



**REPORTING and PROCEDURES  
MANUAL**

for

**Texas Career Schools and  
Colleges and Private and  
Out-of-State Public  
Postsecondary Institutions**

**November 2010**

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
Planning and Accountability Division



## **Revised format beginning with December 1, 2010 data reporting:**

In an effort to eliminate duplication of effort for institutions that are required to report data to both the Texas Higher Education Coordinating Board (THECB) and the Texas Workforce Commission (TWC), the format has been revised for 2010 data reporting.

The changes include 3 new fields on the CBM001 Student Report (Course of Instruction ID, First Term Status, Last Term Status) and 2 new fields on the CBM009 Graduation Report (Course of Instruction ID, Employment Status), as well as a re-alignment of data fields and formats to be consistent between the two reports (e.g. Date of Birth in YYYYMMDD format and an 8-digit Program code - 6-digit CIP code appended with "00").

The CBM001 will now also permit students to be reported for each program they were enrolled in during the reporting period (previously, duplicates were not permitted). Programs will be primarily identified by their Program CIP code. For those institutions that are also required to report data to TWC (by program on Form PS-072C) and would prefer to report only once to both agencies, programs will be more specifically identified by the unique TWC Course of Instruction ID from each institution's List of Approved Courses of Instruction (which can be obtained from the THECB or TWC), and also include codes for each student's beginning (First Term Status) and ending (Last Term Status) status for the reporting period.

The CBM009 continues to permit multiple awards to be reported for each student completing a program. Programs will be primarily identified by their Program CIP code. For those institutions reporting TWC data on the CBM001, programs will be more specifically identified by the same TWC Course of Instruction ID, and also include a code for each student's post-completion outcome (Employment Status).

Institutions that are exempt from TWC reporting (and others choosing not to report TWC data to the THECB) should only use Program CIP code to identify their programs and leave the Course of Instruction ID field blank for both the CBM001 and CBM009, and use "not applicable" codes of "0" for First Term Status, Last Term Status and Employment Status.

For those institutions reporting TWC data, these changes will permit the THECB to summarize your student and award data by Program CIP code and Course of Instruction ID (in Form PS-072 format) and pass this information electronically on to TWC. For TWC exempt schools (and others not reporting TWC data), your data will be summarized by Program CIP code only and will not be passed on to TWC.

One other change for 2010 data reporting is the requirement to report using the new 2010 CIP codes (the most significant change is for Nursing 51.16 which has moved to 51.38 and 51.39). To view the complete list of 2010 CIP Codes, go to our website at <http://www.txhighereddata.org/Interactive/CIP/>.

For reference, the previous version of this reporting manual can be found by clicking on [Reporting and Procedures Manual for Texas Career Schools and Colleges, June 2008](#). This current reporting manual as well as the The Fall 2010 *Appendices to the Reporting and Procedures Manuals*, can be found on our website at <http://www.txhighereddata.org/ReportingManuals.cfm>.

## FOREWORD

### **Career Schools and Colleges and Private and Out-of-State Public Postsecondary Institutions**

The reports discussed in this manual are for **Career Schools and Colleges and Private and Out-of-State Public Postsecondary Institutions operating in Texas under a Certificate of Authority or a Certificate of Authorization**. The Coordinating Board welcomes the participation of these institutions 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.

#### *Contact Information*

If you have questions concerning the use or implementation of this manual, contact:

	<b><u>Phone</u></b>	<b><u>E-mail</u></b>
Clifford King	(512) 427-6441	<a href="mailto:Clifford.King@thecb.state.tx.us">Clifford.King@thecb.state.tx.us</a>

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 and Private and  
Out-of-State Public Postsecondary Institutions**

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## 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](http://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](mailto: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

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 one student data record within report – Numeric, leading zeros, i.e., "0103" for CBM001, "0092" for CBM009	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.

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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

e.g. EOF100999 would be the trailer record for 999 student data records.

## General Reporting Issues

### EDIT REPORT OUTPUT FILES

After processing the CBM edits, edit report output files are placed on the CB server in the SFTP Output folder. The following file name is an example of the naming convention:

**CBM001\_ANNUAL\_2010\_P\_009999\_201012081532262.TXT**

**CBM001** - CBM report type

**\_** - used as a separator

**ANNUAL** - the report semester

**\_** - used as a separator

**2010** - Report Year

**\_** - used as a separator

**P** - Institution type

**\_** - used as a separator

**009999** - FICE code of institution

**\_** - used as a separator

**201012081532262** - Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

## EDC Data Report Processing Schedule

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



## 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.

### **Changes beginning with December 1, 2010 reporting:**

In an effort to eliminate duplication of effort for institutions that are required to report data to both the Texas Higher Education Coordinating Board (THECB) and the Texas Workforce Commission (TWC), the format has been revised for 2010 data reporting. The changes include 3 new fields on the CBM001 Student Report (Course of Instruction ID, First Term Status, Last Term Status), as well as a re-alignment of data fields and formats to be consistent with the CBM009 Graduation Report (e.g. Date of Birth in YYYYMMDD format and an 8-digit Program code - 6-digit CIP code appended with "00").

The CBM001 will now also permit students to be reported for each program they were enrolled in during the reporting period (previously, duplicates were not permitted). Programs will be primarily identified by their Program CIP code. For those institutions that are also required to report data to TWC (by program on Form PS-072C) and would prefer to report only once to both agencies, programs will be more specifically identified by the unique TWC Course of Instruction ID from each institution's List of Approved Courses of Instruction (which can be obtained from the THECB or TWC), and also include codes for each student's beginning (First Term Status) and ending (Last Term Status) status for the reporting period.

Institutions that are exempt from TWC reporting (and others choosing not to report TWC data to the THECB) should only use Program CIP code to identify their programs and leave the Course of Instruction ID field blank, and use "not applicable" codes of "0" for First Term Status and Last Term Status. For those institutions reporting TWC data, these changes will permit the THECB to summarize your student and award data by Program CIP code and Course of Instruction ID (in Form PS-072 format) and pass this information electronically on to TWC. For TWC exempt schools (and others not reporting TWC data), your data will be summarized by Program CIP code only and will not be passed on to TWC.

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 of the institution. See [Appendix A](#).
- Item #3     Student Identification Number. Enter the Social Security number of the student. The institution should assign unique (nine-digit) identification numbers to students without Social Security numbers.
- Item #4     Gender. Enter the gender of the student.  
  
                  M = Male        F = Female
- Item #5     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 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 #7 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters. Convert any accented characters to unaccented equivalents.
- Item #8 First Name. Enter the student's first name. Truncate if the name contains over 10 characters. Convert any accented characters to unaccented equivalents.
- Item #9 Middle Initial. Enter the initial of the student's middle name.
- Item #10 Program. Enter the 2010 six-digit CIP code (see [Appendix C](#) or view the complete list of 2010 CIP Codes at <http://www.txhighereddata.org/Interactive/CIP/>) of the major area of concentration. Append two zeros to the CIP code to make it align with the eight-digit Texas CIP codes (e.g. 11.0101 would be entered as 11010100).
- Item #11 Course of Instruction Identification Number. For those institutions that are also required to report enrollment data to the Texas Workforce Commission (by program on Form PS-072C) and would prefer to report only once to both agencies, identify programs more specifically by entering the unique 5-digit TWC Course of Instruction ID number (including leading zeros) from each institution's List of Approved Courses of Instruction (which can be obtained from the THECB or TWC).

If not applicable, leave blank.

- Item #12 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 #13 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 (or in the program, if reporting multiple programs for a student) during the current reporting year. (Note: this might not be the first term overall when student was enrolled, simply the first term this reporting year.)

YYYY = Year; MM = Month

- Item #14 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 (or in the program, if reporting multiple programs for a student) during the current reporting year.

YYYY = Year; MM = Month

CSC Student Report (CBM001)

Item #15 First Term Status. Enter the code that best reflects the status of the student at the beginning of the reported first term.

**NOTE:** This field is primarily for those institutions that are also required to report enrollment data to the Texas Workforce Commission and corresponds to Section II of TWC Form PS-072C; if not applicable, enter '0'.

1. Enrolled prior - student enrolled in program prior to start of current reporting period (carryover of those still enrolled from previous year)
2. New start - student started program for first time during current reporting period
3. Re-entry - student re-enrolled in program after withdrawing from program prior to current reporting period.
4. Transferred in - student transferred into this program from another program during current reporting period
0. Not applicable

Item #16 Last Term Status Enter the code that best reflects the status of the student at the end of the reported last term.

**NOTE:** This field is primarily for those institutions that are also required to report enrollment data to the Texas Workforce Commission and corresponds to Section II of TWC Form PS-072C; if not applicable, enter '0'.

1. Transferred out - non-graduating student transferred out of this program and into another program
2. Left for active military service - non-graduating student left for full-time military service
3. Incarcerated - non-graduating student left due to incarceration
4. Deceased - non-graduating student due to death
5. Left for other reasons - non-graduating student dropped out or withdrew from program for other reasons
6. Still enrolled - non-graduating student is still enrolled at end of current reporting period
7. Completer - student completed program and received award during current reporting period
0. Not applicable

Item #17 Non-disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #18 Reporting Period. Default to annual reporting period (code as '5').

Item #19 Year. Enter all four digits of the year in which the report is submitted.

## CSC Student Report (CBM001)

Item #20 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 #21 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 #20 = 000001). The Texas CEEB codes are in [Appendix M](#). 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>.

If not applicable, leave blank.



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
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Last Name - Alpha	27	20
Item #8	First Name - Alpha	47	10
Item #9	Middle Initial - Alpha	57	1
Item #10	Program - Numeric	58	8
Item #11	Course of Instruction Identification Number - Numeric or blank	66	5
Item #12	Student Intent - Numeric	71	1
Item #13	First Term Enrolled - Numeric	72	6
Item #14	Last Term Enrolled - Numeric	78	6
Item #15	First Term Status - Numeric	84	1
Item #16	Last Term Status - Numeric	85	1
Item #17	Non-disclosure - Numeric	86	1
Item #18	Reporting Period - Numeric	87	1
Item #19	Year - YYYY - Numeric	88	4
Item #20	First-Time-In-College - Numeric or blank	92	6
Item #21	High School Code - Numeric or blank	98	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	Duplicate entries; 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' through '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', day greater than '31'
7. Last Name	N/A	Blank, numerical
8. First Name	N/A	Blank, numerical
9. Middle Initial	N/A	Numerical
10. Program	N/A	Non-numeric or invalid CIP code or less than 8 digits
11. Course of Instruction ID	N/A	Non-numeric except blanks; any numeric value not matching TWC Inventory
12. 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>
13. First Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
14. Last Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
15. First Term Status	N/A	Any value other than '0' through '4'
16. Last Term Status	N/A	Any value other than '0' through '7'
17. Non-disclosure	N/A	Any value other than '2' or '0'
18. Reporting Period	N/A	Must match value on header record
19. Year	N/A	Must match value on header record
20. First-Time-In-College	N/A	Any non-numerical characters except all blanks
21. 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: Total students is a summation of non-duplicative CBM001 records.

TOTAL RECORDS: Total records is the summation of CBM001 records including duplicate records for students enrolled in more than one program.

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 student start date.

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

PROGRAM SUMMARY: The program summary corresponds to Section II of TWC Form PS-072C and is based on First Term Status code (item #15) and Last Term Status code (item #16) by Program (item #10) and Course of Instruction ID (item #11).

## CSC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE: 11/20/2010

CSC-CBM001 EDIT SUMMARY FROM LONE STAR CAREER COLLEGE 003304

ANNUAL 2010

		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	428	0	1
ITEM 5	ETHNIC ORIGIN	429	0	0
ITEM 6	DATE OF BIRTH	429	0	0
ITEM 7	LAST NAME	429	0	0
ITEM 8	FIRST NAME	429	0	0
ITEM 9	MIDDLE INIT	429	0	0
ITEM 10	PROGRAM	429	0	0
ITEM 11	COURSE INSTRUCTION ID	429	0	0
ITEM 12	STUDENT INTENT	429	0	0
ITEM 13	FIRST TERM ENROLLED	429	0	0
ITEM 14	LAST TERM ENROLLED	429	0	0
ITEM 15	FIRST TERM STATUS	429	0	0
ITEM 16	LAST TERM STATUS	429	0	0
ITEM 17	NON-DISCLOSURE	429	0	0
ITEM 18	REPORTING PERIOD	429	0	0
ITEM 19	YEAR	429	0	0
ITEM 20	FIRST TIME IN COLLEGE	429	0	0
ITEM 21	CeebHsCode	429	0	0

TOTAL REPORT RECORDS	429		
CONTROL TOTAL	429	DISCREPANCY	0
TOTAL RECS ON DB	429		
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	428		
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: 11/20/2010  
 ANNUAL 2010

GENDER			
MALE	219		
FEMALE	209		
TOTAL		428	
AGE			
UNDER 17	0		
17	8		
18	125		
19-21	200		
22-24	54		
25-30	6		
31-35	0		
36-50	5		
51-64	30		
65 AND OVER	0		
AVERAGE-AGE	23.4		
TOTAL		428	
ETHNIC ORIGIN			
WHITE	336		
BLACK	32		
HISPANIC	57		
ASIAN	3		
INDIAN	0		
INTERNATIONAL	0		
UNKNOWN	0		
TOTAL		428	
FIRST TIME IN COLLEGE			
FIRST TIME IN COLLEGE		250	
TOTAL			250
STUDENT INTENT			
NOT AVAILABLE		0	
EARN AN ASSOCIATE'S DEGREE(2 YEAR)		228	
EARN A CERTIFICATE(LESS THAN 2 YEAR)		200	
EARN A BACCALAUREATE OR HIGHER DEGREE		0	
NOT SEEKING A DEGREE OR CERTIFICATE		0	
TOTAL			428
NON DISCLOSURE		0	
STUDENT HEADCOUNT			
TOTAL STUDENTS		428	
TOTAL DUPLICATE RECORDS		0	
TOTAL RECORDS			428

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

CSC Student Report (CBM001)

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

DATE: 11/20/2010  
 ANNUAL 2010

PROGRAM SUMMARY (CORRESPONDS TO SECTION II OF TWC FORM PS-072C)

PROGRAM	COI ID	FIRST TERM STATUS:				TOTAL	LAST TERM STATUS:				OTHER LEAVER	STILL ENROLLED	COMPLETER
		ENROLLED PRIOR	NEW STARTS	RE-ENTRIES	TRANSFER IN		TRANSFER OUT	MILITARY	INCARC	DECEASED			
51060100	12345	50	58	12	7	127	2	1	0	0	11	44	69
51090700	12346	45	48	11	1	105	3	0	0	0	19	25	58
51091000	12347	40	42	10	7	99	1	1	0	0	8	42	47
51091100	12348	35	60	1	1	97	4	0	0	0	14	35	44
TOTAL						428							

CSC Student Report (CBM001)

EDIT OF CSC-CBM001 DATA

PAGE 1

ANNUAL 2010

LONE STAR CAREER COLLEGE

003304

RunDate: 11/20/2010 Time: 11:59:22

ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	**	ITEMS	**	ITEM	ITEM	ITEM	REMARKS			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
1	003304	123456888	U	1	19840228	GOODSTUSENTA	JOHN	S	51060100	12345	1	200909	200912	1	7	0	5	2010	000001		E	
			*																			GENDER(ITEM4), VALUE ERROR

TOTAL REJECTED RECORDS	0
TOTAL RECORDS ON DATABASE	429
TOTAL NON ERROR RECORDS	428
TOTAL ERROR RECORDS	1
TOTAL QUESTIONABLE RECORDS	0
TOTAL REJECTED RECORDS	0

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



## 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.

### **Changes beginning with December 1, 2010 reporting:**

In an effort to eliminate duplication of effort for institutions that are required to report data to both the Texas Higher Education Coordinating Board (THECB) and the Texas Workforce Commission (TWC), the format has been revised for 2010 data reporting. The changes include 2 new fields on the CBM009 Graduation Report (Course of Instruction ID, Employment Status), as well as a re-alignment of data fields and formats to be consistent with the CBM001 Student Report (e.g. Date of Birth in YYYYMMDD format and an 8-digit Program code - 6-digit CIP code appended with "00").

The CBM009 continues to permit multiple awards to be reported for each student completing a program. Programs will be primarily identified by their Program CIP code. For those institutions that are also required to report data to TWC (by program on Form PS-072C) and would prefer to report only once to both agencies, programs will be more specifically identified by the unique TWC Course of Instruction ID from each institution's List of Approved Courses of Instruction (which can be obtained from the THECB or TWC), and also include a code for each student's post-completion outcome (Employment Status).

Institutions that are exempt from TWC reporting (and others choosing not to report TWC data to the THECB) should only use Program CIP code to identify their programs and leave the Course of Instruction ID field blank, and use a "not applicable" code of "0" for Employment Status. For those institutions reporting TWC data, these changes will permit the THECB to summarize your student and award data by Program CIP code and Course of Instruction ID (in Form PS-072 format) and pass this information electronically on to TWC. For TWC exempt schools (and others not reporting TWC data), your data will be summarized by Program CIP code only and will not be passed on to TWC.

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 assigned unique nine-digit identification number (same as CBM001) for 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 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 Graduation Report (CBM009)

Item #7 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters. Convert any accented characters to unaccented equivalents.

Item #8 First Name. Enter the student's first name. Truncate if the name contains over 10 characters. Convert any accented characters to unaccented equivalents.

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

Item #10 Program. Enter the 2010 six-digit CIP code (see [Appendix C](#) or view the complete list of 2010 CIP Codes at <http://www.txhighereddata.org/Interactive/CIP/>) in which the award was earned. Append two zeros to the CIP code to make it align with the eight-digit Texas CIP codes (e.g. 11.0101 would be entered as 11010100).

Item #11 Course of Instruction Identification Number. For those institutions that are also required to report completer data to the Texas Workforce Commission (by program on Form PS-072C) and would prefer to report only once to both agencies, identify programs more specifically by entering the unique 5-digit TWC Course of Instruction ID number (including leading zeros) from each institution's List of Approved Courses of Instruction (which can be obtained from the THECB or TWC).

If not applicable, leave blank.

Item #12 Level of Award Conferred.

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

Item #13 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.

CSC Graduation Report (CBM009)

Item #14 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 #15 Employment Status Enter the code that best reflects the post-completion outcome of the student. If more than one code applies, report the lowest number (1-7).

**NOTE:** This field is primarily for those institutions that are also required to report data from the completer follow-up survey (TWC Form PS-072A) to the Texas Workforce Commission and corresponds to Section III of TWC Form PS-072C and the Completer Outcome column of TWC Form PS-072D; if not applicable, enter '0'.

1. Placed - completer employed in job related to their training and who were actually placed in that job by your institution
2. Not Placed - completer employed in job related to their training but who found their own job without any active assistance from institution
3. Postsecondary Education - completer continued their education on a full-time basis at accredited institution of higher education
4. Active Military Service - completer joined any branch of the United States Military for full-time active duty
5. Incarcerated - completer was incarcerated after graduating
6. Deceased - completer was deceased after graduating
7. Other - completer whose status does not fall into one of the above categories, and any of the following:
  - were employed in a job not related to their training,
  - were not in the labor force by choice or circumstance;
  - were unemployed but actively seeking employment;
  - no data could be collected even after a diligent effort by institution.
0. Not applicable

Item #16 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 #17 Reporting Period. Always enter '5'.

Item #18 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 - YYYYMMDD - Numeric	19	8
Item #7	Last Name - Alpha	27	20
Item #8	First Name - Alpha	47	10
Item #9	Middle Initial - Alpha	57	1
Item #10	Program - Numeric	58	8
Item #11	Course of Instruction Identification Number - Numeric or blank	66	5
Item #12	Level of Award Conferred	71	1
Item #13	Type of Award - Alpha, left-justified	72	8
Item #14	Award Date - Numeric	80	6
Item #15	Employment Status	86	1
Item #16	Non-disclosure	87	1
Item #17	Reporting Period - Always '5'	88	1
Item #18	Year - Numeric	89	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', day greater than '31'
7. Last Name	N/A	Blank, numerical
8. First Name	N/A	Blank, numerical
9. Middle Initial	N/A	Numerical
10. Program	N/A	Blank; not on CIP list or less than 8 digits
11. Course of Instruction ID	N/A	Non-numeric except blanks; any numeric value not matching TWC Inventory
12. Level of Award	N/A	Any value except '1', '2', or '7' - '9'
13. Type of Award	N/A	Numeric or blank; must be on list of valid awards
14. Award Date	N/A	Any non-numerical data; year greater than current year; month greater than '12' or less than '01'

CSC Graduation Report (CBM009)

15.	Employment Status	N/A	Any value except '0' thru '7'
16.	Non-disclosure	N/A	Any value other than '2' or '0'
17.	Reporting Period	N/A	Any value except '5'
18.	Year	N/A	Must match value on header record

**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 AWARDS CONFERRED

HEADCOUNT: Total students is a summation of non-duplicative CBM009 records.

TOTAL AWARDS: Total awards is the summation of CBM009 records including duplicate records for students receiving more than one award.

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 #12.

PROGRAM SUMMARY: The program summary corresponds to Section III of TWC Form PS-072C and is based on Employment Status code (item #15) by Program (item #10) and Course of Instruction ID (item #11).



## CSC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE: 11/20/2010

CSC-CBM009 EDIT SUMMARY FROM LONE STAR CAREER COLLEGE 003304 ANNUAL 2010

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	219	0	0
ITEM 2	INST. CODE	219	0	0
ITEM 3	STUDENT ID	219	0	0
ITEM 4	GENDER	218	0	1
ITEM 5	ETHNIC ORIGIN	219	0	0
ITEM 6	DATE OF BIRTH	219	0	0
ITEM 7	LAST NAME	219	0	0
ITEM 8	FIRST NAME	219	0	0
ITEM 9	MIDDLE INIT	219	0	0
ITEM 10	PROGRAM	219	0	0
ITEM 11	COURSE INSTRUCTION ID	219	0	0
ITEM 12	LEVEL OF AWARD	219	0	0
ITEM 13	TYPE AWARD	219	0	0
ITEM 14	AWARD DATE	219	0	0
ITEM 15	EMPLOYMENT STATUS	219	0	0
ITEM 16	NON-DISCLOSURE	219	0	0
ITEM 17	REPORTING PERIOD	219	0	0
ITEM 18	YEAR	219	0	0

TOTAL REPORT RECORDS	219		
CONTROL TOTAL	219	DISCREPANCY	0
TOTAL RECS ON DB	219		
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	218		
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: 11/20/2010  
 FALL 2010

GENDER			
MALE		112	
FEMALE		106	
	TOTAL		218
AGE			
UNDER 17		0	
18		0	
19-21		25	
22-24		75	
25-30		49	
31-35		29	
36-50		25	
51-64		15	
65 AND OVER		0	
	AVERAGE AGE		23.2
	TOTAL		218
ETHNIC ORIGIN			
WHITE		104	
BLACK		40	
HISPANIC		65	
ASIAN		4	
INDIAN		2	
INTERNATIONAL		3	
UNKNOWN		0	
	TOTAL		218
STUDENT HEADCOUNT			
TOTAL STUDENTS			218
DUPLICATES			0
	TOTAL AWARDS		218
CLASSIFICATION			
ASSOCIATE			118
CERTIFICATE			100
BACCALAUREATE			0
MASTERS			0
DOCTORAL			0
	TOTAL		218
TYPE AWARD			
CERTIFICATE AWARD			100
ASSOCIATE IN APPLIED ARTS			0
ASSOCIATE IN APPLIED SCIENCE			118
ASSOCIATE IN OCCUPATIONAL STUDIES			0
BACCALAUREATE DEGREE			0
MASTER'S DEGREE			0
DOCTORAL DEGREE			0
	TOTAL		218
NON DISCLOSURE			125

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

CSC Graduation Report (CBM009)

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

DATE: 11/20/2010  
ANNUAL 2010

PROGRAM SUMMARY (CORRESPONDS TO SECTION III OF TWC FORM PS-072C)

PROGRAM	COI ID	TOTAL COMPLETERS	EMPLOYMENT STATUS:		POSTSEC EDUCATION	ACTIVE MILITARY	INCARC	DECEASED	OTHER
			EMPLOYED IN PLACED	FIELD NOT PLACED					
51060100	12345	69	23	19	12	1	0	0	14
51090700	12346	58	20	22	10	0	0	0	6
51091000	12347	47	18	15	5	1	0	0	8
51091100	12348	44	21	12	4	0	0	0	7
TOTAL		218							

CSC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 EDIT OF CSC-CBM009

ANNUAL 2010 LONE STAR CAREER COLLEGE 003304 RUNDATE: 11/20/2010 TIME: 11:59:26

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	*ITEMS*	ITEM	REMARKS		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
9	003304	014123456	U	1	19840228	GOODSTUDENTA	JOHN	S	51060100	12345	1	CERT	200912	1	0	5	2010	E

\*

GENDER(ITEM4), VALUE ERROR

TOTAL REJECTED RECORDS 0  
 TOTAL RECORDS ON DATABASE 219  
 TOTAL NON ERROR RECORDS 218  
 TOTAL ERROR RECORDS 1  
 TOTAL QUESTIONABLE RECORDS 0  
 TOTAL REJECTED RECORDS 0

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