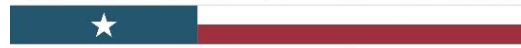


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Texas Higher Education
Coordinating Board

**REPORTING and PROCEDURES
MANUAL *SUPPLEMENT***

for

Texas Public Universities

**New and Modified Reports
in Effect for Spring 2022**

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center

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

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

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

The fax number is (512) 427-6147.

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

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Douglas Parker	(512) 427-6136	Douglas.Parker@highered.texas.gov
Jennifer Gonzales	(512) 427-6235	Jennifer.Gonzales@highered.texas.gov
Victor Reyna	(512) 427-6286	Victor.Reyna@highered.texas.gov

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

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.

Public Universities

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REPORTING PERIODS

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

FALL REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Census Report	CBM0C1	October 15	November 15
Census Student Schedule Report	CBM0CS	October 15	November 15
Census Faculty Report	CBM0C8	October 15	November 15
Texas Success Initiative Report	CBM002	February 1	March 1
Faculty Report	CBM008	February 1	March 1
Student Schedule Report	CBM00S	February 1	March 1
Student End of Semester Report	CBM0E1	February 1	March 1

SPRING REPORTS

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

SUMMER REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Census Report	CBM0C1	August 15	September 15
Census Student Schedule Report	CBM0CS	August 15	September 15
Census Faculty Report	CBM0C8	August 15	September 15
Texas Success Initiative Report	CBM002	October 1	November 1
Faculty Report	CBM008	October 1	November 1
Student Schedule Report	CBM00S	October 1	November 1
Student End of Semester Report	CBM0E1	October 1	November 1

ANNUAL REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Course Inventory	CBM003	May	

Univ. General Reporting Issues

Graduation Report	CBM009	October 1	November 1	
Building and Room Report	CBM005	October 15	November 15	
Admissions Report	CBM00B	October 15	November 15	
Students in Self-Supporting Courses and Programs	CBM00X	September 15	October 15	
Student Transfer Report	CBM00T	November 1 October 15	December 1 November 15	(Fall 2020 – Initial Year) (Fall 2021 and After)

BIENNIAL REPORTS

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

ANY TIME REPORTS

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

RETIRED REPORTS (as of Spring 2022)

Student Report	CBM001
Class Report	CBM004

COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6147
 - A. All university CBM Reports, except CBM005, CBM011, and CBM014:
Douglas Parker, Data Analyst 512-427-6136
INTERNET address: Douglas.Parker@highered.texas.gov
 - B. CBM005, CBM011, and CBM014:
Jennifer Gonzales, Senior Program Director 512-427-6235
INTERNET address: Jennifer.Gonzales@highered.texas.gov
 - C. Electronic Data Transfer System:
Torca Bunton, Data Specialist 512-427-6532
INTERNET address: Torca.Bunton@highered.texas.gov
 - D. General Questions:
Victor Reyna, Director 512-427-6286
INTERNET address: Victor.Reyna@highered.texas.gov
- II. Program and Course Inventory Questions: Educational Data Center, FAX: 512-427-6147

Use the query facility via the Interactive Access to Data to access your inventory to see what is currently approved via the web server at INTERNET address
<http://www.txhighereddata.org/>.
- III. Financial Aid Database: Educational Data Center, FAX: 512-427-6147
Tanya Trevino, Systems Support Specialist III 512-427-6123
INTERNET address: Tanya.Trevino@highered.texas.gov
- IV. Funding Questions: Finance and Resource Planning, FAX: 512-427-6147
Jennifer Gonzales, Senior Program Director 512-427-6235
INTERNET address: Jennifer.Gonzales@highered.texas.gov
- V. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147
Jennifer Gonzales, Senior Program Director 512-427-6235
INTERNET address: Jennifer.Gonzales@highered.texas.gov
- VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
DeCha Reid, Director 512-427-6393
INTERNET address: DeCha.Reid@highered.texas.gov
- VII. Texas Success Initiative Questions: Research and Evaluation, FAX: 512-427-6147
Melissa Humphries, Director 512-427-6546
INTERNET address: Melissa.Humphries@highered.texas.gov

ELECTRONIC DATA TRANSFER SYSTEM

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

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

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

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

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

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, CBM011, etc.	11	6
Item #4	Semester – Numeric ('1' thru '3' or '5')	17	1
Item #5	Year – Numeric - YYYY	18	4
Item #6	Record Type – C for a Complete report (U is valid only for the CBM003)	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0102", "0108", "0120"	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

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

DATA RECORDS

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

TRAILER RECORD		<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. Student Census Report

STUDENT CENSUS REPORT CBM0C1

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

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

Census Dates for Other Term Lengths

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

Summer Sessions

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

Flexible Entry Students

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

Univ. Student Census Report

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

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

Inter-institutional Students

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

Distance Education

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

Reporting Dual Credit Students

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

Univ. Student Census Report

INSTRUCTIONS FOR STUDENT CENSUS REPORT

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

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

M = Male F = Female

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

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

Use the following guidelines to classify students:

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

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

Univ. Student Census Report

YYYY = Year; MM = Month; DD = Day

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

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

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

NOTE:

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

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

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

Univ. Student Census Report

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

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

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

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

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

Item #10A Unused.

Item #10B Unused.

Item #11 Unused.

Item #13 Semester. Enter the appropriate code.

1 Fall 2 Spring 3 Summer

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

Item #15 Unused.

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

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

Item #17 Remote Campus. Restricted to use by Texas Woman's University, The University of Texas System institutions, and to identify students who are

Univ. Student Census Report

confined to a correctional institution. If the situations below do not apply, leave the item blank.

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

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

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

- Item #18 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '24019900' or '99999999'.
- Item #19 Unused.
- Item #20 Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.
- 01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
 - 21 Application of resident rather than nonresident tuition to military personnel and dependents
- Item #21 Unused.
- Item #22 Unused.
- Item #23 Unused.
- Item #24 Unused.
- Item #25 Unused.
- Item #26 SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a junior or senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
- Item #27 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 to summer 2006 (45- hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Effective June 1,

Univ. Student Census Report

2018, enter a “5 – Returning Student” if the student has accrued at least 50 SCH and stopped out for 24 months (one-time only).

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

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

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

Item #31 Unused.

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

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

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

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

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

- 40 Doctor’s Level-Professional Practice – Audiology (AUD)
- 41 Doctor’s Level-Professional Practice – Veterinary Medicine (DVM)
- 42 Doctor’s Level-Professional Practice – Law (JD, LLB)
- 43 Doctor’s Level-Professional Practice – Optometry (OD)
- 44 Doctor’s Level-Professional Practice – Pharmacy (PharmD)

Univ. Student Census Report

- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP)
- 46 Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT)

Definitions:

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

- 01-04 Teacher Education – a student admitted to and continuing his/her enrollment in a teacher education program.
- 10 Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.
- 11 Nursing (51.3801.00) Initial RN licensure, generic associate degree program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 12 Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 13 Nursing (51.3801.00) Initial RN licensure, master's degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. The Board uses the data to count graduates.
- 14 Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.
- 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 20 Dental Hygiene (51.0602.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a dental hygiene

Univ. Student Census Report

program.

- 21 Respiratory Therapy/Care (51.0908.00) – a student admitted to and continuing his/her enrollment in a respiratory therapy/care program.
- 22 Physician Assistant (51.0912.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a physician assistant undergraduate or master's program.
- 23 Clinical Medical Laboratory Science/Research and Allied Health Professions (51.10) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a clinical lab science program.
- 24 Occupational Therapy (51.2306.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in an occupational therapy undergraduate or master's program.
- 25 Physical Therapy (51.2308.00) master's program – a student admitted to and continuing his/her enrollment in a physical therapy master's program.
- 40 Doctor's Level-Professional Practice – Audiology (AUD) – a student admitted to an approved Audiology program at the institution.
- 41 Doctor's Level-Professional Practice – Veterinary Medicine (DVM) – a student admitted to an approved Veterinary Medicine program at the institution.
- 42 Doctor's Level-Professional Practice – Law (JD, LLB) – a student admitted to an approved Law program at the institution.
- 43 Doctor's Level-Professional Practice – Optometry (OD) – a student admitted to an approved Optometry program at the institution.
- 44 Doctor's Level-Professional Practice – Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.
- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP) – a student admitted to a practice-focused doctoral program in Nursing Practice.
- 46 Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral program in Physical Therapy.

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

Univ. Student Census Report

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

Item #35 Unused.

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

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

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

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

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

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

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

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan,

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- Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

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

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

Definition of Intellectual and Developmental Disability (IDD):

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

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

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Disorder.

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

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

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

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

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

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DATA PROCESSING RECORD LAYOUT

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

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

Univ. Student Census Report

QUESTIONABLE AND ERROR VALUES

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

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

Univ. Student Census Report

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

Univ. Student Census Report

26.	SCH-UG Degree Program	Value less than 120 or greater than 160	Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4'
27.	Student Affected by UG Limit	N/A	Any value except '0', '1', '2', or '5'
28.	Last Name	N/A	Blank, numerical
29.	First Name	Blank	Numerical
30.	Middle Initial	N/A	N/A
31.	Unused	N/A	N/A
32.	Restricted Prog Admission	Item #2 not = 003658 if coded '13'	Any value except blank or '01'-'04', '10', '11', '12', '14', and '15' when Item #18 is coded '51380100' and Item #5 = '1'-'4' or '13' when Item #18 is coded '51380100' and Item #5 = '6' or '20'-'25' or '40'-'44' and '46' when Item #5 = '8' or '45' when Item #5 = '7'
33.	Non-Degree-Seeking	N/A	Any value except '1' or '0'
34.	Non-Disclosure	N/A	Any value except '2' or '0'
35.	Unused	N/A	N/A
36.	High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254'
37.	PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
38.	Ethnic Origin	N/A	Value other than '1', '2', or '3'

Univ. Student Census Report

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

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

SUMMARY OF STUDENT DATA

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

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

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

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

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

Univ. Census Faculty Report (CBM0C8)

CENSUS FACULTY REPORT CBM0C8

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

Faculty Course Information

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

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

Classes Organized After the Official Census Date (Flexible Entry)

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

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

Univ. Census Faculty Report (CBM0C8)

INSTRUCTIONS FOR CENSUS FACULTY REPORT

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

Item #7 Unused.

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

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

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

M = Male F = Female

Univ. Census Faculty Report (CBM0C8)

Item #10 Unused.

Item #11 Unused.

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

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

Item #13 Unused.

Item #13A Unused

Item #13B Unused.

Item #13C Unused.

Item #13D Unused.

Item #13E Unused.

Item #14D Unused.

Item #14R Unused.

Item #14X Unused

Item #14Z Unused.

Item #15 Unused

Item #16 Unused.

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

Item #18 Unused.

Item #19 Unused.

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

1 Fall 2 Spring 3 Summer

Univ. Census Faculty Report (CBM0C8)

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

Item #22 Unused.

Item #23A-G Unused.

CLASS IDENTIFICATION

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

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

Item #25 Course Number. Enter the course number.

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

NOTE: All classes must be assigned a section number.

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

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

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

Univ. Census Faculty Report (CBM0C8)

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	Unused	29	1
Item #8	Tenure – Numeric	30	1
Item #9	Unused	31	1
Item #10	Unused	32	4
Item #11	Unused	36	1
Item #12	Unused	37	6
Item #13	Unused		
Item #13A	Unused	43	3
Item #13B	Unused	46	3
Item #13C	Unused	49	3
Item #13D	Unused	52	3
Item #13E	Unused	55	3
Item #14	Unused		
Item #14A	Unused	58	6
Item #14D	Unused	64	6
Item #14R	Unused	70	6
Item #14X	Unused	76	6
Item #14Z	Unused	82	6
Item #15	Unused	88	3
Item #16	Unused	91	6
Item #17	Flex Entry – Numeric	97	1
Item #18	Unused	98	1
Item #19	Unused	99	1
Item #20	Semester - '1', '2', or '3' – Numeric	100	1
Item #21	Year - YYYY format – Numeric	101	4
Item #22	Unused	105	1
Item #23	Unused:		
Item #23A	Unused	106	1
Item #23B	Unused	107	1

Univ. Census Faculty Report (CBM0C8)

Item #23C	Unused	108	1
Item #23D	Unused	109	1
Item #23E	Unused	110	1
Item #23F	Unused	111	1
Item #23G	Unused	112	1
Item #24	Subject Prefix	113	7
Item #25	Course Number	120	7
Item #26	Section Number	127	7
Item #27	Teaching Load Credit	134	3
Item #28	Composite Classes – Alphanumeric	137	2
Item #29	Responsibility Factor	139	3

Univ. Census Faculty Report (CBM0C8)

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	Alphanumeric	Blank or all zeros
4. Last Name	Non-alphabetic	Spaces
5. First Initial	N/A	Number, space, or special character
6. Middle Initial	N/A	Number or special character
7. Unused	N/A	Unused
8. Tenure	N/A	Any value other than '0' thru '5'
9. Unused	N/A	N/A
10. Unused	N/A	N/A
11. Unused	N/A	N/A
12. Unused	N/A	N/A
13A. Unused	N/A	N/A
13B-E. Unused	N/A	N/A
14A-Z. Unused	N/A	N/A

Univ. Census Faculty Report (CBM0C8)

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

Univ. Census Faculty Report (CBM0C8)

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

Mismatches:

The CBM0C8 will also be validated against the CBM0CS:

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

Univ. Census Student Schedule Report (CBM0CS)

CENSUS STUDENT SCHEDULE REPORT CBM0CS

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

Reporting Semester Credit Hours

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

Classes Organized After the Official Census Date (Flexible Entry)

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

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

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

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

Univ. Census Student Schedule Report (CBM0CS)

Census Dates for Other Term Lengths

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

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

Inter-institutional Classes

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium 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:

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

- a. The receiving institution may report a census schedule record (CBM0CS) for the student entering a value of '7' (Inter-institutional class - reported for funding by another institution) in Item #17 SCH Not Funded Reason; and enter a value of '1' (The student is taking the course at another institution) in Item #26 Inter-institutional Identifier. The receiving institution will report its students on the student census report (CBM0C1).
- b. The providing institution reports the inter-institutional students on the CBM0CS entering a value of '2' (The student from another institution is taking the course at your institution) in Item #26 Inter-institutional Identifier. All other items should be coded according to customary definitions. A CBM0C1 record will not be reported for the inter-institutional students.
- c. institutions participating in an agreement of this type have auditable procedures in place

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to ensure that the same hours are not reported more than once for funding;

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

- a. the institutions involved are all public institutions of higher education in Texas;
- b. the institutions involved have a written agreement clearly specifying how students will be reported for formula funding;
- c. institutions participating in an agreement of this type have auditable procedures in place to ensure that the same hours are not reported more than once for funding;
- d. the courses involved are approved for the course inventories of both the providing and the receiving institutions;
- e. on the census student schedule (CBM0CS) report(s) for the receiving institution(s), code Item #26 Inter-institutional Identifier with a value of '1 (The student is taking the course at another institution; and
- f. each institution reports only its own students on the CBM0C1.

Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

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

CBM0C1 Item #26 SCH of Undergraduate Degree Program

CBM0C1 Item #27 Student Affected by the Undergraduate Funding Limit

CBM0CS Item #11 SCH Funded (for all classes reported for the student)

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

Funding Limitation for Doctoral Students

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The Legislative limit of 99 funded doctoral semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Three reports are provided during each student report edit cycle. The first report identifies the doctoral students who are within 15 doctoral credit hours of their credit hour limit. The second report identifies the doctoral students who have exceeded their doctoral credit hour limit. The other report identifies the doctoral students who have attained or may attain 75 doctoral credit hours this semester. Prior to the formula runs each base year, each institution is given the opportunity to identify their doctoral students who should be granted program or individual exceptions (CBM00E report) during the next funding period. **The following items are used to produce these reports:**

CBM0CS Item #8 Student Classification

CBM0CS Item #11 SCH Funded (for all doctoral classes reported for the student)

University Course Inventory – Course Level (6 - Doctor's Level-Research/Scholarship)

Distance Education and Off-Campus Instruction

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

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

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

Pharmacy Funding Policy (Revised November 1, 2015)

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

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classification or the level of the course. This coding ensures the hours of all Pharm-D students enrolled in Pharm-D courses are included in the formula at the pharmacy professional practice weight.

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

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

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

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

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

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

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

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

The student's home campus is the campus from which participation in the exchange program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report REEP exchange students from the other nations

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who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at other nation campuses, no matter what arrangements are made regarding tuition and fees.

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

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

Funding for Physical Education Courses

A rider in HB1 (78th Legislature) states that no funds appropriated under this act shall be used for semester credit hours for students who are registered solely for physical education, 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.

Reporting Developmental Education Courses and Interventions

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

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

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

Effective Spring 2018

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

- 0 Not a developmental course/intervention or not a paired college course
- 1 Developmental course – not part of a corequisite model
- 4 Developmental intervention (NCBO) – not part of a corequisite model
- 7 Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model

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- 8 Corequisite DE course
- 9 Corequisite DE intervention (NCBO)
- A Corequisite Self-paced DE course or DE intervention
- B College-level course paired with DE

Corequisite Models (also known as mainstreaming) is an instructional strategy whereby students are co-enrolled in a developmental education course or NCBO, and the entry-level freshman course of the same subject matter within the same semester. (See definition in TAC Rule 4.54).

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

Reporting Students Attempting Courses for Dual Credit

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

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

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

Dual Credit Courses Allowed and Not Allowed for State Funding

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

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- 1) Any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
- 2) A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
- 3) Career and technical education courses **that apply to any certificate or associate degree** offered by the institution providing credit.
- 4) Foreign language courses; and
- 5) All courses taken by students who are enrolled in approved Early College High Schools.

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

Composite Classes

Composite classes refer to:

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

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

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INSTRUCTIONS FOR CENSUS STUDENT SCHEDULE REPORT

- Item #1 Record Code. Always enter 'S'.
- Item #2 Institution Code. Enter the FICE Code of the reporting institution.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.
- Item #4 Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.
- Item #5 Course Number. Enter the course identification number. Left justify, space fill.
- Item #6 Section Number. Enter the section identification number. Left justify, space fill.
- Item #7 Type of Instruction (see Note). Enter the code of the primary type of instruction used in this section.

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

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

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

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

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

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asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction. Clinical (C) is for a course that is part of a clinical program.

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

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

Use the following guidelines to classify students:

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

Item #9 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 #10 Semester Credit Hour Value. Enter the number of semester credit hours for the course (the sum of Items #11 and #12).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Item #19 Developmental Education Course/Intervention and Corequisite. Enter the code indicating the type of developmental course/intervention completed by the student. Report all developmental student success courses as '1' and all approved developmental student success interventions as '4.' Interventions include non-

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semester-length and non-course-based activities but do NOT include traditional courses offered in a compressed time frame.

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

Item #20 Unused.

Item #21 Unused.

Item #22 Unused.

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

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

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

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

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

- 0 Not an inter-institutional enrollment

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- 1 The student is taking the course at another institution
- 2 The student from another institution is taking the course at your institution

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

1 = Fall 2 = Spring 3 = Summer

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

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

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

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Example: CBM0CS Distance Education Classes

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

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

Example: CBM0CS Lecture/Lab

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

<u>Lecture</u>		<u>Lab</u>	
Item #4	MATH	Item #4	MATH
Item #5	101	Item #5	101
Item #6	001	Item #6	001
Item #7	1 (Lecture)	Item #7	2 (Lab)
Item #10	0300 (SCH)	Item #10	0000 (SCH)
Item #11	0300	Item #11	0000
Item #12	0000	Item #12	0000

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DATA PROCESSING RECORD LAYOUT

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

Univ. Census Student Schedule Report

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

Univ. Student Schedule Report (CBM0CS)

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

Univ. Student Schedule Report (CBM0CS)

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

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

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

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

SUMMARY OF SEMESTER CREDIT HOURS GENERATED OFF-CAMPUS

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

SEMESTER CREDIT HOUR GENERATION

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

Univ. Census Student Schedule Report

NOTE:

Doctoral Level

Doctoral level semester credit hours will be generated only by doctor's level-research/scholarship students enrolled in courses which have been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed doctoral degree.

Small Class Defined

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

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

Small classes currently generate state-funded hours.

Reports Generated

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

Report Matching

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

CBM0C8 – The class (Course Subject, Course Number, Course Section, Composite Class code)

Univ. Census Student Schedule Report

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

Other Errors

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

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

Univ. Student End of Semester Report (CBM0E1)

STUDENT END OF SEMESTER REPORT CBM0E1

The Student End of Semester Report reflects students enrolled at the reporting institution as of the final day of each semester. No record for the student is submitted if the student withdraws from the institution on or before census date. If a student withdraws from a class after the census date, the student will be reported so that the CBM0E1 record matches the individual course records on the CBM00S. Students in flex entry courses will be reported on the CBM0E1 in the semester they are reported on the CBM00S, even if they are not enrolled on the final day of the semester.

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

Students who enroll in a class that begins before the census date but who are not reported on the CBM0C1 due to late payment of tuition (after the 20th class day in fall or spring or after the 15th class day in summer) or due to late enrollment in a regularly scheduled class should be reported on the CBM0E1. These students should also be reported on the **CBM00S** in Item #17, SCH Not Funded Reason, with a '5', "Student did not pay by census date." This instance is NOT reported as a flex record since the class itself is not a flex class.

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

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

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through

Univ. Student End of Semester Report (CBM0E1)

Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Summer Sessions

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as Summer I reports and are due on September 30.

Classes Organized After the Official Census Date and Classes that Span Semesters (Flexible Entry)

Students in classes that are organized after the official census date will be submitted on the CBM0E1 report as follows: (1) they will be reported in the same semester they started in if the class ends by the end of the term; and (2) they will be reported in the next semester if the class starts in one semester and is not completed until after the term end date. Students in a flex- entry class that concludes in the semester the class began will be identified by inserting a '1' in Item #16 to denote "flexible entry." Students enrolled in classes that span semesters, as in example (2), will be denoted with a '6' in Item #16 in the semester that the class ends. Note that students in classes that begin before or on the census date but end in a later semester will also be reported as flex with a '6' in Item #16, as will students in courses that fall between semesters (e.g., mini-mester courses).

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

A reference table showing flex-entry instructions for the CBM00E1 and other applicable reports is available in the *Appendix*.

Inter-institutional Students

See the discussion in the Introduction of the Student Schedule Report, CBM00S.

Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the current semester reported), and who exceed the funding limit (prior to the current semester reports). These reports will not be produced if there is a mismatch (Student ID, Flexible Entry) between the CBM0E1 and CBM00S reports. The following items are used to produce these reports:

CBM0E1 Item #26 SCH of Undergraduate Degree Program
CBM0E1 Item #27 Student Affected by the Undergraduate Funding Limit
CBM00S Item #11 SCH Funded (for all classes reported for the student)

Effective fall 2009, in compliance with H.B. 101, 81st Texas Legislature, amendments

Univ. Student End of Semester Report (CBM0E1)

that relate to those hours not subject to the limitation on formula funding set out in Section 13.103 of Chapter 13, Subchapter F of Board Rules will include dual credit course hours for which the student received credit toward a high school diploma and semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (Chapter 13, Subchapter F, Section 13.104).

Funding Limitation for Doctoral Students

The Legislative limit of 99 doctoral funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Three reports are provided during each student report edit cycle. The first report identifies the doctoral students who are within 15 doctoral credit hours of their credit hour limit. The second report identifies the doctoral students who have exceeded their doctoral credit hour limit. The other report identifies the doctoral students who have attained or may attain 75 doctoral credit hours this semester. Prior to the formula runs each base year, each institution is given the opportunity to identify their doctoral students who should be granted program or individual exceptions (CBM00E report) during the next funding period. **The following items are used to produce these reports:**

CBM0CS Item #8 Student Classification

CBM0CS Item #11 SCH Funded (for all doctoral classes reported for the student)

University Course Inventory – Course Level (6 - Doctor's Level-Research/Scholarship)

Distance Education

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

Reporting Dual Credit Students

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

Univ. Student End of Semester Report (CBM0E1)

Reporting Student Classification and Race/Ethnicity

Student classification (Item #5) may be different at the end of the semester, and Ethnic Origin/Race (Items #38 and #39) may also be reported differently at the end of the semester than at the beginning (as reported on the CBM0C1). Whenever possible, be consistent with the CBM0C1 report; otherwise, select the classification/categorization that is most appropriate at the end of the semester. Coordinating Board reports will generally use CBM0C1 records for determining classification and race/ethnicity.

Univ. Student End of Semester Report (CBM0E1)

INSTRUCTIONS FOR STUDENT END OF SEMESTER REPORT

For the current reporting period, enter a separate student record on the CBM0E1 based on the student's registration in:

- regular classes;
- flex-entry classes that started after the term census date and finish by the end of the semester (FE=1); or
- flex-entry classes that started in prior semesters and finish in the current semester (FE=6).

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

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

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

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

M = Male F = Female

Item #5 Classification. Enter the classification of the student as of the beginning of the term.

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

Use the following guidelines to classify students:

- 1 Freshman
- 2 Sophomore Institutions will use their guidelines 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 Doctor's Level-Research/Scholarship – a student admitted to an approved research/scholarship doctoral degree program. Such students are those who have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree.

Univ. Student End of Semester Report (CBM0E1)

8 Doctor's Level-Professional Practice – a student admitted to an approved professional practice program at the institution

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

YYYY = Year MM = Month DD = Day

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

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

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

NOTE:

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

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent

Univ. Student End of Semester Report (CBM0E1)

address at the time of application to the institution. See Appendix B for codes.

- a. Enter the Texas county code for students who are Texas residents
- b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states
- c. Enter the foreign country code for foreign country citizens who are not Texas residents

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

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

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

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

Item #10A Unused.

Item #10B Unused.

Item #11 Unused.

Item #12 Unused

Item #13 Semester. Enter the appropriate code.

1 Fall 2 Spring 3 Summer

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

Item #15 Unused.

Univ. Student End of Semester Report (CBM0E1)

Item #16 Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported on the CBM00S this semester.

Enter a '6' if a student is enrolled in a class that spans from the previous semester and is being reported as completed this semester on the CBM00S. A student enrolled in a course that falls between semesters is reported with a '6' in the following semester.

If the situations above do not apply, leave the item blank. If a student takes regular and flexible entry classes, the student must be reported with a separate CBM01E record for the regular courses (blanks) and for each flex type. A Flexible Entry Reference Table is available in the *Appendix*.

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

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

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

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

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

Item #19 Unused.

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

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition

21 Application of resident rather than nonresident tuition to military personnel and dependents

Item #21 Unused.

Item #22 Unused.

Item #23 Unused.

Item #24 Unused.

Univ. Student End of Semester Report (CBM0E1)

Item #25 Unused.

Item #26 SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a junior or senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. You may enter '000' for all students until the Fall semester 2001.

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

Include dual credit high school students who meet the definition above; hours reported in Item #31, Semester Credit Hours of Students Enrolled in Dual Credit Courses, will be excluded from calculations of hours affected by the undergraduate funding limitation.

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

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

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

Item #31 Unused.

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

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

- 01 Teacher Education-Initial certification, undergraduate
- 02 Teacher Education-Initial certification, master's
- 03 Teacher Education-Alternative Certification Program
- 04 Teacher Education-Post-Baccalaureate
- 10 Nursing (51.3801.00) RN to BSN degree program (previously ADN to BSN)
- 11 Nursing (51.3801.00) Initial RN licensure, generic associate degree program
- 12. Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program
- 13 Nursing (51.3801.00) Initial RN licensure, master's degree program
- 14 Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program
- 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program

Univ. Student End of Semester Report (CBM0E1)

- 20 Dental Hygiene (51.0602.00) – undergraduate or master’s program
- 21 Respiratory Therapy/Care (51.0908.00)
- 22 Physician Assistant (51.0912.00) – undergraduate or master’s program
- 23 Clinical/Medical Laboratory Science/Research and Allied Health Professions (51.10) – undergraduate or master’s program

- 24 Occupational Therapy (51.2306.00) – undergraduate or master’s program
- 25 Physical Therapy (51.2308.00) – master’s program
- 40 Doctor's Level-Professional Practice – Audiology (AUD)
- 41 Doctor's Level-Professional Practice – Veterinary Medicine (DVM)
- 42 Doctor's Level-Professional Practice – Law (JD, LLB)
- 43 Doctor's Level-Professional Practice – Optometry (OD)
- 44 Doctor's Level-Professional Practice – Pharmacy (PharmD)
- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP)
- 46 Doctor's Level-Professional Practice – Doctor of Physical Therapy (DPT)

Definitions:

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

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

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

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

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

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

- 14 Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and

Univ. Student End of Semester Report (CBM0E1)

who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

- 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and

who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

- 20 Dental Hygiene (51.0602.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a dental hygiene program.
- 21 Respiratory Therapy/Care (51.0908.00) – a student admitted to and continuing his/her enrollment in a respiratory therapy/care program.
- 22 Physician Assistant (51.0912.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a physician assistant undergraduate or master's program.
- 23 Clinical/Medical Laboratory Science/Research and Allied Health Professions (51.10) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a clinical lab science program.
- 24 Occupational Therapy (51.2306.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in an occupational therapy undergraduate or master's program.
- 25 Physical Therapy (51.2308.00) master's program – a student admitted to and continuing his/her enrollment in a physical therapy master's program.
- 40 Doctor's Level-Professional Practice – Audiology (AUD) – a student admitted to an approved Audiology program at the institution.
- 41 Doctor's Level-Professional Practice – Veterinary Medicine (DVM) – a student admitted to an approved Veterinary Medicine program at the institution.
- 42 Doctor's Level-Professional Practice – Law (JD, LLB) – a student admitted to an approved Law program at the institution.
- 43 Doctor's Level-Professional Practice – Optometry (OD) – a student admitted to an approved Optometry program at the institution.
- 44 Doctor's Level-Professional Practice – Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.
- 45 Doctor's Level-Research/Scholarship – Doctor of Nursing Practice (DNP) –

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a student admitted to a practice-focused doctoral program in Nursing Practice.

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

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

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

Item #35 Unused.

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

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

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

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

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

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

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

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central

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

Notes:

- Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7), report with the international code.
- Report the ethnicity of a student who was classified as a resident based on TEC 54.052(a)(3) (coded 'A' in Item #7 on the CBM0E1).
- Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

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

Definition of Intellectual and Developmental Disability (IDD):

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

- Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
- Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning

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in one or more activities of daily life, such a communication, social participation, and independent living, across multiple environments, such as home, school, work and community.

- c. (a) and (b) may occur after the developmental period (such as in the case of a traumatic brain injury).
- d. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.
- 0. Student not identified as having an IDD
- 1. Student identified as having an IDD as defined above
- 2. Student identified as having an Autism Spectrum Disorder but not an Intellectual Disability (Report '1' if student is also identified as having an Intellectual Disability)

Item #40A Individual enrolled in a transitional or other program for students with Intellectual and Developmental Disabilities (IDD). Enter '1' if student was ever enrolled in a program for students with IDD at your institution. Report if student was enrolled in program at any time. Report only if coded '1' or '2' in Item #40. Enter '0' if student was not enrolled in a program for students with IDD. A record should NOT be created for students who are not otherwise reported on the CBM0E1. See definition of program below.

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

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

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

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DATA PROCESSING RECORD LAYOUT

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

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

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QUESTIONABLE AND ERROR VALUES

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

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

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10.	Unused	N/A	N/A
11.	Unused	N/A	N/A
12.	Unused	N/A	N/A
13.	Semester	N/A	Must match value on header record
14.	Year	N/A	Must match value on header record
15.	Unused	N/A	N/A
16.	Flexible Entry	N/A	Any value except spaces or '1', '3', or '6'
17.	Remote Campus	N/A	Any value except spaces or '1', '2', '5', or '6'
18.	Major Area of Concentration – CIP	N/A	Not on CIP file; '99999999' if Item #5 coded '6', '7', or '8'; not '51380100' if Item #32 coded '10' thru '15'
19.	Unused	N/A	N/A
20.	Tuition Exemption	Any value except '01' when Item #7 is coded '3' and Item #8 > '254'	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
21.	Unused	N/A	N/A
22.	Unused	N/A	N/A

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23.	Unused	N/A	N/A
24.	Unused	N/A	N/A
25.	Unused	N/A	N/A
26.	SCH-UG Degree Program	Value less than 120 or greater than 160	Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4'
27.	Student Affected by UG Limit	N/A	Any value except '0', '1', '2', or '5'
28.	Last Name	N/A	Blank, numerical
29.	First Name	Blank	Numerical
30.	Middle Initial	N/A	N/A
31.	N/A	N/A	N/A
32.	Restricted Prog Admission	Item #2 not = 003658 if coded '13'	Any value except blank or '01'-'04', '10', '11', '12', '14', and '15' when Item #18 is coded '51380100' and Item #5 = '1'-'4' or '13' when Item #18 is coded '51380100' and Item #5 = '6' or '20'-'25' or '40'-'44' and '46' when Item #5 = '8' or '45' when Item #5 = '7'
33.	Non-Degree-Seeking	N/A	Any value except '1' or '0'
34.	Non-Disclosure	N/A	Any value except '2' or '0'
35.	Unused	N/A	N/A

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36.	High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254'
37.	PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
38.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
39A.	White	N/A	Value other than '1' or space or value = '1' and '7'
39B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
39C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
39D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
39E.	International	N/A	Value other than '6' or space or value = '6' and '7'
39F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
39G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
40.	Individual with IDD	N/A	Any value other than '0', '1', or '2'
40A.	Individual enrolled in IDD program	N/A	Any value other than '0', '1', or '2'

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

Univ. Student End of Semester Report (CBM0E1)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM0E1 records less the number of flexible entry students. The total headcount is categorized by gender, age, residence, ethnic origin, classification, first-time students, restricted program admission, tuition status, non-degree seeking students, non-disclosure, and flexible entry.

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

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

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

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

Update to Appendix P in the CBM Manual – Flexible Entry

Flexible Entry Reference Table for Universities

Update to Appendix P to the CBM Manuals

Example**	CBM0CS	CBM0C1	CBM0C8	CBM00S	CBM0E1	CBM008
Item Numbers	Item #25	Item #16	Item #17	Item #25	Item #16	Item #17
Fall course that starts after census and ends in the current term	Spring flex entry '1'	Spring flex entry '1'	Spring flex entry '1'	Fall flex entry '1'	Fall flex entry '1'	Fall flex entry '1'
Fall course that starts after census and ends in the following spring term	Spring flex entry '1'	Spring flex entry '1'	Spring flex entry '1'	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry '6'
Fall course that starts at the beginning of the fall term and ends in the following spring term	Fall regular entry (flex entry = blank)	Fall regular entry (flex entry = blank)	Fall regular entry (flex entry = blank)	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry '6'
Course that occurs between fall and spring terms ("minimester")	Spring flex entry '1'	Spring flex entry '1'	Spring flex entry '1'	Spring flex entry '6'	Spring flex entry '6'	Spring flex entry '6'

**These are examples of courses that start in fall; apply this methodology to other semesters.