Reading Developmental Ed - Numeric	99	1
Item #45	Reading Developmental Ed Provided - Numeric	100	1
Item #46A	Reading Test Score on Initial Entry - Numeric	101	3
Item #46B	Read Pass/Fail - Numeric	104	1
Item #47	Second Test Occasion TASP Reading Score - Numeric	105	3
Item #48	Third Test Occasion or Later TASP Reading Score - Numeric	108	3
Item #49	Grade in First College-Level Reading Course - Numeric	111	1
Item #50	Non-Disclosure – Numeric	112	1
Item #51	Unused	113	8

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '2'
2. Institution Code	N/A	Must match value on header record and be a valid FICE code
3. Student ID Number	N/A	Blank; special Characters
4. Reporting Period	N/A	Must match value on header record; value except '1' thru '3'
5. Year	N/A	Must match value on header record
6. SCH Attempted	Semester value > 022; semester value < 001	Any non-numerical values
7. Grade Points Earned	Semester value > 088; semester value < 001	Any non-numerical values; value > 4 times SCH
8. High school Enrollment	N/A	Any value except '0' or '1'
9. Update Code	N/A	Any value except '0', 'A', 'C', or 'D'
10. First Sem. Enrolled	N/A	Any value except '1' thru '4'
11. Year First Enrolled	N/A	Any non-numerical values
12. Educational Objective	N/A	Any value except '1' thru '6'
13. Prior SSN	N/A	Special characters
14. Gender	N/A	Any value except 'M' or 'F'
15. Ethnic Origin	N/A	Any value except '1' thru '7'
16. Date of Birth	N/A	Month < '01' or > '12'; day < '01' or > '31'
17. Unused	N/A	N/A
18. TASP Exemp/Waiver Status	N/A	Any value except '0' thru '8'
19. Initial Test Route	N/A	Any value except '0' thru '8'

(continued on next page)

Univ. TASP Report (CBM002)

<u>ITEM NUMBER</u>		<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
<u>MATH/WRITING/READING TEST SECTION</u>			
20/30/40.	Obligation Status	N/A	Any value except '0' thru '4'
21/31/41.	Obligation Met	N/A	Any value except '0' thru '7'
22/32/42.	TASP DE Status	N/A	Any value except '0' thru '5'
23/33/43.	SCH in DE	Any value > '6'	Any value > '9'
24/34/44.	Level of DE	N/A	Any value except '0' thru '3'
25/35/45.	DE Provided	N/A	Any value except '0' thru '4'
26A/36A/46A.	Entry Test Score		
	Math Score	N/A	TASP < 100 or > 300 COMPASS < 0 or > 100 ASSET < 23 or > 55 MAPS < 601 or > 625 ACCUPLACER < 21 or > 120 Stanford < 1 or > 118
	when Item #19 = '2'		
	when Item #19 = '3'		
	when Item #19 = '4'		
	when Item #19 = '5'		
	when Item #19 = '6'		
	Writing Score	N/A	TASP < 100 or > 300 COMPASS = 1 or > 8 ASSET = 1 or > 8 MAPS = 1 or > 8 ACCUPLACER = 1 or > 8 Stanford < 1 or > 60
	when Item #19 = '2'		
	when Item #19 = '3'		
	when Item #19 = '4'		
	when Item #19 = '5'		
	when Item #19 = '6'		
	Reading Score	N/A	TASP < 100 or > 300 COMPASS < 0 or > 100 ASSET < 23 or > 53 MAPS < 101 or > 125 ACCUPLACER < 26 or > 120 Stanford < 1 or > 54
	when Item #19 = '2'		
	when Item #19 = '3'		
	when Item #19 = '4'		
	when Item #19 = '5'		
	when Item #19 = '6'		
26B/36B/46B.	Entry Test Pass/Fail	N/A	Any value except '0' - '2'
27/37/47.	Score From 2nd Test	N/A	Number < 100 or > 300
28/38/48.	Recent TASP Score	N/A	Number < 100 or > 300
29/39/49.	First Grade	N/A	Any value except '0' thru '9'
50.	Non-Disclosure	N/A	Any value except '2' or '0'
51.	Unused	N/A	N/A

## UPDATING PROCEDURES

The updating procedure for the CBM002 is different from the other CBM reports. Updating of the other CBM reports is confined to one semester. The CBM002 data will be input to a Master TASP file that will be continually updated. Consequently, each semester/reporting period is tied to the others by the student ID (Social Security number) and birth month and year. Therefore, when the Social Security number changes from one reporting period to the next, the new number should be reported in Item #3 and the prior Social Security number reported in Item #13. This will allow the historical data to be incorporated with the new information.

Rather than adding the TASP records directly to the Master TASP Database, an intermediate CBM002 area is being used to store the data until it can be edited and certified. This procedure will allow you to apply changes or resubmit the whole report if necessary just like the other CBM reports:

- a) On a "complete report" type of submission, all records are considered as adds, 'A', to the intermediate file area. Changes of the 'C' type and deletes of the 'D' type are treated just like they were add records. Therefore, they should not be reported until a later submission as an "update".
- b) An "update" type submission is the process in which changes and deletes are applied to the intermediate file area records in order to clear up errors or questionable items.
  1. If only a few records need to be changed, enter the key information, Items #1, #2, #3, #4, #5, the item(s) to be changed, and a 'C' in Item #9. Records that have been omitted may be added by supplying all the information and an 'A' in Item #9. If there are records that should not have been reported, they can be deleted by entering Items #1, #2, #3, #4, and #5 and a 'D' in Item #9.
  2. If a significant number of the records need to be changed, then you may resubmit the complete report electronically and, thus, replace all the records for the reporting period.
- c) After all records are error-free and certified, all the records will be applied to the Master TASP Database for the reporting period.

REPORTING EXAMPLES

Items #1 through #17 will be entered each time. Since the report is designed so that the coding for each section (Math, Writing, and Reading) is similar, the examples here reflect the items in the Math section, but are applicable to all sections.

1. Student failed one section of the TASP test, was enrolled in a developmental course, and needs further developmental education:

Item #18 = 0	Item #19 = 1	Item #20 = 1
Item #21 = 0	Item #22 = 2	Item #23 = 03
Item #24 = 2	Item #25 = 1	Item #26A = 220
Item #26B = 2	Item #27 = 000	Item #28 = 000
Item #29 = 0		

2. Student being reported for the first time who has passed the TASP:

Item #18 = 0	Item #19 = 1	Item #20 = 3
Item #21 = 1	Item #22 = 0	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 250
Item #26B = 1	Item #27 = 000	Item #28 = 000
Item #29 = 0		

3. Student passed an alternative (ASSET) test:

Item #18 = 0	Item #19 = 3	Item #20 = 3
Item #21 = 1	Item #22 = 0	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 050
Item #26B = 1	Item #27 = 000	Item #28 = 000
Item #29 = 0		

4. Student enrolled in "B or better" course to complete a TASP requirement:

- A. Student passes the course:

Item #18 = 0	Item #19 = 1	Item #20 = 2
Item #21 = 5	Item #22 = 4	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 200
Item #26B = 2	Item #27 = 215	Item #28 = 000
Item #29 = 2		

- B. Student fails the course:

Item #18 = 0	Item #19 = 1	Item #20 = 1
Item #21 = 0	Item #22 = 4	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 000
Item #26B = 2	Item #27 = 215	Item #28 = 000
Item #29 = 3		

Univ. TASP Report (CBM002)

5. Student is TASP exempt based on ACT scores:

Item #18 = 3	Item #19 = 0	Item #20 = 0
Item #21 = 0	Item #22 = 0	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 000
Item #26B = 0	Item #27 = 000	Item #28 = 000
Item #29 = 0		

6. Student who has declared a disability:

A. Student with dyslexia, prior to THECB waiver:

Item #18 = 0	Item #19 = 1	Item #20 = 1
Item #21 = 0	Item #22 = 2	Item #23 = 02
Item #24 = 3	Item #25 = 3	Item #26A = 222
Item #26B = 2	Item #27 = 000	Item #28 = 000
Item #29 = 0		

B. Student with dyslexia, satisfying waiver:

Item #18 = 0	Item #19 = 1	Item #20 = 2
Item #21 = 6	Item #22 = 4	Item #23 = 03
Item #24 = 1	Item #25 = 1	Item #26A = 220
Item #26B = 2	Item #27 = 222	Item #28 = 000
Item #29 = 0		

7. A student who satisfies one or two of the three TASP areas with a transfer-in grade of "B" or better is coded as follows (passing grade in Math):

Item #18 = 0	since all areas are not completed based on transfer grades (depending upon the initial test taken for the other sections which do not have a "B" or better grade in an approved course) If an initial test has not been taken before the end of the semester, then it would be appropriate to code this item an 8.
Item #19 = 1 thru 6	
Item #20 = 3	
Item #21 = 5	
Items #22 thru #28	coded 0
Item #29 = 1 or 2	depending on the grade transferred

Univ. TASP Report (CBM002)

CBM002 SUMMARY OF INITIAL STUDENT TASP DATA FROM DATE: 02/11/2001  
 TEXAS UNIVERSITY 003304 FALL 2000

EDUCATIONAL OBJECTIVE		INITIAL TEST ROUTE	
NON-DEGREE	738	TASP	1,252
CERT: TASP LIABLE	107	COMPASS	0
ASSOCIATE DEGREE	580	ASSET	52
BACCALAUREATE DEGREE	987	MAPS	0
UNDETERMINED	298	ACCUPLACER	0
CERT: TASP WAIVED	1	STANDFORD ACHIEVE TEST	1
TOTAL	2,711	ANOTHER INSTITUTION	13
MATH OBLIGATIONS MET		LEVEL OF MATH DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
PASSED AFTER DE PROGRAM	543	LEVEL 3 (HIGHEST)	859
COMPLETED IN HIGH SCHOOL	3		
COMPLETED B OR BETTER	15		
MATH DEVELOPMENTAL ED STATUS		MATH DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED	275	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
WRITING OBLIGATIONS MET		LEVEL OF WRITING DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
COMPLETED IN HIGH SCHOOL	6	LEVEL 3 (HIGHEST)	859
PASSED AFTER DE PROGRAM	543		
COMPLETED B OR BETTER	15		
WRITING DEVELOPMENTAL ED STATUS		WRITING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED	275	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
READING OBLIGATIONS MET		LEVEL OF READING DE	
NOT APPLICABLE	366	NOT APPLICABLE	742
PASSED INITIAL TEST	721	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	46
COMPLETED IN HIGH SCHOOL	7	LEVEL 3 (HIGHEST)	518
PASSED AFTER DE PROGRAM	94		
COMPLETED B OR BETTER	13		
READING DEVELOPMENTAL ED STATUS		READING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	755	NOT APPLICABLE	888
DELAYED	27	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	3
IN PROCESS NOT SATISFACTORY	63	COMBINATION OF BOTH	0
COMPLETED	1,468	GED BASED, CORRECTIONAL	0
		NON-DISCLOSURE	2

## CLASS REPORT CBM004

This report will reflect conditions as of the official census date which shall be the 12th class day for the fall and spring semesters (16 week session) and the 4th class day for each of the summer terms (6 week sessions), and will include only classes in Coordinating Board approved courses for resident credit, whether the class is on-campus or off-campus. Students who withdraw from a class on or before the official census date will not be included in this report. To be counted for state aid the students must be registered as of the official census date and the institution must collect tuition and fees in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes payment of half the tuition and fees as a first installment prior to the beginning of the semester and the existence of a fully-signed contract by the payment due date.

### **NOTES:**

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

Any class organized after the official census date will be included in the data submitted in the semester following; i.e., (a) classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (b) classes organized after the 12th class day of the spring semester will be reported in the first summer session following, etc. (A class is "organized" when students have registered and paid fees or established an accounts receivable.)

These classes will be identified by filling the last two places of Item #5, Section Number, with the letters 'FE' (Flexible Entry). All other data will be completed as if the class had been a part of the semester in which it is reported, except tuition and fees, which will be the same as the rates for the semester in which the class begins.

For classes which are organized with the regular semester classes, but whose first class day is after the term census date, see the note on page 1.2.

#### 2. Classes other than 16 or 6 Weeks in Length

Examples of census dates are provided in the Introduction discussion of the student report, CBM001.

#### 3. Multiple Entries

For any class where more than one faculty member is responsible for teaching the section, or where variable credit is offered within the same section, enter separate records for each faculty member or variable credit involved.

Whenever multiple entries for a single section are made, the semester credit hour value, Item #7, should not be repeated unless the section offers variable credit; and the

## Univ. Class Report (CBM004)

responsibility factor for all of the faculty members combined should always total 100 percent, regardless of the number of faculty members involved.

If a lecture class is taught on-campus and is concurrently transmitted by two-way interactive video to another site, a separate record should be reported for each site receiving the transmission. One difference in the multiple records would be the number of students enrolled from each site. The second difference is to report the Mode of Instruction of the class as a code '1' in Item #20 for the on-campus face-to-face lecture, and a code '4' in Item #20 for the Mode of Instruction at the receive site. A reporting alternative would be to report each location as a separate section and designate all class sections with the same composite code.

### 4. Summer Session

All summer sessions will be combined into one report. Classes that are offered in more than one summer session should be assigned separate section numbers to avoid duplicate records.

## Instructional Telecommunications

1. "Distance Learning" refers to instruction the majority of which is delivered by any means to any single or multiple location(s) (a) other than the "main campus" of a senior institution where the course is taught (or "on campus") where the primary office of the chief executive officer of the campus is located; (b) outside the boundaries of the taxing authority of a community/junior college district; or (c) via instructional telecommunications to any other distance location.
2. The term "Instructional Telecommunications" (IT) refers to distance instruction delivered primarily by telecommunication technology. Delivery systems may include, but are not limited to, one or more of the following: interactive video, open-channel television, cable television, closed-circuit television, low-power television, communication and/or direct broadcast satellite, satellite master antenna system, microwave, video tape, video disc, computer software, computer networks, and telephone lines.
3. A "Reception Site" is any location that receives instruction via instructional telecommunications. This may include campuses, health agencies, business and industrial sites, public schools, homes, or any other locations where students may receive instruction.
4. The term "Program" refers to any certificate or degree program. A program is understood to be "offered via distance learning" if a student may complete a substantial majority of the program without taking courses on the main campus of the senior institution or without physically attending classes within the boundaries of the taxing authority of the community/junior college district. No degree or certificate program may be offered via distance learning instruction without prior notification of the Board. In addition, institutions may not offer through distance learning instruction at any site an array of courses that would constitute a degree or certificate program without prior notification by the Board to offer a full program at that site. Courses

## Univ. Class Report (CBM004)

offered in violation of this provision will be disallowed for formula funding.

5. An "Auxiliary Location" is a site or facility owned by an institution or recognized by the Coordinating Board as qualifying for special treatment under the provisions of Subchapter L of the CB Rules (5.245). Auxiliary locations are recognized as having a specific, defined academic mission; expansion beyond the authorized mission requires prior approval of the Board.

## Inter-institutional Courses

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

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

1. The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for semester credit hour funding.
  - a. In this situation the receiving institution will not report a class record (CBM004). The receiving institution will report its students on the student report (CBM001), and the semester credit hours for the inter-institutional class will be reported in the appropriate Item #15 or #23, "Inter-Institutional SCH Load", and in the appropriate Item #10A or #10B.
  - b. The providing institution will report at least two class records, one with its own students and one per FICE code of each inter-institutional partner. For each inter-institutional partner, Item #21 will be coded '1' to exclude the SCH of those records from the CBM001 and CBM004 comparison. All other items should be coded according to customary definitions.
2. Each participating institution reports its own enrollments in the class for semester credit hour funding. **EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS.** Institutions may make arrangements among themselves regarding compensation of the institution providing the instruction. This reporting procedure applies to all distance education and off-campus courses: those done through telecourses or interactive video as well as those taught face-to-face at off-campus locations. The following conditions must be met:
  - a. the institutions involved are all public institutions of higher education in Texas;
  - b. the institutions involved have a written agreement clearly specifying how students will be reported for formula funding;
  - c. institutions participating in an agreement of this type have auditable procedures in place to ensure that the same hours are not reported more than once for funding;

Univ. Class Report (CBM004)

- d. the courses involved are approved for the course inventories of both the providing and the receiving institutions;
- e. on the class report(s) for the receiving institution(s), Item #21 is coded '0' to indicate that the class is inter-institutional; Item #11, Instructor Code, is SSN or last name of the faculty of record; and in Item #8A, "Other Higher Education Site", enter the FICE of the providing institution to identify the faculty of record; and
- f. each institution reports only its own students on the CBM001.

Multi-Institutional Teaching Center (CB Rule 5.245), University System Centers (CB Rule 5.246), and Other Specific Sites

A multi-institution teaching center is an "off-campus educational unit" or an "auxiliary location" administered under a formal agreement between two or more higher education institutions. It exists for the purpose of providing credit instruction from several "parent institutions" in a common geographic setting. The CB must give formal approval before either type teaching center can be initiated or changed. Courses offered at the teaching center or other site listed below MUST be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

MITC or University System Center:

- 000802 North Austin & Williamson County MITC
- 000810 Tarleton State University System Center - Central Texas
- 000820 The University Center MITC at the Woodlands
- 000800 UH System at Ft. Bend MITC
- 000818 Universities Center at Dallas
- 000824 University of North Texas System Center at Dallas
- 000826 UH System Center at Cinco Ranch
- 000828 TAMU-Kingsville System Center at Palo Alto

Other specific site:

- 000804 Prairie View A&M University College of Nursing, Houston Center
- 000806 Sul Ross State University - Rio Grande Campus at Del Rio
- 000808 Sul Ross State University - Rio Grande Campus at Eagle Pass
- 000812 Texas A&M University-Commerce Metroplex Center, Mesquite
- 000830 Texas Tech University Abilene Engineering Center
- 000832 Texas Tech University Amarillo Engineering Center
- 000814 Texas Woman's University, College of Nursing, Houston Center
- 000816 Texas Woman's University, College of Nursing, Dallas Educational Activities
- 000822 The University of Texas at San Antonio, Downtown

Pharmacy Funding Policy (Revised 9/22/02)

1. All pharmacy courses at general academics that are part of a PharmD degree program will now be funded at the Special Professional rate. Note: Reporting non-PharmD undergraduate courses as level 7 courses is an auditable error.

## Univ. Class Report (CBM004)

2. Courses in master's and doctoral pharmacy programs will continue to be funded at their assigned rates.
3. Other undergraduate pharmacy content courses will be funded at the undergraduate science rate. This will be done at the Coordinating Board by applying the science weights in the formula matrix to undergraduate pharmacy courses.
4. Pre-pharmacy courses will continue to be funded at the liberal arts rate. Students taking pre-pharmacy courses should not be reported as special professional students.
5. All students in PharmD programs should be reported in the special-professional enrollment category on the class report. On the student report, the students in PharmD programs are classified with a code '9'.
6. All pharmacy-related courses should be coded on the course inventory based on their content and level of the courses where:

<u>Level</u>	<u>Use</u>
7	Is only for courses that are part of the PharmD curriculum
6	For doctoral courses
5	For master's courses
3 & 4	For upper-division undergraduate courses
1 & 2	For lower-division undergraduate courses

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

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

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

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

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

The student's home campus is the campus from which participation in the exchange

### Univ. Class Report (CBM004)

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

### Undergraduate Semester Credit Hour in Excess of State Limit (CB Rules 13.113 and 13.114)

The limitation on funding of excess undergraduate credit hours applies only to hours generated by students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. If a student has been enrolled as an undergraduate student in any public or private institution of higher education during any term prior to the 1999 fall semester, the student's credit hours are exempt.

Semester credit hours generated by non-resident students paying tuition at the rate provided for Texas residents are subject to the same limitations as hours generated by resident students.

Funding of excess undergraduate semester credit hours is limited as follows:

- (1) Institutions may not submit for formula funding semester credit hours attempted by an undergraduate student who has previously attempted 45 or more semester credit hours beyond the minimum number of hours required for completion of the degree program in which the student is enrolled.
- (2) An undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
- (3) Students who enroll on a temporary basis in a university or health-related institution, and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education, are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
- (4) For purposes of the undergraduate limit, students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit.
- (5) For the purposes of the undergraduate limit, an undergraduate student who has entered into a master's or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate student after having completed the equivalent of a bachelor's degree, or all of the course work normally taken during the first four years of undergraduate course work in the student's degree program.
- (6) The following types of semester credit hours are exempt and do not count toward the limit:

### Univ. Class Report (CBM004)

- (A) semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
- (B) semester credit hours earned through examination or similar method without registering for a course;
- (C) semester credit hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;
- (D) semester credit hours earned by the student at a private institution or an out-of-state institution; and
- (E) any semester credit hours not eligible for formula funding.

A student who enrolled prior to Fall 1999 and who withdrew or failed all courses taken will be exempt from the undergraduate excessive hour rule.

### Funding for Physical Education Courses

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

Univ. Class Report (CBM004)

INSTRUCTIONS FOR CLASS REPORT

Item #1 Record Code. Always enter '4'.

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

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the Course Inventory, CBM-003.

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

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class.

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

Item #6 Type of Instruction (see notes). Enter the code of the primary type of instruction used in this section.

- |                      |                           |
|----------------------|---------------------------|
| 1. Lecture           | 6. Private Lesson         |
| 2. Laboratory        | 7. (Replaced by Item #20) |
| 3. Practicum         | 8. Thesis                 |
| 4. Seminar           | 9. Dissertation           |
| 5. Independent Study | 0. Individualized         |

**NOTE:** Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction, rather than the mode of instruction which will now be identified in Item #20. For example, a two-way interactive video class that is a lecture should be coded a '1', not a '7'. In Item #20 the Mode of Instruction will be recorded. Each instruction type should be reported in a separate class record (see additional discussions of instructional telecommunications in the documentation of the CBM004, and of multiple entries later in this section). Lecture and laboratory can be combined and reported in the same record. (More discussion about Instructional Telecommunications and on how to report multiple entries is described in the Introduction section of the CBM004).

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

Individual Instruction Classes include the modes of instruction referred to in codes '3', '5', '6', '8', '9', and '0'. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other

Univ. Class Report (CBM004)

private instruction. Practicum (3) refers to student teaching, internships, work-study, cooperative education, and similar activities. Individualized (0) includes asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section. Use leading zeros and two decimal places.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular) - Other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the Introductory section of the CBM004)
- 7 Military Bases - Courses taught on a military base
- 8 Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school
- 9 Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet or broadcast or live, interactive television delivery systems (see definition in the Introductory section of the CBM004)
- B Business, Government, or Other Work Location - Courses taught at such entities

**NOTE:** Item #8A, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #8 is coded a '6'. Item #9 applies to both on-campus and off-campus classes. Item #10, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '0', '6', and '9'. See examples on how to report on page 4.24.

Item #8A Other Higher Education Site. Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #8 is coded a '6'. If this record is to identify students taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #8 is not coded '6', leave this item blank. The special location FICE codes are listed in the MITC discussion in the Introductory area of the CBM004.

Item #8B Unused

Item #9 Composite Classes. Enter a unique two-digit, alphabetic code to identify each

Univ. Class Report (CBM004)

cross-listed class. Use composite classes or multiple class records for reporting all sections where teaching responsibility is distributed among two or more persons.

Item #9A Unused

Item #9B Tenure. Use the definitions of tenure from the CBM008 for the faculty involved in the actual instruction, including teaching assistants, of each specific section. A faculty who is non-tenured may be reported as a code '3', '4', or '5' if s/he has the appropriate credentials or experience. Excluded from the special codes is any part-time instructor who is also enrolled at the institution as a student (i.e., all teaching assistants and assistant instructors).

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

Item #10 Off-Campus Location/Electronic Telecommunication Site. Enter the ZIP code, state, or foreign country code applicable to Item #8, except for classes where Item #8 is coded '6' or '9'.

Location Code Zip Code/State Code/Country Code

- 1 Enter ZIP code of city or town
- 3 Enter state code from Appendix B, right-justified, with two leading zeros
- 4 Enter foreign country code from Appendix B, right-justified, with two leading zeros

Univ. Class Report (CBM004)

- 5 Enter ZIP code of correctional institution
- 6 Leave blank
- 7 Enter ZIP code of military base
- 8 Enter ZIP code of primary or secondary school
- 9 Leave blank
- B Enter the ZIP code of the business, government, or other work entity

Item #11 Instructor Code. Enter the social security number of all faculty members (the faculty of record) who are directly involved in the delivery of instruction and evaluation of student progress. Use the composite class code with this item or multiple records for the section of the class to report the relative responsibilities of all faculty, including teaching assistants who have a significant role in the teaching of the course. Teaching assistants whose work is limited to grading do not need to be identified. Supervisory faculty members may not be reported as faculty of record for courses taught by teaching assistants they supervise. (Note: A more standardized procedure is now necessary for assigning faculty of record and teaching responsibility in order to distribute funding for the teaching supplement approved by the Legislature.)

**NOTE:** Military Science. Report all military science instructors regardless of the source of funds from which they are being paid.

Item #12 Responsibility Factor (Percent). Enter the responsibility factor (percent) of the faculty member involved in this section. Ensure that all faculty involved in actual instruction, including teaching assistants, are reported. The responsibility factor equals the proportion of credit hour time the faculty member has with students over the course of the semester in regularly scheduled meetings. The three examples below should clarify this assignment.

Example 1: In a 3 semester credit hour (SCH) engineering class that meets for two hours of lecture (2 SCH) and two hours of lab (1 SCH) per week, a tenure-track faculty member delivers the lecture and a teaching assistant conducts the lab. The responsibility would be reported as follows:

tenure-track faculty member - 67%  
graduate teaching assistant - 33%

Example 2: In a 3 SCH history class that meets for one hour of lecture and two hours of smaller seminars per week, a tenure-track faculty member delivers the lecture and teaching assistants meet with students in the smaller seminars. Each section conducted by a teaching assistant would be reported separately and the responsibility factor would be allocated as follows:

tenure-track faculty member - 33%  
teaching assistant - 66%

Example 3: Ten sections of the introductory public speaking course (3 SCH) follow a common syllabus and are supervised by a tenure-track faculty member, but the teaching assistants meet with students and conduct all three hours per week. Report each section separately with the teaching assistant as faculty of record and 100% responsible for the course.

Univ. Class Report (CBM004)

Item #13 **Enrollment.** The enrollment in this section will be reported by the classifications listed below, except undergraduate students that are affected by the undergraduate funding limit will be reported in Items #18 and #19. Do not include students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding, or who have exceeded the state funding limit of undergraduate or developmental semester credit hours, but include them in the appropriate Item #16 or Item #17.

13a. Lower Division

13b. Upper Division

13c. Master's Level

13d. Doctoral Level

13e. Special-Professional  
(Law, PHARMD, OD, DVM)

**NOTE:**

13a. Lower Division - Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit, but include them in Item #17. Enter the number of freshmen and sophomore students who are affected by the undergraduate limit in Item #18.

13b. Upper Division - Enter the number of junior and senior students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit or students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16. Enter the number of junior and senior students who are affected by the undergraduate limit in Item #19.

13c. Master's Level - Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category. See note in CBM004 Introduction for the reporting of PharmD students.

13d. Doctoral Level - Enter the number of doctoral students enrolled in this section. See discussion in "Summary of Semester Credit Hours Generated" later in CBM004 section or the pharmacy funding section in the CBM004 Introduction section.

13e. Special-Professional Level - Enter the number of special-professional students (those who have been officially admitted to special-professional programs) enrolled in this section. A PharmD student who has completed the master's level course work and is enrolled in special-professional pharmacy courses (approximately the last 40 semester credit hours) is to be

Univ. Class Report (CBM004)

included.

Item #14 Semester. Enter the semester in which the course is reported.

1 = Fall    2 = Spring    3 = Summer

Item #15 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #16 Enrollment of Students Whose Undergraduate SCH Exceed State Funding Limit. 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 #17 Enrollment of Students Whose Developmental SCH Exceed State Funding Limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (18 SCH). Do not include these students in Item #13a or #18. An example of how to report a class where the SCHs of the developmental course causes the student to exceed the developmental limit is provided in the Examples on page 4.25.

**NOTE:** Developmental Education -- For the purposes of this subchapter, is defined as courses, tutorials, laboratories, or other efforts to bring student skill levels in reading, writing, and mathematics to entering college level. Does not include courses in English as a Second Language (ESL), study skills, or thinking skills.

In determining the number of development SCH a student has accumulated, include all development SCH funded at your institution during or after the summer of 1996.

The maximum of 18 SCH is mandated and not flexible.

Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose developmental semester credit hours exceed the state funding limit, but include them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #13a.

Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit, but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13b.

Univ. Class Report (CBM004)

Item #20 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

1. Face-to-Face - The instructor and the students are in the same physical location at the same time
2. Internet
3. Video Tape and/or Broadcast TV
4. Two-way Interactive Video
5. Multiple or Other Electronic Media (use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above)

Item #21 Inter-institutional Identifier. Enter a '1' if the students reported are actually enrolled at another institution. For all the students enrolled at your institution enter a '0'.

Item #22 Unused

Item #23 Update Code. 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

Univ. Class Report (CBM004)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Type Instruction - Alphanumeric	27	1
Item #7	Semester Credit Hour Value - Leading zeros, two decimals	28	4
Item #8	Location Code - Alphanumeric	32	1
Item #8A	Other Higher Education Site - FICE or blank	33	6
Item #8B	Unused	39	3
Item #9	Composite Classes Code - Alphabetic	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of state/foreign country; use leading zeros for state and foreign country code	46	5
Item #11	Instructor Code	51	9
Item #12	Responsibility Factor - Numeric	60	3
Item #13	Enrollment (A-E) - Students NOT affected by state funding limits - Leading zeros, no decimals (mutually exclusive of other enrollment items)	63	15
Item #14	Semester - '1', '2', or '3'	78	1
Item #15	Year - YYYY - Numeric	79	4
Item #16	Enrollment - Students whose Undergraduate SCH Exceed State Funding Limit - Leading zeros (mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students Whose Developmental SCH Exceed State Funding Limit - Leading zeros (mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric - '1', '2', '3', '4', or '5'	95	1
Item #21	Inter-institutional Identifier - Numeric - '0' or '1'	96	1
Item #22	Unused	97	5
Item #23	Update Code - 'A', 'C', or 'D'	102	1

Univ. Class Report (CBM004)

EDIT SUMMARY OF CBM004 DATA FROM LONE STAR UNIVERSITY

003304

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES	
ITEM 01	RECORD CODE	911	0	0
ITEM 02	INSTITUTION CODE	911	0	0
ITEM 03	SUBJECT PREFIX	911	0	0
ITEM 04	COURSE NUMBER	911	0	0
ITEM 05	SECTION NUMBER	911	0	0
ITEM 06	TYPE INSTRUCTION	911	0	0
ITEM 07	SEMESTER CREDIT HOURS	911	0	0
ITEM 08	LOCATION CODE	911	0	0
ITEM 8A	OTHER HIGHER EDUCATION SITE	911	0	0
ITEM 09	COMPOSITE CODE	911	0	0
ITEM 9B	FACULTY TENURE	911	0	0
ITEM 10	OFF-CAMPUS LOC/ELECTRONIC IT SITE	911	0	0
ITEM 11	INSTRUCTOR CODE	911	0	0
ITEM 12	RESPONSIBILITY FACTOR	911	0	0
ITEM 13A	ENROLLMENT-UGL NOT AFFECTED	911	0	0
ITEM 13B	ENROLLMENT-UGU NOT AFFECTED	911	0	0
ITEM 13C	ENROLLMENT-MAST	911	0	0
ITEM 13D	ENROLLMENT-DOCT	911	0	0
ITEM 13E	ENROLLMENT-SPEC	911	0	0
ITEM 14	SEMESTER	911	0	0
ITEM 15	YEAR	911	0	0
ITEM 16	ENROLLMENT-UG EXCEED LIMIT	911	0	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	911	0	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	911	0	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	911	0	0
ITEM 20	INSTRUCTION MODE	911	0	0
ITEM 21	INTER-INSTITUTIONAL	911	0	0
ITEM 22	UNUSED	911	0	0
ITEM 23	UPDATE	911	0	0
	CBM001 VS CBM004 TOTAL SEMESTER CREDIT HOURS			0
	CBM001 VS CBM004 UG SEMESTER CREDIT HOURS AFFECTED BY LIMIT			0
TOTAL CBM004 RECORDS PROCESSED		911		
CONTROL TOTAL		911		
ADDS		0		
CHANGES		0		
DELETES		0		
REJECTS		0		
SUM OF ITEM 12 NOT 100%				

Univ. Class Report (CBM004)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 EDIT OF CBM004 DATA FROM  
 LONE STAR UNIVERSITY

8/20/99  
 003304 PAGE 1

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 8A	ITEM 9	ITEM 9B	ITEM 10	ITEM 11	ITEM 12	ITEM 13 A	ITEM 13 B	ITEM 13 C	ITEM 13 D	ITEM 14	ITEM 15	ITEM 16	ITEM 17	ITEM 18	ITEM 19	ITEM 20	ITEM 21	
4	003304	BIOL	010	00001	1	0000	0					112223333	100	004	012	000	000	000	3	1999	0	0	000	000	1	0
4	003304	CHEM	310	00001	1	0300	0					112224444	067	014	000	000	000	000	3	1999	0	0	010	002	1	0
4	003304	BIOL	310	00001	2	0000	0					412331122	033	014	000	000	000	000	3	1999	0	0	005	002	1	0

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

CBM001/CBM004 SEMESTER CREDIT HOUR

TOTAL CBM001 SEMESTER CREDIT HOURS: 92,521

TOTAL CBM004 SEMESTER CREDIT HOURS: 92,521

CBM001/CBM004 UNDERGRAD SCH

TOTAL CBM001 UNDERGRAD SEMESTER CREDIT HOURS: 26,539

TOTAL CBM004 UNDERGRAD SEMESTER CREDIT HOURS: 26,539

## Univ. Class Report (CBM004)

### SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM004 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM004 records that are not included in an institution's course inventory are listed on a mismatch report ("004 records that do not relate to the Course Inventory or CIP ISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

The enrollment in each class is multiplied by the SCH value in the CBM004 record. These totals are then aggregated by Program and Curriculum Area according to the level in the CBM003 and the enrollment level in the CBM004. The level determination is based on the relationships shown on the next page.

### SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that CBM004 records for all off-campus classes (Item #8 code '1', '3', '4', '6', '8', '9' and 'B') are used.

Univ. Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
Freshman, Sophomore (Lower Level)	All levels of enrollment will generate lower division hours, including enrollments in Items #18 and #19.
Junior, Senior (Upper Level)	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  All other levels of enrollment will generate upper division hours, including Item #19.
Master's	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate master's level hours.  Special-Professional enrollment will generate master's level hours.
Graduate	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate doctoral hours.  Special-Professional level enrollment will generate master's level hours.
Special-Professional	Only master's, doctoral, and special-professional levels of enrollment will generate special-professional hours.

**NOTE:**

Doctoral Level  
Doctoral level semester credit hours will be generated only by doctoral students enrolled in courses which have been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral

## Univ. Class Report (CBM004)

degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.

### Small Class Defined

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

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

Small classes currently generate state funded hours.

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '4'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on course inventory
4. Course Number	N/A	Blank or not on course inventory
5. Section Number	N/A	Blank
6. Type Instruction	N/A	Any value except '0' thru '6', '8', or '9'
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than '0', '1', '3' thru '9', or 'B'
8A. Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B. Unused	N/A	N/A
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except '0' thru '5'
10. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value or blank
11. Instructor Code	N/A	Blank
12. Responsibility Factor	N/A	Any non-numerical value; numbers not totaling 100% for each section

Univ. Class Report (CBM004)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
13. Enrollment	Sum of all levels including Items #18 and #19 greater than 200 or less than 001	Any non-numerical value; any undergraduate enrollment in special-professional classes
14. Semester	N/A	Must match value on header record
15. Year	N/A	Must match value on header record
16. Enrollment-UG Excess	Value greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Value greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #13	Any non-numerical value
19. Enrollment-UGU Affected	See Item #13	Any non-numerical value
20. Instruction Mode	N/A	Any value except '1' thru '5'; coded '1' or '4' when Item #8 is coded '9'
21. Inter-institutional	N/A	Any value except '0' or '1'
22. Unused	N/A	N/A

**NOTE:** All faculty social security numbers reported on the CBM004 must also be reported on the CBM008 faculty file. CBM004 faculty members not found on the CBM008 will be listed on a report titled "Classes Taught by Unreported Faculty." This report will be printed each time a CBM004 or CBM008 edit is processed.

## UPDATING PROCEDURES

Individual records in a previously submitted CBM004 report may be updated (deleted, changed, or new ones added) by creating transactions as defined below in an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

**NOTE:** When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #14, #15, and #23 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. Item #6 in the header record must be coded a 'U' to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number, and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an 'A' in Item #23.
5. An existing record may be changed by placing a 'C' in Item #23 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a 'D' in Item #23. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an 'A' placed in Item #23.
7. To delete a record, enter the required items indicated in step 1 and a 'D' in Item #23. For deleting multiple entries, only one delete entry is needed.
8. Changing a multiple entry requires deleting the current records and adding corrected records (steps 7 and 4 should be followed).
9. To remove data from a field to make it blank, the entire record must be deleted and re-added with the correct data.

**Examples: CBM-004 Distance Education Classes**

1. POLS 1303 is a lecture class, taught face-to-face on the main campus of an institution. It is sent via two-way interactive video to two locations (one a MITC and one a business site), and is made available over the Internet. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time. A second way to report the various places is as multiple records of the same section. Items not referenced are intentionally omitted.

	<u>Section 1 on-campus</u>	<u>Section 2 at MITC</u>	<u>Section 3 at business</u>	<u>Section 4 Internet</u>
Item #6	1 (lecture)	1	1	1 or 0
Item #8	0	6	B	9
Item #8A	Blank	FICE Code	Blank	Blank
Item #9	FF	FF	FF	FF
Item #10	Blank	Blank	ZIP Code	Blank
Item #20	1	4	4	2
Item #21	0	0	0	0

2. TWU offers a seminar class on-campus and via two-way interactive video to UNT and UTA through an inter-institutional agreement. There are four master's students at the home institution and five at each of the other two institutions. There are two alternatives that can be used to report this class. Students may not be double reported for funding. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time. An alternate way to report the various locations is as multiple records of the same section. Items not referenced are intentionally omitted.

**Alternative #1: TWU reports all students**

	<u>Section at TWU on-campus</u>	<u>Section at UNT</u>	<u>Section at UTA</u>
Item #6	4 (seminar)	4	4
Item #8	0	6	6
Item #8A	blank	003594	003656
Item #9	EE	EE	EE
Item #20	1	4	4
Item #21	0	1	1
Item #13C	4	5	5

**Alternative #2**

TWU reports its students

Item #6	4
Item #8	0
Item #8A	Leave blank
Item #11	444556666
Item #20	1
Item #21	0
Item #13C	4

UNT and UTA report their students

Item #6	4
Item #8	6
Item #8A	003646
Item #11	444556666 (TWU instructor)
Item #20	4
Item #21	1
Item #13C	5

Univ. Class Report (CBM004)

**Example: Allocation of Enrollment of Developmental Students Exceeding State Limit**

The law regarding the 18 semester credit hour rule is being interpreted to mean that each student will be funded for exactly 18 semester credit hours of developmental courses. This will not present great problems for CBM reporting purposes to institutions where every developmental course awards 3 SCH. If your institution offers developmental courses that award 1 or 2 SCH (or any other number of hours not divisible by 3), it is possible that you will have students whose total SCH in developmental courses never exactly equals 18. For such students, you will need to employ a multiple-record, variable-credit structure to report that portion of a course's credit hours that will bring the total SCH in developmental courses to exactly 18.

Example: If a student has attempted 16 SCH and enrolls in a 3-hour class, the class will need to be shown as a variable credit class for that section on the CBM004. Also, the responsibility will be apportioned accordingly. Assume a 3 semester credit hour math class has:

- (a) 17 students who have accumulated less than 10 developmental SCH - 8 of the students are affected by the undergraduate funding limit and the other 9 are not affected by the UG limit,
- (b) 10 who, prior to enrolling in this course, had attempted 16 developmental hours - 6 are affected by the UG funding limit and 4 are not affected by the UG limit,
- (c) 12 who had attempted 17 developmental hours - 11 are affected by the UG funding limit and 1 is not affected by the UG limit, and
- (d) 5 who exceeded the 18 hour limit - 2 are affected by the UG funding limit and 3 are not affected by the UG limit. Since the SCH of students in developmental courses do not apply toward the undergraduate limit, all 5 enrollments are reported in Item #17. The class would be reported as follows:

Subject/Course#/Sect	SCH	Enr-NA (Item 13a)	Respon_Factor	Enrollments Where DE SCH Exceed State Limit (Item 17)	Enr-A (Item 18)
MATH 011 0001	3	17 (a)	50	5 (d)	0 (a)
MATH 011 0001	2	10 (b)	33	12 (c)	0 (b)
MATH 011 0001	1	11 (c)	17	10 (b)	0 (c)

Where:

Enr-NA is lower level enrollments not affected by the UG funding limit;

Enr-A is lower level enrollments affected by the UG funding limit



## BUILDING AND ROOM REPORT CBM005

The purpose of this report is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Inventory. In Section II - Building Inventory Concepts and Components in *The Texas Higher Education Facilities Inventory Procedures Manual, September 2000*, it states that "A building inventory should include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

### **NOTE:**

1. Only the classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.
2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

Univ. Building and Room Report (CBM005)

INSTRUCTIONS FOR BUILDING AND ROOM REPORT

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

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

CLASS IDENTIFICATION

The course identification used to identify a class in this report must be the same as the course identification used on the CBM004.

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

Item #4 Course Number. Enter the course number.

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

Item #6 Unused

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

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

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

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

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

EXAMPLES:

Monday, Wednesday, Friday class would be coded 135~~bbb~~

A class that meets on Thursday only would be coded 4~~bbbb~~

A class meeting Monday through Friday would be coded 12345~~bb~~

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

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

Univ. Building and Room Report (CBM005)

hour and thirty-five minutes, it would be coded 095.

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

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

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

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

Item #15 Enrollments. The enrollments will be reported by the classifications listed below and as defined in the enrollment section of the CBM004.

- 15a. Lower Division Enrollment Not Affected by State Limits
- 15b. Upper Division Enrollment Not Affected by State Limits
- 15c. Master's Level
- 15d. Doctoral Level
- 15e. Special-Professional

Item #16 Enrollment of Students Whose Undergraduate SCH Exceed State Funding Limit. Enter the number of students enrolled whose undergraduate semester credit hours attempted exceed the state funding limit. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #15b or #19.

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

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

Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate

Univ. Building and Room Report (CBM005)

semester credit hours exceeds the state funding limit but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #15b.

Item #20    Unused

Item #21    Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM005 report. If the report being submitted contains all the building and room assignments for the fall semester (complete report), it is not necessary to enter an update code.

A = Add    C = Change    D = Delete

Univ. Building and Room Report (CBM005)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '5'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Unused	27	1
Item #7	Building	28	4
Item #8	Room	32	7
Item #9	Days of Week - Numeric; left justify, space-fill	39	7
Item #10	Start Time - Numeric; 24-hour clock	46	4
Item #11	Duration - Minutes - Numeric	50	3
Item #12	Semester - Always '1'	53	1
Item #13	Year - YYYY - Numeric	54	4
Item #14	Classification of Room Type - Numeric	58	3
Item #15	Enrollment (A-E) – Not Affected by State Limits - Leading zeros and zero fill (mutually exclusive of other enrollment items)	61	15
Item #16	Enrollment - Students Whose Undergraduate SCH Exceed State Funding Limit, leading zeros (mutually exclusive of other enrollment items)	76	3
Item #17	Enrollment - Students whose developmental SCH Exceed state Funding Limit, leading zeros (mutually exclusive of other enrollment items)	79	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	82	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	85	3
Item #20	Unused	88	2
Item #21	Update Code	90	1

# Univ. Building and Room Report (CBM005)

EDIT SUMMARY OF CBM005 DATA FROM LONE STAR UNIVERSITY      FALL 1999      003305

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	762	0	0
ITEM 2	INSTITUTION CODE	762	0	0
ITEM 3	SUBJECT PREFIX	762	0	0
ITEM 4	COURSE NUMBER	762	0	0
ITEM 5	SECTION NUMBER	762	0	0
ITEM 7	BUILDING	762	0	0
ITEM 8	ROOM	762	0	0
ITEM 9	DAY-OF-WEEK	762	0	0
ITEM 10	START TIME	762	0	0
ITEM 11	DURATION	762	0	0
ITEM 12	SEMESTER	762	0	0
ITEM 13	YEAR	762	0	0
ITEM 14	ROOM TYPE	762	0	0
ITEM 15	ENROLLMENT NOT AFFECTED BY LIMIT	762	0	0
ITEM 16	ENROLLMENT-UG EXCEED LIMIT	762	0	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	762	0	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	762	0	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	762	0	0
ITEM 20	UNUSED	762	0	0
NO CORRESPONDING CODE 4 RECORD			0	
TOTAL CBM004-5 RECORDS PROCESSED			762	
ADDS	0			
DELETES	0			
REJECTS	0			

Univ. Building and Room Report (CBM005)

QUESTIONABLE AND ERROR VALUES

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

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

Univ. Building and Room Report (CBM005)

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

**NOTE:** Those CBM005 records for which corresponding CBM004 records cannot be located are flagged and an error message is generated.

## Univ. Building and Room Report (CBM005)

### UPDATING PROCEDURES

Individual records in a previously submitted CBM005 report may be updated (deleted or changed) or new ones added by creating transactions as defined below in an electronic file. The content and placement in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

**NOTE:** When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #12, #13, and #21 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. Item #6 in the header record must be coded a 'U' to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number, and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an 'A' in Item #21.
5. An existing record may be changed by placing a 'C' in Item #21 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a 'D' in Item #21. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an 'A' placed in Item #21.
7. To delete a record, enter the required items indicated in step 1 and a 'D' in Item #21. For deleting multiple entries, only one delete entry is needed.
8. Changing a multiple entry requires deleting the current records and adding corrected records (steps 7 and 4 should be followed).
9. To remove data from a field to make it blank, the entire record must be deleted and re-added with the correct data.

Univ. Building and Room Report (CBM005)

UPDATE EXAMPLES

**NOTE:** Items #1 and #2 will be omitted from the examples.

CORRECTION #1. ADD

ENG 101.2 was reported on the CBM004 but was omitted from the CBM005 and needs to be added to the file.

ITEM	3	ENG
ITEM	4	101
ITEM	5	1
ITEM	7	0117
ITEM	8	00318
ITEM	9	135
ITEM	10	1100
ITEM	11	050
ITEM	12	1
ITEM	13	1999
ITEM	14	110
ITEM	15A	035
ITEM	15B	001
ITEM	15C	000
ITEM	15D	000
ITEM	15E	000
ITEM	16	000
ITEM	17	000
ITEM	18	002
ITEM	19	003
ITEM	21	A

CORRECTION #2. CHANGE

The room number (Item #8) was omitted from the record of GOVT 324.3

ITEM	3	GOVT
ITEM	4	324
ITEM	5	3
ITEM	8	00456
ITEM	12	1
ITEM	13	1999
ITEM	21	C

CORRECTION #3. DELETE

Since MATH 105.6 was deleted from the CBM004 report, it must be deleted from the CBM005 as well.

Univ. Building and Room Report (CBM005)

ITEM	3	MATH
ITEM	4	105
ITEM	5	6
ITEM	12	1
ITEM	13	1999
ITEM	21	D

CORRECTION #4. CHANGE TO ITEM 3, 4 OR 5

HIST 222.02 was incorrectly submitted as HIST 222.22. Since it does not match the CBM004 report, the record must be changed. (As this is a change to the identifier field, you must delete the initial record and re-add the correct information.)

Delete Record:

ITEM	3	HIST
ITEM	4	222
ITEM	5	22
ITEM	12	1
ITEM	13	1999
ITEM	21	D

Add Record:

ITEM	3	HIST
ITEM	4	222
ITEM	5	02
ITEM	7	0987
ITEM	8	00654
ITEM	9	24
ITEM	10	1300
ITEM	11	075
ITEM	12	1
ITEM	13	1999
ITEM	14	110
ITEM	15A	003
ITEM	15B	025
ITEM	15C	002
ITEM	15D	000
ITEM	15E	000
ITEM	16	000
ITEM	17	000
ITEM	18	002
ITEM	19	012
ITEM	21	A



END OF SEMESTER REPORT  
CBM006

This report will reflect the official enrollment (those who have not withdrawn or dropped) as of the final day, for each semester in Coordinating Board approved courses. These final enrollments can only be reported if they qualified to be reported on CBM004 as of the official census date. Report all classes that were reported on the CBM004 for the semester that just concluded.

The due dates for the CBM006 are:

Fall	February 1
Spring	June 15
Summer	October 1

**NOTE:** Classes which were reported on the CBM004 but have no enrollment at the end of the semester should be reported with zero ('0') enrollments.

Univ. End of Semester Report (CBM006)

INSTRUCTIONS FOR END OF SEMESTER REPORT

Item #1 Record Code. Always enter '6'.

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

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the Course Inventory, CBM-003.

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

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class.

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

Item #6 Type of Instruction (see notes). Enter the code of the primary type of instruction used in this section.

- |                      |                           |
|----------------------|---------------------------|
| 1. Lecture           | 6. Private Lesson         |
| 2. Laboratory        | 7. (Replaced by Item #20) |
| 3. Practicum         | 8. Thesis                 |
| 4. Seminar           | 9. Dissertation           |
| 5. Independent Study | 0. Individualized         |

**NOTE:** Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction, rather than the mode of instruction which will now be identified in Item #20. For example, a two-way interactive video class that is a lecture should be coded a '1', not a '7'. In Item #20 the Mode of Instruction will be recorded. Each instruction type should be reported in a separate class record (see additional discussions of instructional telecommunications in the documentation of the CBM004, and of multiple entries later in this section). Lecture and laboratory can be combined and reported in the same record. (More discussion of IT is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.1.)

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

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

Univ. End of Semester Report (CBM006)

study, cooperative education, and similar activities. Individualized (0) includes asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section. Use leading zeros and two decimal places.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular); other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the Introductory section of the CBM004)
- 7 Military Bases - Courses taught on a military base
- 8 Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school
- 9 Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet or broadcast or live, interactive television delivery systems. See definition in the Introductory section of the CBM004.
- B Business, Government, or Other Work Location - Courses taught at such entities

**NOTE:** Item #8A, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #8 is coded a '6'. Item #9 applies to both on-campus and off-campus classes. Item #10, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '0', '6', and '9'. See examples on how to report on page 4.24.

Item #8A Other Higher Education Site. Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #8 is coded a '6'. If this record is to identify students taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #8 is not coded '6', leave this Item blank. The special location FICE codes are listed in the MITC discussion in the Introductory area of the CBM004.

Item #8B Unused

Item #9 Composite Classes. Enter a unique two-digit, alphabetic code to identify each cross-listed class. Use composite classes or multiple class records for reporting all

Univ. End of Semester Report (CBM006)

sections where teaching responsibility is distributed among two or more persons.

Item #9A Unused

Item #9B Tenure. Use the definitions of tenure from the CBM008 for the faculty involved in the actual instruction, including teaching assistants, of each specific section. A faculty who is non-tenured may be reported as a code '3', '4', or '5' if s/he has the appropriate credentials or experience. Excluded from the special codes is any part-time instructor who is also enrolled at the institution as a student (i.e., all teaching assistants and assistant instructors).

- 0 Non-tenured, if not identified in codes '3', '4', or '5'
- 1 Tenured
- 2 On tenure track
- 3 Non-tenured - Terminal degree in discipline for course being taught
- 4 Non-tenured - Appropriate professional certification for course being taught
- 5 Non-tenured - Extensive and recognized accomplishments in field for course being taught

Item #10 Off-Campus Location/Electronic Telecommunications Site. Enter the zip code, state, or foreign country code applicable to Item #8.

Location Code Zip Code/State Code/Country Code

- 1 Enter ZIP code of city or town
- 3 Enter state code from Appendix B, right-justified, with two leading zeros
- 4 Enter foreign country code from Appendix B, right-justified, with two leading zeros
- 5 Enter ZIP code of correctional institution
- 6 Leave blank
- 7 Enter ZIP code of military base
- 8 Enter ZIP code of primary or secondary school
- 9 Leave blank
- B Enter the ZIP code of the business, government, or other work entity

Item #11 Instructor Code. Enter the social security number of all faculty members (the faculty of record) who are directly involved in the delivery of instruction and evaluation of student progress. Use the composite class code with this item or multiple records for the section of the class to report the relative responsibilities of all faculty, including teaching assistants who have a significant role in the teaching of the course. Teaching assistants whose work is limited to grading do not need to be identified. Supervisory faculty members may not be reported as faculty of record for courses taught by teaching assistants they supervise. (Note: A more standardized procedure is now necessary for assigning faculty of record and teaching responsibility in order to distribute funding for the teaching supplement approved by the Legislature.)

**NOTE:** Military Science. Report all military science instructors regardless of the source of funds from which they are being paid.

Univ. End of Semester Report (CBM006)

Item #12 Responsibility Factor (Percent). The responsibility factor is not required to be reported. If you choose not to report the item, it must be zero filled.

Item #13 Enrollment. The enrollment in this section will be reported by the classifications listed below of students who have not withdrawn or dropped from this section as of the last day of the semester. Exclude undergraduate students that are affected by the undergraduate funding limit and report them in Items #18 and #19. Do not include students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding or who have exceeded the state funding limit of undergraduate or developmental semester credit hours, but include them in the appropriate Item #16 or Item #17. If all students in the class section had withdrawn or dropped prior to the end of the semester, enter '000' in all enrollment items.

13a. Lower Division

13b. Upper Division

13c. Master's Level

13d. Doctoral Level

13e. Special-Professional  
(Law, PharmD, OD, DVM)

**NOTE:**

13a. Lower Division - Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit, but include them in Item #17. Enter the number of freshmen and sophomore students who are affected by the undergraduate limit in Item #18.

13b. Upper Division - Enter the number of junior and senior students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit or students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16. Enter the number of junior and senior students who are affected by the undergraduate limit in Item #19.

13c. Master's Level - Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category. See note in CBM004 Introduction for the reporting of PharmD students.

13d. Doctoral Level - Enter the number of doctoral students enrolled in this section. See discussion in "Summary of Semester Credit Hours Generated" later in CBM004 section or the pharmacy funding section in the CBM004 Introduction section.

Univ. End of Semester Report (CBM006)

13e. Special-Professional Level - Enter the number of special-professional students (those who have been officially admitted to special-professional programs) enrolled in this section. A PharmD student who has completed the master's level course work and is enrolled in special-professional pharmacy courses (approximately the last 40 semester credit hours) are to be included.

Item #14 Semester. Enter the semester in which the course is reported.

1 = Fall    2 = Spring    3 = Summer

Item #15 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #16 Enrollment of Students Whose Undergraduate SCH Exceed State Funding Limit. Enter the number of students 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. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

Item #17 Enrollment of Students Whose Developmental SCH Exceed State Funding Limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (18 SCH). Do not include these students in Item #13a or #18. An example of how to report a class where the SCHs of the developmental course causes the student to exceed the developmental limit is provided in the Examples on page 4.25. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

**NOTE:** Developmental Education -- For the purposes of this subchapter, is defined as courses, tutorials, laboratories, or other efforts to bring student skill levels in reading, writing, and mathematics to entering college level. Does not include courses in English as a Second Language (ESL), study skills, or thinking skills.

In determining the number of development SCH a student has accumulated, include all development SCH funded at your institution during or after the summer of 1996.

The maximum of 18 SCH is mandated and not flexible.

Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose developmental semester credit hours exceed the state funding limit, but include

Univ. End of Semester Report (CBM006)

them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #13a. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit, but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13b. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

Item #20 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

1. Face-to-Face - The instructor and the students are in the same physical location at the same time
2. Internet
3. Video Tape and/or Broadcast TV
4. Two-way Interactive Video
5. Multiple or Other Electronic Media (use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above)

Item #21 Inter-institutional Identifier. Enter a '1' if the students reported are actually enrolled at another institution. For all the students enrolled at your institution enter a '0'.

Item #22 Unused

Item #23 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM006 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

Univ. End of Semester Report (CBM006)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '6'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Type Instruction - Alpha-numeric	27	1
Item #7	Semester Credit Hour Value - Leading zeros, two decimals	28	4
Item #8	Location Code - Alphanumeric	32	1
Item #8A	Other Higher Education Site - FICE code or blank	33	6
Item #8B	Unused	39	3
Item #9	Composite Classes Code - Alphabetic	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of state/foreign country; use leading zeros for state and foreign country code	46	5
Item #11	Instructor Code	51	9
Item #12	Responsibility Factor - Numeric	60	3
Item #13	Enrollment (A-E) - Students NOT Affected by State Funding Limits - Leading zeros, no decimals (mutually exclusive of other enrollment items)	63	15
Item #14	Semester - '1', '2', or '3'	78	1
Item #15	Year - YYYY - Numeric	79	4
Item #16	Enrollment - Students Whose Undergraduate SCH Exceed State Funding Limit - Leading zeros (mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students Whose Developmental SCH Exceed State Funding Limit - Leading zeros (mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric - '1', '2', '3', '4', or '5'	95	1
Item #21	Inter-institutional Identifier - Numeric - '0' or '1'	96	1
Item #22	Unused	97	5
Item #23	Update Code	102	1

Univ. End of Semester Report (CBM006)

EDIT SUMMARY OF CBM006 DATA FROM LONE STAR UNIVERSITY

003304

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 01	RECORD CODE	911	0	0
ITEM 02	INSTITUTION CODE	911	0	0
ITEM 03	SUBJECT PREFIX	911	0	0
ITEM 04	COURSE NUMBER	911	0	0
ITEM 05	SECTION NUMBER	911	0	0
ITEM 06	TYPE INSTRUCTION	911	0	0
ITEM 07	SEMESTER CREDIT HOURS	911	0	0
ITEM 08	LOCATION CODE	911	0	0
ITEM 8A	OTHER HIGHER EDUCATION SITE	911	0	0
ITEM 09	COMPOSITE CODE	911	0	0
ITEM 9B	FACULTY TENURE	911	0	0
ITEM 10	OFF CAMPUS HIGHER ED/ELECTRONIC	911	0	0
ITEM 11	INSTRUCTOR CODE	911	0	0
ITEM 12	RESPONSIBILITY FACTOR	911	0	0
ITEM 13A	ENROLLMENT-UGL NOT AFFECTED	911	0	0
ITEM 13B	ENROLLMENT-UGU NOT AFFECTED	911	0	0
ITEM 13C	ENROLLMENT-MAST	911	0	0
ITEM 13D	ENROLLMENT-DOCT	911	0	0
ITEM 13E	ENROLLMENT-SPEC	911	0	0
ITEM 14	SEMESTER	911	0	0
ITEM 15	YEAR	911	0	0
ITEM 16	ENROLLMENT-UG EXCEED LIMIT	911	0	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	911	0	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	911	0	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	911	0	0
ITEM 20	INSTRUCTION MODE	911	0	0
ITEM 21	INTER-INSTITUTIONAL	911	0	0
ITEM 22	UNUSED	911	0	0
ITEM 23	UPDATE CODE	911	0	0

CBM006 TOTAL SEMESTER CREDIT HOURS GREATER THAN CBM004 TOTAL SCH 0

TOTAL CBM004 RECORDS PROCESSED 911

CONTROL TOTAL 911

ADDS 0

CHANGES 0

DELETES 0

REJECTS 0

SUM OF ITEM 12 NOT 100%

Univ. End of Semester Report (CBM006)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 EDIT OF CBM006 DATA FROM  
 LONE STAR UNIVERSITY

003304

8/20/99

PAGE 1

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 8A	ITEM 9	ITEM 9B	ITEM 10	ITEM 11	ITEM 12	ITEM 13 A	ITEM 13 B	ITEM 13 C	ITEM 13 D	ITEM 13 E	ITEM 14	ITEM 15	ITEM 16	ITEM 17	ITEM 18	ITEM 19	ITEM 20	ITEM 21
6	003304	BIOL	010	00001	1	0000	0					112223333	100	004	012	000	000	000	3	1999	0	0	000	000	1	0
6	003304	CHEM	310	00001	1	0300	0					112224444	067	014	000	000	000	000	3	1999	0	0	010	002	1	0
6	003304	BIOL	310	00001	2	0000	0					412331122	033	014	000	000	000	000	3	1999	0	0	005	002	1	0

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

Univ. End of Semester Report (CBM006)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM006 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM006 records that are not included in an institution's course inventory are listed on a mismatch report ("006 records that do not relate to the Course Inventory or CIPISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

The enrollment in each class is multiplied by the SCH value in the CBM006 record. These totals are then aggregated by Program and Curriculum area according to the level in the CBM003 and the enrollment level in the CBM006. The level determination is based on the relationships shown on the next page.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that CBM006 records for all off-campus classes (Item #8 code '1', '3', '4', '6', '8', '9', and 'B') are used.

Univ. End of Semester Report (CBM006)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
Freshman, Sophomore (Lower Level)	All levels of enrollment will generate lower division hours, including enrollments in Items #18 and #19.
Junior, Senior (Upper Level)	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  All other levels of enrollment will generate upper division hours including Item #19.
Master's	Lower division enrollment will generate lower division hours, including enrollments in Items #18 and #19.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate master's level hours.  Special-Professional enrollment will generate master's level hours.
Graduate	Lower division enrollment will generate lower division hours, including enrollments in Items #18 and #19.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate doctoral hours.  Special-Professional level enrollment will generate master's level hours.
Special-Professional	Only master's, doctoral, and special-professional levels of enrollment will generate special-professional hours.

Univ. End of Semester Report (CBM006)

QUESTIONABLE ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '6'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on course inventory
4. Course Number	N/A	Blank or not on course inventory
5. Section Number	N/A	Blank
6. Type Instruction	N/A	Any value except '0' thru '6', '8', or '9'
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than '0', '1', '3' thru '9', or 'B'
8A. Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B. Unused	N/A	N/A
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except '0' thru '5'
10. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value; invalid zip code if Item #8 is coded as '1', '5', '7', '8', or 'B'; invalid state or foreign country code if Item #8 is coded '3' or '4'

Univ. End of Semester Report (CBM006)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
11. Instructor Code	N/A	Blank
12. Responsibility Factor	N/A	Any non-numerical value
13. Enrollment	Sum of all levels, including Items #18 and #19, greater than 200 or less than 001	Any non-numerical value; any undergraduate enrollment in special-professional classes
14. Semester	N/A	Must match value on header record
15. Year	N/A	Must match value on header record
16. Enrollment-UG Excess	Value greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Value greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #13	Any non-numerical value
19. Enrollment-UGU Affected	See Item #13	Any non-numerical value
20. Instruction Mode	N/A	Any value except '1' thru '5'; coded '1' or '4' when Item #8 is coded '9'
21. Inter-institutional	N/A	Any value except '0' or '1'
22. Unused	N/A	N/A

## UPDATING PROCEDURES

Individual records in a previously submitted CBM006 report may be updated (deleted or changed) or new ones added by creating transactions as defined below in an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

**NOTE:** When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #14, #15, and #23 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. Item #6 in the header record must be coded a 'U' to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number, and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an 'A' in Item #23.
5. An existing record may be changed by placing a 'C' in Item #23 and entering the required items indicated in step 1, provided the change is not to Items #3, #4, or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4, and #5, enter the required items indicated in step 1 and a 'D' in Item #23. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an 'A' placed in Item #23.
7. To delete a record, enter the required items indicated in step 1 and a 'D' in Item #23. For deleting multiple entries, only one delete entry is needed.
8. Changing a multiple entry requires deleting the current records and adding corrected records (steps 7 and 4 should be followed).
9. To remove data from a field to make it blank, the entire record must be deleted and re-added with the correct data.



## FACULTY REPORT CBM008

The purpose of this report is to collect data on the academic duties and services of each person who has any type of faculty appointment, regardless of their source of funds or their assignment. Include research faculty, librarians, administrators, if they have faculty titles, and faculty who may be on leave. Instructional faculty on sabbatical leave should be reported with '000' percent time but at their regular salaries, even if they may be receiving a reduced amount. All faculty, including teaching assistants, identified on the CBM004 class report must be included. Personnel associated only with classes in non-funded curriculum areas other than military science will be excluded. This report will reflect conditions as of the official census date of the fall and spring semesters.

### **NOTE:**

1. All faculty social security numbers reported on the CBM004 must also be reported on the CBM008 faculty file. CBM004 faculty members not found on the CBM008 will be listed on the report titled "Classes Taught by Non-reported Faculty." This report will be printed each time a CBM004 or CBM008 edit is processed.
2. Faculty Teaching Classes Organized After the Official Census Date (Flexible Entry):

Any faculty who teaches a class organized after the official census date will be included in the data submitted in the semester following; i.e., classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report. All other non-flex-entry assignments during the fall semester should be reported on the fall reports as usual.

The faculty data for flex-entry classes will be reported in Items #15 and #16. If the faculty member does not have any assignments other than flex-entry assignments for the reporting period, provide all the demographic data, zero fill the regular appointment and salary Items #13 and #14, and enter a '1' in Item #17 to indicate that the faculty data is a carry-over from the prior reporting period.

INSTRUCTIONS FOR FACULTY REPORT

- Item #1      Record Code. Always enter '8'.
- Item #2      Institution Code. Enter the FICE Code of the institution.
- Item #3      Faculty Identification Number. Enter the social security number of the faculty member.
- Item #4      Last Name. Enter the faculty member's last name.
- Item #5      First Name Initial. Enter the initial of the faculty member's first name.
- Item #6      Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #7      Rank. Enter the code indicating the highest academic rank of the faculty member.

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

- Item #8      Tenure. Use the institution's criteria or requirements to determine tenure status.
- 0. Non-tenured faculty
  - 1. Tenured faculty
  - 2. On tenure track faculty

Univ. Faculty Report (CBM008)

Item #9 Gender. Enter the appropriate code indicating the gender of the faculty member.

M = Male      F = Female

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

Item #11 Ethnic Origin. 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 #12 Date of Birth. Enter the year and month in which the faculty member was born in the YYYYMM format where

YYYY = Century and Year; MM = Month; If unknown enter '000000'

Item #13 Percent of Time. Enter the faculty member's percent of time in relation to a full or normal workload at the institution for each appointment (Items #13A-E) during the reporting period. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent. A teaching assignment that is considered an overload has a zero percent value. Thus, only the salary of an overload is reported. Enter leading zeros for any percent less than 100 and all zeros for the percent of any appointment that does not apply.

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

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

Item #13A Appointment 01 Percent. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include

Univ. Faculty Report (CBM008)

lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, dissertation, and instructional telecommunication. Report only the 01 assignment percent that is associated with the non-flex-entry classes. The flex-entry part of the assignment will be reported in the next reporting period in the Flex-Entry Appointment, Item #15.

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

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

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

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

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

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

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

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

Item #14R Restricted. Funds available for current purposes, the use of which has been

Univ. Faculty Report (CBM008)

restricted by outside agencies or persons.

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

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

**NOTE:** For the purposes of this report, 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

Salary Computations:

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

Item #15 Flex-Entry Appointment Percent. Enter the percent of time for the 01 appointment of the flex-entry classes from the prior semester. Enter leading zeros for a percent less than 100. If there is not a flex-entry carry over or the flex-entry assignment is an overload, enter zeros.

Item #16 Flex-Entry Salary. Enter the total money that applies to the flex-entry classes from the prior semester, disregarding the source of funds. If there is not a flex-entry carry over, enter zeros.

Item #17 Flex-Entry Only. Enter a '1' when the record that contains flex-entry data only is to be reported so that the corresponding class record will have a faculty match. When the faculty is also teaching in the current reporting period, enter a '0'.

Univ. Faculty Report (CBM008)

- Item #18     Compliance. Enter a '1' if the faculty member is in compliance with the institution's regulations on faculty workload; enter a '2' if not in compliance.
- Item #19     New Hire. If the faculty member is full-time and is a "new hire" for the reporting semester, enter a '3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.
- Item #20     Semester. Enter the code indicating the appropriate semester.  
                  1. Fall       2. Spring
- Item #21     Year. Enter the calendar year in which the semester occurred.  
                  Use the YYYY format. Example 1996.
- Item #22     Unused
- Item #23     Update Code. Enter the appropriate code only when updating a report.  
                  A = Add     C = Change     D = Delete

Univ. Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '8' - Numeric	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Faculty Identification Number - Numeric	8	9
Item #4	Last Name - Alpha; no special characters	17	10
Item #5	First Name Initial - Alpha	27	1
Item #6	Middle Name Initial - Alpha or blank	28	1
Item #7	Rank - Numeric	29	1
Item #8	Tenure - '0', '1', or '2' - Numeric	30	1
Item #9	Gender - 'M' or 'F' - Alpha	31	1
Item #10	Administrative Unit Code - Numeric	32	4
Item #11	Ethnic Origin - Numeric	36	1
Item #12	Date of Birth - YYYYMM - Numeric	37	6
Item #13	Percent of Time Assigned:		
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 02 % - Numeric, zero fill	46	3
Item #13C	Appointment 11 % - Numeric, zero fill	49	3
Item #13D	Appointment 12 % - Numeric, zero fill	52	3
Item #13E	Appointment 13 % - Numeric, zero fill	55	3
Item #14	Salary fields - Right justified, no decimals		
Item #14A	State Appropriations - Numeric, zero fill	58	6
Item #14D	Designated - Numeric, zero fill	64	6
Item #14R	Restricted - Numeric, zero fill	70	6
Item #14X	Auxiliary Enterprises - Numeric, zero fill	76	6
Item #14Z	Overload - Numeric, zero fill	82	6
Item #15	FE Appointment 01 % - Numeric, zero fill	88	3
Item #16	FE Salary - Numeric, zero fill	91	6
Item #17	Flex Entry Only - '0' or '1' - Numeric	97	1
Item #18	Compliance - '1' or '2' - Numeric	98	1
Item #19	New Hire - '3' or '0' - Numeric	99	1
Item #20	Semester - '1' or '2' - Numeric	100	1
Item #21	Year - YYYY format - Numeric	101	4
Item #22	Unused	105	3
Item #23	Update Code (A=Add, C=Change, D=Delete)	108	1

Univ. Faculty Report (CBM008)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '8'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Faculty ID	N/A	Blank or special characters
4. Last Name	Non-alphabetic	Spaces
5. First Initial	N/A	Number, space, or special character
6. Middle Initial	N/A	Number or special character
7. Rank	N/A	Any value other than '1' thru '6'
8. Tenure	N/A	Any value other than '0', '1', or '2'
9. Gender	N/A	Value other than 'M' or 'F'
10. Administrative Unit	N/A	Must be on administrative unit list
11. Ethnic Origin	N/A	Any value other than '1' thru '6'
12. Date of Birth	'000000'	Non-numerical; month less than '01' or greater than '12'; century not = '19'
13A-E. Percent of Time	Value of 0	Non-numerical; sum of time for all appointments is greater than 100 or equal to zero unless Item #17 = '1'

Univ. Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>																					
14A-Z. Salary	<table border="1"> <thead> <tr> <th><u>Rank</u></th> <th colspan="2"><u>Salary</u></th> </tr> <tr> <td></td> <th><u>Less than</u></th> <th><u>Greater than</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25,000</td> <td>162,000</td> </tr> <tr> <td>2</td> <td>25,000</td> <td>120,000</td> </tr> <tr> <td>3</td> <td>16,000</td> <td>95,000</td> </tr> <tr> <td>4,5</td> <td>3,200</td> <td>108,000</td> </tr> <tr> <td>6</td> <td>3,200</td> <td>45,000</td> </tr> </tbody> </table>	<u>Rank</u>	<u>Salary</u>			<u>Less than</u>	<u>Greater than</u>	1	25,000	162,000	2	25,000	120,000	3	16,000	95,000	4,5	3,200	108,000	6	3,200	45,000	Non-Numerical
<u>Rank</u>	<u>Salary</u>																						
	<u>Less than</u>	<u>Greater than</u>																					
1	25,000	162,000																					
2	25,000	120,000																					
3	16,000	95,000																					
4,5	3,200	108,000																					
6	3,200	45,000																					
15. FE Appointment %	'000' and Item #16 greater than zero	Value greater than '100'																					
16. FE Salary	N/A	Non-numerical																					
17. Flex Entry Only	Value of '1' when Item #13A-E and Items #14A-Z are greater than zeros	Value other than '0' or '1'																					
18. Compliance	N/A	Value other than '1', '2', or '0'																					
19. New Hire	N/A	Value other than '3' or '0'																					
20. Semester	N/A	Value other than '1' or '2'																					
21. Year	N/A	Non-numerical; must match header record																					
22. Unused	N/A	N/A																					

Univ. Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 UPDATE EDIT OF CBM008 DATA  
 LONE STAR UNIVERSITY 003304

03/07/98

SPRING 1998

ITEMS	ITEM	ITEM	ITEMS	ITEMS 13										ITEMS					ITEMS	REMARKS								
1	2	3	4	5	6	7	8	9	10	11	12	A	B	C	D	E	14A	14D	14R	14X	14Z	15	16	17	18	20	21	
8	003304	333553333	JONES	G	E	1	1	M	1145	1	192801	000	025	085	000	000	022593	000000	00000	00000	00000	000	00000	1	0	2	1998	E %GT100
***																												
8	003304	444774444	SMITH	J		3	0	M	3046	1	197508	000	000	000	000	100	016713	000000	00000	00000	00000	000	00000	1	0	2	1998	C CHANGE

ITEMS IN ERROR ARE INDICATED BY (\*), QUESTIONABLE BY (-)

Univ. Faculty Report (CBM008)

EDIT SUMMARY OF CBM008 FROM LONE STAR UNIVERSITY 003304 SPRING 1998

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE	428	0	0
ITEM 3	FACULTY ID	428	0	0
ITEM 4	FACULTY LAST NAME	428	0	0
ITEM 5	FIRST INITIAL	428	0	0
ITEM 6	MIDDLE INITIAL	428	0	0
ITEM 7	RANK	428	0	0
ITEM 8	TENURED	428	0	0
ITEM 9	GENDER	428	0	0
ITEM 10	ADMINISTRATIVE UNIT	428	0	0
ITEM 11	ETHNIC ORIGIN	428	0	0
ITEM 12	DATE OF BIRTH	428	0	0
ITEM 13A	APPOINTMENT CODE 01 PERCENT	428	0	0
ITEM 13B	APPOINTMENT CODE 02 PERCENT	428	0	0
ITEM 13C	APPOINTMENT CODE 11 PERCENT	428	0	0
ITEM 13D	APPOINTMENT CODE 12 PERCENT	428	0	0
ITEM 13E	APPOINTMENT CODE 13 PERCENT	428	0	0
ITEM 14	SALARY BY SOURCE			
ITEM 14A	STATE APPROPRIATED	428	0	0
ITEM 14D	DESIGNATED	428	0	0
ITEM 14R	RESTRICTED	428	0	0
ITEM 14X	AUXILIARY ENTERPRISES	428	0	0
ITEM 14Z	OVERLOAD	428	0	0
ITEM 15	FE APPOINTMENT PERCENT	428	0	0
ITEM 16	FE SALARY	428	0	0
ITEM 17	FLEX ENTRY ONLY	428	0	0
ITEM 18	COMPLIANCE	428	0	0
ITEM 19	NEW HIRE	428	0	0
ITEM 20	SEMESTER	428	0	0
ITEM 21	YEAR	428	0	0
TOTAL CBM008 RECORDS PROCESSED		1	428	
CONTROL TOTAL			1	
DISCREPANCY			0	
ADDS			0	
CHANGES			1	
DELETES			0	
REJECTS			0	

Univ. Faculty Report (CBM008)

SUMMARY OF FACULTY DATA FROM CBM008 REPORT

LONE STAR UNIVERSITY 003304 03/08/1998 Spring 1998

GENDER

MALE	289	
FEMALE	131	
TOTAL		420

ETHNIC ORIGIN

WHITE, NON-HISPANIC	367	NEW HIRE	3
BLACK, NON-HISPANIC	6		0
HISPANIC	35		0
ASIAN/PACIFIC ISLANDER	11		0
AMERICAN INDIAN/ALASKAN NATIVE	1		0
INTERNATIONAL	0		0
TOTAL	420		3

FACULTY AGE

UNKNOWN	4	
UNDER 20	0	
20 - 30	82	
31 - 40	216	
41 - 50	83	
51 - 60	29	
61 - 65	3	
OVER 65	3	
TOTAL		420

TENURE

TENURED	88	
NOT TENURED	332	
ON TENURE TRACK	0	
TOTAL		420

RANK

	IN COMPLIANCE	NOT IN COMPLIANCE	FULL-TIME NEW HIRE
PROFESSORS	101	2	0
ASSOCIATE PROFESSORS	85	1	0
ASSISTANT PROFESSORS	107	0	0
INSTRUCTOR	23	0	0
TEACHING ASSISTANTS	30	0	0
OTHER FACULTY	70	1	3
TOTAL	416	4	3

SALARIES BY SOURCE

STATE APPROPRIATED	3,146,781
DESIGNATED	205,945
RESTRICTED	610,671
AUXILIARY	0

FACULTY FTE BY APPOINTMENT

01	325.31
02	10.66
11	6.75
12	0.00
13	0.00

OVERLOAD SALARIES

OVERLOAD SALARIES	0	TOTAL FTE	342.72
-------------------	---	-----------	--------

FLEX ENTRY SALARIES

FLEX ENTRY SALARIES	0		
---------------------	---	--	--

FLEX ENTRY RECORDS ONLY

FLEX ENTRY RECORDS ONLY	0	FLEX ENTRY FTE	0.00
-------------------------	---	----------------	------

TOTAL FACULTY RECORDS	420		
-----------------------	-----	--	--

Univ. Faculty Report (CBM008)

SUMMARY OF FACULTY DATA

**TOTAL FACULTY:** The total faculty headcount is a summation of all CBM008 records except flex-entry only records.

**GENDER:** The headcount by gender summary is determined by 'M' or 'F' in Item #9.

**ETHNIC ORIGIN:** The ethnic summary is based on the Ethnic Origin code (Item #11).

**FACULTY AGE:** The faculty age distribution is calculated using the date of birth of the faculty member and the date of the beginning of the fall semester, which is considered September 1. Faculty age for the Spring semester reports is calculated using the beginning date of the Spring semester, which is considered January 1.

**TENURED:** The headcount by tenure is based on Item #8.

**RANK:** The headcount by rank summary is based on Items #7 and #18.

**SALARIES BY SOURCE:** These summaries are compiled from the values summed from Items #14A-Z.

**FACULTY FTE BY APPOINTMENT:** Sum the percents from all faculty reported at the institution for each appointment code (Items #13A-E) and divide the results by 100.

**NOTE:** Flex-entry and error records are not included in the summary counts.

Univ. Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
003333 LONE STAR UNIVERSITY

SEMESTER: 2/98

Page 1

AVERAGE 9-MONTH SALARIES BY GENDER WITH IN ETHNICITY

RANK	WHITE		BLACK		HISPANIC		ASIAN		NAT AMER		INTERNL	
	M	F	M	F	M	F	M	F	M	F	M	F
PROFESSOR	697	78	10	3	15	3	12	1	2	1	73	8
	\$70,966	62,129	75,714	79,828	69,558	57,339	85,307	47,160	89,706	67,560	70,366	61,729
ASSOCIATE PROFESSOR	243	103	4	2	15	2	8	1	2	2	40	12
	\$47,757	46,313	42,007	51,490	50,198	43,510	41,966	36,798	44,943	45,285	54,364	46,377
ASSISTANT PROFESSOR	133	126	9	6	9	11	2	4			55	28
	\$45,540	40,608	44,815	41,516	39,800	46,729	62,074	35,447	----	----	49,082	40,529
INSTRUCTOR	10	34				1	3				6	3
	\$29,917	28,992	----	----	----	25,000	27,499	----	----	----	32,582	45,500
TEACHING ASSISTANT	175	181	3	5	11	18	2	1		1	59	58
	\$20,983	20,636	20,457	20,720	21,577	21,993	22,300	22,300	----	16,000	21,058	21,870
OTHER FACULTY	245	182	8	3	9	10	1	3			25	28
	\$40,434	33,723	36,745	43,621	34,372	29,705	38,000	22,123	----	----	42,380	29,825

OUT OF RANGE SALARIES

RNK	SSN	SAL	RNK	SSN	SAL	RNK	SSN	SAL	RNK	SSN	SAL
1	0000649990	212,328	7	7777897805	119,955	1	888854684	151,065	7	556655665	107,600

NOTE: Salaries are computed to 9-month equivalents. All salaries are included in the salary computations. The following limits are used to identify outliers:

Professor	Greater than 162,000 or less than 25,000
Associate Professor	Greater than 120,000 or less than 25,000
Assistant Professor	Greater than 95,000 or less than 16,000
Instructor, Other Faculty	Greater than 108,000 or less than 3,200
Teaching Assistants	Greater than 45,000 or less than 3,200

Univ. Faculty Report (CBM008)

UPDATING PROCEDURES

Individual records in a previously submitted CBM008 report may be updated (deleted or changed) or new records may be added via electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

**NOTE:** When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution FICE Code
Item #3	Faculty Identification Number
Item #20	Semester
Item #21	Year
Item #23	Update Code

2. Item #6 in the header record must be coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #23.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #23 and the other required items listed in step 1 above. Among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Faculty Identification Number) and the update code 'D' in Item #23.
6. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).

UPDATING EXAMPLES

**NOTE:** Items #1 and #2 will be omitted from the examples.

1. Mary A. Jones, an associate professor in the Department of English, is teaching full-time in this department for the fall semester, and is paid \$31,000 out of faculty salary funds for the 12-month period. Professor Jones is in compliance with the institution's regulations on faculty workloads. CBM008 will be coded.

Item #3	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	2
Item #8	1
Item #9	F
Item #10	0990
Item #11	1
Item #12	194405
Item #13A,B,C,D,E	100, 000, 000, 000, 000
Item #14A	011625 (\$31,000 x .375)
Item #14D,R,X,Z	000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	1
Item #21	2001

Univ. Faculty Report (CBM008)

2. John E. Smith, Professor of Communications, is chairman of the Department of Communications and also teaches speech. Professor Smith is paid \$48,000 from faculty salaries for the nine-month period and the report is for the fall semester. Professor Smith's workload is distributed as follows: three fourths of his time in direct instructional activities and one-fourth as departmental chairman. This is in compliance with the institution's faculty workload standards. CBM008 would be coded:

Item #3	368927181
Item #4	Smith
Item #5	J
Item #6	E
Item #7	1
Item #8	1
Item #9	M
Item #10	0690
Item #11	1
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C,D,E	000,000,000
Item #14A	024000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	1
Item #21	2000

Univ. Faculty Report (CBM008)

3. Dr. William E. Frederickson is a visiting teacher in the Department of Geology on special assignment as follows: Teaching - ten percent; Research - ninety percent. All of Dr. Frederickson's spring semester salary of \$30,000 is paid from a federal grant. The instructor is in compliance with the institution's regulations on faculty workloads. CBM008 should be coded.

Item #3	000000029
Item #4	Fredericks (Item #4 limited to 10 spaces)
Item #5	W
Item #6	E
Item #7	5
Item #8	0
Item #9	M
Item #10	1290
Item #11	1
Item #12	194210
Item #13A	010
Item #13B,C	000,000
Item #13D	090
Item #13E	000
Item #14A,D	000000,000000
Item #14R	030000
Item #14X,Z	000000,000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	2
Item #21	2001

Univ. Faculty Report (CBM008)

4. Charles Martin is a full-time faculty member teaching half-time in psychology and half-time in sociology, each of which is administered in separate departments. Assistant Professor Martin's nine-month salary of \$42,000 is budgeted equally between the two departments. One of his four classes in the fall was a flex-entry class. In the spring all four classes began the first of the semester. The faculty member is in compliance with the institution's regulations on faculty workloads. Choose the department with which Dr. Martin is most closely associated.

CBM008 for the fall semester would be coded:

Item #3	452687912
Item #4	Martin
Item #5	C
Item #6	blank
Item #7	3
Item #8	1
Item #9	M
Item #10	2380
Item #11	1
Item #12	195108
Item #13A	075 (since one class is flex-entry)
Item #13B,C,D,E	000,000,000,000
Item #14A	015750
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2000

CBM008 for the spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	100 (since the classes are not flex-entry)
Item #13B,C,D,E	000,000,000,000
Item #14A	021000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	025
Item #16	005250
Item #17, #18	0, 1
Item #19, #20	0, 2
Item #21	2000

Univ. Faculty Report (CBM008)

5. Professor Gerald N. Washington's nine-month appropriated salary is \$63,000. His assignments are Head of the Department of Spanish, 25%; teaching, 50%; and other professional duties which the institution considers to be directly related to the teaching function, 25%. Code the CBM008:

Item #3	450298763
Item #4	Washington
Item #5	G
Item #6	N
Item #7	1
Item #8	1
Item #9	M
Item #10	2630
Item #11	3
Item #12	193003
Item #13A,B,C,D,E	050, 050, 000, 000, 000
Item #14A,D,R,X,Z	031500, 000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2000

6. Mr. Anson Summerville, a local CPA, is teaching a flex-entry course in accounting during the fall semester for which he is paid \$3,000. Since the class will be reported in the spring, the CBM008 should be coded:

Item #3	450409603
Item #4	Summervill (Item #4 limited to 10 spaces)
Item #5	A
Item #6	G
Item #7	5
Item #8	0
Item #9	M
Item #10	0010
Item #11	1
Item #12	193910
Item #13A,B,C,D,E	000, 000, 000, 000, 000
Item #14A,D,R,X,Z	000000, 000000, 000000, 000000, 000000
Item #15	025
Item #16	003000
Item #17, #18	0, 1
Item #19	0

Univ. Faculty Report (CBM008)

7. Associate Professor J. J. Jones, whose nine month salary is \$40,000, teaches a full load during the fall semester in the Department of Education and is in compliance with the institution's workload requirements. Professor Jones also teaches one off-campus class for which he is paid \$2,500. CBM008 coded:

Item #3	123456789
Item #4	Jones
Item #5	J
Item #6	J
Item #7	3
Item #8	1
Item #9	M
Item #10	0850
Item #11	2
Item #12	194006
Item #13A,B,C,D,E	100, 000, 000, 000, 000
Item #14A,D,R,X,Z	020000, 000000, 000000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18, #19	0, 1, 0

8. Professor S. S. Smith is chairman of the Department of History and also teaches two classes of history during the spring semester. She is also in compliance with the faculty workload requirements and her nine-months salary (paid from appropriated funds) is \$32,000. Professor Smith also teaches a graduate class on Saturday for which she received an additional \$2,500 in compensation.

Item #3	987654321
Item #4	Smith
Item #5	S
Item #6	S
Item #7	1
Item #8	1
Item #9	F
Item #10	1450
Item #11	1
Item #12	195006
Item #13A,B,C,D,E	050, 050, 000, 000, 000
Item #14A,D,R,X,Z	016000, 000000, 000000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18, #19	0, 1, 0
Item #20	2

Univ. Faculty Report (CBM008)

9. Associate Professor A. B. Jarrold is a full-time librarian who is teaching one class this semester in the Library Science department. His nine-month salary is \$35,000. He receives no extra salary for teaching. CBM008 coded:

Item #3	234567891
Item #4	Jarrold
Item #5	A
Item #6	B
Item #7	2
Item #8	1
Item #9	M
Item #10	1730
Item #11	2
Item #12	194702
Item #13A,B,C,D,E	000, 000, 100, 000, 000
Item #14A,D,R,X,Z	017500, 000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17, #18, #19	0, 1, 0

10. Dr. D. R. Frank is a Research Professional with an academic rank of assistant professor. During the fall semester she was conducting research 100 percent of her time. Her nine-month salary of \$38,000 is from a federal grant. She also teaches a class in the physics department, which is an overload, for which she is paid \$2,500 from state appropriations.

Item #3	888654321
Item #4	Frank
Item #5	D
Item #6	R
Item #7	3
Item #8	2
Item #9	F
Item #10	2300
Item #11	1
Item #12	195706
Item #13A,B,C,D,E	000, 000, 000, 100, 000
Item #14A,D,R,X,Z	000000, 000000, 019000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2000

Univ. Faculty Report (CBM008)

11. Carlton Mullings is a visiting faculty teaching in the psychology department. Ms. Mulling's salary is \$12,000 for four and a half months. One of her two classes in the fall was a flex-entry class. In the spring she had returned to University of California. The faculty member is in compliance with the institution's regulations on faculty workloads. Code the CBM008 as follows:

The fall semester would be coded:

Item #3	452687112
Item #4	Mullings
Item #5	C
Item #6	E
Item #7	5
Item #8	1
Item #9	F
Item #10	2380
Item #11	1
Item #12	193909
Item #13A	025 (since one class is flex-entry)
Item #13B,C,D,E	000,000,000,000
Item #14A	006000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2000

The spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	000 (since no longer at the university)
Item #13B,C,D,E	000,000,000,000
Item #14A	000000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	025
Item #16	006000
Item #17	1 (since this is a flex-entry only record)
Item #18	0
Item #19	0
Item #20	2
Item #21	2001



GRADUATION REPORT  
CBM009

This report will reflect degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported.

If a student is awarded more than one degree in a reporting period, enter separate records for each degree.

The CBM009 Appendix is extracted from the current Degree Program Inventory file. It contains (a) the degree designation to be reported, (b) the level, and (c) the CIP code of each program authorized by the Texas Higher Education Coordinating Board. The data submitted in Items #7, #8 and #9 of each CBM009 record correspond to (a), (b), and (c) above and will be validated against the Degree Program Inventory file.

INSTRUCTIONS FOR GRADUATION REPORT

- Item #1 Record Code. Always enter '9'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the social security number of the student or the nine-digit identification for students without a social security number.
- Item #4 Gender. Enter the gender of the students.
- M = Male      F = Female
- Item #5 Ethnic Origin. 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 #6 Date of Birth. Enter YYYYMM (all four digits of the year and two digits of the month of birth for the student).
- Item #7 Degree Conferred. Enter the abbreviation of the degree (i.e., BA, MS, PhD as it appears on the institution's CBM009 Appendix).
- Item #8 Level of Degree Conferred. (i.e., 1 - Associate, 2 - Baccalaureate, etc.) See CBM009 Appendix for level of degree.
1. Associate
  2. Baccalaureate
  3. Master's
  4. Doctoral
  5. Special/Professional
- Item #9 Major. Enter the eight-digit CIP code in which the degree was earned.
- Item #10 Reporting Period. Always enter '1'.
- Item #11 Year. Enter all four digits of the year in which the report is submitted.
- Item #12 Non-Disclosure. Enter a '2' to indicate that the student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #13 Update Code. Enter the appropriate code only when updating a report.
- A = Add      C = Change      D = Delete

Univ. Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record - Always '9'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Degree Conferred - Left justified, space filled	25	8
Item #8	Level of Degree Conferred	33	1
Item #9	Major - Numeric	34	8
Item #10	Reporting Period - Always '1'	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Non-Disclosure – Numeric	47	1
Item #13	Update Code	80	1

Univ. Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
SR-CBM009 SUMMARY OF DEGREES CONFERRED DATA FROM  
LONE STAR UNIVERSITY 003304

STUDENT HEADCOUNT		
TOTAL STUDENTS	495	
DUPLICATES	5	
TOTAL DEGREES		500
GENDER		
MALE	248	
FEMALE	247	
TOTAL		495
AGE		
UNDER 17	0	
18	0	
19-21	25	
22-24	325	
25-30	45	
31-35	50	
36-50	25	
51-64	25	
65 AND OVER	0	
AVERAGE AGE	23.2	
TOTAL		495
ETHNIC ORIGIN		
WHITE	99	
BLACK	99	
HISPANIC	99	
ASIAN	99	
INDIAN	49	
INTERNATIONAL	50	
UNKNOWN	0	
TOTAL		495
DEGREE LEVEL		
ASSOCIATE	0	
BACCALAUREATE	300	
MASTERS	150	
DOCTORAL	50	
SPECIAL/PROFESSIONAL	0	
TOTAL		500
NON-DISCLOSURE	0	

Univ. Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED

HEADCOUNT: The headcount is a summation of non-duplicative CBM009 records

TOTAL DEGREES: The total degrees is the summation of CBM009 records.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #4.

AGE: The age distribution is calculated by subtracting the date of birth from the beginning date of the fiscal year in which the data were collected.

ETHNIC ORIGIN: The headcount by ethnicity is determined by codes entered in Item #5.

DEGREE LEVEL: Headcount by degree level is determined by codes assigned in Item #8.

## Univ. Graduation Report (CBM009)

CBM009 EDIT SUMMARY FROM LONE STAR UNIVERSITY

		<u>NORMAL RANGE</u>	<u>QUESTIONABLE</u>	<u>ERROR</u>
ITEM #1	RECORD CODE	500	0	0
ITEM #2	INSTITUTION CODE	500	0	0
ITEM #3	STUDENT ID	500	0	0
ITEM #4	GENDER	500	0	0
ITEM #5	ETHNIC ORIGIN	500	0	0
ITEM #6	DATE OF BIRTH	499	1	0
ITEM #7	DEGREE CONFERRED	499	0	1
ITEM #8	LEVEL DEGREE CONFERRED	500	0	0
ITEM #9	MAJOR	500	0	0
ITEM #10	REPORTING PERIOD	500	0	0
ITEM #11	YEAR	500	0	0
ITEM #12	NON-DISCLOSURE	500	0	0
TOTAL CBM009 RECORDS PROCESSED		500		
CONTROL DATA		1		
DISCREPANCY		0		
NUMBER OF DUPLICATE RECORDS		5		
ADDS	0			
CHANGES	1			
DELETES	0			
REJECTS	0			

Univ. Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 11/20/99  
1999 INITIAL EDIT OF SR-CBM009

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM
1	2	3	4	5	6	7	8	9	10	11	12
9	003304	666886666	M	2	196509	BA	2	04010100	1	1999	2
9	003304	777887777	F	4	198910	BA	2	27010100	1	1999	

-----  
ITEMS IN ERROR ARE INDICATED BY (\*), QUESTIONABLE BY (-)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Institution Code	N/A	Must match value on header record and be on list of valid FICE codes
3. Student ID Number	Duplicate entries; alpha characters	Blank; special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Ethnic Origin	N/A	Any value except '1' thru '7'
6. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '1'
7. Degree Conferred	N/A	Must match institution's inventory of approved degree programs
8. Level of Degree	N/A	Must match institution's inventory of approved degree programs
9. Major	N/A	Must match institution's inventory of approved degree programs
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Must match value on header record
12. Non-Disclosure	N/A	Any value except '2' or '0'

**DISCREPANCY:** The edit program counts the number of records processed in the report. If it is not the same as the number listed in the header record (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted, or rejected on the last edit run.

## UPDATING PROCEDURES

Individual records in a previously submitted CBM009 report may be updated (deleted or changed) or new records may be added via electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

**NOTE:** When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #10	Semester
Item #11	Year
Item #13	Update Code

2. Item #6 in the header record must coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #13.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #13 and the other required items listed in step 1 above. Among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #13.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
7. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
8. If a change to duplicate records is needed, the existing records must be deleted and complete records incorporating the corrected data added (that is, steps 5 and 3 above are to be followed).
9. To replace data with blanks, the entire record must be deleted and re-added with the correct data.

**NOTE:** When one record of a multiple record contains an error or questionable value, all records for that multiple record will be printed out on the edit page.



ADMISSIONS REPORT  
CBM00B

This report is to collect data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588 of the 75<sup>th</sup> Legislature, the Uniform Admissions Bill. This report will meet the requirement that each university report on who applies, who is admitted, and who subsequently enrolls at each institution. Report only the applications that are complete. If a student applies to more than one school or college within the university, report the application data from the school or college that ultimately accepts or rejects the student. Report undergraduate, graduate, and professional student applications for summer and fall terms. This report replaces the Access and Equity 2000 Plan report (formerly Texas Plan report TXP-4) for universities.

Univ. Admissions Report (CBM00B)

INSTRUCTIONS FOR ADMISSIONS REPORT

- Item #1 Record Code. Always enter 'B'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.
- Item #4 Last Name. Enter the first 20 characters of the last name by which a student is legally known.
- Item #5 First Name. Enter the first 12 characters of the first name of the student.
- Item #6 Middle Initial. Enter the first character of the middle name of the student.
- Item #7 Gender. Enter the gender of the student.  
M = Male      F = Female
- Item #8 Date of Birth. Enter the calendar date of birth of the student. The year, month, and day should be indicated using the YYYYMMDD format.  
YYYY = Year      MM = Month      DD = day
- NOTE:** If the month of birth is known and the year is unknown, code the item as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '6'.
- Item #9 Unused
- Item #10 Ethnic Origin. Enter the code indicating the race/ethnicity 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

For the purposes of this report, the race/ethnicity categories are used to describe the groups to which individuals belong or identify with. However, no person should be counted in more than one race/ethnic category. The categories presented do not denote scientific definitions of anthropological origins, but represent definitions used by the U.S. Department of Education and other federal agencies to categorize U.S. citizens and resident aliens. Reporting of race/ethnicity data is

Univ. Admissions Report (CBM00B)

mandatory for all institutions receiving federal financial assistance.

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 #11 Residence. Enter the code representing the county, state, or foreign country of which the student is a legal resident. See Appendix B for codes.

Texas Resident - Enter County Code  
Out-of-State Resident - Enter State Code  
Foreign Country Citizen - Enter Foreign Country Code

Item #12 Application Level. Indicate the level of degree sought.

04 Associate  
05 Bachelor's  
06 Master's  
08 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 #13 Entering Status. Do not include transient or former student applications when applying at the same degree level. Include high school students the first term after they complete their high school work.

01 No previous college work for level of award sought  
02 Transfer

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

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)

Univ. Admissions Report (CBM00B)

- 04 Accepted on provisional basis, did not meet requirements (undergraduates only)
- 05 Accepted, based on other criteria
- 06 Rejected
- 07 Student withdrew application

**NOTE: Items #15 through #21 apply to undergraduate applications only.**

Item #15 Father's Educational Level. The highest level of formal instruction received by the student's father or male guardian (corresponds to common application for admission Part D, 26). Required of undergraduates only.

- 01 No High School
- 03 Some High School, no diploma
- 04 High School diploma or GED or recognized home school
- 06 Some college, but no degree or certificate
- 08 Bachelor's/four-year degree
- 13 Graduate/Professional degree
- 00 Unknown or not applicable

Item #16 Mother's Educational Level. The highest level of formal instruction received by the student's mother or female guardian (corresponds to common application for admission Part D, 26). Required of undergraduates only.

- 01 No High School
- 03 Some High School, no diploma
- 04 High School diploma or GED or recognized home school
- 06 Some college, but no degree or certificate
- 08 Bachelor's/four-year degree
- 13 Graduate/Professional degree
- 00 Unknown or not applicable

Item #17 Living in a Single Parent/Guardian Home. This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduate applicants (corresponds to Common Application for Admission Part D, 27).

1 = No    2 = Yes    0 = Unknown or not applicable

Item #18 Family's Gross Income. Include both untaxed and taxed income from most recent tax year, as reported on application (corresponds to Common Application for Admission Part D, 28). This information may not be known until the common application is implemented and is only required of undergraduate applicants.

- 01 Less than \$20,000
- 03 \$20,000 to \$39,999
- 08 \$40,000 to \$59,999
- 12 \$60,000 to \$79,999
- 15 \$80,000 and greater

Univ. Admissions Report (CBM00B)

00 Unknown or not applicable

Item #19 Language Fluency. Indicate if a language other than English is spoken fluently (corresponds to Common Application for Admission Part D, 29). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

01 No  
02 Spanish  
03 Other  
00 Unknown or not applicable

Item #20 Family Obligations. Indicate whether family obligations preclude participation in extracurricular activities (corresponds to Common Application for Admission Part D, 30). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

01 No  
02 Yes  
00 Unknown or not applicable

Item #21 Number of People Living in Household. The item will allow a two-digit number (corresponds to Common Application for Admission Part D, 31). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates. Enter '00' if this item does not apply.

Item #22 Term Sought. The expected term of entry for which the student seeks admission. This item will be use to determine whether the student is a summer or fall applicant.

1 Fall  
3 Summer  
0 Unknown or unreported

Item #23 Reporting Period. Always enter '5'.

Item #24 Application Year. Enter all four digits 'YYYY' of the year for which the admission is sought (e.g., Fall 1998 would be reported as 1998).

Item #25 Unused

Item #26 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM00B 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

Univ. Admissions Report (CBM00B)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'B'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Last Name	17	20
Item #5	First Name	37	12
Item #6	Middle Initial	49	1
Item #7	Gender – 'M' or 'F'	50	1
Item #8	Date of Birth - YYYYMMDD - Numeric	51	8
Item #9	Unused	59	1
Item #10	Ethnic Origin - Numeric - '1' thru '7'	60	1
Item #11	Residence - Numeric	61	3
Item #12	Application Level - '04' thru '06' and '08' thru '15'	64	2
Item #13	Entering Status - Numeric - '01' or '02'	66	2
Item #14	Admission Action - Numeric – '01' thru '07'	68	2

**Enter zeros for Items #15 through #21 for graduate and professional applicants**

Item #15	Father's Education Level - Numeric - '00', '01', '03', '04', '06', '08', '13'	70	2
Item #16	Mother's Education Level - Numeric - '00', '01', '03', '04', '06', '08', '13'	72	2
Item #17	Single Parent/Guardian Home - Numeric - '0', '1', '2'	74	1
Item #18	Family Income - Numeric - '00', '01', '03', '08', '12', '15'	75	2
Item #19	Language Fluency - Numeric - '00', '01', '02', '03'	77	2
Item #20	Family Obligations - Numeric - '00', '01', '02'	79	2
Item #21	Number in Household - Numeric	81	2
Item #22	Term Sought - Numeric - '0', '1', or '3'	83	1
Item #23	Reporting Period - Numeric - Always '5'	84	1
Item #24	Application Year - YYYY - Numeric	85	4
Item #25	Unused	89	1
Item #26	Update Code	90	1

Univ. Admissions Report (CBM00B)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
 SR-CBM00B SUMMARY OF STUDENT ADMISSION DATA FROM DATE: 09/08/98  
 LONE STAR UNIVERSITY 003304 ACADEMIC YEAR 1998

GENDER		RESIDENCE	
MALE	2,567	TEXAS COUNTIES	4,962
FEMALE	2,683	OTHER STATES	177
TOTAL	5,250	FOREIGN COUNTRIES	111
		TOTAL	5,250
APPLICATION LEVEL	FIRST-TIME	TRANSFER	TOTAL
BACHELOR'S	4,178	871	5,049
MASTER'S	174	12	186
DOCTORATE	15	0	15
LAW	0	0	0
PHARMACY	0	0	0
MEDICAL	0	0	0
DENTAL	0	0	0
OPTOMETRY	0	0	0
VETERINARY MED	0	0	0
OTHER	0	0	0
TOTAL	4,367	883	5,250
ETHNIC ORIGIN		ACCEPTANCE STATUS BACHELOR'S	
WHITE	4,374	TOP 10%	54
BLACK	219	TOP 25%	179
HISPANIC	497	PROVISIONAL, MET	33
ASIAN	12	PROVISIONAL, NOT MET	0
INDIAN	0	OTHER CRITERIA	4,977
INTERNATIONAL	111	REJECTED	2
UNKNOWN	0	TOTAL	5,250
TOTAL	5,250		
TERM SOUGHT		ACCEPTANCE STATUS GRADUATE	
FALL	4,449	PROVISIONAL, MET	0
SUMMER	801	PROVISIONAL, NOT MET	0
AGE		OTHER CRITERIA	0
UNDER 17	0	REJECTED	0
17-18	684	TOTAL	0
19-21	2,287		
22-24	954		
25-50	1,295		
OVER 50	30		
TOTAL	5,250		
AVERAGE-AGE	23.4		

\*\*\* NOTE: TOTALS ARE NET ERRORS

SUMMARY OF ADMISSIONS DATA

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #7.

RESIDENCE: All residence codes from 001 to 254 are Texas counties. Codes 310 through 369 are other states and U.S. possessions. Codes 402 through 799 are foreign countries. Any other residence code will not be valid.

APPLICATION LEVEL: The respective rows are determined by Application Level (Item #12). The First-Time and Transfer columns are determined by the value of Entering Status (Item #13).

ETHNIC ORIGIN: The summary is based on the Ethnic Origin Code (Item #10).

ACCEPTANCE STATUS BACHELOR'S: The counts are based on Application Level (Item #12) that are coded a '05' and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS GRADUATE: The counts are based on Application Level (Item #12) that are coded any value other than '04' and '05', and the respective Admission Action or Acceptance Status (Item #14).

TERM SOUGHT: The counts are based on Item #22.

AGE: The age distribution is calculated by subtracting the date of birth (Item #8) from the beginning date of the semester. For this report, the beginning date of each Fall is September 1 and Summer is June 1.

Univ. Admissions Report (CBM00B)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'B'
2. Institution Code	N/A	Must match value on header record and be on list of valid FICE codes
3. Student ID	N/A	Blank; special characters
4. Last Name	Non-alphabetic	Spaces
5. First Name	N/A	Number, space, or special character
6. Middle Initial	N/A	Number or special character
7. Gender	N/A	Value other than 'M' or 'F'
8. Date of Birth	'00000000'	Non-numerical; month greater than '12'; day greater than '31'
9. Unused	N/A	N/A
10. Ethnic Origin	N/A	Any value other than '1' thru '7'
11. Residence	N/A	Not on CB residence file
12. Application Level	N/A	Value other than '04' thru '06' or '08' thru '15'
13. Entering Status	N/A	Value other than '01' or '02'
14. Admission Action	N/A	Value other than '01' thru '07'
15. Father's Ed Level	N/A	Value other than '00', '01', '03', '04', '06', '08', '13'
16. Mother's Ed Level	N/A	Value other than '00', '01', '03', '04', '06', '08', '13'
17. Single Parent Home	N/A	Value other than '00', '01', or '02'
18. Family Income	N/A	Value other than '00', '01', '03', '08', '12', '15'
19. Language Fluency	N/A	Value other than '00', '01', '02', or '03'
20. Family Obligations	N/A	Value other than '00', '01', '02'
21. Number in Home	Value greater than 12	Non-numerical
22. Term Sought	N/A	Value other than '00', '01', '03'

Univ. Admissions Report (CBM00B)

<u>ITEM NUMBER</u>		<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
23.	Reporting Period	N/A	Value other than '5'
24.	Application Year	N/A	Value greater than current year
25.	Unused	N/A	N/A
26.	Update Code	N/A	Value other than 'A', 'C', or 'D'

Univ. Admissions Report (CBM00B)

UPDATING PROCEDURES

Individual records in a previously submitted CBM00B report may be updated (deleted or changed) or new records may be added via electronic file transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout.

**NOTE:** When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #23	Reporting period
Item #24	Application Year
Item #26	Update Code

2. Item #6 in the header record must coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #26.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #26 and the other required items listed in step 1 above. Among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #26.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each application record being removed.
7. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).



STUDENT NUMBER CHANGE REPORT  
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database, will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The database is not operational at this time, but to alleviate the institution having to maintain more than one prior number, the CBM00N report will be accepted and stored at the CB until the database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

Univ. Student Number Change Report (CM00N)

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

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

Item #2 Institution Code. Enter FICE Code of the institution (see Appendix A).

**NOTE:** All three items: student number, birth date, and gender will be used to uniquely identify a student. All three items of the prior number must match to a record in the database before the current number will be used as a replacement.

Item #3 Current Student Identification Number. Enter the current Social Security Number of the student. This should not be an assigned identification number except in infrequent occasions.

Item #4 Current Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.

YYYY = Year    MM = Month    DD = Day

Item #5 Current Gender. Enter the gender of the student.

M = Male    F = Female

Item #6 Prior Student Identification Number. Enter the prior identifying number of the student. If the student identifier did not change, it will be the same as the current student identifier.

Item #7 Prior Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD. If the birthday did not change, enter the current date of birth to uniquely identify to which student the change applies.

YYYY = Year    MM = Month    DD = Day

Item #8 Prior Gender. Enter the gender of the student. If the gender of the student did not change, enter the current gender to uniquely identify to which student the change applies.

M = Male    F = Female

Item #9 Last Name. Enter up to 20 characters of the student's current last name.

Item #10 First Name. Enter the first 10 digits of the student's first name.

Item #11 Middle Initial. Enter the initial of the student's middle name.

Univ. Student Number Change Report (CM00N)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'N'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Current Student Identification Number - Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD - Numeric	17	8
Item #5	Current Gender - 'M' or 'F'	25	1
Item #6	Prior Student Identification Number - Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD - Numeric	35	8
Item #8	Prior Gender - 'M' or 'F'	43	1
Item #9	Last Name - Alpha	44	20
Item #10	First Name - Alpha	64	10
Item #11	Middle Name Initial - Alpha or blank	74	1
Item #12	Unused	75	6