

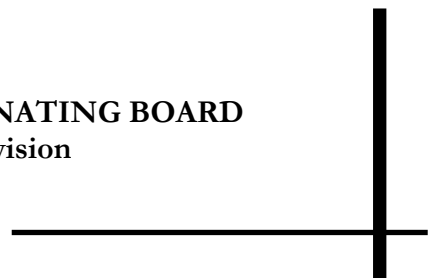
**REPORTING and PROCEDURES
MANUAL**

for

**Texas Career Schools and
Colleges**

June 2008

TEXAS HIGHER EDUCATION COORDINATING BOARD
Planning and Accountability Division



FOREWORD

Career Schools and Colleges

The reports discussed in this manual are for **Career Schools and Colleges**. The Coordinating Board welcomes the participation of career schools and colleges in this data sharing effort. We believe that the resulting information will satisfy a legislative mandate and benefit participating institutions, policymakers, and the public.

We ask the participants in the data sharing effort to submit the following reports to the Coordinating Board on the dates indicated in this manual:

- (1) A student report (CBM001), submitted once a year, which contains student-level enrollment data; and
- (2) An annual graduation/completion report (CBM009) submitted once a year, which reports the previous year's graduates.

Why should you participate?

The student-level data that you submit will make it possible for the Coordinating Board to respond to the performance measures the Legislature has created under SB 281, as well as some federal reporting requirements. Also, participation in the CB database will make it possible to track the academic progress of students who leave your institution and enroll in public or other participating private higher education institutions in Texas, or who enter the workforce.

General Information

All reports must be submitted electronically. A set of instructions for preparing the data in the Coordinating Board format is associated with each report. All institutions are asked to submit and receive their data from the CB using the SFTP.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.

Career Schools and Colleges

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| I. General Reporting Issues | 0.1-0.7 |
| A. Reporting Periods..... | 0.1 |
| B. Electronic Data Transfer System..... | 0.2 |
| C. Output File Naming Convention | 0.4 |
| D. Certification of CBM Reports..... | 0.5 |
| II. Student Report (CBM001) | 1.1-1.10 |
| A. Instructions for Student Report..... | 1.1 |
| B. Data Processing Record Layout..... | 1.4 |
| C. Questionable and Error Values | 1.5 |
| D. Summary of Student Data | 1.7 |
| III. Graduation Report (CBM009)..... | 9.1-9.10 |
| A. Instructions for Graduation Report | 9.1 |
| B. Data Processing Record Layout..... | 9.4 |
| C. Questionable and Error Values | 9.5 |
| D. Summary of Graduation Data | 9.7 |

General Reporting Issues

REPORTING PERIODS

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

| <u>Annual Reports</u> | <u>Reporting Period</u> | <u>Due Date</u> |
|----------------------------|-------------------------|-----------------|
| Student Report (CBM001) | Sept 1 – Aug 31 | December 1 |
| Graduation Report (CBM009) | Sept 1 – Aug 31 | December 1 |

General Reporting Issues

ELECTRONIC DATA TRANSFER SYSTEM

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

State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP 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 resulting ASCII text file must not contain commas or tabs, but be in a space-delimited, fixed format as defined in this manual.

The header record contains information to identify the type of 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.

In order to submit EDC CBM files, you must log into the SFTP server, sftp.thecb.state.tx.us, with a username and password.

For USERID: Enter "edcNNNNNN" where "NNNNNN" is your six-digit FICE code. For example, "edc001234" (lower case 'edc'; leading zeros required in the FICE code).

For PASSWORD: Enter your password, case sensitive. Contact Torca Bunton at e-mail Torca.Bunton@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 sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. The instructions for using SFTP are provided on the Coordinating Board website at this page: <http://www.txhighereddata.org/>. Once there, look down on the right under the section titled "Reporting Data to CB." There is an item called "Using SFTP to Transfer CBM Reports." The instructions are available in either PDF or Word format.

The data content of files will be defined in the Data Processing Record Layout of each report in this manual. 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.

General Reporting Issues

File Transfer System INPUT FILE FORMAT for Year 2000 Compliant Reports

| 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 or CBM009 | 11 | 6 |
| Item #4 | Reporting Period - Numeric ('5') | 17 | 1 |
| Item #5 | Year - Numeric - YYYY | 18 | 4 |
| Item #6 | Record Type - C for a Complete report | 22 | 1 |
| Item #7 | Length of data records within report – Numeric, leading zeros, i.e., "0099", "0084" | 23 | 4 |
| Item #8 | Name and e-mail address of person submitting the file | 27 | As Required |

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

DATA RECORDS

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

| TRAILER RECORD | | <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

General Reporting Issues

Output File Naming Conventions

After processing the CBM edits, output reports are placed on the CB server in the Output folder. The following example describes the file naming convention...

CBM001_ANNUAL_2008_S_003652_200805100136262.TXT

CBM001 – CBM report type

_ - used as a separator

ANNUAL – the report semester

_ - used as a separator

2008 – Report Year

_ - used as a separator

C – Institution type

_ - used as a separator

003652 – FICE code of institution

_ - used as a separator

200805100136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

General Reporting Issues

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Planning and Accountability Division (PA) 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. A PA division 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 Commissioner, PA Division, 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 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.

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 Planning and Accountability Division and must not delay standard publish dates.
- C. Requests to change data which are already published must be approved by the Commissioner.

General Reporting Issues

CERTIFICATION STATEMENT INSTRUCTIONS

Certification indicates that the data are error-free and available for use. 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. Items that are not within the tolerances allowed are considered in error and are identified with asterisks on the line below the specific item. If the item is only questionable, dashes are placed immediately below the item on the edit report.
2. If all the information is correct, the reporting official should certify the report by a certification statement to the PA Division. This can be accomplished by the following methods:
 - a. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement "I hereby certify ..." and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
 - b. A certification statement on paper may be prepared and mailed or faxed to the PA Division. It should include all of the information listed in the item above with the signature of the reporting official.

STUDENT REPORT
CBM001

This report reflects all students enrolled at the reporting institution during the annual reporting cycle.

Students included in this report:

1. All students enrolled in courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in off-campus centers.
3. Students enrolled in courses that are part of a vocational or occupational program.
4. Students who have requested that their directory information not be released.

Students excluded from this report - DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program. For example, do NOT include students in contract training courses unless they are also enrolled in courses creditable toward a degree or other formal award.
2. Students who are exclusively auditing classes.

CSC Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '1'.
- Item #2 Institution Code. Enter the FICE or institution code (Appendix A) of the institution.
- Item #3 Student Identification Number. Enter the Social Security number of the student. The institution should assign unique (nine-digit) identification numbers to students without Social Security numbers.
- Item #4 Gender. Enter the gender of the student.
- M = Male F = Female
- Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student. Use IPEDS definitions.

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

NOTE: International (IPEDS uses non-resident alien). A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

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

Unknown or Not Reported. The unknown classification should only be used if the 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 #6 Program. Enter the 2000 CIP code (Appendix C) of the major area of concentration.
- Item #7 Date of Birth. Enter all four digits of the year and the two digits of the month and day of birth for the student. If the month of birth is known and the year is unknown, code this item as unknown, or '00000000'.

YYYY = Year; MM = Month; DD = Day

CSC Student Report (CBM001)

- Item #8 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.
- Item #9 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.
- Item #10 Middle Initial. Enter the initial of the student's middle name.
- Item #11 First-Time-in-College. A student is identified as first-time-in-college if the student is out of high school and enrolling in a postsecondary institution for credit for the first time. Enter '000001' in this item. Include students who entered with advanced standing (college credits earned before graduation from high school).
- If not applicable, leave blank.
- Item #12 First Term Enrolled. Enter all four digits of the year and the two digits of the month when the student was first enrolled at the institution during the current reporting year. (Note: this might not be the first term overall when student was enrolled, simply the first term this year.)
- YYYY = Year; MM = Month
- Item #13 Last Term Enrolled. Enter all four digits of the year and two digits of the month when the student was last enrolled at the institution during the reporting year.
- YYYY = Year; MM = Month
- Item #14 Student Intent. Enter the code that reflects the primary reason the student is attending classes at your college. The datum MUST be student-declared.
1. Earn an associate's degree (2 year)
 2. Earn a certificate (less than 2 years)
 3. Earn a baccalaureate or higher degree
 4. Not seeking a degree or certificate
 0. Not available
- Item #15 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 #16 Reporting Period. Default to annual reporting period (code as '5').
- Item #17 Year. Enter all four digits of the year in which the report is submitted.
- Item #18 High School Code (Optional). Enter the College Board CEEB High School code of the high school that the student graduated from. Requested for Texas high school graduates that are coded as First-time-in-College (Item #11 = 000001). The Texas CEEB codes are in Appendix M. Leave blank if not applicable. May be reported for all students. The high school codes for non-Texas schools can be found at <http://www.collegeboard.com/student/testing/sat/codelist.html>.

CSC 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 Code – Numeric | 2 | 6 |
| Item #3 | Student Identification Number | 8 | 9 |
| Item #4 | Gender - 'M' or 'F' – Alpha | 17 | 1 |
| Item #5 | Ethnic Origin – Numeric | 18 | 1 |
| | Unused | 19 | 5 |
| Item #6 | Program | 24 | 6 |
| Item #7 | Date of Birth - YYYYMMDD – Numeric | 30 | 8 |
| Item #8 | Last Name – Alpha | 38 | 20 |
| Item #9 | First Name – Alpha | 58 | 10 |
| Item #10 | Middle Initial – Alpha | 68 | 1 |
| Item #11 | First-Time-In-College – Numeric or blank | 69 | 6 |
| Item #12 | First Term Enrolled – Numeric | 75 | 6 |
| Item #13 | Last Term Enrolled – Numeric | 81 | 6 |
| Item #14 | Student Intent – Numeric | 87 | 1 |
| Item #15 | Non-disclosure – Numeric | 88 | 1 |
| Item #16 | Reporting Period – Numeric | 89 | 1 |
| Item #17 | Year - YYYY – Numeric | 90 | 4 |
| Item #18 | High School Code – Numeric | 94 | 6 |

CSC 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. Ethnic Origin | N/A | Any value other than '1' thru '7' |
| 6. Program | N/A | Non-numeric or invalid CIP code |
| 7. 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' |
| 8. Last Name | N/A | Blank, numerical |
| 9. First Name | N/A | Blank, numerical |
| 10. Middle Initial | N/A | Numerical |
| 11. First-Time-In-College | N/A | Any non-numerical characters except all blanks |
| 12. First Term Enrolled | N/A | Any non-numerical data; month greater than '12' or less than '01' |
| 13. Last Term Enrolled | N/A | Any non-numerical data; month greater than '12' or less than '01' |
| 14. Student Intent | N/A | Any value other than '0' through '4' |

CSC Student Report (CBM001)

| <u>ITEM NUMBER</u> | <u>QUESTIONABLE VALUE</u> | <u>ERROR VALUE</u> |
|----------------------|----------------------------|-----------------------------------|
| 15. Non-disclosure | N/A | Any value other than '2' or '0' |
| 16. Reporting Period | N/A | Must match value on header record |
| 17. Year | N/A | Must match value on header record |
| 18. High School Code | Blank if Item #11='000001' | N/A |

The number of duplicate records is indicated.

DISCREPANCY: The edit program counts the number of records processed in the report. If it is not the same as the number listed in the trailer record (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed.

CSC Student Report (CBM001)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM001 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 #7) from the student start date.

ETHNIC ORIGIN: The summary is based on the Ethnic Origin code (Item #5).

CSC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE: 11/20/2008

CSC-CBM001 EDIT SUMMARY FROM LONE STAR CAREER COLLEGE 003304

ANNUAL 2008

| | | NORMAL RANGE | QUESTIONABLE | ERROR VALUES |
|---------|---------------------|--------------|--------------|--------------|
| ITEM 1 | RECORD CODE | 429 | 0 | 0 |
| ITEM 2 | INSTITUTION CODE | 429 | 0 | 0 |
| ITEM 3 | STUDENT ID | 429 | 0 | 0 |
| ITEM 4 | GENDER | 429 | 0 | 0 |
| ITEM 5 | ETHNIC ORIGIN | 429 | 0 | 0 |
| ITEM 6 | PROGRAM | 429 | 0 | 0 |
| ITEM 7 | DATE OF BIRTH | 428 | 1 | 0 |
| ITEM 8 | LAST NAME | 429 | 0 | 0 |
| ITEM 9 | FIRST NAME | 429 | 0 | 0 |
| ITEM 10 | MIDDLE INIT | 429 | 0 | 0 |
| ITEM 11 | FTIC | 429 | 0 | 0 |
| ITEM 12 | FIRST TERM ENROLLED | 429 | 0 | 0 |
| ITEM 13 | LAST TERM ENROLLED | 429 | 0 | 0 |
| ITEM 14 | STUDENT INTENT | 429 | 0 | 0 |
| ITEM 15 | NON-DISCLOSURE | 429 | 0 | 0 |
| ITEM 16 | REPORTING PERIOD | 429 | 0 | 0 |
| ITEM 17 | YEAR | 429 | 0 | 0 |
| ITEM 18 | HIGH SCHOOL CODE | 429 | 1 | 0 |

| | | | |
|---|---|-------------|---|
| TOTAL REPORT RECORDS | 4 | | |
| CONTROL TOTAL | 0 | DISCREPANCY | 4 |
| TOTAL RECS ON DB | 4 | | |
| NUMBER OF DUPLICATE RECORDS | 0 | | |
| NUMBER OF RELATIVE DUPLICATE QUESTIONABLE | 0 | | |
| NUMBER OF RELATIVE DUPLICATE ERROR | 0 | | |
| TOTAL ERROR RECS ON DB | 1 | | |
| TOTAL QUESTIONABLE RECS ON DB | 0 | | |
| TOTAL NON ERROR RECORDS ON DB | 3 | | |
| TOTAL REJECTED RECORDS | 0 | | |

CSC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD
 CSC-CBM001 SUMMARY OF STUDENT DATA FROM
 LONE STAR CAREER COLLEGE 003304

DATE: 11/20/2008
 ANNUAL 2008

| | | | |
|---------------------------------------|------|-----|-----|
| GENDER | | | |
| MALE | 220 | | |
| FEMALE | 209 | | |
| TOTAL | | 429 | |
| AGE | | | |
| UNDER 17 | 0 | | |
| 17 | 8 | | |
| 18 | 125 | | |
| 19-21 | 200 | | |
| 22-24 | 54 | | |
| 25-30 | 5 | | |
| 31-35 | 0 | | |
| 36-50 | 5 | | |
| 51-64 | 30 | | |
| 65 AND OVER | 0 | | |
| AVERAGE-AGE | 23.4 | | |
| TOTAL | | 429 | |
| ETHNIC ORIGIN | | | |
| WHITE | 337 | | |
| BLACK | 32 | | |
| HISPANIC | 57 | | |
| ASIAN | 3 | | |
| INDIAN | 0 | | |
| INTERNATIONAL | 0 | | |
| UNKNOWN | 0 | | |
| TOTAL | | 429 | |
| TOTAL HEADCOUNT | | 429 | |
| FIRST TIME IN COLLEGE | | | |
| FIRST TIME IN COLLEGE | | 250 | |
| TOTAL | | | 250 |
| STUDENT INTENT | | | |
| NOT AVAILABLE | | 0 | |
| EARN AN ASSOCIATE'S DEGREE(2 YEAR) | | 429 | |
| EARN A CERTIFICATE(LESS THAN 2 YEAR) | | 0 | |
| EARN A BACCALAUREATE OR HIGHER DEGREE | | 0 | |
| NOT SEEKING A DEGREE OR CERTIFICATE | | 0 | |
| TOTAL | | | 429 |
| NON DISCLOSURE | | 0 | |
| TOTAL STUDENTS | | 429 | |
| TOTAL DUPLICATE RECORDS | | 0 | |
| TOTAL RECORDS | | | 429 |

*** NOTE: TOTALS ARE NET ERRORS

GRADUATION REPORT
CBM009

This report should reflect awards conferred during the academic year of the reporting period.

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

CSC Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

- Item #1 Record Code. Always enter '9'.
- Item #2 Institution Code. Enter the FICE or institution code of the institution. See Appendix A.
- 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 student.
- M = Male F = Female
- Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student. Use IPEDS definitions.

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

NOTE: International (IPEDS uses non-resident alien). A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

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

Unknown or Not Reported. The unknown classification should only be used if the 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 #6 Date of Birth. Enter all four digits of the year and the month of birth for the student. If the month of birth is known and the year is unknown, code this item as unknown, or '000000'.

YYYY = Year MM = Month

- Item #7 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

CSC Graduation Report (CBM009)

Item #8 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #9 Middle Initial. Enter the initial of the student's middle name.

Item #10 Level of Award Conferred.

1. Associate
2. Certificate
7. Baccalaureate
8. Master's
9. Doctoral

Item #11 Type of Award. Enter the abbreviation for the degree or certificate awarded, left justified.

For an associate degree, enter the abbreviation of the degree exactly as defined below:

- | | |
|-----|-----------------------------------|
| AA | Associate in Arts |
| AAA | Associate in Applied Arts |
| AAS | Associate in Applied Science |
| AOS | Associate in Occupational Studies |
| AS | Associate in Science |

For a certificate, enter 'CERT'.

For a baccalaureate degree, enter 'BAT' or appropriate abbreviation.

For a master's degree, enter the appropriate abbreviation.

For a doctoral degree, enter the appropriate abbreviation.

Item #12 Program. Enter the six-digit CIP code in which the award was earned. Append two zeros to the CIP code to make it align with the eight-digit Texas CIP codes.

Item #13 Award Date. Enter all four digits of the year and the two digits of the month when the student graduated.

YYYY = Year; MM = Month

Item #14 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 #15 Reporting Period. Always enter '5'.

Item #16 Year. Enter all four digits of the year in which the report is submitted.

CSC Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

| | | <u>Beginning Position</u> | <u>Length</u> |
|----------|--|-------------------------------|---------------|
| Item #1 | Record Code – Always '9' | 1 | 1 |
| Item #2 | Institution Code - FICE Code – 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 | Last Name – Alpha | 25 | 20 |
| Item #8 | First Name – Alpha | 45 | 10 |
| Item #9 | Middle Initial – Alpha | 55 | 1 |
| Item #10 | Level of Award Conferred | 56 | 1 |
| Item #11 | Type of Award – Alpha, left-justified | 57 | 8 |
| Item #12 | Program – Numeric | 65 | 8 |
| Item #13 | Award Date – Numeric | 73 | 6 |
| Item #14 | Non-disclosure | 79 | 1 |
| Item #15 | Reporting Period – Always '5' | 80 | 1 |
| Item #16 | Year – Numeric | 81 | 4 |

CSC Graduation Report (CBM009)

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 '01' |
| 7. Last Name | N/A | Blank, numerical |
| 8. First Name | N/A | Blank, numerical |
| 9. Middle Initial | N/A | Numerical |
| 10. Level of Award | N/A | Any value except '1', '2', or '7' - '9' |
| 11. Type of Award | N/A | Numeric or blank; must be on list of valid awards |
| 12. Program | N/A | Blank; not on CIP list |
| 13. Award Date | N/A | Any non-numerical data; year greater than current year; month greater than '12' or less than '01' |
| 14. Non-disclosure | N/A | Any value other than '2' or '0' |
| 15. Reporting Period | N/A | Any value except '5' |
| 16. Year | N/A | Must match value on header record |

CSC Graduation Report (CBM009)

DISCREPANCY: The edit program counts the number of records processed in the report. If it is not the same as the number listed in the trailer record (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed.

CSC Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED

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

TOTAL AWARDS: The total awards 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.

AWARD LEVEL: Headcount by award level is determined by codes assigned in Item #10.

CSC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE: 11/20/2008

CSC-CBM009 EDIT SUMMARY FROM LONE STAR CAREER COLLEGE 003304 ANNUAL 2008

| | | NORMAL RANGE | QUESTIONABLE | ERROR VALUES |
|---------|------------------|--------------|--------------|--------------|
| ITEM 1 | RECORD CODE | 500 | 0 | 0 |
| ITEM 2 | INST. 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 | LAST NAME | 500 | 0 | 0 |
| ITEM 8 | FIRST NAME | 500 | 0 | 0 |
| ITEM 9 | MIDDLE INIT | 500 | 0 | 0 |
| ITEM 10 | LEVEL OF AWARD | 499 | 0 | 1 |
| ITEM 11 | TYPE AWARD | 500 | 0 | 0 |
| ITEM 12 | PROGRAM | 500 | 0 | 0 |
| ITEM 13 | AWARD DATE | 500 | 0 | 0 |
| ITEM 14 | NON-DISCLOSURE | 500 | 0 | 0 |
| ITEM 15 | REPORTING PERIOD | 500 | 0 | 0 |
| ITEM 16 | YEAR | 500 | 0 | 0 |

| | | | |
|--|---|-------------|---|
| TOTAL REPORT RECORDS | 4 | | |
| CONTROL TOTAL | 0 | DISCREPANCY | 4 |
| TOTAL RECS ON DB | 4 | | |
| NUMBER OF DUPLICATE RECORDS | 0 | | |
| NUMBER OF RELATIVE DUPLICATE QUESTIONABL | 0 | | |
| NUMBER OF RELATIVE DUPLICATE ERROR | 0 | | |
| TOTAL ERROR RECS ON DB | 1 | | |
| TOTAL QUESTIONABLE RECS ON DB | 0 | | |
| TOTAL NON ERROR RECORDS ON DB | 3 | | |
| TOTAL REJECTED RECORDS | 0 | | |

CSC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD
 CSC-CBM009 SUMMARY OF DEGREES CONFERRED DATA FROM
 LONE STAR CAREER COLLEGE 003304

DATE: 11/20/2008
 FALL 2008

| | | | |
|-----------------------------------|---------------|--|------|
| GENDER | | | |
| MALE | 252 | | |
| FEMALE | 247 | | |
| | TOTAL | | 499 |
| AGE | | | |
| UNDER 17 | 0 | | |
| 18 | 0 | | |
| 19-21 | 25 | | |
| 22-24 | 325 | | |
| 25-30 | 49 | | |
| 31-35 | 50 | | |
| 36-50 | 25 | | |
| 51-64 | 25 | | |
| 65 AND OVER | 0 | | |
| | AVERAGE AGE | | 23.2 |
| | TOTAL | | 499 |
| ETHNIC ORIGIN | | | |
| WHITE | 104 | | |
| BLACK | 99 | | |
| HISPANIC | 99 | | |
| ASIAN | 98 | | |
| INDIAN | 49 | | |
| INTERNATIONAL | 50 | | |
| UNKNOWN | 0 | | |
| | TOTAL | | 499 |
| STUDENT HEADCOUNT | | | |
| TOTAL STUDENTS | | | 499 |
| DUPLICATES | | | 0 |
| | TOTAL DEGREES | | 499 |
| CLASSIFICATION | | | |
| ASSOCIATE | | | 499 |
| CERTIFICATE | | | 0 |
| BACCALAUREATE | | | 0 |
| MASTERS | | | 0 |
| DOCTORAL | | | 0 |
| | TOTAL | | 499 |
| TYPE AWARD | | | |
| CERTIFICATE AWARD | | | 0 |
| ASSOCIATE IN APPLIED ARTS | | | 0 |
| ASSOCIATE IN APPLIED SCIENCE | | | 499 |
| ASSOCIATE IN OCCUPATIONAL STUDIES | | | 0 |
| BACCALAUREATE DEGREE | | | 0 |
| MASTER'S DEGREE | | | 0 |
| DOCTORAL DEGREE | | | 0 |
| | TOTAL | | 499 |
| NON DISCLOSURE | | | 499 |

*** NOTE: TOTALS ARE NET ERRORS.

CSC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD

EDIT OF CSC-CBM009

ANNUAL 2008 LONE STAR CAREER COLLEGE 003304 RUNDATE: 11/20/2008 TIME: 11:59:26

| ITEM | ITEM | ITEM | ITEM | ITEM | ITEM | ITEM | ITEM | ITEM | *** | ITEMS | *** | ITEM | ITEM | ** | ITEMS | * |
|------|-----------|------|------|------|--------|--------------|------|------|-----|-------|-----|----------|--------|----|-------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 |
| 9 | 014123456 | 888 | U | 1 | 198402 | GOODSTUDENTA | JOHN | S | 1 | CERT | | 01000000 | 200412 | 2 | 5 | 2004 E |
| | | | * | | | | | | | | | | | | | |

GENDER(ITEM4), VALUE ERROR

| | |
|----------------------------|---|
| TOTAL REJECTED RECORDS | 0 |
| TOTAL RECORDS ON DATABASE | 4 |
| TOTAL NON ERROR RECORDS | 3 |
| TOTAL ERROR RECORDS | 1 |
| TOTAL QUESTIONABLE RECORDS | 0 |
| TOTAL REJECTED RECORDS | 0 |

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