REPORTING and PROCEDURES MANUAL
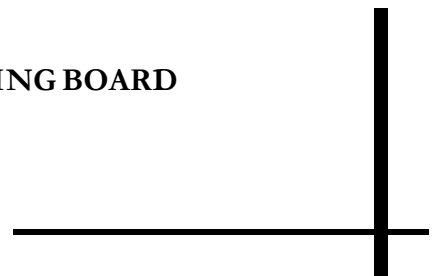
for

Texas Public Universities

Current Version
In Effect Fall 2013

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 Anna Yellamraju for questions regarding all CBM reports except the CBM005, CBM011, and CBM014; Roland Gilmore and Jennifer Gonzales for questions regarding the CBM005, CBM011, and CBM014; and Doug Parker regarding general reporting questions at the above address or at the following telecommunication numbers:

	RegularPhone	INTERNETAddress
Anna Yellamraju	(512) 427-6297	Anna.Yellamraju@thecb.state.tx.us
Roland Gilmore	(512) 427-6243	Roland.Gilmore@thecb.state.tx.us
Jennifer Gonzales	(512) 427-6125	Jennifer.Gonzales@thecb.state.tx.us
Doug Parker	(512) 427-6287	Doug.Parker@thecb.state.tx.us

Click on MemosRelatedtoChangestotheCBMManualforUniversities for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

Public Universities

TABLEOFCONTENTS

Table of Contents (Continued)

ADDITIONAL REPORTS/IMPORTANT DATES

Preliminary Headcount Enrollment – Preliminary 12th class day fall enrollment due third week of September of each year for release in October

Nursing Shortage Reduction Program (NSRP) – CBM009 data submitted annually by October 1 of each year to count nursing graduates for funding; the nursing graduates must be error-free to be counted (for participating institutions)

Cost Study – Certified fiscal year CBM004 and CBM008 data run in November of each year

Accountability – Certified fall CBM reports run December 1 of each year

Space Model – Certified fall CBM004 and CBM008 reports run in December of each year

Doctoral Exception Report – Doctoral master file with exceptions (from CBM00E) created in February of even years

Formula Funding for Appropriations –
- Initial run in October of even years using calendar year spring, summer, and fall CBM004 hours; sent to the LBB in November
- Final run in February of odd years using certified base year CBM004 hours

REPORTING PERIODS

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

FallSemesterReports		DueDate
Student Report	CBM001	October 15
Class Report	CBM004	October 15
Texas Success Initiative Report	CBM002	February 1
Faculty Report	CBM008	February 1
Student Schedule Report	CBM00S	February 1
Student End of Semester Report	CBM0E1	February 1

SpringSemesterReports		DueDate	Due Date in OddYear
Student Report	CBM001	March 15	Mid February
Class Report	CBM004	March 15	Mid February
Texas Success Initiative Report	CBM002	June 15	
Faculty Report	CBM008	June 15	
Student Schedule Report	CBM00S	June 15	
Student End of Semester Report	CBM0E1	June 15	

SummerSemesterReports		DueDate
Student Report	CBM001	August 15
Class Report	CBM004	August 15
Student Schedule Report	CBM00S	October 1
Student End of Semester Report	CBM0E1	October 1
Texas Success Initiative Report	CBM002	October 1
Faculty Report	CBM008	October 1

AnnualReports		DueDate
Course Inventory	CBM003	May
Graduation Report	CBM009	October 1
Building and Room Report	CBM005	October 15
Admissions Report	CBM00B	October 15
Students in Self-Supporting Courses and Programs	CBM00X	September 15

BiennialReports		Due Date in EvenYear
Doctoral Exception Report	CBM00E	March 15

Univ.GeneralReportingIssues

<u>Any Time Reports</u>   Due Date

Student Number Change Report	CBMOON	Any Time
Facilities Room Inventory Report	CBM011	January- October certified by Nov. 1
Facilities Building Inventory Report	CBM014	January- October certified by Nov. 1

COORDINATING BOARD CONTACTS

I. CBM Reporting: Educational Data Center, FAX: 512-427-6147

    A. All university CBM Reports, except CBM005, CBM011, and CBM014:
       Anna Yellamraju, Data Analyst   512-427-6297
       INTERNET address: Anna.Yellamraju@thecb.state.tx.us

    B. CBM005, CBM011, and CBM014:
       Roland Gilmore, Program Director   512-427-6243
       INTERNET address: Roland.Gilmore@thecb.state.tx.us

       Jennifer Gonzales, Program Director   512-427-6125
       INTERNET address: Jennifer.Gonzales@thecb.state.tx.us

    C. Electronic Data Transfer System:
       Torca Bunton, Data Analyst   512-427-6532
       INTERNET address: Torca.Bunton@thecb.state.tx.us

    D. General Questions:
       Doug Parker, Director   512-427-6287
       INTERNET address: Doug.Parker@thecb.state.tx.us

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, Data Analyst   512-427-6123
    INTERNET address: Tanya.Trevino@thecb.state.tx.us

IV. Funding Questions: Finance and Resource Planning, FAX: 512-427-6147
    Paul Turcotte, Program Director   512-427-6235
    INTERNET address: Paul.Turcotte@thecb.state.tx.us

V. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147
    Jennifer Gonzales, Program Director   512-427-6125
    INTERNET address: Jennifer.Gonzales@thecb.state.tx.us

VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
    Jane Caldwell, Director   512-427-6455
    INTERNET address: Jane.Caldwell@thecb.state.tx.us

VII. Texas Success Initiative Questions: Planning and Accountability, FAX: 512-427-6147
    Julie Eklund, Planning and Accountability   512-427-6533
    INTERNET address: Julie.Eklund@thecb.state.tx.us

ELECTRONIC DATA TRANSFER SYSTEM

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

State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the Internet.

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

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

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

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

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

For PASSWORD: Enter your password, case sensitive. Contact Torca Bunton at e-mail Torca.Bunton@thecb.state.tx.us for your password.

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

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

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.

File Transfer System INPUT FILE FORMAT

HEADER RECORD		Beginning Position	Length
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		Beginning Position	Length
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

EDIT REPORT OUTPUT FILES

The following file name is an example of the naming convention used for the edit report output files:

CBM001_FALL_2011_S_003304_201110150136262.TXT

CBM001 – CBM report type
_ - used as a separator
FALL – the report semester (can also be SPRING, SUMMER, ANNUAL)
_ - used as a separator
2011 – Report Year
_ - used as a separator
S – Institution type
_ - used as a separator
003304 – FICE code of institution
_ - used as a separator
201110150136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

EDCDataReportProcessingSchedule

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

EditSummaryReportYear-to-YearComparisons

The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It shows the percentage increase/decrease of items and evaluates the items identified with a Review message. If the original report had only one column, the comparison data is in the adjacent column. If the original report had multiple columns, the comparison data is in the next row and asterisks are printed below the column in question.

For enrollment, degree, and faculty reports, if the absolute value of the difference between the current year and prior year item is:
1) less than 50, a Review message is not printed;
2) between 50 and 10,000, a percentage change greater than 25% is identified;
3) between 10,000 and 100,000, a percentage change greater than 20% is identified; or
4) greater than 100,000, a percentage change greater than 10% is identified.

Univ.GeneralReportingIssues

For semester credit hour reports, if the absolute value of the difference between the current year and prior year item is:
1) less than 100, a Review message is not printed;
2) between 100 and 10,000, a percentage change greater than 35% is identified;
3) between 10,000+ and 100,000, a percentage change greater than 30% is identified; or
4) greater than 100,000, a percentage change greater than 20% is identified.

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within <u>four</u> working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. The follow-up procedures for ensuring timely certification of the reports are:

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if a specific report is not received within <u>two</u> days after the due date.

2. An email from the Director of the Educational Data Center will be emailed to the Reporting Official if the report has not been received and certified by the <u>seventh</u> working day after the due date.

3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received and certified by the <u>twelfth</u> working day after the due date.

4. A letter indicating that the certification of the CB report is delinquent will be faxed to the President, or the equivalent, from the Deputy Commissioner if the report has not been certified by the <u>endofthethird</u> working week after the due date.

CHANGES TO CERTIFIED REPORTS

A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.

B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.

C. Requests to change data which are already published must be approved by the Commissioner.

CERTIFICATION STATEMENT – INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.

2. Justification of all "Review" items is **required** before certification can be applied.

3. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:

   a. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement "I hereby certify ..." and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.

   b. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example on the following page shows the certification of Lone Star University's fall 2010 CBM001 and CBM004.

CERTIFICATION STATEMENT

INSTITUTION: LONESTARUNIVERSITY   003304

DATE: DECEMBER1,2010

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

        REPORTNUMBER   SEMESTERANDYEAR

        CBM001   FALL2010

        CBM004   FALL2010

Justification of Review items is as follows: _____

_____

_____

_____

                                    _____
                                    REPORTING OFFICIAL

STUDENT REPORT
CBM001

   The Student Report (CBM001) 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).

CensusDatesforOtherTermLengths

	FallandSpringSemesters		SummerSemester
LengthofTerm(Weeks)	CensusDate	LengthofTerm(Weeks)	CensusDate
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		

SummerSessions

   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.

FlexibleEntryStudents

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

day of the spring semester will be reported in the first summer semester following, etc. These students will be identified by inserting a '1' in Item #16 to denote "flexible entry".

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

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

1. students who register for this class after the term census date cannot have the hours reported for state funding on either the CBM001 or CBM004, and

2. students who drop this class before this class's first class day cannot be reported for state funding on either the CBM001 or CBM004.

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

Inter-institutionalStudents. See the discussion in the Introduction of the Class Report, CBM004.

ReportingSemesterCreditHours

Effective Fall 1999, Items #10A and #10B, which separate the semester credit hours (SCH) into on-campus and off-campus categories, should be the total SCH the student attempted in the current term. All institutions will be expected to report all zeros in Items #22, #24, and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 are to be completed if they apply to undergraduate as well as graduate students. For undergraduate students, the sum of Items #10A and #10B should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35):

> Item #15 – SCH in inter-institutional courses that DO qualify for state funding
> Item #21 – SCH in collegiate courses that DO NOT qualify for state funding
> Item #22 – SCH in developmental education courses/interventions which DO NOT qualify for state funding
> Item #23 – SCH in inter-institutional courses that DO NOT qualify for state funding
> Item #24 – SCH in collegiate courses that DO qualify for state funding
> Item #25 – SCH in developmental education courses/interventions which DO qualify for state funding
> Item #35 – Graduate SCH of Seniors

These items are mutually exclusive. When combined, they represent the total semester credit hours for the undergraduate student. Since Item #35 is graduate hours of undergraduate students, the value in it is not included in the undergraduate 001/004 balance check.

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

1) The sum of the credit hours identified in Items #10A and #10B for all students on the CBM001, including flexible entry records, minus the sum of the credit hours identified

in Items #15 and #23 (inter-institutional SCH) must be within 100 hours of the total SCH of the class records (CBM004), excluding inter-institutional classes, which are coded '1' in Item #21.

2) The sum of the semester credit hours (Item #24) of all undergraduates students identified on the CBM001 that are affected by the undergraduate limit (code of '1' or '2' in Item #27) must be within 50 hours of the sum of the semester credit hours calculated from the enrollments that are affected by the undergraduate limit in Items #18 and #19 on the class report (CBM004), excluding the semester credit hours in inter-institutional classes, which are coded '1' in Item #21.

UndergraduateStudentsApproachingFundingLimitforaBaccalaureateDegree

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 semester reported), and who exceed the funding limit (prior to the semester reports). Item #27, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #26, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

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).

FundingLimitationforDoctoralStudents

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). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

DistanceEducation

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).

ReportingNon-semester-lengthDevelopmentalEducationInterventions

Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)].

Univ.StudentReport(CBM001)

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 (consistent with the CBM00S). 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: 0119 (19/16) or 0125 (rounded to nearest ¼ SCH)

INSTRUCTIONS FOR STUDENT REPORT

Item #1   RecordCode. Always enter '1'.

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

Item #3   StudentIdentificationNumber. 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   DateofBirth. 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   TuitionStatus. 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

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

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

Item #9   TransferStudentorFirst-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   SemesterCreditHourLoad,On-Campus. Enter the number of on-campus semester credit hours, including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible entry, are to be reported in a separate record and a '1' entered in Item #16.

Item #10B   SemesterCreditHourLoad,Off-Campus. Enter the number of off-campus semester credit hours including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible entry, are to be reported in a separate record and a '1' entered in Item #16.

Item #11   DoctoralSemesterCreditHours(SCH)Funded. Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM001 record for each unique doctoral funding category will be submitted. In the additional

doctoral CBM001 records, duplicate all items with the following exceptions: zero fill Items #10A and #10B and enter a '3' in Item #16 (Flexible Entry) and enter the appropriate doctoral funding code in Item #19.

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

Item #12   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   SCH-Inter-InstitutionalState-Funded.   Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #23), all other collegiate level courses (Items #21 and #24), and all developmental courses and/or interventions (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students and there is an inter- institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction of the CBM004 report.

Item #16   FlexibleEntry.   Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Any doctoral student record after the first that is being reported for multiple funding areas will be coded a '3'. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expires after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class.

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

Item #17   RemoteCampus.   Restricted to use by Texas Woman's University and The University of Texas System, 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. (Effective summer 2007)

Item #18   MajorAreaofConcentration. 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 '99999999'.

Item #19   DoctoralFundingCode. Enter the funding code of the associated CIP area where
            semester credit hours (SCH) of doctoral students are generated. If a doctoral
            student generates doctoral SCHs in more than one funding area, multiple CBM001
            records will be created (see explanation in Item #11). Funding codes of 08-law, 12-
            vocational training, 13-physical training, 18-teacher education practice teaching, and
            19-technology do not have doctoral funding rates and are not allowed.

Item #20   TuitionExemption/WaiverCode. 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   SCH–LoadNOTStateFunded(UndergraduateandGraduate). Enter the number of
            attempted semester credit hours for which the student is registered that do not
            qualify for state funding during the current semester. Exclude SCHs attempted in
            courses that are state funded (Item #24 and #35), all developmental courses and/or
            interventions (Items #22 and #25), and all inter-institutional courses (Items #15 and
            #23). Examples are attempted SCHs of an undergraduate student who has
            exceeded the state limit, SCHs of a student in physical education courses that are
            not allowed for state funding (see discussion on SCHs that exceed state limits in
            Introduction of CBM004), 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.

Item #22   SCH-DevelopmentalLoadNOTStateFunded. Enter the number of semester credit
            hours for which the student is registered during this current semester that do NOT
            qualify for state funding. Exclude SCH attempted in courses that are collegiate level
            (Items #21 and #24), state funded developmental courses and/or interventions
            (Item #25), and all inter-institutional courses (Items #15 and #23). An example are
            attempted SCHs of undergraduate students who have exceeded the state limit in
            developmental education (18 semester credit hours).

Item #23   SCH-Inter-InstitutionalLoadNOTStateFunded. Enter the number of semester credit
            hours in inter-institutional courses in which the student is registered during this
            current semester that do NOT qualify for state funding. Exclude SCH attempted in
            state funded inter-institutional courses (Item #15), all other collegiate level courses
            (Items #21 and #24), and all developmental courses and/or interventions (Items
            #22 and #25).

Item #24   SCH-LoadStateFunded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCHs attempted in collegiate courses that are not state funded (Item #21), all developmental courses and/or interventions (Items #22 and #25), and all inter- institutional courses (Items #15 and #23).

Item #25   SCH-DevelopmentalLoadStateFunded. Enter the number of semester credit hours in developmental courses and/or interventions in which the student is registered during this current semester that DO qualify for state funding. Exclude attempted SCH of the student in developmental courses and/or interventions that are not state funded or SCH of the student who has exceeded the developmental state limit (Item #22), SCH attempted in courses that are collegiate level (Items #21 and #24), and SCH of all inter- institutional courses (Items #15 and #25).

Item #26   SCHofUndergraduateDegreeProgram. 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   StudentAffectedbyUndergraduateFundingLimitation. 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'.

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

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

Item #30   MiddleNameInitial. Enter the initial of the student's middle name.

Item #31   SemesterCreditHoursofStudentsEnrolledinDualCreditCourses. Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These hours are to be included in any of the other credit hour items as appropriate.

Item #32   RestrictedProgramAdmission. 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)
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 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) – 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-SeekingStudent. 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   GraduateSCHofSeniorsWithin12HoursofGraduation. Enter the number of semester credit hours attempted in graduate classes of senior students who are within 12 hours of their first baccalaureate. These hours do not count toward the 30+ or 45+ undergraduate SCH funding limit. By excluding these graduate hours from Item #24, the undergraduate comparison of fundable semester credit hours of students who are affected by the undergraduate SCH limit between the CBM001 and CBM004 should balance.

Item #36   HighSchoolCode. 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. The high school codes for non-Texas schools can

be found at http://www.collegeboard.com/student/testing/sat/codelist.html.

Item #37   PEIMSIdentificationNumber. 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   EthnicOrigin. 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, 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.

<u>Univ.StudentReport(CBM001)</u>

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.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always '1'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Classification – Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric	28	3
Item #9	Transfer/In College – Numeric or blank	31	6
Item #10A	SCH Load, On-Campus – Leading Zeros, two decimals	37	4
Item #10B	SCH Load, Off-Campus – Leading Zeros, two decimals	41	4
Item #11	Doctoral Hours Funded – Leading Zeros, two decimals	45	4
Item #13	Semester – Numeric	49	1
Item #14	Year - YYYY – Numeric	50	4
Item #15	SCH - Inter-Inst State Funded – Leading Zeros, two decimals	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	Doctoral Funding Code – Numeric	68	2
Item #20	Tuition Exemption/Waiver Code – Numeric or blank	70	2
Item #21	SCH-College Not State Funded – Leading Zeros, two decimals	72	4
Item #22	SCH-Dev Not State Funded – Leading Zeros, two decimals	76	4
Item #23	SCH-Inter-Inst Not State Funded – Leading Zeros, two decimals	80	4
Item #24	SCH-College State Funded – Leading Zeros, two decimals	84	4
Item #25	SCH-Develop State Funded – Leading Zeros, two decimals	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	SCH-Dual Credit – Leading Zeros, two decimals	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	Graduate SCH of Seniors – Leading Zeros, two decimals	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

<u>Univ.StudentReport(CBM001)</u>

		Beginning Position	Length
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

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.

ITEMNUMBER		QUESTIONABLEVALUE	ERRORVALUE
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 Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
10.	SCH Load (On Campus & Off Campus)	Sum of #10A + #10B less than 1 or greater than 22; sum of #10A + #10B greater than 30 when Item #32 = '41'	Any non-numerical value; unused positions should be zero-filled; sum of #10A + #10B greater than 40 when Item #32 = '41'
11.	Doctoral SCH	Value greater than 18; zero hours if institution has approved doctoral programs	Any non-numerical value if Item #5 = '7'; not numerical if Item #16 = '3'; doctoral hours if institution has no approved doctoral programs
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.	Inter-institution SCH	(See Item #24)	Non-numerical
16.	Flexible Entry	N/A	Any value except spaces or '1' or '3'
17.	Remote Campus	N/A	Any value except spaces or '1', '2', '5', or '6'
18.	Major Area of Concen-tration – CIP	N/A	Not on CIP file; '99999999' if Item #5 coded '6' or '7'; not '51380100' if Item #32 coded '10'-'15'
19.	Doctoral Funding Code	N/A	Value of '08', '12', '13', '18', or '19'; not numeric if Item #5 = '7'
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.	SCH-Collegiate Not Funded	(See Item #24)	Non-numerical

Univ. Student Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
22.	SCH-Developmental Not Funded	(See Item #24)	Non-numerical
23.	SCH-Inter-Inst Not Funded	(See Item #24)	Non-numerical
24.	SCH-Collegiate Funded	Sum of Items #15, #21, #22 #23, #24, #25, #35 less than 1 or greater than 22	Non-numerical
25.	SCH-Developmental Funded	(See Item #24)	Non-numerical
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', or '2'
28.	Last Name	N/A	Blank, numerical
29.	First Name	Blank	Numerical
30.	Middle Initial	N/A	N/A
31.	SCH Dual Credit	Value greater than 09	Non-numerical or greater than 21; greater than the sum of Items 15, 21, 23, 24, and 35; value greater than '00' if Item #9 is coded '000001'
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.	Grad SCH of Seniors	(See Item #24)	Non-numerical; Item #5 coded '1', '2', or '3'

ITEMNUMBER		QUESTIONABLEVALUE	ERRORVALUE
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'

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.

CBM001/004SEMESTERCREDITHOURMISMATCH

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

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

A second semester credit hour comparison has been added to validate the undergraduate students who are affected by the undergraduate funding limit. A sum of SCHs reported in Item #24 of the CBM001 for students who have been identified as being affected by the limit (code '1' or '2' in Item #27) will be matched to the sum of SCHs calculated on the enrollments reported in Items #18 and #19 on the CBM004 when Item #21 = '0'. If the discrepancy between the two totals is greater than 50, an error message will appear on the CBM001 edit page.

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

SUMMARY OF STUDENT DATA

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

SEMESTER CREDIT HOURS (SCH):
Collegiate State Funded: Item #24 is summed to produce a total
Collegiate UG Not State Funded: Item #21 is summed to produce a total
Inter-Institutional State Funded: Item #15 is summed to produce a total
Inter-Institutional Not State Funded: Item #23 is summed to produce a total
Developmental State Funded: Item #25 is summed to produce a total
Developmental Not State Funded: Item #22 is summed to produce a total
Vet Med Special Professional: Items #10A and #10B are summed to produce a total
based on Item #5 = '8' and Item #32 = '41'
Graduate SCH of Seniors: Item #35 is summed to produce a total
Graduate Students incl post-bacc: Items #10A and #10B are summed to produce a total
based on Item #5 = '1', '2', '3', '4', '5'

On-Campus: Item #10A is summed to produce a total
Off-Campus: Item #10B is summed to produce a total

Attempted in Doctoral Courses: Item #11 is summed to produce a total

Each of the SCH Items are summed for Flex-Entry records (Item #16 = '1')

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

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.

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

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).

REPORTSGENERATED

Doctoral Students Approaching Doctoral SCH Limit
Doctoral Students Exceeding Doctoral SCH Limit
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

Univ.StudentReport(CBM001)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
SR-CBM001 EDIT SUMMARY FROM          RunDate: 10/15/2010 Time: 15:29:55
LONE STAR UNIVERSITY                      003304     FALL    2010

                                     NORMAL QUESTIONABLE   ERROR
                                      RANGE      VALUES   VALUES
ITEM  1  RecordCode                   5,593          0        0
ITEM  2  INST. CODE                   5,593          0        0
ITEM  3  STUDENT ID                   5,593          0        0
ITEM  4  GENDER                       5,593          0        0
ITEM  5  Classification               5,593          0        0
ITEM  6  DATE OF BIRTH                5,593          0        0
ITEM  7  Tuition Status               5,593          0        0
ITEM  8  Residence                    5,593          0        0
ITEM  9  Transfer                     5,593          0        0
ITEM 10A SCH Load - On Campus         5,593          0        0
ITEM 10B SCH Load - Off Campus        5,593          0        0
ITEM 11  Doctoral Hours Funded        5,593          0        0
ITEM 13  SEMESTER                     5,593          0        0
ITEM 14  Year                         5,593          0        0
ITEM 15  Interinstitution SCH         5,593          0        0
ITEM 16  Flexible Entry               5,593          0        0
ITEM 17  Remote-Campus                5,593          0        0
ITEM 18  Major--Texas Cip             5,593          0        0
ITEM 19  Doctoral Funding Code        5,593          0        0
ITEM 20  Tuition Exemption            5,593          0        0
ITEM 21  SCH - College UG Not Fund    5,593          0        0
ITEM 22  SCH - Develp Not Fund        5,593          0        0
ITEM 23  SCH - IINST Not Fund         5,593          0        0
ITEM 24  SCH - Colleg Funded          5,593          0        0
ITEM 25  SCH - Develp Funded          5,593          0        0
ITEM 26  SCH - UG Degree Pgm          5,590          3        0
ITEM 27  Affected by Fund Limit       5,593          0        0
ITEM 28  Last Name                    5,593          0        0
ITEM 29  First Name                   5,593          0        0
ITEM 30  Middle Initial               5,593          0        0
ITEM 31  SCH - Dual Credit            5,593          0        0
ITEM 32  Restricted Pgm Admission     5,593          0        0
ITEM 33  Non-Degree-Seeking           5,593          0        0
ITEM 34  Non Disclosure               5,593          0        0
ITEM 35  Graduate SCh of Seniors      5,593          0        0
ITEM 36  CeebHsCode                   5,593          0        0
ITEM 37  Student Alternate Id         5,593          0        0
ITEM 38  Ethnic Origin                5,593          0        0
ITEM 39  Race                         5,593          0        0
ITEM 39A White                        5,593          0        0
ITEM 39B Black/African-Amer           5,593          0        0
ITEM 39C Asian                        5,593          0        0
ITEM 39D American Ind/Alask Nat       5,593          0        0
ITEM 39E International                5,593          0        0
ITEM 39F Unknown/Not Reported         5,593          0        0
ITEM 39G Nat Hawaiian/Other Pac Is    5,593          0        0


TOTAL Report Records                 5,593
CONTROL TOTAL                        5,593       DISCREPANCY        0
Total Recs on Db                     5,593
Number Of Non-Unique/Duplicated Id's     0
Number Of Duplicate Records              0
Number Of Relative Duplicate Questionable    0
Number Of Relative Duplicate Error       0
  51 derived IDs were found.  This is  0.9119%of the total records you submitted.
  53 of your students are identified as First time in college from a Texas High School.
 ----   This is  1% of the total records you submitted.
Total Error Recs on Db                   0
Total Questionable Recs on Db            3
Total Non Error Records on Db        5,593
```

1.25

Univ. Student Report (CBM001)

```
Total  Rejected  Records                              0
Total  Flexible  Entry Records                      138
                    - CBM001  Vs  CBM004  Semester         In Balance
                    - CBM001  Vs  CBM004 SCH               In Balance
```

Univ.StudentReport(CBM001)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD           Page 1
Percent Change Of SR-CBM001 Data From Prior Year     RunDate: 10/15/2010 Time: 15:29:55
LONE STAR UNIVERSITY                        003304      FALL   2010

Gender
                                        2010/1        2009/1        % Diff
        Male                             2,446         2,430          0.66%
        Female                           3,009         3,118         -3.50%
                    Total                5,455         5,548         -1.68%

Age
                                        2010/1        2009/1        % Diff
        Under 17                             6             5         20.00%
        17                                  41            28         46.43%
        18                                 716           743         -3.63%
        19-21                            2,508         2,553         -1.76%
        22-24                            1,090         1,120         -2.68%
        25-30                              524           528         -0.76%
        31-35                              192           189          1.59%
        36-50                              304           303          0.33%
        51-64                               61            67         -8.96%
        65 and Older                        13            12          8.33%
        UnReported(not in avg)               0             0          0.00%
        Average Age                         23            23          0.10%
        Total                            5,455         5,548         -1.68%

Residence
                                        2010/1        2009/1        % Diff
        Texas Counties                   5,275         5,339         -1.20%
        Other States                       140           152         -7.89%
        Foreign Countries                   40            57        -29.82%
                    Total                5,455         5,548         -1.68%

SCH                                                  Flex-Entry
2010/1 Collegiate State Funded          59,158           251
2009/1 Collegiate State Funded          61,533           133
        Percent Change                  -3.86%        88.72%
*                                                 ****** *** Review
2010/1 Collegiate UG Not State Funded    2,548             7
2009/1 Collegiate UG Not State Funded    2,145             1
        Percent Change                  18.79%       600.00%

2010/1 Inter-Institutional State Funded      6             0
2009/1 Inter-Institutional State Funded      0             0
        Percent Change                 100.00%         0.00%

2010/1 Inter-Institutional Not State Funded      0             0
2009/1 Inter-Institutional Not State Funded      0             0
        Percent Change                  0.00%          0.00%

2010/1 Developmental State Funded          1,812           0
2009/1 Developmental State Funded          1,824           0
        Percent Change                  -0.66%          0.00%

2010/1 Developmental Not State Funded          0             0
2009/1 Developmental Not State Funded          0             0
        Percent Change                  0.00%          0.00%

2010/1 Vet Med Special Professional            0             0
2009/1 Vet Med Special Professional            0             0
        Percent Change                  0.00%          0.00%

2010/1 Graduate SCH of Seniors                 0             0
2009/1 Graduate SCH of Seniors                 0             0
        Percent Change                  0.00%          0.00%

2010/1 Graduate Students incl post-bac     3,683           153
2009/1 Graduate Students incl post-bac     3,386           716
```

1.27

```
        Percent Change                            8.77%        -78.63%
*                                                           ******* *** Review
2010/1             Total                         67,207          411
2009/1             Total                         68,888          850
        Percent Change                           -2.44%        -51.65%
*                                                           ******* *** Review


2010/1 On-Campus                                 67,163          411
2009/1 On-Campus                                 68,579          850
        Percent Change                           -2.06%        -51.65%
*                                                           ******* *** Review
2010/1 Off-Campus                                     0            0
2009/1 Off-Campus                                   138            0
        Percent Change                          -100.00%         0.00%
*                                               ********              *** Review
2010/1             Total                         67,163          411
2009/1             Total                         68,717          850
        Percent Change                           -2.26%        -51.65%
*                                                           ******* *** Review


Attempted in Doctoral Courses                         Flex Entry
2010/1             Total                              0             0
2009/1             Attempted in Doctoral Courses       0              0
        Percent Change                           0.00%         0.00%

Classification
                                            2010/1       2009/1        % Diff
        Freshman                             1,427        1,460        -2.26%
        Sophomore                            1,121        1,135        -1.23%
        Junior                                 997        1,038        -3.95%
        Senior                               1,396        1,457        -4.19%
        Post-Baccalaureate                      63           50        26.00%
        Masters                                451          408        10.54%
        Doctor's-Research/Scholarship            0            0         0.00%
        Doctor's-Professional Specialty          0            0         0.00%
                Total                         5,455        5,548        -1.68%


LOCATION
                                            2010/1       2009/1        % Diff
        On-Campus                            5,455        5,545        -1.62%
        Off-Campus                               0           46      -100.00%
        Duplicates                               0           43      -100.00%
                Total                         5,455        5,548        -1.68%

First Time In College
                                            2010/1       2009/1        % Diff
        From a Texas High School                52  *No Exact Historic Data Available
        From a Out of State High School          4  *No Exact Historic Data Available
        No  High School reported                 0  *No Exact Historic Data Available
            Subtotal                            56  *No Exact Historic Data Available
        First Time Graduate/Professional Pgm    48  *No Exact Historic Data Available
        First Time Transfer student            159  *No Exact Historic Data Available
                Total                          263  *No Exact Historic Data Available

        Teacher Education (Init Cert. UG)      787          513        53.41% *** Review
        Teacher Education (Init Cert. Mast.)     0            0         0.00%
        Teacher Education (Alt. Cert. Pgm)       0            0         0.00%
        Teacher Education (Post-Baccalaureate)   0            0         0.00%
        Nursing (RN to BSN)                     27            6       350.00%
        Nursing (initial RN Lic.- Associate Level)
                                                92           47        95.74%
        Nursing (initial RN Lic.- baccalaureate Lvl)
                                                55           25       120.00%
        Nursing (initial RN Lic.- Master's Level)
                                                 0            0         0.00%
        Nursing (LVN to AND)                     0            0         0.00%
        Nursing (LVN to BSN)                     0            0         0.00%
        Dental Hygiene (51.0602.00 UG or Mast.)
```

1.28

```
                                                    0            0        0.00%
    Respiratory Therapy/Care (51.0908.00)           0            0        0.00%
    Physicans Assistant (51.0912.00 UG or Mast.)
                                                    0            0        0.00%
    Clinical Lab Sc. & Allied Health Pro. (51.10 UG or Mast.)
                                                    0            0        0.00%
    Occupational Therapy (51.2306.00 UG or Mast.)
                                                    0            0        0.00%
    Physical Therapy (51.2308.00 Mast. or Doct.)
                                                   38           16      137.50%
    Doctor's-Professional Practice-AUD              0            0        0.00%
    Doctor's-Professional Practice-DVM              0            0        0.00%
    Doctor's-Professional Practice-Law              0            0        0.00%
    Doctor's-Professional Practice-OD               0            0        0.00%
    Doctor's-Professional Practice-PharmD           0            0        0.00%
    Doctor's-Research/Scholarship-DNP               0            0        0.00%
    Doctor's-Professional Practice-DPT              0            0        0.00%
            Total                                 999          607       64.58% *** Review
```

Ethnic Origin	2010/1	2009/1	% Diff
Hispanic or Latino Origin	701	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	4,743	*No Exact Historic Data Available	
Not Answered	11	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	

Race	2010/1	2009/1	% Diff
Multi-racial	120	*No Exact Historic Data Available	
White only	3,667	*No Exact Historic Data Available	
Black only	521	*No Exact Historic Data Available	
Hispanic only	581	*No Exact Historic Data Available	
Asian only	303	*No Exact Historic Data Available	
American Indian/Alaskan Native only	64	*No Exact Historic Data Available	
International only	101	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	22	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	76	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	

Races reported in Multi-racial	2010/1	2009/1	% Diff
White	102	*No Exact Historic Data Available	
Black	126	*No Exact Historic Data Available	
Asian	22	*No Exact Historic Data Available	
American Indian/Alaskan Native	12	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	1	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	

Tuition Status	2010/1	2009/1	% Diff
Resident Tuition	5,209	*No Exact Historic Data Available	
Non-Resident Tuition	43	*No Exact Historic Data Available	
Tuition Exemption Tx Res (3)	55	*No Exact Historic Data Available	
Thesis/Dissertation	0	*No Exact Historic Data Available	
Law (Resident)	0	*No Exact Historic Data Available	
Law (Non-Resident)	0	*No Exact Historic Data Available	
Resident Tuition (HB1403)	8	*No Exact Historic Data Available	
Resident Tuition Pending	0	*No Exact Historic Data Available	
Tution Wave Non-Res (E)	140	*No Exact Historic Data Available	
Tuit Wavr 100mi inst (F)	0	*No Exact Historic Data Available	
Visiting Student (N)	0	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	

```
    Non-Degree-Seeking Students               14           61      -77.05%

    Non Disclosure                            11           11        0.00%

    Flexible Entry                           138          162      -14.81%
    Special Doctoral Records                   0            0        0.00%
    Visiting Students (3)                      0            0        0.00%
            Total HeadCount                5,593        5,710       -2.05%
```

1.29

Univ. Student Report (CBM001)

```
Students Affected  By  Limit
                                              2010/1      2009/1        % Diff
          Students  Affected  By 45Hr  UG  Limit     2,526  *No  Exact  Historic  Data  Available
          Students  Affected  By 30Hr  UG  Limit     2,038  *No  Exact  Historic  Data  Available
                    Total                            4,564  *No  Exact  Historic  Data  Available
```

Univ.StudentReport(CBM001)

```
Edit00v00           TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
               Doctoral Students Approaching Doctoral SCH Limit
FALL   2010  LONE STAR UNIVERSITY 003304 RunDate: 010/15/2010 Time: 15:29:55

      Student                   Fund  Rept Sem   Doctoral Hours On DB
      Number  Exempt  Major     Code   SCH     Tot SCH  Thru Semester
         No Doctoral Students Approaching The Doctoral SCH Limit


***Note   Students Approaching are within 15 SCH of their Limit
***Note   The Non-Exception SCH Limit is 99. Exceptions of 'I' and 'P' SCH Limit is 130.




Edit00v00           TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
               Doctoral Students Exceeding Doctoral SCH Limit
FALL   2010  LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55

      Student                   Fund  Rept Sem   Doctoral Hours On DB
      Number  Exempt  Major     Code   SCH     Tot SCH  Thru Semester
         No Doctoral Students Exceeded The Doctoral SCH Limit


***Note   The Non-Exception SCH Limit is 99. The Exception of I and P SCH Limit is 130.




Edit00v00           TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
               UG Students Approaching 30 Hour Funding Limit
FALL   2010  LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time : 15:29:55
               Hours On Database is Through Year 2010 Semester 1

  Student    Date         Sem Program
  Number   of Birth Gender Sch   SCH  Last Name           First Name
  123456789 19850918   M    9   130  BROWN               CHARLIE
  987654321 19840501   F   10   120  BLOSSOM             APPLE


***Note   Students Approaching are Within 30 sch of the undergraduate limit




Edit00v00           TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
    UG Students that will exceed the 30 Hour Funding Limit after this term
FALL   2010  LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55
               Hours On Database is Through Year 2010 Sem 1

  Student    Date         Sem Program
  Number   of Birth Gender Sch   SCH  Last Name           First Name
  111222333 19871009   F   17    70  LEE                 SARA
  222333444 19880822   M   14    70  EINSTEIN            ALBERT




Edit00v00           TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
               UG Students Exceeding 30 Hour Funding Limit
FALL   2010  LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Tim e: 15:29:55
               Hours On Database is Through Year 2010 Sem 1

  Student    Date         Sem Program
  Number   of Birth Gender Sch   SCH  Last Name           First Name
         No Students Exceeded 30 Hour Funding Limit
```

1.31

Univ.StudentReport(CBM001)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
                   UG Students Approaching 45 Hour Funding Limit
FALL    2010  LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55
                   Hours On Database is Through Year 2010 Semester 1


 Student      Date            Sem Program
 Number    of Birth Gender   Sch   SCH  Last Name              First Name
 111111111  19860608    M     17   130  STARWAR                   YODA
 222222222  19840928    F     18   130  LIGHT                     CRYSTAL


***Note   Students Approaching are Within 30 sch of the undergraduate limit




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
    UG Students that will exceed the 45 Hour Funding Limit after this term
FALL    2010  LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55
                   Hours On Database is Through Year 2010 Sem 1


 Student      Date            Sem Program
 Number    of Birth Gender   Sch   SCH  Last Name              First Name
 333333333  19820814    M     12   130  VAPOR                     VICKS
 444444444  19811111    M     12   130  APPLE                     ADAM




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
                   UG Students Exceeding 45 Hour Funding Limit
FALL    2010  LONE STAR UNIVERSITY 003304 RunDate: 10/15/2010 Time: 15:29:55
                   Hours On Database is Through Year 2010 Sem 1

 Student      Date            Sem Program
 Number    of Birth Gender   Sch   SCH  Last Name              First Name
 555555555  19861014    M     18    57  TREE                      JOSHUA
 666666666  19840807    F      0   134  STONE                     AMBER
```

1.32

Univ.StudentReport(CBM001)

```
    Item(s)                                  10     1 1          1 1                              2    3  3 3 3 3
1    3    3/28    4 5    6/29  7 8   9/30 37 A  B 11 2 3   14  15 6 7    18    19 20 21 22 23 24 25  26 7  1  2 3 4 5    36   Rmks
```

   51 derived IDs were found. This is 0.9119%of the total records you submitted.
   53 of your students are identified as First time in college from a Texas High School.
 ----   This is 1% of the total records you submitted.

Total Rejected Records   0
Total Records on DataBase   5,593
Total Non Error Records   5,593
Total Error Records   0
Total Questionable Records   630
Total Rejected Records   0
                        - CBM001/CBM004 Semester Credit Hours
                              Total CBM001 Semester Credit Hours: 67,568
                              Total CBM004 Semester Credit Hours: 67,565
   Note** Total SCH excludes Interinstitutional and Vet Med Hours
                        - CBM001/CBM004 SCH
                              Total CBM001 Undergrad Credit Hours: 55,886
                              Total CBM004 Undergrad Credit Hours: 55,884

Items In Error Are Indicated By (*), Questionable By (-)

1.33

Univ.StudentReport(CBM001)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                      Edit Of SR-CBM001 Data From
FALL    2010                         LONE STAR UNIVERSITY 003304                 RunDate: 10/15/2010 Time: 15:29:55
                                          Questionables ONLY
```

```
    Item(s)                              10      1 1          1 1                                  2   3  3 3 3 3
1     3      3/28     4 5     6/29   7 8   9/30 37 A  B 11 2 3   14   15 6 7     18    19 20 21 22 23 24 25  26 7   1  2 3 4 5     36     Rmks


1 003304 777777777 F 2 19870702 E 328        08 00 00 1 1 2010 00      51160100 00 21 00 00 00 08 00 070 1  00 11 0 0 00  000000          Q
                                                                                                      ---
         SPANIEL            BRITTANY A
                                                                          SCHUgDegPgm(Item26) Less than 120! REF0156
1 003304 888888888 M 1 19881018 1 226        16 00 00 2 1 2010 00      52020100 00    00 00 00 10 06 057 2  00    0 0 00  446115          Q
                                                                                                      ---
         BLUE               SKY A
                                                                          SCHUgDegPgm(Item26) Less than 120! REF0156
1 003304 888990000 M 1 19900207 1 226        13 00 00 4 1 2010 00      52020100 00    00 00 00 13 00 057 2  00    0 0 00  446115          Q
                                                                                                      ---
         PECK               GREG M


Items In Error Are Indicated By (*), Questionable By (-)
```

1.34

TEXAS SUCCESS INITIATIVE REPORT (as of Summer 2011)
<u>CBM002</u>

Information about student readiness to be successful in freshman-level academic coursework as defined by the Texas Success Initiative (TSI) statute and affiliated rules is collected on the CBM002 TSI report. The Coordinating Board rules relating to TSI can be found in Chapter 4, Subchapter C <u>http://www.thecb.state.tx.us/Rules/</u>.

The CBM002 is designed to serve several purposes, including providing useful data for TSI evaluation. All undergraduate students attempting credit hours at public higher education institutions are required to be reported, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Institutions should include students in credit certificate programs but exclude students in continuing education programs. All undergraduate students reported on the CBM00S report must be reported on the CBM002 in the same reporting period. Students who withdraw prior to or on the official census date are not included. Rarely, a student may be reported on the CBM002 who is not reported on the CBM00S.

<u>FlexibleEntryCourses</u>

Classes whose census date is after the official census date of the regular term are traditionally known as "Flexible Entry" classes. However, with the introduction of the CBM00S, **students who enroll in flexible entry classes that conclude by the end of the term are no longer reported as flexible entry on the CBM002**. Students enrolled in flexible entry classes that conclude after the end of the term must be included in the data submitted in the semester following. Only courses that are coded as a '6' in Item #25 on the CBM00S report should be reported as flex (now option '6') in Item #13 on the CBM002.

If a student is also taking non-flex courses in a semester in which a flex entry course is being reported, the student must be reported on a separate CBM002 record. For example, if a student takes a flex course from December to February, these hours are reported on the CBM00S and the CBM002 report for the student in the spring semester. If the student also takes regular semester credit hours in the spring (whether developmental education or college-level) those hours are reported as a separate record on the CBM002 report for the same spring semester.

<u>Exemptions</u>

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

<u>Univ.TexasSuccessInitiativeReport(CBM002)</u>

➢ Earned degrees: A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.

➢ ACT/SAT/ TAKS: A student who meets the exemption standards and whose ACT, SAT, or TAKS scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly three years.

  ACT, SAT, and TAKS exemption standards are:

   • ACT: For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s).

   • SAT: For active tests, a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test and/or the mathematics tests shall exempt a student for the corresponding section(s). For the new SAT tests that include a writing component, ignore the writing section when evaluating a SAT exemption until the Coordinating Board approves the passing standard for writing.

   • TAKS (Eleventh Grade Exit Level): A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).

➢ AP and IB Scores/Dual Credit Grades: A student who has satisfactorily completed college-level coursework in a related field using AP scores, IB scores, or dual credit grades, as determined by the receiving institution.

➢ Transfers: A student who transfers to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework, as determined by the receiving institution.

➢ Military: A student who on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

➢ Previous TASP exemptions should only be used for exemptions granted prior to September 1, 2003 for:

   • grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;

   • deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;

> ➤ Previous TASP exemptions should only be used for exemptions granted prior to September 1, 2003 for:

- grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;

- deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;

- high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or

- students who completed TASP obligation via provision TEC 51.306(u), dyslexia, and other related disorders (effective from September 1, 1995 to August 31, 2003).

If an incoming student is determined to have one of the exemptions listed in this section (above and on previous page), the student should be reported with option '1' or '2' in item #20/#40/#60 for the related subject area. The student should also be reported with a '2' in item #24/#44/#64. This status will not change in subsequent semesters that the student is enrolled.

Waivers

It is critical to understand the difference between a waiver and an exemption. "Waiver" is a term that is used for TSI reporting purposes to differentiate between exemptions in the TSI rules that are permanent (the student will always be exempted) and those that are not (the student is "waived" from TSI requirements for the current semester). Students with permanent exemptions are considered to have met TSI standards for reporting purposes. A student with a waiver has not satisfied the TSI obligation and may not be reported as such. For the purposes of reporting, the term waiver is also used for dual credit students who have not met TSI obligations but have permission to take dual credit courses under dual credit rules.

Students with a waiver should be reported in item #10 and in items #20, #40, and #60 as "0" (no, not satisfied or obligation is waived). The waiver status should also be reported in items #21A, #41A, and #61A as '6' or '7' for every reporting period that the waiver applies. If a student in a waiver category has satisfied or permanently exempted TSI standards in some subject areas, the institution should report the student as having satisfied or exempted TSI standards in items #20, #40, and #60 for the applicable areas.

When TSI-related test or course information is available for students who have been granted a waiver, institutions should report this information on the CBM002. However, there is one exception to this rule. If a dual credit or concurrent enrollment student in grade 11 or lower is administered a placement test and does *not* meet the TSI standard, the institution should *not* report the student's TSI placement score/s, but rather report '0' in items #22A, #42A, and/or #62A. Initial scores used for TSI placement should be reported the first time the student meets the standard, or after the student has completed grade 11 or higher.

Students may be reported as waived from the TSI requirements under the following circumstances:

➢ Non-degree-seeking or non-certificate-seeking students:

An institution of higher education *may* waive the requirements of the TSI for non-degree-seeking or non-certificate-seeking students.

➢ Certificate programs of one year or less:

TSI requirements *do not apply* to students in Level-One certificate programs. Level-One certificates consist of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less.

➢ Military:

TSI requirements *do not apply* to a student who:

- is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard; or

- is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding enrollment.

➢ Dual credit enrollment via approved score (waiver for *current* dual credit students):

- Eligibility for students to take academic dual credit courses during their junior and senior years is established if the student receives a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 on the tenth grade Texas Assessment of Knowledge and Skills (TAKS) test. PSAT/ NMSQT and PLAN tests can also be used to establish eligibility for high school students to take academic dual credit courses during the junior year (see dual credit rules for score requirements).

- A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.

- A student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course, the receiving higher education institution may determine that TSI obligations have been met.

Other provisions also apply to dual credit students.

Univ.TexasSuccessInitiativeReport(CBM002)

For more information, see [DualCredit](#) overview. The Coordinating Board rules that apply to dual credit requirements can be found in Chapter 4, Subchapter D, Section 4.85 at http://www.thecb.state.tx.us/Rules/.

CriteriaforMeetingTSIRequirements

CRITERIA EFFECTIVE FOR STUDENTS TAKING AN INITIAL TEST FOR TSI PURPOSES PRIOR TO THE FIRST CLASS DAY OF FALL 2013

An institution may require higher performance standards for students than those established for TSI. Students who have met TSI standards but have not reached institutional performance standards should be reported as having satisfied TSI obligations. Scores from the testing attempt used for placement purposes when a student is first enrolled are reported on the CBM002 (scores for students who test before grade 12 should not be reported unless they meet TSI standards).

Requirements for meeting TSI obligation:

➢ THEA/TASP: Math - 230; Reading - 230; Writing - 220. The TASP Passing Standards are 220 for all test sections prior to September 1, 1995.

➢ ASSET: Elementary Algebra - 38; Reading Skills - 41; Written Essay - 6 (raw score); Writing Skills (objective) - 40

➢ COMPASS: Algebra - 39; Reading Skills - 81; Written Essay - 6 (raw score); Writing Skills (objective) - 59

➢ MAPS: Elementary Algebra - 613; Reading Comprehension - 114; Written Essay - 6 (raw score); Conventions of Written English - 310

➢ ACCUPLACER: Elementary Algebra - 63; Reading Comprehension - 78; Written Essay - 6 (raw score); Sentence Skills - 80

➢ The passing standard for the written essay portion of all tests is a score of 6 (raw score). However, if the student meets the objective writing test standard, an essay score of 5 will pass. Report both scores on the CBM002 where indicated.

For a student who does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

➢ Performance in developmental education

➢ Performance in appropriate non-developmental coursework

➢ Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment

> ➢ Other indicators of readiness as determined by the institution

CRITERIA EFFECTIVE FOR STUDENTS TAKING AN INITIAL TEST FOR TSI PURPOSES ON OR AFTER THE FIRST CLASS DAY OF FALL 2013

Beginning on the first class day of Fall 2013, all state higher education institutions will use the new TSI assessment for determining college readiness. For reading and math, standards on the TSI assessment will be phased in; for writing, performance standards will be effective as of the first class data of Fall 2013. Institutions will no longer be allowed to set higher performance standards for students than those established for TSI. Scores from the initial testing attempt used for placement purposes when a student is first enrolled are reported on the CBM002 (scores for students who test before grade 12 should not be reported unless they meet TSI standards). Note that TSI exemptions will still be allowable (see exemptions on page 2.1).

Requirements for meeting TSI obligation:

Effective Fall 2013 (Phase 1)

> ➢ Math - 350
> ➢ Reading - 351
> ➢ Writing - essay score of 5 <u>or</u> essay score of 4 and multiple choice score of 363

Effective Fall 2017 (Phase 2)

> ➢ Math - 356
> ➢ Reading - 355
> ➢ Writing - essay score of 5 <u>or</u> essay score of 4 and multiple choice score of 363

Effective Fall 2019 (Final Phase)

> ➢ Math - 369
> ➢ Reading - 359
> ➢ Writing - essay score of 5 <u>or</u> essay score of 4 and multiple choice score of 363

For a student who does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

> ➢ Performance in developmental education

> ➢ Performance in appropriate non-developmental coursework

> ➢ Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment

> ➢ Other indicators of readiness as determined by the institution

Univ.TexasSuccessInitiativeReport(CBM002)

GeneralCriteriaaboutTestAttemptsUsedforPlacement

The THECB wants to know the status of your student at the time of placement when the student initially entered your institution before any instruction. If a student's exemption status, test scores, or other indicator of TSI status were reported in a prior semester by your institution or another Texas public institution of higher education, use the previously reported or non-applicable category for related items. For example, if a student transferring from one Texas public institution to another was determined by the initial institution to have met TSI obligations in math, the receiving institution should report the student in item #20 as having met TSI obligation at another institution and then report 'previously reported or not applicable' in items #21A and #22A. If the same student had not met the obligation for reading at the first institution, the receiving institution should report 'no, not satisfied or obligation is waived' in item #40, 'no, no exemption or waiver granted' in #41A, and 'not applicable' in item #42A, provided the initial assessment results were previously reported by the other institution. Scores for a high school student who tests before grade12 should only be reported if the student meets TSI standards and enrolled in and successfully completed a dual credit course in the area. Previously tested students who have not enrolled by the first class day of 2013 must take the TSI assessment if they are not exempt.

DevelopmentalEducationCoursesandOtherInterventions

All developmental education courses and interventions must be reported on the CBM00S regardless of a student's TSI status. The one exception to this rule is high school students taking developmental education which is not state-funded. These high school students should not be reported (see TAC 9.146 for more information).

Students who have completed non-course-based developmental education should be reported on the CBM002 in items #23, #43, and #63 with a '1' if they were determined to have satisfied TSI using this method in the semester being reported. Students should be reported with a '2' if they did not satisfy TSI during the semester reported (whether previously satisfied or not). Include only participation in interventions that have been reported in the institution's Developmental Education Program Survey (DEPS). Interventions that meet the criteria for state formula funding for non-course-based (non-semester-length) developmental education should be reported in this item and on the CBM00S.

Any student who meets TSI obligations during a semester (after the Census date or after an intervention that took place after the first class day) should be reported in items #24, #44, and #64 as option 1. This includes students who participated in developmental education activities at another institution.

Univ.TexasSuccessInitiativeReport(CBM002)

Authority

The information reported on the CBM002 will be used to fulfill the requirements of Texas Education Code 51.3062 that "(n) Each institution of higher education shall report annually to the board on the success of its students and the effectiveness of its Success Initiative," and "(o) The board shall evaluate the effectiveness of the Success Initiative on a statewide basis and with respect to each institution of higher education." The data will also be used for accountability system measures which address developmental education. Other reports and data analysis above and beyond the requirements of the law may be generated in order to help institutions analyze and improve their programs based on information from the CBM002 and an analysis of the institutional Texas Success Initiative plans.

ReportingFirstCollege-LevelCourseworkforTSI-RelatedSubjectAreas

Collecting records of students' participation and performance in introductory-level, college-level courses is an important function of the TSI reporting system. Success in a first college-level course in a related subject area signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in that subject area. Item #20 on the CBM00S is used to identify a reported course as the first college-level course for TSI purposes. Items #30/50/70 on the CBM002 provide institutions a means to show student status related to this measure.

Only one first college-level course should be reported per student per area on the CBM00S. If the student is taking more than one course that qualifies, the institution will choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out-of state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution will report a '2' for completed at another institution in items #30, #50, and #70 on the CBM002 (as applicable) and report a '0' in item #20 on the CBM00S (previously reported or not applicable). Students who have not yet successfully completed a first college-level course should be reported with a '0' in items #30, #50, and/or #70 for the appropriate subject area(s).

ReportingPeriodDefinitions

When the term Census Date is used in the report, the term refers to the 12th class day of the fall and spring semesters. However, term lengths can vary. Therefore, the following official schedule will be use to determine the official census date for terms of various lengths:

Length of Term inWeeks	Official Census Date isClassDay#
2 or less	1
3	2
4	3
5 - 6	4
7	5
8	6
9 - 10	7
11	8

12	9
13 - 14	10
15	11
16 or more	12

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 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.

Reporting TSI Status for Students Taking Courses that Begin after the Census Date and Conclude by the End of Semester

The CBM002 report incorporates information known about students as of the end of the semester; however, some items request information about a student's status at the beginning of the semester or on the census date.

If a student is only taking courses that begin after the traditional census date but conclude by the end of the semester, use the census date for the earliest course when reporting TSI status by census date (items #20/#24, #40/#44, and #60/#64). However, if a student is also taking traditionally scheduled courses in the semester, use the census date for the traditional courses for reporting TSI status in these items.

Clarification of Texas Public Institutions of Higher Education

For the purposes of clarity, the term Texas public institution of higher education is used to refer specifically to public colleges and universities in the state when the item refers to another institution other than the one reporting. Institution is used in this report to refer to any accredited institution, public or private. In the many instances where the report is clearly referring to the institution which is reporting, the term "institution" or "receiving institution" is used without additional specification.

Clarifications on Data Pertaining to Dual Credit Students

There are several places in the CBM002 that dual credit students are addressed. This section provides additional clarification for how to report dual credit students.

The dual credit waiver allows current dual credit students to use eligible test results to waive TSI requirements for corresponding sections. Students who have met TSI obligations/ exemption standards for all areas in which they are currently taking dual credit courses should be reported as '0' in item #10, and the qualifying exemptions/met obligations scores should be reported for the appropriate subject area(s). Students who have met dual credit waiver requirements but have NOT met TSI obligations in all areas should be reported as '2' in item #10, with subject area waiver information provided in items #21A, #41A, and #61A, as applicable.

Transfer students are exempt from TSI if the receiving institution makes the determination that the student has satisfactorily completed college-level coursework in the

relevant TSI areas. Exemptions for students who have completed dual credit courses work the same way. A receiving institution may determine that a student who has satisfactorily completed college-level coursework through dual credit has met TSI requirements for the relevant subject areas. This exemption is reported as '5' in items #21A, #41A, and #61A. Note that a student must receive a C or better in the dual credit course for the receiving institution to make this determination. For reporting purposes, this exemption should not be used if the student has exempted/met TSI obligations through testing and test results are available.

Related to the first college-level course requirement, when reporting high school students taking dual credit courses in items #30, #50, and/or #70 on the CBM002, select option '4' (yes at my institution this semester) if the student has successfully completed a first college- level course with an A, B, or C in the reporting period. The item should be answered with option '0' (no, not satisfied) if the student has not received a C or better in a first college-level course in the area. For a dual credit course successfully completed with an A, B, or C at the same institution in a previous semester, report a '3.' Be sure to note successful completion of a first college-level course on the CBM00S for all dual credit students who meet this requirement (item #20 on the CBM00S).

INSTRUCTIONS FOR TSI REPORT

STUDENT DEMOGRAPHICS SECTION: All items in this section must be provided every reporting period. Every **undergraduate** student reported on the CBM00S needs to be on the CBM002. Some students may be reported on the CBM002 who are not on the CBM00S. For example, a student who receives an incomplete in a course should be reported again on the CBM002 for the semester that the student actually completes the course; however, that student should not be reported for that course on the CBM00S, CBM001, or CBM0E1 in the semester the course is completed. For additional information in reporting flex students, see the introduction.

Item #1   RecordCode. Always enter '2'.

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

Item #3   StudentIdentificationNumber. Enter the Social Security number of the student. The institution will assign unique identification numbers to students without Social Security numbers and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #4   ReportingPeriod. (Summer reporting periods should match the CBM001.)

                          1   Fall
                          2   Spring
                          3   Summer

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

Item #6   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 #7   Gender. Enter the gender of the student.

                          M = Male   F = Female

Item #8   Unused.

Item #9   DateofBirth. Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). If the date of birth is unknown, enter '00000000'.

Item #10   TSIObligationWaivedorBlanketExemption

             NOTE: Waiver information is also reported in items #21A, #41A, and #61A by TSI subject area.

             0   No or not applicable
             1   Yes, waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status

 2 Yes, waiver for current enrollment in one or more dual credit courses based on dual credit rules (report only for dual credit students who have not met TSI obligation in relevant course area/s)
 3 Yes, waiver for active duty military
 4 Yes, blanket exemption because of past military experience based on TSI rules
 5 Yes, blanket exemption based on earned degree from accredited higher education institution
 6 Yes, blanket exemption because previous TASP exemptions granted prior to September 1, 2003 apply (see page 2.3)

Item #11 EthnicOrigin. 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 #12 Race. Select one or more codes indicating the race of the student.

Item #12A	1	White
Item #12B	2	Black or African-American
Item #12C	4	Asian
Item #12D	5	American Indian or Alaskan Native
Item #12E	6	International
Item #12F	7	Unknown or Not Reported
Item #12G	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, 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.

<u>Univ.TexasSuccessInitiativeReport(CBM002)</u>

Notes:

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.
b) 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 CBM001).
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 #13   <u>FlexibleEntry.</u> Enter a '6' if the record is for a student enrolled in a class that is being reported with a '6' FE code on the CBM00S (Item #25). Leave blank if not flex entry. See page 2.1 for more information.

> **NOTE**:   An FE student who is also enrolled in the current semester should have a separate record for enrollment that carried over from a previous semester.

Item #14   <u>Unused.</u> This item is reserved for future use.

MATH ASSESSMENT and STATUS SECTION:

Item #20   <u>MathTSIObligationDeterminedToBeSatisfiedBasedontheStateStandardMet</u> by <u>CensusDateorDeterminedToBeExempted.</u>

> 0   No, not satisfied or obligation is waived
> 1   Yes, at my institution
> 2   Yes, at another Texas public institution

Item #21A   <u>MathTSIObligationWaivedorSatisfiedthroughExemption.</u>

> 0   Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4','5' or '6' in item #10. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
> 1   No, no exemption or waiver granted
> 2   Exemption based on ACT Test
> 3   Exemption based on SAT Test
> 4   Exemption based on TAKS Exit Level Math Test
> 5   Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
> 6   Waiver to take math-related dual credit (coded '2' in Item #10)
> 7   Waiver for student status coded '1' in item #10 or for active military coded '3' in item #10

Univ.TexasSuccessInitiativeReport(CBM002)

Item #21B   <u>ACTorSATMathScore.</u>   Enter if coded '2' or '3' in Item #21A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #21C   <u>ACTCompositeorSATCombinedScore.</u>   Enter if coded '2' or '3' in Item #21A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #21D   <u>TAKSExitLevelMathScaleScore.</u>   Enter if coded '4' in Item #21A, or enter '0000' if not applicable.

Item #22A   <u>MathAssessmentTestUsedattheTimeofTSIPlacement.</u>   (See the introduction for more information.)

    0   Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
    1   THEA/TASP (Math)
    2   COMPASS (Algebra)
    3   ASSET (Elementary Algebra)
    4   ACCUPLACER (Elementary Algebra)
    5   Stanford Achievement Test (for deaf students)
    6   MAPS (Elementary Math)
    7   Not assessed
    8   TSI Assessment (effective first class day Fall 2013)

Item #22B   <u>MathAssessmentScoreUsedforInitialPlacement.</u>   Enter the placement test score for math. The score must match the type test identified in Item #22A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #22A).

Item #23   <u>ParticipationinAlternative/Non-course-basedMethodforDevelopmentalEducation MaththisReportingPeriod.</u>   Report only interventions included in the reporting institution's Developmental Education Program Survey (DEPS). (See http://www.txhighereddata.org/interactive/DEPS.cfm.)

    0   Not applicable (did not participate)
    1   Yes, participated and satisfied TSI obligation for math in the semester being reported
    2   Yes, participated but did **not** satisfy TSI obligation for math in the semester being reported

Item #24   <u>MathTSIObligationSatisfiedBasedontheStateStandardbythe**End** ofthe Semester/ReportingPeriod.</u>   **Note**: Students reported with a '1' or '2' in Item #20 should be reported with a '2'.

    0   No, not satisfied (or obligation is waived)
    1   Yes, at my institution this semester or determined to be satisfied by my institution this semester
    2   Already satisfied (or exempted) by census date

Item #25-29 Unused.

FIRST COLLEGE-LEVEL MATH COURSE SECTION:

Item #30   CreditforFirstCollege-LevelMathCourse. Has the student successfully completed college-level math with an A, B, or C? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

       0   No, not satisfied
       1   Yes, at my institution in a previous semester
       2   Yes, at another institution
       3   Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)
       4   Yes, at my institution this semester (reported on the CBM00S)

Item #31-39 Unused.

READING ASSESSMENT and STATUS SECTION:

Item #40   ReadingTSIObligationDeterminedToBeSatisfiedBasedontheStateStandard MetbyCensusDateorDeterminedToBeExempted.

       0   No, not satisfied or obligation is waived
       1   Yes, at my institution
       2   Yes, at another Texas public institution

Item #41A   ReadingTSIObligationWaivedorSatisfiedthroughExemption.

       0   Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4', '5', '6' in item #10. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
       1   No, no exemption or waiver granted
       2   Exemption based on ACT Test
       3   Exemption based on SAT Test
       4   Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)
       5   Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
       6   Waiver to take reading-related dual credit (coded '2' in Item #10)
       7   Waiver for student status coded '1' in item #10 or for active military coded '3' in item #10

Item #41B   ACT(English)orSAT(CriticalReading)Score. Enter if coded '2' or '3' in Item #41A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Univ.TexasSuccessInitiativeReport(CBM002)

Item #41C   ACTCompositeorSATCombinedScore. Enter if coded '2' or '3' in Item #41A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #41D   TAKSExitLevelEnglishLanguageArtsTestScaleScore. Enter if coded '4' in Item #41A, or enter '0000' if not applicable.

Item #42A   ReadingAssessmentTestUsedattheTimeofTSIPlacement. (See the introduction for more information.)

   0   Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
   1   THEA/TASP (Reading)
   2   COMPASS (Reading Skills)
   3   ASSET (Reading Skills)
   4   ACCUPLACER (Reading Comprehension)
   5   Stanford Achievement Test (for deaf students)
   6   MAPS (Reading Comprehension)
   7   Not assessed
   8   TSI Assessment (effective first class day Fall 2013)

Item #42B   ReadingAssessmentScoreUsedforInitialPlacement. Enter the placement test score for reading. The score must match the type test identified in Item #42A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #42A).

Item #43   ParticipationinAlternative/Non-course-basedMethodforDevelopmentalEducation ReadingthisReportingPeriod. Report only interventions included in the reporting institution's Developmental Education Program Survey (DEPS). (See http://www.txhighereddata.org/interactive/DEPS.cfm.)

   0   Not applicable (did not participate)
   1   Yes, participated and satisfied TSI obligation for reading in the semester being reported
   2   Yes, participated but did **not** satisfy TSI obligation for reading in the semester being reported

Item #44   Reading TSI Obligation Satisfied based on the State Standard by the **End** of the Semester/ ReportingPeriod. **Note**: Students reported with a '1' or '2' in Item #40 should be reported with a '2'.

   0   No, not satisfied (or obligation is waived)
   1   Yes, at my institution this semester or determined to be satisfied by my institution this semester
   2   Already satisfied (or exempted) by census date

Item #45-49 Unused.

FIRST COLLEGE-LEVEL READING COURSE SECTION

Item #50   CreditforFirstCollege-LevelReading-IntensiveCourse. Has the student successfully completed a college-level reading-intensive course with an A, B, or C? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

    0   No, not satisfied
    1   Yes, at my institution in a previous semester
    2   Yes, at another institution
    3   Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)
    4   Yes, at my institution this semester (reported on the CBM00S)

Item #51-59 Unused.

WRITING ASSESSMENT and STATUS SECTION:

Item #60   WritingTSIObligationDeterminedToBeSatisfiedbasedontheStateStandard MetbyCensusDateorDeterminedToBeExempted.

    0   No, not satisfied or obligation is waived
    1   Yes, at my institution
    2   Yes, at another Texas public institution

Item #61A   WritingTSIObligationWaivedorSatisfiedthroughExemption.

    0   Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4', '5', '6' in item #10. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
    1   No, no exemption or waiver granted
    2   Exemption based on ACT Test
    3   Exemption based on SAT Test
    4   Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)
    5   Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
    6   Waiver to take writing-related dual credit (coded '2' in Item #10)
    7   Waiver for student status coded '1' in item #10 or for active military coded '3' in Item #10

Item #61B   ACT(English)orSAT(CriticalReading)Score. Enter if coded '2' or '3' in Item #61A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Univ.TexasSuccessInitiativeReport(CBM002)

Item #61C   ACTCompositeorSATCombinedScore. Enter if coded '2' or '3' in Item #61A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #61D   TAKSExitLevelEnglishLanguageArtsTestScaleScore. Enter if coded '4' in Item #61A, or enter '0000' if not applicable.

Item #62A   WritingAssessmentTestUsedattheTimeofTSIPlacement. (See the introduction for more information.)

   0   Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
   1   THEA/TASP (Writing)
   2   COMPASS (Writing Skills/Essay)
   3   ASSET (Writing Skills/Essay)
   4   ACCUPLACER (Sentence Skills/Essay)
   5   Stanford Achievement Test (for deaf students)
   6   MAPS (Conventions of Written English/Essay)
   7   Not assessed
   8   TSI Assessment (effective first class day Fall 2013)

Item #62B   WritingAssessmentScoreUsedforInitialPlacement. Enter the placement test score for the objective section of the writing assessment. The score(s) must match the type of test identified in Item #62A. If a score is less than three digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #62A).

Item #62C   WrittenEssayScore. Enter the initial test score for the essay portion of the writing assessment. Enter '0' if not applicable.

Item #63   ParticipationinAlternative/Non-course-basedMethodforDevelopmentalEducation WritingthisReportingPeriod. Report only interventions included in the reporting institution's Developmental Education Program Survey (DEPS). (See http://www.txhighereddata.org/interactive/DEPS.cfm.)

   0   Not applicable (did not participate)
   1   Yes, participated and satisfied TSI obligation for writing in the semester being reported
   2   Yes, participated but did **not** satisfy TSI obligation for writing in the semester being reported

Item #64   WritingTSIObligationSatisfiedbasedontheStateStandardbythe**End** ofthe Semester /ReportingPeriod. **Note**: Students reported with a '1' or '2' in Item #60 should be reported with a '2'.

   0   No, not satisfied (or obligation is waived)
   1   Yes, at my institution this semester or determined to be satisfied by my institution this semester
   2   Already satisfied (or exempted) by census date

Item #65-69 Unused.

FIRST COLLEGE-LEVEL WRITING COURSE SECTION:

Item #70   CreditforFirstCollege-LevelWriting-IntensiveCourse. Has the student successfully completed college-level writing-intensive course with an A, B, or C? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

   0   No, not satisfied
   1   Yes, at my institution in a previous semester
   2   Yes, at another institution
   3   Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)
   4   Yes, at my institution this semester (reported on the CBM00S)

Item #71-79 Unused.

REPORTING EXAMPLES

Items #1 through #9, #11, and #12 will be entered each time. There is one example which includes a flex course situation (numbers 4a and b); otherwise item #13 is not included.

1a. In spring 2009, a student enrolled as a first-time undergraduate. The student was tested for placement purposes upon enrollment and did not meet TSI standards on the Math section of the THEA test, but passed the other subject-area sections. The student enrolled in a developmental math course (3 SCHs) that covers beginning algebra and received a C; the student has not yet satisfied the institution's math requirements for TSI. The student also enrolled in a history course and earned a 'B' (this course was determined by the institution to be the student's first college-level reading course) and an English course and earned a 'C' (determined to be the first college-level writing course).

Item #10 = 0	Item #40 = 1	Item #60 = 1
Item #20 = 0	Item #41A = 1	Item #61A = 1
Item #21A = 1	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 1	Item #62A = 1
Item #22A = 1	Item #42B = 240	Item #62B = 260
Item #22B = 180	Item #43 = 0	Item #62C = 6
Item #23 = 0	Item #44 = 2	Item #63 = 0
Item #24 = 0	Item #50 = 4	Item #64 = 2
Item #30 = 0		Item #70 = 4

1b. The student above returned to the institution the following fall. The student took a developmental intermediate algebra course, completed it with an A, and satisfied the institution's math requirement for TSI.

Item #10 = 0	Item #40 = 1	Item #60 = 1
Item #20 = 0	Item #41A = 0	Item #61A = 0
Item #21A = 0	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 2	Item #63 = 0
Item #24 = 1	Item #50 = 1	Item #64 = 2
Item #30 = 0		Item #70 = 1

2a. An 11th grade high school student enrolled in an introductory sociology course based on grade 10 Exit Level English Language Arts (ELA) TAKS scores that met the dual credit requirements. The institution considers the course a first college-level reading course. Note that items #21A and #61A are coded '0' because the dual credit waiver is only reported for the related subject area. Grade 10 TAKS scores should NOT be reported.

Item #10 = 2	Item #40 = 0	Item #60 = 0
Item #20 = 0	Item #41A = 6	Item #61A = 0
Item #21A = 0	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 0 *	Item #63 = 0
Item #24 = 0	Item #50 = 4	Item #64 = 0
Item #30 = 0		Item #70 = 0

2b. The same student above enrolled a year later as a first-time undergraduate student at a Texas public university. The student is TSI exempt for math based on Exit Level TAKS results but not for ELA. The student took college-level math. The student also took dual credit sociology at another Texas public institution in a previous semester (see above). The student did not meet the state standard on the Accuplacer objective and written tests for writing when tested for placement. The student was assigned to tutoring (non-course based) and met the standard.

Item #10 = 0	Item #40 = 1 *	Item #60 = 0
Item #20 = 1	Item #41A = 5 *	Item #61A = 1
Item #21A = 4	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 2259	Item #42A = 0	Item #62A = 4
Item #22A = 0	Item #42B = 000	Item #62B = 075
Item #22B = 000	Item #43 = 0	Item #62C = 5
Item #23 = 0	Item #44 = 2	Item #63 = 1
Item #24 = 2	Item #50 = 2	Item #64 = 1
Item #30 = 4		Item #70 = 0

*Item #44 in 2a could also be answered with a '1' if the first institution determines that performance in the dual credit course meets TSI standards. If so, then in example 2b the student could be reported with a '2' in item #40 and a '0' in item #41A. Either pattern is fine, depending on school policy and/or how much information is available to the receiving institution.

3. A student who qualified as a transfer from a private institution was determined by the receiving institution to have satisfactorily completed college-level coursework in reading and writing and had TSI-eligible SAT scores for math exemption. The student received transfer credit for core-equivalent courses in reading and writing (for which the student received an "A," "B," or "C"). The student attempted a core math course and earned a "B."

Item #10 = 0	Item #40 = 1	Item #60 = 1
Item #20 = 1	Item #41A = 5	Item #61A = 5
Item #21A = 3	Item #41B = 000	Item #61B = 000
Item #21B = 590	Item #41C = 0000	Item #61C = 0000
Item #21C = 1080	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 2	Item #63 = 0
Item #24 = 2	Item #50 = 2	Item #64 = 2
Item #30 = 4		Item #70 = 2

4a. In fall 2009, an incoming student was tested using COMPASS and did not meet TSI requirements for any subject areas at the time of initial placement. The student completed two developmental math courses (reported on the CBM00S). The student did not enroll in course-based or non-course-based developmental reading. Instead, the student re-tested on COMPASS mid-semester and met the standard. The student took a flex writing developmental education course that started in November and ended in February (reported on the CBM002 and CBM00S in the spring semester). The student was determined to have met the standard upon successful completion of that writing course. The flex course is reported in example 4b below (not in example 4a).

Item #10 = 0	Item #40 = 0	Item #60 = 0
Item #13 = (blank)	Item #41A = 1	Item #61A = 1
Item #20 = 0	Item #41B = 000	Item #61B = 000
Item #21A = 1	Item #41C = 0000	Item #61C = 0000
Item #21B = 000	Item #41D = 0000	Item #61D = 0000
Item #21C = 0000	Item #42A = 2	Item #62A = 2
Item #21D = 0000	Item #42B = 078	Item #62B = 055
Item #22A = 2	Item #43 = 0	Item #62C = 5
Item #22B = 020	Item #44 = 1	Item #63 = 0
Item #23 = 0	Item #50 = 0	Item #64 = 0
Item #24 = 0		Item #70 = 0
Item #30 = 0		

4b. Item #13   = 6

Item #60 = 0	Item #62A = 0
Item #61A = 0	Item #62B = 000
Item #61B = 000	Item #62C = 0
Item #61C = 0000	Item #63 = 0
Item #61D = 0000	Item #64 = 1
	Item #70 = 0

5. A recent high school graduate with a waiver for active military duty submitted a transcript showing an eligible TSI exemption score for the Exit Level TAKS in math, but not for the Exit Level ELA TAKS. The institution's policy is to test students for local placement purposes. After reviewing placement test scores, it was recommended that the student take a developmental writing course. The student also took a psychology course, which the institution determined is a course that meets the requirement for first college-level reading course, and the student took a core math course, which was determined to meet the requirements for first college-level math course.

Item #10 = 3	Item #40 = 0	Item #60 = 0
Item #20 = 1 *	Item #41A = 7	Item #61A = 7
Item #21A = 4 *	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 2320	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 1	Item #63 = 0
Item #24 = 2	Item #50 = 4	Item #64 = 0
Item #30 = 4		Item #70 = 0

* TSI does not apply to students with waivers and military exemptions. Therefore, the institution may also choose to report a '0' in Item #20 and a '7' in Item #21A. The THECB will report students in the military as unknown if Item #10 is a '3' and Item #20, #40, or #60 is a '0'.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always '2'	1	1
Item #2	Institution Identifier - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period – Numeric	17	1
Item #5	Year – Numeric	18	4
Item #6	Non-Disclosure – Numeric	22	1
Item #7	Gender – Alpha	23	1
Item #8	Unused	24	1
Item #9	Date of Birth - Numeric – YYYYMMDD	25	8
Item #10	TSI Obligation Waived or Blanket Exemption– Numeric	33	1
Item #11	Ethnic Origin	34	1
Item #12	Race:		
Item #12A	White – '1' or blank	35	1
Item #12B	Black or African-American – '2' or blank	36	1
Item #12C	Asian – '4' or blank	37	1
Item #12D	American Indian or Alaskan Native – '5' or blank	38	1
Item #12E	International – '6' or blank	39	1
Item #12F	Unknown or Not Reported – '7' or blank	40	1
Item #12G	Native Hawaiian or Other Pacific Islander – '8' or blank	41	1
Item #13	Flex Entry	42	1
Item #14	Unused	43	2
Item #20	Math TSI Determined to be Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	45	1
Item #21A	Math TSI Waived or Satisfied through Exemption – Numeric	46	1
Item #21B	ACT or SAT Math Score – Numeric	47	3
Item #21C	ACT Composite or SAT Combined Score – Numeric	50	4
Item #21D	TAKS Exit Level Math Scale Score – Numeric	54	4
Item #22A	Math Assessment Test Used for Initial Placement – Numeric	58	1
Item #22B	Math Assessment Score Used for Initial Placement – Numeric	59	3
Item #23	Participation in Alt./Non-course-based Method for DE Math this Reporting Period – Numeric	62	1
Item #24	Math TSI Satisfied Based on State Standard by End of Semester – Numeric	63	1
Items #25-29	Unused (no positions reserved in the record)		
Item #30	Credit for First College-Level Math Course – Numeric	64	1
Items #31-39	Unused (no positions reserved in the record)		
Item #40	Reading TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	65	1
Item #41A	Reading TSI Waived or Satisfied through Exemption – Numeric	66	1
Item #41B	ACT (English) or SAT (Critical Reading) Score – Numeric	67	3
Item #41C	ACT Composite or SAT Combined Score – Numeric	70	4
Item #41D	TAKS Exit Level English Language Arts Scale Score – Numeric	74	4
Item #42A	Reading Assessment Test Used for Initial Placement – Numeric	78	1
Item #42B	Reading Assessment Score Used for Initial Placement – Numeric	79	3

Univ.TexasSuccessInitiativeReport(CBM002)

		Beginning Position	Length
Item #43	Participation in Alt/Non-course-based Method for DE Reading this Reporting Period – Numeric	82	1
Item #44	Reading TSI Satisfied Based on State Standard by End of of Semester – Numeric	83	1
Items #45-49	Unused (no positions reserved in the record)		
Item #50	Credit for First College-Level Reading-Intensive Course – Numeric	84	1
Items #51-59	Unused (no positions reserved in the record)		
Item #60	Writing TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	85	1
Item #61A	Writing TSI Waived or Satisfied through Exemption – Numeric	86	1
Item #61B	ACT (English) or SAT (Critical Reading) Score – Numeric	87	3
Item #61C	ACT Composite or SAT Combined Score – Numeric	90	4
Item #61D	TAKS Exit Level English Language Arts Scale Score – Numeric	94	4
Item #62A	Writing Assessment Test Used for Initial Placement – Numeric	98	1
Item #62B	Writing Assessment Score Used for Initial Placement – Numeric	99	3
Item #62C	Written Essay Score – Numeric	102	1
Item #63	Participation in Alt/Non-course-based Method for DE Writing this Reporting Period – Numeric	103	1
Item #64	Writing TSI Satisfied Based on State Standard by End of Semester – Numeric	104	1
Items #65-69	Unused (no positions reserved in the record)		
Item #70	Credit for First College-Level Writing-Intensive Course – Numeric	105	1
Items #71-79	Unused (no positions reserved in the record)		

QUESTIONABLE AND ERROR VALUES

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

ITEMNUMBER		QUESTIONABLEVALUE	ERRORVALUE
1.	Record Code	N/A	Any value except '2'
2.	Institution Code	N/A	Must match value in header record and be a valid FICE code
3.	Student ID Number	N/A	Blank; special characters
4.	Reporting Period	N/A	Must match value in header record; value except '1' thru '4'
5.	Year	N/A	Must match value in header record
6.	Non-Disclosure	N/A	Any value except '2' or '0'
7.	Gender	N/A	Any value except 'M' or 'F'
8.	Unused	N/A	N/A
9.	Date of Birth	Value of '00000000'	Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10
10.	TSI Obligation Waived/Ex	N/A	Any value except '0' thru '6'
11.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
12A.	White	N/A	Value other than '1' or space or value = '1' and '7'
12B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
12C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
12D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
12E.	International	N/A	Value other than '6' or space or value = '6' and '7'
12F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
12G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
13.	Flex Entry	N/A	Any value except blank or '6'
14.	Unused		

Univ. Texas Success Initiative Report (CBM002)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
20/40/60.		
TSI Satisfied-Census Date	N/A	Any value except '0', '1', or '2'; value not = '0' if #24/44/64 = '1'
21A/41A/61A.		
TSI Satisfied-Exemption	N/A	Any value except '0' thru '7'
21B/41B/61B.		
Score	N/A	Not numeric; '000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 19; if #21A/41A/61A = '3' SAT < 500
21C/41C/61C.		
Composite/Comb. Score	N/A	Not numeric; '0000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 23; if #21A/41A/61A = '3' SAT < 1070
21D/41D/61D.		
TAKS Scale Score	N/A	Not numeric; '0000' if #21A/41A/61A = '4'; if #21A/41A/61A = '4' TAKS < 2200
22A/42A/62A.		
TSI Initial Assessment Test for Placement	N/A	Any value except '0' thru '8'
22B/42B/62B.		
TSI Initial Assessment Math Score		
When Item #22A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #22A = '2'		COMPASS < 15 or > 99
when Item #22A = '3'		ASSET < 23 or > 55
when Item #22A = '4'		ACCUPLACER < 21 or > 120
when Item #22A = '5'		Stanford < 1 or > 118
when Item #22A = '6'		MAPS < 601 or > 625
when Item #22A = '8'		TSI < 310 or > 390
when Item #22A = '0', '7'		Any value except '000'

ITEMNUMBER	QUESTIONABLEVALUE	ERRORVALUE
Reading Score		
When Item #42A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #42A = '2'		COMPASS < 18 or > 99
when Item #42A = '3'		ASSET < 23 or > 53
when Item #42A = '4'		ACCUPLACER < 20 or > 120
when Item #42A = '5'		Stanford < 1 or > 54
when Item #42A = '6'		MAPS < 101 or > 125
when Item #42A = '8'		TSI < 310 or > 390
when Item #42A = '0', '7',		Any value except '000'
Writing Score		
When Item #62A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #62A = '2'		COMPASS < 1 or > 100
when Item #62A = '3'		ASSET < 23 or > 54
when Item #62A = '4'		ACCUPLACER < 1 or >120
when Item #62A = '5'		Stanford < 1 or > 60
when Item #62A = '6'		MAPS < 100 or > 999
when Item #62A = '8'		TSI < 310 or > 390
when Item #62A = '0', '7'		Any value except '000'
62C. Written Essay Score	N/A	Value > '8'; value > '0' if Item #62A = '0' or '7'
23/43/63. Participation in Alt/Non-Course-Based DE this Period	N/A	Any value except '0', '1', or '2'; value = '1' if Item #24/44/64 = '0' or '2'
24/44/64. TSI Satisfied-End of Semester	Value = '2' if #20/40/60 = '0'	Any value except '0', '1', or '2'; value = '0' or '1' if #20/40/60 = '1' or '2'
30/50/70. Credit First College-Level Course	N/A	Any value except '0' thru '4'

Univ.TexasSuccessInitiativeReport(CBM002)

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Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CBM002 EDIT SUMMARY FROM              RunDate: 05/16/2011 Time: 12:42:09
LONESTAR UNIVERSITY                      003304      SUMMER    2011
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		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	Record Code	49	0	0
ITEM 2	Inst. Code	49	0	0
ITEM 3	Student ID	49	0	0
ITEM 4	Reporting Period	49	0	0
ITEM 5	Reporting Year	49	0	0
ITEM 6	NonDisclosure	49	0	0
ITEM 7	Gender	49	0	0
ITEM 9	Date of Birth	49	0	0
ITEM 10	TSI Obligation Waived/Degree/Military Ex	49	0	0
ITEM 11	Ethnic Origin	49	0	0
ITEM 12	Race	49	0	0
ITEM 12A	White	49	0	0
ITEM 12B	Black	49	0	0
ITEM 12C	Asian	49	0	0
ITEM 12D	Native American-Alaskan	49	0	0
ITEM 12E	International	49	0	0
ITEM 12F	Unknown	49	0	0
ITEM 12G	PacificIslander-NativeHawaiian	49	0	0
ITEM 13	FE	49	0	0
ITEM 20-30	Math Activity	49	0	0
ITEM 20	M. TSI Satisfied by Census Date	49	0	0
ITEM 21A	M. TSI Satisfied through Exemption	49	0	0
ITEM 21B	M. Score	49	0	0
ITEM 21C	M. Composite or Combined Score	49	0	0
ITEM 21D	M. TAKS Math Scale Score	49	0	0
ITEM 22A	M. TSI Init Assess Test for Placement	49	0	0
ITEM 22B	M. TSI Init Assess Score	49	0	0
ITEM 23	M. Participation in Alt. DE	49	0	0
ITEM 24	M. TSI Satisfied by End of Semester	49	0	0
ITEM 30	M. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0
ITEM 40-53	Reading Activity	49	0	0
ITEM 40	R. TSI Satisfied by Census Date	49	0	0
ITEM 41A	R. TSI Satisfied through Exemption	49	0	0
ITEM 41B	R. Score	49	0	0
ITEM 41C	R. Composite or Combined Score	49	0	0
ITEM 41D	R. TAKS English Lang Arts Scale Score	49	0	0
ITEM 42A	R. TSI Init Assess Test for Placement	49	0	0
ITEM 42B	R. TSI Init Assess Score	49	0	0
ITEM 43	R. Participation in Alt. DE	49	0	0
ITEM 44	R. TSI Satisfied by End of Semester	49	0	0
ITEM 50	R. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0
ITEM 60-73	Writing TSI Activity	49	0	0
ITEM 60	W. TSI Satisfied by Census Date	49	0	0
ITEM 61A	W. TSI Satisfied through Exemption	49	0	0
ITEM 61B	W. Score	49	0	0
ITEM 61C	W. Composite or Combined Score	49	0	0
ITEM 61D	W. TAKS English Lang Arts Scale Score	49	0	0
ITEM 62A	W. TSI Init Assess Test for Placement	49	0	0
ITEM 62B	W. TSI Init Assess Score	49	0	0
ITEM 62C	W. Written Essay Score	49	0	0
ITEM 63	W. Participation in Alt. DE	49	0	0
ITEM 64	W. TSI Satisfied by End of Semester	49	0	0
ITEM 70	W. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0

```
  00 Students reported on the CBM0E1 were not reported on the CBM002.

  00 of your CBM002 records were reported with zero total SCH. This is    0.00% of all records.
REF1509
```

2.29

Univ.TexasSuccessInitiativeReport(CBM002)

```
TOTAL Report Records                              49
CONTROL TOTAL                                     49        DISCREPANCY        0
Total Recs on Db                                  49
Number Of Non-Unique/Duplicated Id's              0
Number Of Duplicate Records                       0
Number Of Relative Duplicate Questionable         0
Number Of Relative Duplicate Error                0
Records Where (SCH,GPE) =0 And DE not =0          0
Records Where SCH > 0 and GPE = 0                 0
Records Where (SCH,GPE,All DE) = 0                0
Total Error Recs on Db                            0
Total Questionable Recs on Db                     0
Total Non Error Records on Db                     49
Total Rejected Records                            0
```

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
        -CBM002  Race and Ethnicity of Regularly Enrolled Students
SUMMER   2011                    LONESTAR UNIVERSITY   003304  RunDate: 05/16/2011 Time:
12:42:09


White                                             16
Black                                              1
Hispanic                                          10
Asian                                              0
American Indian/Alaskan Native                     0
Native Hawaiian/Other Pacific Islander             0
Multi-Racial                                       0
International                                       2
Ethnic Origin/Race Unknown                        20
                                Total             49

Multi-Racial where Race is Black                   0
```

Univ.TexasSuccessInitiativeReport(CBM002)

```
          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change OF  CBM002  DATAPrior Year          RunDate: 05/16/2011 Time: 12:42:09
LONESTAR UNIVERSITY                          003304        SUMMER   2011


Gender
                                          2011/3      2010/3      % Diff
        Male                                 21  *No Exact Historic Data Available
        Female                               28  *No Exact Historic Data Available
                Total                        49  *No Exact Historic Data Available

        Non Disclosure                        0  *No Exact Historic Data Available
                Total                         0  *No Exact Historic Data Available

        Flexible Entry Type '6'               0  *No Exact Historic Data Available

TSI Waiver/Degree/Exemption Status
                                          2011/3      2010/3      % Diff
        No or Not Applicable                 47  *No Exact Historic Data Available
        Waiver Based on Level One Cert non-deg stat
                                              0  *No Exact Historic Data Available
        Waiver Based on Dual Credit           0  *No Exact Historic Data Available
        Waiver Based On Active Military       0  *No Exact Historic Data Available
        Exemption Based On Military Service   0  *No Exact Historic Data Available
        Exemption Based On Earned Degree      2  *No Exact Historic Data Available
        Exemption Based On Previous TASP      0  *No Exact Historic Data Available
                Total                        49  *No Exact Historic Data Available

Ethnic Origin
                                          2011/3      2010/3      % Diff
        Hispanic or Latino Origin            10  *No Exact Historic Data Available
        Not Hispanic or Latino Origin        12  *No Exact Historic Data Available
        Not Answered                         27  *No Exact Historic Data Available
                Total                        49  *No Exact Historic Data Available

Race
                                          2011/3      2010/3      % Diff
        White                                24  *No Exact Historic Data Available
        Black                                 2  *No Exact Historic Data Available
        Asian                                 0  *No Exact Historic Data Available
        Native American-Native Alaskan        0  *No Exact Historic Data Available
        International                         2  *No Exact Historic Data Available
        Unknown                              21  *No Exact Historic Data Available
        Pacific Islander-Native Hawaiian      0  *No Exact Historic Data Available
```

Univ.TexasSuccessInitiativeReport(CBM002)

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
EDIT OF  CBM002  DATA              RunDate: 05/16/2011 Time: 12:42:09
LONESTAR UNIVERSITY                        003304        SUMMER    2011


Gender
  Male                                    21
  Female                                  28
            Total                         49

  Non Disclosure                           0
            Total                          0

  Flexible Entry Type '6'                  0

TSI Waiver/Degree/Exemption Status
  No or Not Applicable                    47
  Waiver Based on Level One Cert non-deg stat
                                           0
  Waiver Based on Dual Credit              0
  Waiver Based On Active Military          0
  Exemption Based On Military Service      0
  Exemption Based On Earned Degree         2
  Exemption Based On Previous TASP         0
            Total                         49

Ethnic Origin
  Hispanic or Latino Origin               10
  Not Hispanic or Latino Origin           12
  Not Answered                            27
            Total                         49

Race
  White                                   24
  Black                                    2
  Asian                                    0
  Native American-Native Alaskan           0
  International                            2
  Unknown                                 21
  Pacific Islander-Native Hawaiian         0
```

```
 TSI Satisfied                        MATH    READING    WRITING
     By Census Date
       Not Satisfied or Obligation Waived   9        0          2
       Yes at My Institution               35       41         42
       Yes at Another Institution           5        8          5
            Total                          49       49         49

     By End of Semester
       Not Satisfied or Obligation Waived   6        0          0
       Yes at My Institution This Sem       3        0          2
       Satisfied by Census Date            40       49         47
            Total                          49       49         49

 TSI Exemption/Waiver Status          MATH    READING    WRITING
     Previously Reported/Not app          5        8          5
     No Exemption or Waiver              15        4          6
     Exemption Based On ACT               2        2          2
     Exemption Based On SAT               8        8          9
     Exemption Based On TAKS             19       27         27
     Exemption Based On Coursework in
        Related Field                     0        0          0
     Waiver for Dual Credit               0        0          0
     Waiver For Level-One Cert,
        Non-Degree, Military              0        0          0
            Total                        49       49         49
```

2.32

Univ.TexasSuccessInitiativeReport(CBM002)

```
TSI Initial Assessment Test               MATH     READING    WRITING
     Previously Reported/Not app            34        45         43
     THEA/TASP                              10         3          4
     COMPASS                                 2         1          1
     ASSET                                   0         0          0
     ACCUPLACER                              1         0          1
     STANFORD ACHIEVE TEST                   0         0          0
     MAPS                                    0         0          0
     TSI                                     0         0          0
     Not Assessed                            2         0          0
          Total                            49        49         49
Participation in Alt/Non-Course-Based
Dev Ed Method                             MATH     READING    WRITING
     Did Not Participate                    49        49         49
     Participated, Satisfied TSI             0         0          0
     Participated, Did Not Satisfy TSI       0         0          0
          Total                            49        49         49
```

     ***Note: Totals are net errors.

Line2 Math items 20-30. Line3 Reading items 40-50. Line4 Writing items 60-70.
 1   2   3   4   5   6   7 8   9   10   11 12A 12B 12C 12D 12E 12F 12G
Math 20 21A 21B   21C   21D 22A 22B   23 24 30
Read 40 41A 41B   41C   41D 42A 42B   43 44 50
Write 60 61A 61B   61C   61D 62A 62B 62C 63 64 70

There Were No Errors Detected For : LONESTAR UNIVERSITY

Items In Error Are Indicated By (*), Questionable By (-)

2.34

COURSE INVENTORY
CBM003

To comply with the Section 61.052 of the *Texas Education Code*, the Board has created a computer file of courses which is identified as the CBM003 Course Inventory. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

After certification of the spring class reports each year (mid-April), the Coordinating Board makes a copy of each institution's annual course inventory for that academic year. This copy becomes the basis of the next academic year's course inventory. During the **annual update**, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year. An institution's course inventory may be browsed via the internet at http://www.txhighereddata.org/Interactive/CourseInventory.cfm.

Any time during the academic year Coordinating Board staff may review the course offerings for accurate CIP coding and to see whether the courses being offered are in approved programs. CB staff will communicate with the academic affairs office of an institution to resolve questions about the funding, coding, and approval of courses. The courses on the CB authorized course inventory are used to validate the classes offered and will be used in determining the level of hours and the funding category in the formula process. There is also an item that identifies whether the course represents a multiple course record. As of fall 2011, universities are required to append the Texas Common Course Numbering System (TCCNS) subject prefix and course number for any course that has a TCCNS match.

Institutions will be allowed to make **supplemental updates** to the course inventory during an eight-week period beginning four weeks before each semester's due date for the CBM004. During the supplemental update, institutions will be able to add new courses but will not be able to change or delete courses because those changes could invalidate previously certified data that may be the basis of funding provided to the institution. Supplemental updates are intended to provide a reasonable way for institutions to add a small number of new courses that are needed immediately. Supplemental updates should also be used to add courses in degree programs approved since the last annual update. You are encouraged to submit updates early during the cycles in the following timetable.

TimelineforReportsandUpdates

Feb 15 – April 15   Spring *supplemental* update

May 1 – May 31   Institutions make their *annual* update electronically in the format and following the procedure described on pages 0.3 and 0.4 in this manual. An electronic edit of the update (a message indicating whether the submission was successful) is automatically generated and placed in the institution's electronic mailbox on the Coordinating Board server. Annual updates submitted before April 1 or after May 31 will generate an error message and will not be processed.

July 15 – Sept 15   Summer *supplemental* update

<u>Univ.CourseInventory(CBM003)</u>

Oct 1 – Nov 30   Fall *supplemental* update

<u>CriteriaforAssigningTexasCIPCodes</u>

Each course in an inventory is assigned a Texas CIP code which corresponds to the subject matter of that course. CIP codes reflect the content of the course and not the department in which the course is offered or the discipline of the students who take the course. For example, an introductory calculus class taught in the Chemical Engineering department is accurately coded 27.0101.00 (Mathematics) even if the course is taught exclusively to engineering students by an engineering professor.

Texas CIP codes are an extension of the Classification of Instructional Programs (CIP) taxonomy that is part of the National Center for Education Statistics' (NCES) Integrated Postsecondary Education Data System (IPEDS). IPEDS uses CIP to collect and report higher education data from across the country. The NCES publication *Classification of Instructional Programs* describes the taxonomy and provides definitions of the national codes (http://www.nces.ed.gov/ipeds/cipcode/). A listing and definitions of Texas CIP codes are available on-line at http://www.txhighereddata.org/Interactive/CIP/.

National CIP codes are six digits in length. Texas CIP codes have an additional two-digit extension which can further refine the subject matter in question. The 10-digit Texas CIP code consists of the 8-digit Texas CIP code plus the 2-digit default funding code assigned to that CIP code.

When an institution assigns a CIP code to a new course, it meets part of its statutory obligation to inform the Coordinating Board of the content of all courses it is offering. Institutions are expected to make their best effort at assigning a code that accurately reflects the content of the course. Coordinating Board staff periodically review the CIP codes assigned to courses. Staff may make changes to codes or ask institutions for more information about the coding of courses where a coding seems inconsistent with the Texas CIP taxonomy or where courses are being coded in a way which is inconsistent with the way similar courses are coded statewide.

Some helpful hints for coding courses:

- When more than one code could logically be used, use the code which is most specific to the subject matter. The areas most likely to contain redundant codes are Agriculture, Business, Education, and Home Economics.

- The specific activity being covered in the course is considered more specific than the place where, or group to which, the activity will be done. Education, in particular, divides subject matter by level of the recipient of the education (e.g., Secondary Education) and then by specific subject (e.g., Science Education). A course in Teaching History in the Elementary School would be coded History Education and not Elementary Education.

- Courses in Special Education and in Early Childhood Education should be coded with those codes and not by specific subjects.

<u>Univ.CourseInventory(CBM003)</u>

- The CIP code options may be in very different sections of the taxonomy. For instance, a course in Restaurant Management and Food Service may more appropriately be coded 12.0504.00 16 Restaurant, Culinary, and Catering Management/Manager or 19.0505.00 07 Foodservice Systems Administration/Management, depending on what is actually taught in the course.

- The history, philosophy, or sociology of a discipline is coded with the discipline and not with History, Philosophy, or Sociology.

- Courses for interdisciplinary programs which are not themselves interdisciplinary are coded in the specific discipline. For instance, a course in Native American Social Systems would be coded as Sociology and not American Indian Studies, since it is only about the sociology of Native Americans.

- In Technology and similar codes, the actual function listed in the definition should be considered and not the parts that speak of the occupation of the graduate.

- Use only the default formula funding code that is listed in the Texas CIP codes taxonomy for the particular CIP code you are using. Using a code other than the default will result in an error. Changes to the default code must be requested specifically from the Coordinating Board staff.

Some confusion over coding comes from the fact that the taxonomy is used to identify the subject matter of degree and certificate programs as well as the subject matter of individual courses. This confusion leads to using factors other than the subject matter of the course to determine the code. Some of these factors are:

- the program to which the course will be applied
- the department offering the course
- the discipline of the professor offering the course
- the major of the student taking the course
- the role and scope of the institution

In a few instances, the formula funding code assigned to the Texas CIP code may be inappropriate for the course. In such a case, the course should continue to be assigned the most appropriate CIP code. The issue of funding then may be raised with the Educational Data Center, which has responsibility for the funding codes.

<u>QuestionsabouttheClassificationorFundingofCourses</u>

Most questions about the coding of a particular course should be directed to the Educational Data Center. This would include questions about the accuracy of coding, about details of course information in the Coordinating Board database, and about cases where a course is appropriately classified by content, but because of where the course is housed or what program it is a part of, an institution strongly believes that the funding is inappropriate.

Reviews of the appropriateness of individual course funding codes are only done in the context of reviewing all the courses offered by a particular department or college. They can

Univ.CourseInventory(CBM003)

generally not be done during periods when staff are certifying data or reporting to the legislature. The institution must provide syllabi for all courses being reviewed, and any needed additional information about the work done in the courses, about the staffing of the courses, or about the students who take the courses–information that may be needed to clarify the disciplinary content of the course and how it relates to the curriculum. Courses are funded primarily on the basis of their content; the administrative unit offering the course is a secondary factor.

Inquiries about field-based courses and requests for the higher student teaching funding rate for field-based teacher education courses should be directed to Dr. James Goeman (James.Goeman@thecb.state.tx.us). Questions about the funding of whole disciplinary areas should be directed to the Coordinating Board's Finance Division and/or our Formula Advisory Committee.

Multiple-CourseListingsReport

Multiple-course listings (i.e., special topics and other courses whose content can change from offering to offering) do not provide accurate information about the teaching activities at institutions which are needed by the Coordinating Board staff to meet its responsibilities. By their nature, these listings provide a format for offering a variety of courses often with differing subject matter, and often representing different discipline categories.

A column on the course inventory identifies these listings.

A report of the individual subjects taught under this type of listing must be kept by the institution by semester and available to be sent to the Coordinating Board upon request.

The file should be arrayed in the following order:

Beginning Position	Length	
1	6	Institution Code (FICE code)
7	4	Semester (e.g., SP10 = Spring 2010, SU10 = Summer 2010, FL10 = Fall 2010)
11	7	Subject Prefix (left justify)
18	7	Course Number (left justify)
25	30	Short Course Title

Any individual subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.

DevelopmentalEducationandNon-collegiateCourses

Coordinating Board rules define developmental education and non-collegiate courses as non-degree credit courses which may not be counted toward a degree or certificate. Non-collegiate courses are designed to give useful skills or help (such as study skills courses or vitae preparation) which do not contribute directly to a degree. Non-collegiate courses may be

<u>Univ.CourseInventory(CBM003)</u>

included in an institution's course inventory, but no credit hours generated in such courses will be eligible for state funding through the formula system.

Developmental education courses <mark>and interventions</mark> are listed in institutions' course inventories and must have CIP codes which begin with 32. They are defined as courses, laboratories, or other interventions designed to bring students' skill levels in reading, writing, and mathematics to entering college level. English as a Second Language courses at universities are not fundable.

<u>UntaughtCourses</u>

The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for <u>four</u> consecutive years will be automatically deleted from the course inventory. The Coordinating Board will furnish annual records of untaught courses deleted to help each institution keep its course inventory up-to- date.

<u>CoursesWhichMismatchontheCBM004</u>

Mismatches between the CBM004 (Class Report) and the CBM003 (Course Inventory) may be addressed during the supplemental update period, following the procedures described earlier in this manual for supplemental updates. A limited number of courses may be added to the inventory during this period, but changes which would affect previously certified data may not be made to existing course records.

<u>TexasCommonCourseNumberingSystem(TCCNS)SubjectPrefixandCourseNumberfor AppropriateCourses</u>

Coordinating Board Rule 4.35 requires that:

"Each institution shall include the applicable course numbers from the TCCNS in its printed and electronic catalogs, course listings, … Institutions that do not use the TCCNS taxonomy as their sole means of course numbering shall publish the following information:

(1) The TCCNS prefix and number must be displayed immediately adjacent to the institutional course prefix and number (e.g. ENG 101 (ENGL 1301) at the beginning of each course description…."

For each course that an institution lists in catalogs and other documents as having a TCCNS match, the TCCNS subject prefix and course number are now required to be included in the course inventory.

INSTRUCTIONS FOR COURSE INVENTORY

Item #1   RecordCode. Always enter '3'.

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

Item #3   SubjectPrefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.

Item #4   CourseNumber. Enter the course identification number. Left justify, space fill.

Item #5   SemesterCreditHour(SCH)Value. Enter the maximum number of semester credit hours which may be awarded for each course in a given semester (e.g., if ART 1234 may be taken for 3, 6, or 9 SCH, enter '0900'). The last two digits will always be '00'.

Item #6   LevelofCourse. Enter the code shown below for the level at which each course is requested. Do not code courses as level 6 that are not the same subject matter as an authorized doctoral program at your institution.

> 1   Freshman   5   Master's
> 2   Sophomore   6   Doctor's Level-Research/Scholarship
> 3   Junior   7   Doctor's Level-Professional Practice (Law,
> 4   Senior   Optometry, Veterinary Medicine, others)

Item #7   TexasCIPCode. Enter the eight-digit code from the Texas CIP code taxonomy which most accurately describes the subject matter of each course and the two-digit formula funding code (see http://www.txhighereddata.org/Interactive/CIP/).

Item #8   Unused.

Item #9   Multiple-CourseListing. Enter '1' if the course listing is a multiple-course listing; enter zero for all others.

Item #10   ShortCourseTitle. Enter the title of each course, adjusting to include **not more than** a total of 30 characters (letters, symbols, spaces, and punctuation). If the Short Course Title in your institution's internal course inventory is limited to fewer than 30 spaces, enter the title exactly as shown on your institution's inventory.

Item #11   LaboratoryContactHours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. Fill unused spaces with zeros.

> **Note**: A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*

Item #12   LectureContactHours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a lecture associated with

each course (e.g., class, conference, seminar, individual instruction, or independent student). Fill unused spaces with zeros.

Note: A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file*.

Item #13   AdministrativeUnitCode. Enter the appropriate code designating the academic unit (college, school, division, or department) under which each course is administered. If a course is administered by two academic units, use the code for the administrative unit over those two academic units (such as two departments under a college). If the administrative units report to separate academic units, use the next higher academic unit. If there is none, use 1655, Interdisciplinary, as the administrative unit number.

The administrative unit numbers on an institution's program inventory are the ones that should be used on the course inventory. Administrative unit numbers for existing courses should be revised when department or applicable administrative unit names change. Changes in administrative unit names (with very few exceptions) result in administrative unit number changes. At the time of the annual update, the validity of all administrative units shown in the existing course inventory should be verified and corrected if necessary.

Item #14   AcademicYear. Enter the appropriate academic year.

Example: For 2010-2011 academic year, enter '2010'.

Item #15   UpdateCode.

A   new course or new listing of an old course (new subject prefix or course number, reinstated course, or cross-listing)

C   change in other than subject prefix or course number

D   course deleted from the inventory

Note: Update code 'B' is no longer used but may still appear on the inventory. For

courses with Texas Common Course Numbering System (TCCNS) equivalents, complete Items #16 and #17. If the course does not have a TCCNS match, leave blank.

Item #16   TCCNSSubjectPrefix. Enter the TCCNS subject abbreviation of the course. Left justify, space fill.

Item #17   TCCNSCourseNumber. Enter the TCCNS course identification number. Left justify, space fill.

Univ.CourseInventory(CBM003)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always '3'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	SCH Value – Numeric, implied decimal (2-digits)	22	4
Item #6	Level of Course – Numeric	26	1
Item #7	Texas CIP Code	27	10
Item #8	Unused	37	1
Item #9	Multiple-Course Listing – Numeric	38	1
Item #10	Short Course Title – Alpha	39	30
Item #11	Lab Contact Hours – Numeric, implied decimal	69	3
Item #12	Lecture Contact Hours – Numeric, implied decimal	72	3
Item #13	Administrative Unit – Numeric	75	4
Item #14	Year – Numeric	79	4
Item #15	Update Code – Alpha	83	1
Item #16	TCCNS Subject Prefix – Alpha	84	4
Item #17	TCCNS Course Number – Alpha	88	4

Univ.CourseInventory(CBM003)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
SR-CBM003 EDIT SUMMARY FROM          RunDate: 07/19/2010 Time: 10:35:12
LONE STAR UNIVERSITY                  003304      FALL     2010


                                      NORMAL QUESTIONABLE    ERROR
                                       RANGE        VALUES   VALUES
ITEM  1  RecordCode                        6             0        0
ITEM  2  Inst. Code                        6             0        0
ITEM  3  Subject Prefix                    6             0        0
ITEM  4  Subject Number                    6             0        0
ITEM  6  SCH (Semester Credit Hours)       6             0        0
ITEM  7  Course Level                      6             0        0
ITEM  8  Major/Cip Code                    6             0        0
ITEM  9  Multiple Course                   6             0        0
ITEM 10  Course Description                6             0        0
ITEM 11  Lab Hours                         4             2        0
ITEM 12  Lecture Hours                     4             2        0
ITEM 13  Department Code                   6             0        0
ITEM 14  Report Year                       6             0        0
ITEM 16  TCCNS Subject Prefix              6             0        0
ITEM 17  TCCNS Course Number               6             0        0




TOTAL Report Records                         6
CONTROL TOTAL                                6 DISCREPANCY        0
Total Recs on Db                             6
Number Of Non-Unique/Duplicated Id's         0
Number Of Duplicate Records                  0
Number Of Relative Duplicate Questionable    0
Number Of Relative Duplicate Error           0
Total Error Recs on Db                       0
Total Questionable Recs on Db                2
Total Non Error Records on Db                6
Total Rejected Records                       0
ADDS Type A                                  6
ADDS Type B                                  0
CHANGES                                      0
DELETES                                      0
```

3.9

Univ.CourseInventory(CBM003)

Fice Code	Subject Prefix	Course Number	SCH Value	Level	Sub-Matr-Cont Tex-Cip Code	Mult Crs	Short Course Title	Lab Hours	Lect Hours	Admin Unit	Fiscal Year	TCCNS Prefix	TCCNS Number		
003304	ENG	1301	03.00	1	23.1301.00 01	0	ENGLISH COMPOSITION	00.0	03.0	0990	2010	ENGL	1301	A	Add App
003304	AT	4442	04.00	4	51.0913.00 02	0	THERAPEUTIC EXERCISE	03.0	03.0	1677	2010			A	Add App
003304	BIO	5421	04.00	5	26.0401.00 02	0	DEVELOPMENTAL BIOLOGY	03.0	03.0	0440	2010			A	Add App
003304	CI	5660	06.00	5	13.0301.00 04	0	CLINICAL TEACHING	00.0	00.0	0750	2010			A Q	Add App

                                          Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615

| 003304 | ED | 6349 | 03.00 | 5 | 42.0601.00 01 | 0 | PRC IN COUNSELING | 00.0 | 00.0 | 0750 | 2010 | | | A Q | Add App |

                                          Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615

| 003304 | ISTD | 6381 | 03.00 | 5 | 30.2001.00 01 | 1 | SP TOPS INTERNATIONAL STUDIES | 00.0 | 03.0 | 1790 | 2010 | | | A | Add App |
| 003304 | SOC | 4161 | 01.00 | 4 | 45.1101.00 01 | 0 | INTEGRATIVE SEMINAR IN SOCIOLO | 00.0 | 01.0 | 2411 | 2010 | | | A | Add App |

```
Total Rejected Records              0
Total Records on DataBase           6
Total Non Error Records             6
Total Error Records                 0
Total Questionable Records          2
Total Rejected Records              0
```

Items In Error Are Indicated By (*), Questionable By (-)

3.10

Univ.CourseInventory(CBM003)

Fice	Subject	Course	SCH		Sub-Matr-Cont	Mult			Lab	Lect	Admin	Fiscal	TCCNS	TCCNS
Code	Prefix	Number	Value	Level	Tex-Cip Code	Crs	Short Course Title		Hours	Hours	Unit	Year	Prefix	Number

Items In Error Are Indicated By (*), Questionable By (-)

CLASS REPORT
CBM004

The Class Report (CBM004) reflects conditions 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.

ClassesOrganizedAftertheOfficialCensusDate(FlexibleEntry)

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.

Identify flexible entry classes by filling the last two places of Item#5, SectionNumber, with 'FE' (Flexible Entry). Complete all other data as if the class had been a part of the semester in which it is reported, except tuition and fees, which will be the same as the rates for the semester in which the class begins.

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.

CensusDatesforOtherTermLengths

FallandSpringSemesters		SummerSemester	
LengthofTerm(Weeks)	CensusDate	LengthofTerm(Weeks)	CensusDate
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		

Univ.ClassReport(CBM004)

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.

MultipleEntries

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

Whenever multiple entries for a single section are made, do not repeat the semester credit hour value, Item #7, unless the section offers variable credit; and ensure that the responsibility factors for faculty members total 100 percent, regardless of the number of faculty members.

If a class is taught on-campus and is concurrently transmitted by two-way interactive video to another site, submit a separate record for each site receiving the transmission. Enter the number of students enrolled at each site on separate records. Also, report the mode of instruction (Item #20) as a '1' for the face-to-face record, and a '4' for each receiving site's record. Alternatively, report each site as a separate section and designate all class sections with the same composite code (Item #9).

SummerSession

Combine all summer sessions into one report. Assign separate section numbers to classes that are offered in more than one summer session to avoid duplicate records.

Inter-institutionalCourses

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. Consortium classes, such as those of the North Texas Federation enrollments, and some instructional telecommunication classes are considered inter-institutional classes.

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

Alternative1: The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for semester credit hour funding.

  a. In this situation the receiving institution does not report a class record (CBM004). However, the receiving institution reports its students on the student report (CBM001) and it reports the semester credit hours in the appropriate Item #15 or #23, and in Item #10A or #10B on the CBM001.

  b. The providing institution reports at least two class records on the CBM004, one with its

own students and one per FICE code of each inter-institutional partner. For each inter-institutional partner, code Item #21 on the CBM004 as '1' to exclude the SCH of those records from the CBM001 and CBM004 comparison. All other items should be coded according to customary definitions.

Alternative2: Each participating institution reports its own enrollments in the class for semester credit hour funding on the CBM004. EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS. 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 class report(s) for the receiving institution(s), code Item #21 as '0' to indicate that the class is inter-institutional; Item #11, Instructor Code, as SSN or last name of the faculty of record; and in Item #8A, "Other Higher Education Site", enter the FICE of the providing institution to identify the faculty of record; and

f. each institution reports only its own students on the CBM001.

DistanceEducationandOff-CampusInstruction

Chapter 4, Subchapter P of the CB Rules and Regulations, 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 5, Subchapter D, describes operations of off-campus educational units. Courses offered at a teaching center MUST be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

MITC or University System Center:
      000844   Alamo University Center (MITC)
      000842   Collin Higher Education Center (MITC)
      000811   East Williamson County Multi-Institution Teaching Center (MITC)
      000820   Lone Star College – University Center
      000802   Round Rock Higher Education Center (MITC)
      000840   The University of Texas at Arlington Fort Worth Center
      000818   Universities Center at Dallas (MITC)
      000800   University of Houston System at Sugar Land

000826   University of Houston System Center at Cinco Ranch

Other specific sites:
000804   Prairie View A&M University College of Nursing, Houston Center
000806   Sul Ross State University - Rio Grande Campus at Del Rio
000808   Sul Ross State University - Rio Grande Campus at Eagle Pass
000812   Texas A&M University-Commerce Metroplex Center, Mesquite
000830   Texas Tech University Abilene Engineering Center
000838   Texas Tech University Center at Junction
000833   Texas Tech University Higher Education Teaching Site at El Paso
000834   Texas Tech University Higher Education Teaching Site at Fredericksburg
000836   Texas Tech University Higher Education Teaching Site at Highland Lakes
000816   Texas Woman's University, College of Nursing, Dallas Educational Activities
000814   Texas Woman's University, College of Nursing, Houston Center
000822   The University of Texas at San Antonio, Downtown

PharmacyFundingPolicy (Revised 9/22/02)

1. All pharmacy courses at general academic institutions that are part of a PharmD degree program will be funded at the Doctor's Level-Professional Practice rate. Note: Reporting non-PharmD undergraduate courses as level 7 courses (see description of levels below) is an auditable error.

2. Courses in master's and doctoral pharmacy programs will continue to be funded at their assigned rates.

3. Other undergraduate pharmacy content courses will be funded at the undergraduate science rate. This will be done at the Coordinating Board by applying the science weights in the formula matrix to undergraduate pharmacy courses.

4. Pre-pharmacy courses will continue to be funded at the liberal arts rate. Students taking pre-pharmacy courses should not be reported as doctor's level-professional practice students.

5. All students in PharmD programs should be reported in the doctor's level-professional practice enrollment category on the class report. On the student report (CBM001), the students in PharmD programs are classified with a code '9'.

6. All pharmacy-related courses should be coded on the course inventory based on their content and level of the courses where:

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

Univ.ClassReport(CBM004)

TexasNationalStudentExchangeProgram(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 <u>not</u> their own students enrolled in classes at out-of-state campuses, no matter what arrangements are made regarding tuition and fees.

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

UndergraduateSemesterCreditHourinExcessofStateLimit and FormulaFundingExceptions for RepeatedCourses

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 http://www.thecb.state.tx.us/Rules/.

FundingforPhysicalEducationCourses

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.

<u>Univ.ClassReport(CBM004)</u>

<u>ReportingNon-semester-lengthDevelopmentalEducationInterventions</u>

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 (consistent with the CBM00S).. Students enrolled 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: 0119 (19/16) or 0125 (rounded to nearest ¼ SCH)

INSTRUCTIONS FOR CLASS REPORT

Item #1   RecordCode. Always enter '4'.

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

CLASSIDENTIFICATION

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

Item #3   SubjectPrefix. Enter the subject abbreviation of this course.

Item #4   CourseNumber. Enter the course number.

Item #5   SectionNumber. Enter the section number assigned to this class. Identify flexible entry classes by filling the last two places of the section number with 'FE.'

NOTE: Assign a section number to every class.

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

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

NOTE: Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction. Report their mode of instruction in Item #20. For example, code a two-way interactive video class that is a lecture a '1', not a '7', in Item #6, and code Item #20 a '4'. Report each instruction type in a separate class record. Lecture and laboratory can be combined and reported in the same record.

OrganizedClasses include the types of instruction with codes '1', '2', and '4'. IndividualInstructionClasses include the types of instruction '3', '5', '6', '8', '9', and '0'. IndependentStudy (5) includes conference courses, individual problems courses, etc. PrivateLesson (6) is for private music or other private instruction. Practicum (3) refers to student teaching, internships, work-study, cooperative education, and similar activities. Individualized (0) includes asynchronous internet, videotape, audio-tutorial, and similar types of individualized instruction. Clinical (C) is for a class that is part of a clinical program.

Univ.ClassReport(CBM004)

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

Item #8   LocationCode. 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   CorrectionalInstitution – Courses taught in a correctional institution in Texas
                     by a public institution of higher education
               6   InstitutionofHigherEducation – Courses taught on the campus of another
                     institution of higher education (including community colleges, MITCs, university
                     centers, private universities, and other specific sites identified in the Distance
                     Education and Off-Campus Instruction section in the introduction of the
                     CBM004)
               7   MilitaryBases – Courses taught on a military base
               8   PrimaryorSecondarySchool – 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   IndividualInstructional – Courses delivered through Instructional Telecom-
                     munications 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,orOtherWorkLocation – Courses taught at such
                     entities
               H   HighSchoolforDualCredit – Courses taken for dual credit located on a high
                     school campus

NOTE: Item #8A, Other Higher Education Site, must be completed for all classes taught at
           another higher education institution in Texas (public or private) when Item #8 is coded a
           '6'. See examples on how to report on page 4.14.

Item #8A   OtherHigherEducationSite. Enter the FICE code of the public or private Texas
               higher education institution, MITC, university system center, or other specific site
               where the course is taught if Item #8 is coded a '6'. If this record is to identify
               students taught by an inter-institutional partner, enter the FICE code of the
               institution that provides the faculty. If Item #8 is not coded '6', leave this item blank.

Item #8B   Unused

Item #9   CompositeClasses. Enter a unique two-digit, alphabetic 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.
               This item applies to both on-campus and off-campus classes.

Item #9A   Unused

Item #9B   <u>Tenure.</u> Use the institution's criteria or requirements to determine tenure status for the faculty, including teaching assistants, involved in the actual instruction, including teaching assistants, of each section. Report non-tenured faculty members as a code '3', '4', or '5' if they have the appropriate credentials or experience. Do not use code '3', '4', or '5' for any part-time instructor who is also enrolled at the institution as a student, such as a teaching assistant or an assistant instructor.

     0   Non-tenured, if not identified in codes '3', '4', or '5'
     1   Tenured
     2   Tenure-track
     3   Non-tenured – "Terminal degree in discipline" for course being taught: all instructors with a doctoral or other terminal degree in the discipline, including adjunct professors, visiting professors, lecturers, senior lecturers, and clinical professors.
     4   Non-tenured – "Appropriate professional certification" for course being taught: part-time faculty with a doctoral or other terminal degree and combined full- time employment comparable to that of other scholars in the field. 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 #10   <u>Off-CampusLocation/ElectronicTelecommunicationSite.</u> Enter the ZIP code, state, or foreign country code applicable to Item #8, except for classes where Item #8 is coded '6' or '9'. See Appendix B for a list of state and foreign country codes. Right-justify state and foreign country codes with two leading zeros.

<u>Location</u>
  <u>Code</u>   <u>ZipCode/State Code/CountryCode</u>

     1   ZIP code of city or town
     3   State code
     4   Foreign country code
     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 #11   InstructorCode. Enter the social security number of all faculty members (the faculty of record) who are directly involved in the delivery of instruction and evaluation of student progress. Use the composite class code with this item or multiple records for the section of the class to report the relative responsibilities of all faculty, including teaching assistants, who have a significant role in the teaching of the course. Teaching assistants whose work is limited to grading should not be reported. Supervisory faculty members may not be reported as faculty of record for courses taught by teaching assistants they supervise. The instructor code is an integral part of the teaching supplement calculation.

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

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

Example 1: In a 3 semester credit hour (SCH) engineering class that meets for two hours of lecture (2 SCH) and two hours of lab (1 SCH) per week, a tenure-track faculty member delivers the lecture and a teaching assistant conducts the lab. The responsibility would be reported as follows:
tenure-track faculty member - 67%
graduate teaching assistant - 33%

Example 2: In a 3 SCH history class that meets for one hour of lecture and two hours of smaller seminars per week, a tenure-track faculty member delivers the lecture and teaching assistants meet with students in the smaller seminars. Each section conducted by a teaching assistant would be reported separately and the responsibility factor would be allocated as follows:
tenure-track faculty member - 33%
teaching assistant - 66%

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

Item #13   Enrollment. Report the enrollment in this section by the classifications listed below (Items #13A-#13E), except for undergraduate students that are affected by the undergraduate funding limit; report them in Items #18 and #19. Do not include

students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding, or who have exceeded the state funding limit of undergraduate or developmental semester credit hours, but include them in the appropriate Item #16 or Item #17.

13A	Lower Division	13D	Doctor's Level-Research/Scholarship
13B	Upper Division	13E	Doctor's Level-Professional Practice
13C	Master's Level		(Law, PharmD, OD, DVM, others)

13A LowerDivision – Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Include dual credit enrollment, since it is not affected by the funding limit. Exclude students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16. If this is a developmental education course or intervention, exclude students whose developmental semester credit hours exceed the state funding limit, but include them in Item #17. Enter the number of freshman and sophomore students who ARE affected by the undergraduate limit in Item #18.

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

13C Master'sLevel – Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category.

13D Doctor'sLevel-Research/Scholarship – Enter the number of research/ scholarship doctoral students enrolled in this section. See discussion in "Summary of Semester Credit Hours Generated" on page 4.20.

13E Doctor'sLevel-ProfessionalPractice – Enter the number of doctor's level-professional practice students (those who have been officially admitted to professional practice programs) enrolled in this section. Include all students in PharmD programs.

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

1 = Fall   2 = Spring   3 = Summer

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

<u>Univ.ClassReport(CBM004)</u>

Item #16   <u>EnrollmentofStudentsWhoExceedStateFundingLimits.</u> Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 30 SCH for students entering in fall 2006 and later; or degree program plus 45 SCH for students entering in fall 1999 through summer 2006). Include the number of undergraduate students who have attempted the same course three or more times and are not eligible to be claimed for state funding. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #13B or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the introduction.

Item #17   <u>EnrollmentofStudentsWhoseDevelopmentalSCHExceedStateFundingLimit.</u> Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (18 SCH). Do not include these students in Item #13A or #18. An example of how to report a class where the SCHs of the developmental course cause the student to exceed the developmental limit is provided on page 4.15.

   NOTE: Developmental Education, for the purposes of this subchapter, is defined as courses, tutorials, laboratories, approved non-semester-length interventions, or other efforts to bring student skill levels in reading, writing, and mathematics to entering college level.

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

   The maximum of 18 SCH is mandated and not flexible.

Item #18   <u>LowerLevelEnrollmentAffectedbyUndergraduateStateFundingLimit.</u> Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose developmental semester credit hours exceed the state funding limit, but include them in Item #17. Exclude freshman and sophomore students who are NOT affected by the undergraduate limit; enter their enrollment in Item #13A. Since dual credit enrollment is not affected by the undergraduate limit, include it in Item #13A.

Item #19   <u>UpperLevelEnrollmentAffectedbyUndergraduateStateFundingLimit.</u> Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit, but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13B.

Item #20   InstructionMode. Enter the primary mode of instruction where more than 50 percent 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
    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 50 percent 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 more than 50 percent, but less than 85 percent, of the planned instruction occurs when the students and instructor(s) are not in the same place.

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

Item #22   TeachingLoadCredit. 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.

Examples: CBM004 Distance Education Classes

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

	Section 1 on-campus	Section 2 atMITC	Section 3 atbusiness	Section 4 Internet
Item #6	1 (lecture)	1	1	1 or 0
Item #8	0	6	B	9
Item #8A	Blank	FICE Code	Blank	Blank
Item #9	FF	FF	FF	FF
Item #10	Blank	Blank	ZIP Code	Blank
Item #20	1	4	4	2
Item #21	0	0	0	0

2. TWU offers a seminar class on-campus and via two-way interactive video to UNT and UTA through an inter-institutional agreement. There are four master's students at the home institution and five at each of the other two institutions. There are two alternatives that can be used to report this class. Students may not be double reported for funding. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time (Alternative #1 below). An alternate way to report the various locations is as multiple records of the same section (Alternative #2 below). Items not referenced are intentionally omitted.

Alternative #1: TWUreportsall14students

	Section at TWU on-campus	Section atUNT	Section atUTA
Item #6	4 (seminar)	4	4
Item #8	0	6	6
Item #8A	blank	003594	003656
Item #9	EE	EE	EE
Item #20	1	4	4
Item #21	0	1	1
Item #13C	4	5	5

Alternative #2

	TWUreportsits4students	UNTandUTAeachreporttheir5students
Item #6	4	4
Item #8	0	6
Item #8A	Leave blank	003646 (TWU FICE)
Item #11	444556666	444556666 (TWU instructor)
Item #20	1	4
Item #21	0	1
Item #13C	4	5

Example: Allocation of Enrollment of Developmental Students Exceeding State Limit

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

Example: MATH 011, Section 0001 is a developmental course with 3 SCH. The class has 44 students whose SCH accumulated in developmental courses is distributed as follows:

(a) 17 students have accumulated less than 10 developmental SCH – 8 of the students are affected by the undergraduate funding limit and the other 9 are not affected by the UG limit

(b) 10 students have attempted 16 developmental hours – 6 are affected by the UG funding limit and 4 are not affected by the UG limit

(c) 12 students have attempted 17 developmental hours – 11 are affected by the UG funding limit and 1 is not affected by the UG limit

(d) 5 students have exceeded the 18 hour limit – 2 are affected by the UG funding limit and 3 are not affected by the UG limit. Since the SCH of students in developmental courses do not apply toward the undergraduate limit, all 5 enrollments are reported in Item #17

Code three records for these students:

(1) The first record contains the full SCH for the course. Enter the 17 fully funded students from category (a) in Item #13A; none of these students are affected by the UG funding limit because developmental education hours are not counted against the UG funding limit. Also enter the 5 students from category (d) in Item #17, because they have already exceeded the developmental education funding limit.

(2) The second record contains 2 SCH for the course. Enter the 10 students from category (b) in Item #13A so that they will be funded for 2 of the 3 attempted SCH. Enter the 12 students from category (c) in Item #17 to indicate that 2 of the SCH for which they are enrolled are not funded.

(3) The third record contains 1 SCH for the course. Enter the 12 students from category (c) in Item #13A to show their 1 funded SCH, and enter the 10 students from category (b) to show their 1 unfunded SCH.

Univ.ClassReport(CBM004)

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

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

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	7
Item #6	Type Instruction - Alphanumeric	29	1
Item #7	Semester Credit Hour Value - Leading zeros, two decimals	30	4
Item #8	Location Code - Alphanumeric	34	1
Item #8A	Other Higher Education Site - FICE or blank	35	6
Item #8B	Unused	41	1
Item #9	Composite Classes Code - Alphanumeric	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of state/foreign country; use leading zeros for state and foreign country code	46	5
Item #11	Instructor Code	51	9
Item #12	Responsibility Factor - Numeric	60	3
Item #13A-E	Enrollment - Students NOT affected by state funding limits - Leading zeros, no decimals (mutually exclusive of other enrollment items)	63	15
Item #14	Semester - '1', '2', or '3'	78	1
Item #15	Year - YYYY - Numeric	79	4
Item #16	Enrollment - Students Who Exceed State Funding Limits - Leading zeros (mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students Whose Developmental SCH Exceed State Funding Limit - Leading zeros (mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric	95	1
Item #21	Inter-institutional Identifier - Numeric - '0' or '1'	96	1
Item #22	Teaching Load Credit	97	3

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.

ITEM	NUMBER	QUESTIONABLEVALUE	ERRORVALUE
1.	Record Code	N/A	Any value except '4'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Subject Prefix	N/A	Blank or not on course inventory
4.	Course Number	N/A	Blank or not on course inventory
5.	Section Number	N/A	Blank
6.	Type Instruction	N/A	Any value except '0' thru '6', '8', '9', or 'C'
7.	Semester Credit Hour	Less than 0025, greater than 12	Non-numerical characters
8.	Location Code	N/A	Any value other than '0', '1', '3' thru '9', 'B', or 'H'
8A.	Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B.	Unused	N/A	N/A
9.	Composite Code	N/A	N/A
9A.	Unused	N/A	N/A
9B.	Tenure	N/A	Any value except '0' thru '5'
10.	Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value or blank
11.	Instructor Code	N/A	Blank
12.	Responsibility Factor	N/A	Any non-numerical value; numbers not totaling 100% for each section

Univ.ClassReport(CBM004)

ITEM NUMBER		QUESTIONABLEVALUE	ERRORVALUE
13.	Enrollment	Sum of all levels including Items #18 and #19 greater than 200 or less than 001	Any non-numerical value; any undergraduate enrollment in professional practice classes
14.	Semester	N/A	Must match value on header record
15.	Year	N/A	Must match value on header record
16.	Enrollment-Excess	Value greater than 40	Any non-numerical value
17.	Enrollment-DE Excess	Value greater than 40	Any non-numerical value
18.	Enrollment-UGL Affected	See Item #13	Any non-numerical value
19.	Enrollment-UGU Affected	See Item #13	Any non-numerical value
20.	Instruction Mode	N/A	Any value except '1' thru '6'; coded '1' or '4' when Item #8 is coded '9'
21.	Inter-institutional	N/A	Any value except '0' or '1'
22.	Teaching Load Credit	N/A	Any non-numerical value; sum < 1.25 times the number of CBM004 records

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

<u>Univ.ClassReport(CBM004)</u>

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

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

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

SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that CBM004 records for all off-campus classes (Item #8 code '1', '3', '4', '5', '6', '7', '8', '9', 'B', and 'H') are used.

FY 20XX COST STUDY CBM004/CBM008 SALARY/SCH BY SEMESTER

This report will be generated when the CBM004 and CBM008 are error-free.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

COURSELEVEL	HOURSGENERATED
Freshman, Sophomore (Lower Level)	All levels of enrollment will generate lower division hours, including enrollments in Items #18 and #19.
Junior, Senior (Upper Level)	Lower division enrollment will generate lower division hours, including enrollments in Item #18.
	All other levels of enrollment will generate upper division hours, including Item #19.
Master's	Lower division enrollment will generate lower division hours, including enrollments in Item #18.
	Upper division enrollment will generate upper division hours, including enrollments in Item #19.
	Master's level enrollment will generate master's level hours.
	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, including enrollments in Item #18.
	Upper division enrollment will generate upper division hours, including enrollments in Item #19.
	Master's level enrollment will generate master's level hours.
	Doctor's level-research/scholarship enrollment will generate doctoral hours.
	Doctor's level-professional practice enrollment will generate master's level hours.
Professional Practice	Only master's level, doctor's level-research/scholarship, and doctor's level-professional practice enrollment will generate professional practice hours.

NOTE:
Doctoral Level   Doctor's level-research/scholarship semester credit hours will be generated only by doctoral students enrolled in courses which have

been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.

Small Class Defined

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

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

Small classes currently generate state funded hours.

Univ.ClassReport(CBM004)

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Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
SR-CBM004 EDIT SUMMARY FROM          RunDate: 10/15/2010 Time: 13:47:18
LONE STAR UNIVERSITY                      003304      FALL    2010

                                      NORMAL QUESTIONABLE   ERROR
                                       RANGE     VALUES    VALUES
ITEM  1  RecordCode                    1,322          0         0
ITEM  2  INST. CODE                    1,322          0         0
ITEM  3  Subject Prefix                1,322          0         0
ITEM  4  Subject Number                1,322          0         0
ITEM  5  Section Number                1,322          0         0
ITEM  6  Type Instruction              1,322          0         0
ITEM  7  Semester Credit Hours         1,322          0         0
ITEM  8  Location Code                 1,322          0         0
ITEM  8A Other Higher Education Site    1,322          0         0
ITEM  9  Composite Code                1,322          0         0
ITEM  9B  Faculty Tenure               1,322          0         0
ITEM 10  Off Campus Location/Electronic It Site  1,322   0      0
ITEM 11  Instructor Id                 1,322          0         0
ITEM 12  Responsibility Factor         1,322          0         0
ITEM 13A Enrollment - UGL Not Affected  1,322         0         0
ITEM 13B Enrollment - UGU Not Affected  1,322         0         0
ITEM 13C Enrollment - Mast             1,322          0         0
ITEM 13D Enrollment – Doc-Res/Scholar   1,322         0         0
ITEM 13E Enrollment – Doc-Prof Pract    1,322         0         0
ITEM 14  Semester                      1,322          0         0
ITEM 15  Year                          1,322          0         0
ITEM 16  Enrollment - UG Exceed Limit   1,322         0         0
ITEM 17  Enrollment - DE Exceed Limit   1,322         0         0
ITEM 18  Enrollment - UGL Affected By Limit  1,322    0         0
ITEM 19  Enrollment - UGU Affected By Limit  1,322    0         0
ITEM 20  Instructor Mode               1,322          0         0
ITEM 21  Inter-Institutional           1,322          0         0
ITEM 22  Teaching Load Credit          1,322          0         0

Number Of CBM004 To CBM008 MISMATCHES          0


TOTAL Report Records                      1,322
CONTROL TOTAL                             1,322      DISCREPANCY        0
Total Recs on Db                          1,322
Number Of Non-Unique/Duplicated Id's          0
Number Of Duplicate Records                   0
Number Of Relative Duplicate Questionable     0
Number Of Relative Duplicate Error            0
Total Error Recs on Db                        0
Total Questionable Recs on Db                 5
Total Non Error Records on Db             1,322
Total Rejected Records                        0
                - CBM001 Vs CBM004 Semester      In Balance
                - CBM001 Vs CBM004 SCH           In Balance
Total TLC              3,276.6
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Univ.ClassReport(CBM004)

FUND	PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT	
2010/1	01 LIBERAL ARTS	21,968	4,741	26,709	669	0	0	27,378	1,158	
2009/1	01 LIBERAL ARTS	22,078	4,824	26,902	630	0	0	27,532	945	
	Percent Change	-0.50%	-1.72%	-0.72%	6.19%	0.00%	0.00%	-0.56%	22.54%	
2010/1	02 SCIENCE	8,257	2,441	10,698	123	0	0	10,821	376	
2009/1	02 SCIENCE	8,753	3,119	11,872	128	0	0	12,000	279	
	Percent Change	-5.67%	-21.74%	-9.89%	-3.91%	0.00%	0.00%	-9.83%	34.77%	
2010/1	03 FINE ARTS	3,497	592	4,089	0	0	0	4,089	82	
2009/1	03 FINE ARTS	3,662	611	4,273	0	0	0	4,273	74	
	Percent Change	-4.51%	-3.11%	-4.31%	0.00%	0.00%	0.00%	-4.31%	10.81%	
2010/1	04 TEACHER EDUCATION	646	1,592	2,238	882	0	0	3,120	44	
2009/1	04 TEACHER EDUCATION	594	1,815	2,409	900	0	0	3,309	49	
	Percent Change	8.75%	-12.29%	-7.10%	-2.00%	0.00%	0.00%	-5.71%	-10.20%	
2010/1	05 AGRICULTURE	348	1,144	1,492	176	0	0	1,668	8	
2009/1	05 AGRICULTURE	841	881	1,722	154	0	0	1,876	15	
	Percent Change	-58.62%	29.85%	-13.36%	14.29%	0.00%	0.00%	-11.09%	-46.67%	
*		*******								***
Review										
2010/1	06 ENGINEERING	525	169	694	0	0	0	694	15	
2009/1	06 ENGINEERING	564	120	684	0	0	0	684	18	
	Percent Change	-6.91%	40.83%	1.46%	0.00%	0.00%	0.00%	1.46%	-16.67%	
2010/1	07 HOME ECONOMICS	204	187	391	30	0	0	421	0	
2009/1	07 HOME ECONOMICS	183	153	336	39	0	0	375	6	
	Percent Change	11.48%	22.22%	16.37%	-23.08%	0.00%	0.00%	12.27%	-100.00%	
2010/1	09 SOCIAL SERVICE	243	147	390	0	0	0	390	3	
2009/1	09 SOCIAL SERVICE	165	105	270	0	0	0	270	21	
	Percent Change	47.27%	40.00%	44.44%	0.00%	0.00%	0.00%	44.44%	-85.71%	
*				******				******		***
Review										
2010/1	13 PHYSICAL TRAINING	911	0	911	0	0	0	911	15	
2009/1	13 PHYSICAL TRAINING	977	0	977	0	0	0	977	3	
	Percent Change	-6.76%	0.00%	-6.76%	0.00%	0.00%	0.00%	-6.76%	400.00%	

2010/1 14 HEALTH SERVICES	837	876	1,713	697	0	0	2,410	64
2009/1 14 HEALTH SERVICES	564	237	801	1,125	0	0	1,926	9
Percent Change	48.40%	269.62%	113.86%	-38.04%	0.00%	0.00%	25.13%	611.11%
*	******	*******	*******	*******				***
Review								
2010/1 16 BUSINESS ADMINISTRATION	1,731	4,327	6,058	330	0	0	6,388	387
2009/1 16 BUSINESS ADMINISTRATION	2,208	4,523	6,731	366	0	0	7,097	270
Percent Change	-21.60%	-4.33%	-10.00%	-9.84%	0.00%	0.00%	-9.99%	43.33%
*							******	***
Review								
2010/1 18 TEACHER ED-PRACTICE TEACHING	0	804	804	0	0	0	804	33
2009/1 18 TEACHER ED-PRACTICE TEACHING	0	1,122	1,122	0	0	0	1,122	96
Percent Change	0.00%	-28.34%	-28.34%	0.00%	0.00%	0.00%	-28.34%	-65.63%
2010/1 19 TECHNOLOGY	1,788	48	1,836	30	0	0	1,866	21
2009/1 19 TECHNOLOGY	2,235	96	2,331	0	0	0	2,331	21
Percent Change	-20.00%	-50.00%	-21.24%	100.00%	0.00%	0.00%	-19.95%	0.00%
2010/1 20 NURSING	1,372	649	2,021	224	0	0	2,245	189
2009/1 20 NURSING	1,224	395	1,619	240	0	0	1,859	117
Percent Change	12.09%	64.30%	24.83%	-6.67%	0.00%	0.00%	20.76%	61.54%
*		******						***
Review								
2010/1 21 DEVELOPMENTAL EDUCATION	1,812	0	1,812	0	0	0	1,812	0
2009/1 21 DEVELOPMENTAL EDUCATION	1,824	0	1,824	0	0	0	1,824	0
Percent Change	-0.66%	0.00%	-0.66%	0.00%	0.00%	0.00%	-0.66%	0.00%
2010/1 99 NOT STATE FUNDED	112	47	159	0	0	0	159	0
2009/1 99 NOT STATE FUNDED	108	78	186	0	0	0	186	0
Percent Change	3.70%	-39.74%	-14.52%	0.00%	0.00%	0.00%	-14.52%	0.00%
2010/1 SUBTOTAL STATE FUNDED	44,139	17,717	61,856	3,161	0	0	65,017	2,395
2009/1 SUBTOTAL STATE FUNDED	45,872	18,001	63,873	3,582	0	0	67,455	1,923
Percent Change	-3.78%	-1.58%	-3.16%	-11.75%	0.00%	0.00%	-3.61%	24.54%
2010/1 GRAND TOTAL ALL CURRICULUM ARE	44,251	17,764	62,015	3,161	0	0	65,176	2,395
2009/1 GRAND TOTAL ALL CURRICULUM ARE	45,980	18,079	64,059	3,582	0	0	67,641	1,923
Percent Change	-3.76%	-1.74%	-3.19%	-11.75%	0.00%	0.00%	-3.64%	24.54%

4.25

Univ.ClassReport(CBM004)

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 FICE  SEM FUND  ANGELO STATE UNIVERSITY      UGL SCH/SAL  UGU SCH/SAL  MAS SCH/SAL  DOC SCH/SAL  SP SALSCH/  TOT SCH/SAL
003304  1    01 LIBERAL ARTS                      23,780        4,741          669            0           0       29,190
                                               $1,704,357     $530,169     $218,542           $0          $0   $2,453,069
003304  1    02 SCIENCE                            8,257        2,441          123            0           0       10,821
                                                 $621,304     $428,419      $74,810           $0          $0   $1,124,533
003304  1    03 FINE ARTS                          3,497          592            0            0           0        4,089
                                                 $401,331     $164,078           $0           $0          $0     $565,409
003304  1    04 TEACHER EDUCATION                    646        1,592          882            0           0        3,120
                                                  $41,044     $145,349     $131,652           $0          $0     $318,045
003304  1    05 AGRICULTURE                          348        1,144          176            0           0        1,668
                                                  $21,839      $84,530      $25,636           $0          $0     $132,005
003304  1    06 ENGINEERING                          525          169            0            0           0          694
                                                  $82,043      $55,317           $0           $0          $0     $137,360
003304  1    07 HOME ECONOMICS                       204          187           30            0           0          421
                                                  $17,610      $25,166       $7,315           $0          $0      $50,091
003304  1    08 LAW                                    0            0            0            0           0            0
                                                      $0           $0           $0           $0          $0           $0
003304  1    09 SOCIAL SERVICE                       243          147            0            0           0          390
                                                  $17,111      $10,283           $0           $0          $0      $27,394
003304  1    10 LIBRARY SCIENCE                        0            0            0            0           0            0
                                                      $0           $0           $0           $0          $0           $0
003304  1    11 VETERINARY SCIENCE                     0            0            0            0           0            0
                                                      $0           $0           $0           $0          $0           $0
003304  1    12 VOCATIONAL TRAINING                    0            0            0            0           0            0
                                                      $0           $0           $0           $0          $0           $0
003304  1    13 PHYSICAL TRAINING                    911            0            0            0           0          911
                                                 $170,213           $0           $0           $0          $0     $170,213
003304  1    14 HEALTH SERVICES                      837          876          697            0           0        2,410
                                                  $56,543      $95,394     $257,928           $0          $0     $409,865
003304  1    15 PHARMACY                               0            0            0            0           0            0
                                                      $0           $0           $0           $0          $0           $0
003304  1    16 BUSINESS ADMINISTRATION           1,731        4,327          330            0           0        6,388
                                                 $162,984     $594,691      $93,133           $0          $0     $850,808
003304  1    17 OPTOMETRY                              0            0            0            0           0            0
                                                      $0           $0           $0           $0          $0           $0
003304  1    18 TEACHER ED-PRACTICE TEACHING         0          804            0            0           0          804
                                                      $0       $83,123           $0           $0          $0      $83,123
003304  1    19 TECHNOLOGY                         1,788           48           30            0           0        1,866
                                                 $108,974       $3,048       $2,959           $0          $0     $114,981
003304  1    20 NURSING                            1,372          649          224            0           0        2,245
                                                 $262,154     $148,361     $214,811           $0          $0     $625,326
003304  1    23 TOTALS                            44,139       17,717        3,161            0           0       65,017
                                               $3,667,508   $2,367,928   $1,026,786           $0          $0   $7,062,222
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4.26

Univ.ClassReport(CBM004)

Note: Developmental (Fund 21) added into Liberal Arts (Fund 01)

| 003304 | 1 | 21 DEVELOPMENTAL EDUCATION | 1,812 | 0 | 0 | 0 | 0 | 1,812 |
| | | | $126,393 | $0 | $0 | $0 | $0 | $126,393 |

Univ.ClassReport(CBM004)

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Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                         Page 1
                                 UNIV-CBM004 FACULTY TEACHING MORE THAN 25 CLASSES
FALL   2010                           LONE STAR UNIVERSITY 003304              RunDate: 10/15/2010 Time: 13:47:18


            FICE      SUBJECT    COURSE     SECTION    TYPE  INSTRUCTOR    SCH   ENROLL   SEM YEAR
            CODE      PREFIX     NUMBER     NUMBER            CODE
             THERE ARE NO FACULTY TEACHING MORE THAN 15 CLASSES
```

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Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                         Page 1
                                   CLASSES TAUGHT BY NON-REPORTED FACULTY
FALL   2010                           LONE STAR UNIVERSITY 003304              RunDate: 10/15/2010 Time: 13:47:18

FICE                     SUBJECT                                    COURSE                  SECTION   TYPE   CITY
CODE                     PREFIX                                     NUMBER                  NUMBER
THERE ARE NO 4-8 MISMATCHES FOR : LONE STAR UNIVERSITY
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Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                         Page 1
                                 CBM004 Records Not Found on The Course Inventory
FALL   2010                           LONE STAR UNIVERSITY 003304              RunDate: 10/15/2010 Time: 13:47:18

    Subject     Cource     Section    Enrollment
    Prefix      Number     Number      Values        UGL   UGU   Mast  Doc  Spec  EX UG  Ex Dev
         THERE ARE NO ITEMS FOR THIS REPORT
```

4.28

Univ.ClassReport(CBM004)

OFF CAMPUS SEMESTER CREDIT HOUR REPORT

FALL   2010   LONE STAR UNIVERSITY 003304   RunDate: 10/15/2010 Time: 13:47:18

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	TOTAL HOURS
2310010001 Speech and Rhetorical Studies	45		45			
2701010001 Mathematics, General	90		90			
4201010001 Psychology, General	168		168			
4206010001 Counseling Psychology				60		
4207010001 Developmental and Child Psycho	81		81			
4210010001 Personality Psychology	6	78	84			
4216010001 Social Psychology				63		
4219010001 Psychometrics and Quantitative				18		
4407010001 Social Work	30		30			
4510020001 American Government and Politi	156		156			
TOTAL LIBERAL ARTS	576	78	654	141		795
2607070002 Animal Physiology	15	51	66			66
TOTAL SCIENCE	15	51	66		9	66
0907010003 Radio and Television		81	81		3	81
5009010003 Music, General	81		81		6	81
5009020003 Music History, Literature, and	114		114			114
TOTAL FINE ARTS	195	81	276			276
1301010004 Education, General				213		213
1303010004 Curriculum and Instruction				117		117
1304040004 Educational, Instructional, an				51		51
1304080004 Elementary and Middle School A				87		87
1310010004 Special Education and Teaching				156		156
1311010004 Counselor Education/School Cou				108		108
1311020004 College Student Counseling and				30		30
TOTAL TEACHER EDUCATION				762		762
4407010009 Social Work	30		30			30
TOTAL SOCIAL SERVICE	30		30			30
5215010016 Real Estate	33	177	210		12	210
5217010016 Insurance		99	99			99
TOTAL BUSINESS ADMINISTRATION	33	276	309		15	309
1312050018 Secondary Education and Teachi		66	66			66
1399990118 Student Teaching, General		6	6			6
TOTAL TEACHER ED-PRACTICE TEACHING		72	72			72
1103010019 Data Processing and Data Proce	84		84	30		

4.29

TOTAL TECHNOLOGY	84		84	30	114	
5116010020 Nursing - Registered Nurse Tra	18		18	57	75	
5116010020 Nursing Administration (MSN, M				5	5	
TOTAL NURSING	18		18	62	80	
SUBTOTAL STATE FUNDED	951	558	1,509	995	2,504	90
GRAND TOTAL ALL CURRICULUM AREAS	951	558	1,509	995	2,504	90

Univ.ClassReport(CBM004)

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
0901010001 Communication Studies/Speech C	51	239	290	51	0	0	341	2
0901020001 Mass Communication/ Media Stud	3	93	96	0	0	0	96	0
0904010001 Journalism	177	111	288	0	0	0	288	3
0909020001 Public Relations/Image Managem	0	78	78	0	0	0	78	3
1601020001 Linguistics	0	78	78	0	0	0	78	0
1604020001 Russian Language and Literatur	39	0	39	0	0	0	39	3
1605010001 German Language and Literature	120	18	138	0	0	0	138	0
1609010001 French Language and Literature	108	12	120	0	0	0	120	0
1609050001 Spanish Language and Literatur	831	135	966	0	0	0	966	36
2311010001 Technical and Business Writing	3	189	192	0	0	0	192	3
2401010001 Liberal Arts and Sciences/Libe	172	0	172	0	0	0	172	0
2701010001 Mathematics, General	2,043	60	2,103	0	0	0	2,103	186
2703010001 Applied Mathematics	1,059	0	1,059	0	0	0	1,059	117
3020010001 International Studies	3	60	63	12	0	0	75	12
3099990101 Interdisciplinary Studies, Gen	0	15	15	0	0	0	15	0
3801010001 Philosophy	363	108	471	0	0	0	471	12
4201010001 Psychology, General	2,053	447	2,500	84	0	0	2,584	75
4202010001 Clinical Psychology	39	198	237	24	0	0	261	6
4203010001 Cognitive Psychology and Psych	0	0	0	12	0	0	12	0
4204010001 Community Psychology	0	12	12	0	0	0	12	6
4206010001 Counseling Psychology	0	0	0	189	0	0	189	0
4207010001 Developmental and Child Psycho	417	0	417	0	0	0	417	12
4208010001 Experimental Psychology	0	63	63	0	0	0	63	3
4210010001 Personality Psychology	6	78	84	0	0	0	84	3
4211010001 Physiological Psychology/Psych	6	159	165	0	0	0	165	0
4301030001 Criminal Justice/Law Enforceme	6	45	51	0	0	0	51	6
4301040001 Criminal Justice/Safety Studie	438	180	618	0	0	0	618	33
4301070001 Criminal Justice/Police Scienc	150	102	252	0	0	0	252	6
4404010001 Public Administration	0	0	0	39	0	0	39	0
4407010001 Social Work	75	0	75	0	0	0	75	3
4506010001 Economics, General	660	75	735	0	0	0	735	42
4507010001 Geography	105	129	234	0	0	0	234	3
4509010001 International Relations and Af	0	42	42	0	0	0	42	0
4510010001 Political Science and Governme	15	51	66	3	0	0	69	3
4510011001 Comparative Politics	12	87	99	0	0	0	99	0
4510011501 Political Theory	15	42	57	0	0	0	57	0
4510020001 American Government and Politi	2,703	51	2,754	0	0	0	2,754	99
4511010001 Sociology	636	410	1,046	0	0	0	1,046	55
5401010001 History, General	273	168	441	9	0	0	450	27
5401020001 American History United States	3,405	156	3,561	36	0	0	3,597	117
5401030001 European History	6	75	81	0	0	0	81	0
TOTAL LIBERAL ARTS	21,968	4,741	26,709	669	0	0	27,378	1,158

4.31

Code	Description							
1101010002	Computer and Information Scien	216	48	264	0	0	0	264	3
1313110002	Mathematics Teacher Education	0	96	96	0	0	0	96	3
1313160002	Science Teacher Education/Gene	0	99	99	0	0	0	99	3
1410010002	Electrical, Electronics and Co	0	96	96	0	0	0	96	4
2601010002	Biology/Biological Sciences, G	417	40	457	37	0	0	494	24
2602020002	Biochemistry	0	63	63	0	0	0	63	3
2602040002	Molecular Biology	0	24	24	8	0	0	32	0
2603010002	Botany/Plant Biology	163	57	220	0	0	0	220	7
2604010002	Cell/Cellular Biology and Hist	0	16	16	16	0	0	32	0
2604030002	Anatomy	360	0	360	0	0	0	360	48
2605020002	Microbiology, General	188	84	272	0	0	0	272	8
2607010002	Zoology/Animal Biology	444	28	472	8	0	0	480	16
2607070002	Animal Physiology	611	51	662	0	0	0	662	113
2608040002	Animal Genetics	51	196	247	0	0	0	247	7
2701011002	Mathematics (Upper Level)	0	6	6	0	0	0	6	0
2701011402	Pure Mathematics (Upper Level)	15	150	165	0	0	0	165	3
2703011002	Applied Mathematics (Upper Lev	21	57	78	0	0	0	78	6
2705011002	Mathematical Statistics (Upper	126	126	252	0	0	0	252	6
3105010002	Health and Physical Education,	282	0	282	0	0	0	282	9
3105011002	Fitness and Sports	84	195	279	21	0	0	300	9
4001010002	Physical Sciences	768	0	768	0	0	0	768	6
4002010002	Astronomy	1,103	0	1,103	0	0	0	1,103	37
4005010002	Chemistry, General	706	31	737	0	0	0	737	15
4005020002	Analytical Chemistry	5	70	75	0	0	0	75	0
4005040002	Organic Chemistry	219	159	378	0	0	0	378	6
4005060002	Physical and Theoretical Chemi	0	15	15	0	0	0	15	0
4006010002	Geology/Earth Science, General	492	4	496	0	0	0	496	8
4006050002	Hydrology and Water Resources	27	42	69	0	0	0	69	0
4008010002	Physics, General	455	220	675	0	0	0	675	11
4008060002	Nuclear Physics	0	44	44	0	0	0	44	0
5109130002	Athletic Training/Trainer	185	234	419	0	0	0	419	3
TOTAL	SCIENCE	8,257	2,441	10,698	123	0	0	10,821	376
0907010003	Radio and Television	201	81	282	0	0	0	282	9
5001010003	Visual and Performing Arts, Ge	69	0	69	0	0	0	69	0
5004010003	Design and Visual Communicatio	114	0	114	0	0	0	114	3
5004090003	Graphic Design	54	0	54	0	0	0	54	0
5005010003	Drama and Dramatics/Theatre Ar	277	2	279	0	0	0	279	0
5005020003	Technical Theatre/Theatre Desi	87	0	87	0	0	0	87	0
5005050003	Theatre Literature, History an	39	21	60	0	0	0	60	0
5006050003	Photography	156	0	156	0	0	0	156	3
5007010003	Art/Art Studies, General	1,005	18	1,023	0	0	0	1,023	15
5007020003	Fine/Studio Arts, General	0	42	42	0	0	0	42	0
5007030003	Art History, Criticism and Con	156	36	192	0	0	0	192	6
5007050003	Drawing	132	48	180	0	0	0	180	3
5007080003	Painting	27	72	99	0	0	0	99	3
5007090003	Sculpture	18	36	54	0	0	0	54	0
5007100003	Printmaking	3	60	63	0	0	0	63	0

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5007110003 Ceramic Arts and Ceramics           9      45      54       0       0       0      54       3
5009010003 Music, General                     426       3     429       0       0       0     429      12
5009020003 Music History, Literature, and     145      18     163       0       0       0     163       2
5009030003 Music Performance, General          87       0      87       0       0       0      87       3
5009030103 Music, Brass Performance            16       8      24       0       0       0      24       0
5009030203 Music, Woodwind Performance         26       2      28       0       0       0      28       4
5009030303 Music, Percussion Performance       21       4      25       0       0       0      25       0
5009040003 Music Theory and Composition       191      14     205       0       0       0     205       8
5009070003 Piano and Organ                     77       0      77       0       0       0      77       3
5009080003 Voice and Opera                     64       2      66       0       0       0      66       1
5009081003 Music - Voice Performance            6       0       6       0       0       0       6       0
5009100003 Jazz/Jazz Studies                   13      20      33       0       0       0      33       4
     TOTAL  FINE ARTS                       3,497     592   4,089       0       0       0   4,089      82


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5116010020 Nursing - Registered Nurse Tra   1,372     595   1,967      87       0       0   2,054     183
5116020020 Nursing Administration (MSN, M       0      54      54     137       0       0     191       6
     TOTAL  NURSING                        1,372     649   2,021     224       0       0   2,245     189


3201040121 Precollegiate Mathematics Skil   1,224       0   1,224       0       0       0   1,224       0
3201080221 Precollegiate Writing Skills       588       0     588       0       0       0     588       0
     TOTAL  DEVELOPMENTAL EDUCATION        1,812       0   1,812       0       0       0   1,812       0


SUBTOTAL                    STATE FUNDED           44,139  17,717  61,856   3,161       0       0  65,017

2801010099 Air Force JROTC/ROTC               112          47     159       0       0       0     159         0
     TOTAL  NOT STATE FUNDED                  112          47     159       0       0       0     159         0

   GRAND TOTAL ALL CURRICULUM AREAS       44,251  17,764  62,015   3,161       0       0  65,176   2,395


Total Rejected Records                    0
Total Records on DataBase             1,322
Total Non Error Records               1,322
Total Error Records                       0
Total Questionable Records                5
Total Rejected Records                    0
            - CBM001/CBM004 Semester  Credit Hours
                      Total CBM001 Semester Credit Hours: 67,568
                      Total CBM004 Semester Credit Hours: 67,565
            - CBM001/CBM004 SCH
                      Total CBM001 Undergrad Credit Hours: 55,886
                      Total CBM004 Undergrad Credit Hours: 55,884


Items In Error Are Indicated By (*), Questionable By (-)
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4.33

Univ.ClassReport(CBM004)

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Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                        Edit Of SR-CBM004 Data From
FALL   2010                              LONE STAR UNIVERSITY 003304                  RunDate: 10/15/2010 Time: 13:47:18
                                             Questionables ONLY

                                                    ******* 13 ******  1                      2 2 2
    3        4       5   6  7   8   8A   9  9B  10        11     12  A    B    C    D    E    4   15   16  17  18  19 0 1 2 22      Remarks

COMM    4391   23307 5 0300 0           1 00000 111111111 100 000  000  000  000  000 1 2010 001 000 000 000 1 0    030           Q
                                                       TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
GOVT    4391   23401 5 0300 0           1 00000 222222222 100 000  000  000  000  000 1 2010 001 000 000 000 1 0    030           Q
                                                       TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
MUS     3222   21201 6 0200 0           2 00000 333333333 100 000  000  000  000  000 1 2010 001 000 000 000 1 0    020           Q
                                                       TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
MUS     3225   21206 6 0200 0           2 00000 444444444 100 000  000  000  000  000 1 2010 002 000 000 000 1 0    020           Q
                                                       TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
PT      7473   23355 3 0400 0           4 00000 555555555 100 000  000  000  000  000 1 2010 001 000 000 000 1 0    040           Q
                                                       TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892


Items In Error Are Indicated By (*), Questionable By (-)
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4.34

BUILDING AND ROOM REPORT
CBM005

       The purpose of the Building and Room Report (CBM005) is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Building and Room Inventory Reports. In the introductory section of the Facilities Building Inventory Report (CBM014), it states that a building inventory should "... include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

NOTE:
1. Only the classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.

2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

INSTRUCTIONS FOR BUILDING AND ROOM REPORT

Item #1   RecordCode. Always enter '5'.

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

CLASSIDENTIFICATION

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

Item #3   SubjectPrefix. Enter the subject abbreviation of this course.

Item #4   CourseNumber. Enter the course number.

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

Item #6   Unused

Item #7   Building. Enter the building number (as reported on the CoordinatingBoard FacilitiesInventory) in which this section meets.

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

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

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

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

          EXAMPLES:
          Monday, Wednesday, Friday class would be coded 135
          A class that meets on Thursday only would be coded 4
          A class meeting Monday through Friday would be coded 12345

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

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

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

Item #12   ReportingPeriod. Always enter '1'.

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

Item #14   ClassificationofRoomType. The room type will be reported by the classifications
               listed on the CoordinatingBoardFacilitiesInventory. RoomTypecodesmust match
               thoselistedontheinventory. Examples of a few of the room type codes are listed
               below:

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

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

               15A   Lower Division Enrollment Not Affected by State Limits
               15B   Upper Division Enrollment Not Affected by State Limits
               15C   Master's Level
               15D   Doctor's Level-Research/Scholarship
               15E   Doctor's Level-Professional Practice

Item #16   EnrollmentofStudentsWhoExceedStateFundingLimits. Enter the number of students
               enrolled in this section whose undergraduate semester credit hours attempted
               exceed the state funding limit (degree program plus 45 SCH). Include the number
               of students who have attempted the same course for three or more times and are
               not eligible to be claimed for state funding. Also include the number of students who
               are solely registered for physical education or related courses and not allowed to be
               reported for state funding. Do not include these students in Item #15B or #19.
               Guidelines about the undergraduate SCH limit and funding limitations for repeated
               courses can be found in the introductory section of the CBM004.

Item #17   EnrollmentofStudentsWhoseDevelopmentalSCHExceedStateFundingLimit.
               Enter the number of students enrolled in this section whose developmental
               semester credit hours attempted at your institution exceed the state funding limit
               (18 SCH). Do not include these students in Item #15A or #18.

Item #18   LowerLevelEnrollmentAffectedbyUndergraduateStateFundingLimit. Enter the
               number of freshman and sophomore students who are affected by the
               undergraduate funding limit. Exclude students whose developmental semester
               credit hours exceeds the state funding limit but include them in Item #17. Enter the
               number of freshmen and sophomore students who are NOT affected by the
               undergraduate limit in Item #15A.

<u>Univ.BuildingandRoomReport(CBM005)</u>

Item #19 <u>UpperLevelEnrollmentAffectedbyUndergraduateStateFundingLimit.</u> Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #15B.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '5'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	7
Item #6	Unused	29	1
Item #7	Building	30	6
Item #8	Room	36	16
Item #9	Days of Week - Numeric; left justify, space-fill	52	7
Item #10	Start Time - Numeric; 24-hour clock	59	4
Item #11	Duration - Minutes - Numeric	63	3
Item #12	Semester - Always '1'	66	1
Item #13	Year - YYYY - Numeric	67	4
Item #14	Classification of Room Type - Numeric	71	3
Item #15	Enrollment (A-E) – Not Affected by State Limits - Leading zeros and zero fill (mutually exclusive of other enrollment items)	74	15
Item #16	Enrollment - Students Who Exceed State Funding Limits, leading zeros (mutually exclusive of other enrollment items)	89	3
Item #17	Enrollment - Students whose developmental SCH Exceed state Funding Limit, leading zeros (mutually exclusive of other enrollment items)	92	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	95	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	98	3

Univ.BuildingandRoomReport(CBM005)

QUESTIONABLE AND ERROR VALUES

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

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

Univ.BuildingandRoomReport(CBM005)

ITEM NUMBER		QUESTIONABLEVALUE	ERRORVALUE
15.	Enrollment	Sum of all levels, including Items #18 and #19, greater than 200 or less than 001	Any non-numerical value
16.	Enrollment-Excess	Sum greater than 40	Any non-numerical value
17.	Enrollment-DE Excess	Sum greater than 40	Any non-numerical value
18.	Enrollment-UGL Affected	See Item #15	Any non-numerical value
19.	Enrollment-UGU Affected	See Item #15	Any non-numerical value

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

Univ.BuildingandRoomReport(CBM005)

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Edit00v00       TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
SR-CBM005 EDIT SUMMARY FROM        RunDate: 11/15/2010 Time: 10:46:05
LONE STAR UNIVERSITY                    003304     FALL      2010

                                    NORMAL QUESTIONABLE    ERROR
                                     RANGE      VALUES    VALUES
ITEM  1  RecordCode                  1,288          0         0
ITEM  2  Inst. Code                  1,288          0         0
ITEM  3  Subject Prefix              1,288          0         0
ITEM  4  Subject Number              1,288          0         0
ITEM  5  Section Number              1,288          0         0
ITEM  7  Building                    1,281          0         7
ITEM  8  Room                        1,281          0         7
ITEM  9  Days=Of-Week                1,288          0         0
ITEM 10  Start Time                  1,272         16         0
ITEM 11  Duration                    1,258         30         0
ITEM 12  Semester                    1,288          0         0
ITEM 13  Year                        1,288          0         0
ITEM 14  Room Type                   1,282          0         6
ITEM 15A Enrollment UGL              1,260         28         0
ITEM 15B Enrollment UGU              1,260         28         0
ITEM 15C Enrollment Mast             1,260         28         0
ITEM 15D Enrollment Doc-Res/Scholar  1,260         28         0
ITEM 15E Enrollment Doc-Prof Pract   1,260         28         0
ITEM 16  Enrollment UG Exceed Limit  1,260         28         0
ITEM 17  Enrollment DE  Exceed Limit 1,260         28         0
ITEM 18  Enrollment UGL Affected By Limit  1,260   28         0
ITEM 19  Enrollment UGU Affected By Limit  1,260   28         0


TOTAL Report Records                 1,288
CONTROL TOTAL                        1,288     DISCREPANCY        0
Total Recs on Db                     1,288
Number Of Non-Unique/Duplicated Id's     0
Number Of Duplicate Records              0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error       0
Total Error Recs on Db                   7
Total Questionable Recs on Db           58
Total Non Error Records on Db        1,281
Total Rejected Records                   0
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5.8

Univ.BuildingandRoomReport(CBM005)

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          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Edit Of SR-CBM005 Data From           RunDate: 11/15/2010 Time: 10:46:05
LONR STAR UNIVERSITY                        003304      FALL   2010

Number Of Rooms In Which Classes Are Taught By Room Type, By Building

     0103
       110  Classroom                                9
       210  Class Laboratory                        12
       220  Special Class Laboratory                 1
       000  Other                                    1
                 Total                              23
     0107
       110  Classroom                               27
       210  Class Laboratory                         1
       000  Other                                    1
                 Total                              29
     0108
       110  Classroom                                2
                 Total                               2
     0109
       110  Classroom                                2
       210  Class Laboratory                         1
       220  Special Class Laboratory                 1
       000  Other                                    2
                 Total                               6
     0110
       110  Classroom                                4
       210  Class Laboratory                         2
       220  Special Class Laboratory                 3
       000  Other                                    1
                 Total                              10
     0112
       110  Classroom                                8
       210  Class Laboratory                        10
                 Total                              18
     0113
       110  Classroom                                9
       210  Class Laboratory                         3
       350  Conference Room                          1
                 Total                              13
     0114
       110  Classroom                                6
       210  Class Laboratory                         4
       220  Special Class Laboratory                 4
       610  Assembly (Auditorium, Etc.)              1
                 Total                              15
     0115
       110  Classroom                               10
       210  Class Laboratory                         1
       000  Other                                    1
                 Total                              12
     0117
       220  Special Class Laboratory                 1
                 Total                               1
     0118
       110  Classroom                                3
       680  Meeting Room                             1
                 Total                               4
     0120
       110  Classroom                                1
       210  Class Laboratory                         4
       220  Special Class Laboratory                 2
                 Total                               7
     0121
       110  Classroom                                1
                 Total                               1
    ***Note:  Totals are net errors.
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5.9

Univ. Building and Room Report (CBM005)

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             TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 2
Edit Of SR-CBM005 Data From          RunDate: 11/15/2010 Time: 10:46:05
LONE STAR UNIVERSITY                        003304      FALL   2010


    Campus Totals
       110  Classroom                                82
       210  Class Laboratory                         38
       220  Special Class Laboratory                 12
       310  Office                                    0
       350  Conference Room                           1
       610  Assembly (Auditorium, Etc.)               1
       680  Meeting Room                              1
       000  Other                                     6
                    Total                           141

    Number Of Classes Meeting On:
         Monday-Wednesday-Friday                    294
         Tuesday-Thursday                           396
         Monday-Wednesday                           152
         Monday Only                                103
         Tuesday Only                               108
         Wednesday Only                              86
         Thursday Only                               90
         Friday Only                                 42
         Saturday Only                                3
         Sunday Only                                  0
         Other Only                                   7
                    Total                         1,281

    Number Of Classes With Starting Times:
         Before  8:00 AM                             24
          8:00 AM -  8:59 AM                        121
          9:00 AM -  9:59 AM                        185
         10:00 AM - 10:59 AM                         91
         11:00 AM - 11:59 AM                        178
            Noon  -  1:59 PM                        290
          2:00 PM -  3:59 PM                        249
          4:00 PM -  5:59 PM                         52
          6:00 PM And After                          91
                    Total                         1,281

    Number Of Classes of Duration:
         0-1 Hour     (000-060  Minutes)            516
         1-2 Hours    (061-120  Minutes)            552
         2-3 Hours    (121-180  Minutes)            169
         3-4 Hours    (181-240  Minutes)             14
         4-5 Hours    (241-300  Minutes)              1
         5-6 Hours    (301-360  Minutes)             20
         Over 6 Hours  (Over 360 Minutes)            9
                    Total                         1,281

    Number Of Classes Taught in Room Type:
       110  Classroom                               923
       210  Class Laboratory                        290
       220  Special Class Laboratory                 42
       310  Office                                    0
       350  Conference Room                           7
       610  Assembly (Auditorium, Etc.)               8
       680  Meeting Room                              2
       000  Other                                     9
                    Total                         1,281
    ***Note:  Totals are net errors.
```

5.10

Univ. Building and Room Report (CBM005)

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 3
Edit Of SR-CBM005 Data From              RunDate: 11/15/2010 Time: 10:46:05
LONE STAR UNIVERSITY                          003304        FALL   2010

                       Classroom Utilization Report

                                                    Total
         Room                       Non-OverlappingInstructional
         Type          Utilization     Duration      Rooms
         110             29.08       2,384.60        82.00
         210             28.52         828.60        29.05
         220              2.93         102.70        35.00
      ***Note:  Totals are net errors.
```

5.11

Univ.BuildingandRoomReport(CBM005)

```
Items      Item   Item   Item  Item   Item   Item  Item    Items      **** Item 15 ****         Items
1    2      3      4      5     7      8      9      10   11 12  13  14   A   B   C   D   E   16  17  18  19    Remarks

5 003304 ART    3331     11108 0117 00229    5          1200 330 1 2010 220 000 001 000 000 000 000 000 004 003       Q
                                                                    ---
                                                 Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 ART    3332     11110 0117 00229    5          1200 330 1 2010 220 000 000 000 000 000 000 000 000 003       Q
                                                                    ---
                                                 Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 ART    3333     11112 0117 00229    5          1200 330 1 2010 220 000 000 000 000 000 000 000 000 002       Q
                                                                    ---
                                                 Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 BIO    5423     11222 0103 00123    24         0930 075 1 2010 110 000 000 000 000 000 000 000 000 000       Q
                                                                    --- --- --- --- --- --- --- --- ---
                                                       TotalEnrollment , Is Zero Questionable! REF0631
5 003304 BIO    5423     11223 0120 00107    1          1400 170 1 2010 210 000 000 000 000 000 000 000 000 000       Q
                                                                    --- --- --- --- --- --- --- --- ---
                                                       TotalEnrollment , Is Zero Questionable! REF0631
5 003304 BIO    5443     12918 0103 00123    135        1200 050 1 2010 110 000 000 000 000 000 000 000 000 000       Q
                                                                    --- --- --- --- --- --- --- --- ---
                                                       TotalEnrollment , Is Zero Questionable! REF0631

. . . . . . .

5 003304 RNSG   2261     11377 0114 00238    4          1230 360 1 2010 110 001 003 001 000 000 000 000 000 003       Q
                                                                    ---
                                                 Duration(Item11) is Greater than 240 Questionable. REF0616
5 003304 RNSG   2261     11378 0114 00238    4          1230 360 1 2010 110 003 002 000 000 000 000 000 001 004       Q
                                                                    ---
                                                 Duration(Item11) is Greater than 240 Questionable. REF0616
```

```
Total Rejected Records                      0
Total Records on DataBase               1,288
Total Non Error Records                 1,281
Total Error Records                         7
Total Questionable Records                 58
Total Rejected Records                      0
```

Items In Error Are Indicated By (*), Questionable By (-)

5.12

FACULTY REPORT
CBM008

The CBM008 Faculty Report is an end of semester report. The purpose of the CBM008 report is to collect data on the academic duties and services of each person who has any type of faculty appointment, regardless of their source of funds or their assignment. Include research faculty, librarians, administrators, if they have faculty titles, and faculty who may be on paid leave. Instructional faculty on sabbatical leave should be reported with '000' percent time but at their regular salaries, even if they may be receiving a reduced amount.

All faculty on the CBM00S, including teaching assistants, must be included on the CBM008. Personnel associated only with classes in non-funded curriculum areas, other than military science, should be excluded. This report will reflect conditions as of the end of the fall, spring, and summer semesters.

All data reported for Items #1-#23, with the exception of Item #17, should be the same for each faculty member. Item #17 will differ if the faculty member in the class reported in Items #24-#29 is flexible entry.

FacultyCourseInformation

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

- If a faculty member does not have any percentage of time allotted to instruction (Item #13A), then course information (Items #24, #25, #26, and #28) should be left blank; zero fill Items #27 and #29.

- If a faculty member does have a percentage allotted to instruction, then a record must be reported for each course the faculty taught.

Item #29, Responsibility Factor, is used to apportion the teaching load for courses 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.

ClassesOrganizedAftertheOfficialCensusDate(FlexibleEntry)

Because the CBM008 is an end of semester report, any class organized after the official census date will be included in the data submitted in the semester the course actually ends. For example (1) a class organized after the 12th class day of the fall semester will be reported in the fall if the course ends by the end of the fall term; (2) a class organized any time during the fall semester that ends after the fall term end date will be reported in the spring semester; etc.

On the CBM008, a faculty record for a flex entry class that begins and ends during the semester will be reported with a '1' in Item #17. A faculty record for a class that spans semesters will be reported with a '6' in Item #17.

A reference table showing flex entry instructions for the CBM008 and other applicable reports is available in the *Appendix*.

Univ.FacultyReport(CBM008)

UseofFacultyDataReported

The following measures reported in the Accountability System use data from the faculty report:

Fall term
1. Percent of contact hours taught by full-time faculty
2. FTE student/FTE faculty ratio
3. Percent of faculty with advanced degrees
4. Number of faculty full-time and part-time by ethnicity and gender
5. Percent of course sections taught by full-time faculty

Fiscal year
1. Appropriations: Appropriated funds per FTE faculty

INSTRUCTIONS FOR FACULTY REPORT

Item #1   RecordCode. Always enter '8'.

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

Item #3   FacultyIdentificationNumber. Enter the social security number of the faculty
              member.

Item #4   LastName. Enter the faculty member's last name.

Item #5   FirstNameInitial. Enter the initial of the faculty member's first name.

Item #6   MiddleNameInitial. Enter the initial of the faculty member's middle name.

Item #7   Rank. Enter the code indicating the highest academic rank of the faculty member.

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

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

              0   Non-tenured faculty
              1   Tenured faculty
              2   On tenure-track faculty

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

               M = Male   F = Female

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

Item #11   Unused.

Item #12   DateofBirth. 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   PercentofTime. Enter the faculty member's percent of time in relation to a full or normal workload at the institution for each appointment (Items #13A-E) during the reporting period. For a faculty member who teaches in the summer, consider that a 100 percent summer workload is equivalent to a 100 percent workload in a fall or spring term. A faculty member teaching one class in the summer would be considered to have a 25% assignment if four classes are considered a full or normal workload. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.).

For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent. A teaching assignment that is considered an overload has a zero percent value. Thus, only the salary of an overload is reported, not the Percent of Time. Enter leading zeros for any percent less than 100 and all zeros for the percent of any appointment that does not apply.

NOTE: Appointments are associated with a specific Item #13A-E so the appointment code will not be entered, only the percent of time.

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

Item #13A   Appointment01Percent. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction included in Item #7 of the CBM00S and are not affected by delivery mode. Report only the 01 assignment percent that associated with non-flex-entry classes. If this is a flex-entry assignment, report the appropriate percentage in the Flex-Entry Appointment, Item #15.

Item #13B   Appointment02Percent. Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc. Any other professional assignments which an institution considers to be directly related to the teaching function.

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

Item #13C   Appointment11Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings such as colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13B.

Item #13D   Appointment12Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.

Item #13E   Appointment13Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.

Item #14   Salary. Salary of the faculty member based on the source of funds as identified in Items #14A through #14Z. Each amount must be entered in whole dollars, right justified, with leading zeros. Exclude from Item #14A through #14X any salary associated with an overload to the teaching function or any salary for flex-entry classes. Enter the overload total salary in Item #14Z. The total salary for the flex-entry classes will be reported in Item #16 during the reporting period in which the classes end, and are reported on the CBM0E1 and CBM00S.

Item #14A   StateAppropriations. All funds from state appropriations, including special items, whether funded by general revenue or other educational and general income.

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

Item #14R   Restricted. Funds available for current purposes, the use of which has been restricted by outside agencies or persons.

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

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

NOTE: For the purposes of this report, salaries are to be computed as follows:

Salary *contracted* for fall semester only – fall salary

Salary *contracted* for spring semester only – spring salary
Salary *contracted* for summer semester only – summer salary
Salary *contracted* for nine months session – nine-month salary x .5 for either the fall or spring semester
Salary *contracted* for 12 months – twelve-month salary x .375 for either the fall or spring semester and .25 for the summer semester

THECBSalaryComputations:

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

Item #15   Flex-EntryAppointmentPercent.   Enter the percent of time for the 01 appointment of the flex-entry class reported on the CBM00S . Enter leading zeros for a percent less than 100. If there is not a flex-entry span or the flex-entry assignment is an overload, enter zeros.

Item #16   Flex-EntrySalary.   Enter the total salary/compensation that applies to the flex-entry class, disregarding the source of funds. If there is not a flex-entry span, enter zeros.

Item #17   Flex-Entry.   Enter a '1' for the faculty record that contains the flex course so that the corresponding class record in the CBM00S will have a faculty match. If the course is not a flex entry, enter a '0'. Enter a '6' for the faculty course record that spans from the previous semester and is being reported with the same FE code in the CBM00S. This record must be a separate record.

Item #18   Compliance.   Enter a '1' if the faculty member is in compliance with the institution's regulations on faculty workload; enter a '2' if not in compliance.

Item #19   NewHire.   If the faculty member is full-time and is a "new hire" for the reporting semester, enter a '3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter '0' if the person is not newly hired.

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

                1 Fall   2 Spring   3 Summer

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

Item #22   EthnicOrigin. Enter the code indicating whether the faculty member is of Hispanic or Latino origin or not.

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

Item #23   Race. Select one or more codes indicating the race of the faculty member.
Item #23A   1   White
Item #23B   2   Black or African-American
Item #23C   4   Asian
Item #23D   5   American Indian or Alaskan Native
Item #23E   6   International
Item #23F   7   Unknown or Not Reported
Item #23G   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, 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 faculty member has not selected a racial designation.

CLASSIDENTIFICATION

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 CBM00S.

Item #24   SubjectPrefix. Enter the subject abbreviation of this course.

Item #25   CourseNumber. Enter the course number.

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

            NOTE: All classes must be assigned a section number.

Item #27   TeachingLoadCredit. 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   CompositeClasses. 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   ResponsibilityFactor(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.

REPORTING EXAMPLES

1. Mary A. Jones, an associate professor in the Department of English, is teaching full-time in this department for the fall semester, and is teaching 2 courses. Below are the 2 records for this instructor with the affected item #s only:

Item #3	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	2
Item #8	1
Item #9	F
Item #10	0990
Item #13A, B, C, D, E	100, 000, 000, 000, 000
Item #20	1
Item #21	2011
Item #24	ENG
Item #25	101
Item #26	001
Item #27	030
Item #29	100

Item #3	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	2
Item #8	1
Item #9	F
Item #10	0990
Item #13A, B, C, D, E	100, 000, 000, 000, 000
Item #20	1
Item #21	2011
Item #24	ENG
Item #25	102
Item #26	002
Item #27	030
Item #29	100

<u>Univ.FacultyReport(CBM008)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning <u>Position</u>	<u>Length</u>
Item #1	Record Code - Always '8' – Numeric	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Faculty Identification Number – Numeric	8	9
Item #4	Last Name – Alpha; no special characters	17	10
Item #5	First Name Initial – Alpha	27	1
Item #6	Middle Name Initial – Alpha or blank	28	1
Item #7	Rank – Numeric	29	1
Item #8	Tenure - '0', '1', or '2' – Numeric	30	1
Item #9	Gender - 'M' or 'F' – Alpha	31	1
Item #10	Administrative Unit Code – Numeric	32	4
Item #11	Unused	36	1
Item #12	Date of Birth - YYYYMM – Numeric	37	6
Item #13	Percent of Time Assigned:		
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 02 % - Numeric, zero fill	46	3
Item #13C	Appointment 11 % - Numeric, zero fill	49	3
Item #13D	Appointment 12 % - Numeric, zero fill	52	3
Item #13E	Appointment 13 % - Numeric, zero fill	55	3
Item #14	Salary fields - Right justified, no decimals:		
Item #14A	State Appropriations – Numeric, zero fill	58	6
Item #14D	Designated – Numeric, zero fill	64	6
Item #14R	Restricted – Numeric, zero fill	70	6
Item #14X	Auxiliary Enterprises – Numeric, zero fill	76	6
Item #14Z	Overload – Numeric, zero fill	82	6
Item #15	FE Appointment 01 % – Numeric, zero fill	88	3
Item #16	FE Salary – Numeric, zero fill	91	6
Item #17	Flex Entry – Numeric	97	1
Item #18	Compliance - '1' or '2' – Numeric	98	1
Item #19	New Hire - '3' or '0' – Numeric	99	1
Item #20	Semester - '1', '2', or '3' – Numeric	100	1
Item #21	Year - YYYY format – Numeric	101	4
Item #22	Ethnic Origin	105	1
Item #23	Race:		
Item #23A	White – '1' or blank	106	1
Item #23B	Black or African-American – '2' or blank	107	1
Item #23C	Asian – '4' or blank	108	1

		Beginning Position	Length
Item #23D	American Indian or Alaskan Native – '5' or blank	109	1
Item #23E	International – '6' or blank	110	1
Item #23F	Unknown or Not Reported – '7' or blank	111	1
Item #23G	Native Hawaiian or Other Pacific Islander – '8' or blank	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

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.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
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.	Rank	N/A	Any value other than '1' thru '6'
8.	Tenure	N/A	Any value other than '0', '1', or '2'
9.	Gender	N/A	Value other than 'M' or 'F'
10.	Administrative Unit	N/A	Must be on administrative unit list
11.	Unused	N/A	N/A
12.	Date of Birth	'000000'	Non-numerical; month less than '01' or greater than '12'; century not = '19'
13A.	Percent of 01 Time	Value of '000'	Non-numerical; value of '000' if course information Items #24 thru #26 contain values

ITEMNUMBER	QUESTIONABLEVALUE	ERRORVALUE
13B-E. Percent of Time	Value of '000'	Non-numerical; sum of time for all appointments is greater than '100' or equal to zero unless Item #17 = '1' or '6'
14A-Z. Salary	(see table below)	Non-Numerical
15. FE Appointment 01 %	'000' and Item #16 greater than zero	Non-numerical; value greater than '100'
16. FE Salary	N/A	Non-numerical
17. Flex Entry	Value of '1' or '6' when Item #15 and #16 are zeros	Value other than '0', '1', or '6'
18. Compliance	N/A	Value other than '1' or '2'
19. New Hire	N/A	Value other than '0' or '3'; when value = '3', assignment not = 100%
20. Semester	N/A	Value other than '1', '2', or '3'
21. Year	N/A	Non-numerical; must match header record
22. Ethnic Origin	N/A	Value other than '1', '2', or '3'
23A. White	N/A	Value other than '1' or space or value = '1' and '7'
23B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
23C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
23D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'

Item 14A-Z. Salary — QUESTIONABLEVALUE:

Rank	Salary Less than	Salary Greater than
1	29,000	280,000
2	29,000	200,000
3	20,000	175,000
4,5	3,200	150,000
6	3,200	45,000

Univ. Faculty Report (CBM008)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
23E. International	N/A	Value other than '6' or space or value = '6' and '7'
23F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
23G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
24. Subject Prefix	N/A	Blank if Item #13A is > 0; not on course inventory
25. Course Number	N/A	Blank if Item #13A is > 0; not on course inventory
26. Section Number	N/A	Blank if Item #13A is > 0
27. Teaching Load Credit	N/A	Any non-numerical value; sum < 1.25 times the number of CBM00S courses
28. Composite Classes	N/A	N/A
29. Responsibility Factor	N/A	Non-numerical value; numbers not totaling 100% for each section

SUMMARY OF FACULTY DATA

TOTAL FACULTY: The total faculty headcount is a summation of all CBM008 records except flex-entry only records. The headcount is categorized by gender, ethnic origin, faculty age, tenure status, and rank.

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

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

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

Mismatches:

The CBM008 will also be validated with these calculations:
- An instructor assigned to a class in the CBM008 that is not reported in the CBM00S will report an error.
- An instructor teaching greater than 25 classes will be reported as an error.
- A class reported for a student in the CBM00S that does not have an assigned instructor in the CBM008 will report an error.

FY 20XX COST STUDY CBM00S/CBM008 SALARY/SCH BY SEMESTER

This report summarizes the semester credit hours from the CBM00S and the dollars from the CBM008 allocated by level and fund for the current semester of the Fiscal Year Cost Study. The teaching faculty dollars are computed from the faculty who have an 01 and/or 02 appointment on the CBM008 and are distributed to each class section taught by a faculty member based on the TLCs reported on the CBM00S. The dollars by CIP (class section) are then allocated by fund and level using the SCH criteria. This report shows the results of the dollar allocation. This report will be provided immediately upon the CBM00S/CBM008 reports becoming error-free.

Univ.FacultyReport(CBM008)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
SR-CBM008 EDIT SUMMARY FROM          RunDate: 06/08/2011 Time: 17:45:10
STATE UNIVERSITY                         000001     SUMMER    2011

                                     NORMAL QUESTIONABLE   ERROR
                                      RANGE       VALUES  VALUES
ITEM  1  RecordCode                   2,215           0       0
ITEM  2  Inst. Code                   2,215           0       0
ITEM  3  Faculty Id                   2,215           0       0
ITEM  4  Faculty Last Name            2,215           0       0
ITEM  5  First Initial                2,215           0       0
ITEM  6  Middle Initial               2,215           0       0
ITEM  7  Rank                         1,896         143     176
ITEM  8  Tenure                       2,039           0     176
ITEM  9  Gender                       2,215           0       0
ITEM 10  Admin Unit Code / Department 2,214           0       1
ITEM 12  Date Of Birth                2,174          41       0
ITEM 13A Appointment 01 %             2,182          33       0
ITEM 13B Appointment 02 %             2,182          33       0
ITEM 13C Appointment 11 %             2,182          33       0
ITEM 13D Appointment 12 %             2,182          33       0
ITEM 13E Appointment 13 %             2,182          33       0
ITEM 14A Salary - State Approved      2,038         177       0
ITEM 14D Salary - Designated          2,038         177       0
ITEM 14R Salary - Restricted          2,038         177       0
ITEM 14X Salary - Aux Enter           2,038         177       0
ITEM 14Z Salary - OverLoad            2,038         177       0
ITEM 15  Fe Appointment 01 %          2,215           0       0
ITEM 16  Fe Salary                    2,170          45       0
ITEM 17  Fe Faculty Record            2,214           0       1
ITEM 18  Compliance                   2,214           0       1
ITEM 19  New Hire                     2,214           0       1
ITEM 20  Semester                     2,215           0       0
ITEM 21  Year                         2,215           0       0
ITEM 22   Ethnic Origin               2,215           0       0
ITEM 23   Race                        2,215           0       0
ITEM 23A  White                       2,215           0       0
ITEM 23B  Black                       2,215           0       0
ITEM 23C  Asian                       2,215           0       0
ITEM 23D  Native American-Alaskan     2,215           0       0
ITEM 23E  International                2,215           0       0
ITEM 23F  Unknown                     2,215           0       0
ITEM 23G  PacificIslander-NativeHawaiian 2,215        0       0
ITEM 24  Subject Prefix               2,205           0      10
ITEM 25  Subject Number               2,205           0      10
ITEM 26  Section Number               2,205           0      10
ITEM 27  Teaching Load Cedit          2,215           0       0
ITEM 28  Composit Class               2,215           0       0
ITEM 29  Respomsibility factor        2,205           0      10


TOTAL Report Records                  2,215
CONTROL TOTAL                         2,215      DISCREPANCY        0
Total Recs on Db                      2,215
Number Of Non-Unique/Duplicated Id's      0
Number Of Duplicate Records               0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error        0
Total Error Recs on Db                  186
Total Questionable Recs on Db           211
Total Non Error Records on Db         2,029
Total Rejected Records                    0
Total TLC              632.8
**** ERROR The Sum of TLC Is less than 1.25 Times the number of records. **** ERROR **** REF1102
```

8.16

Univ.FacultyReport(CBM008)

```
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
                  UNIV-CBM008  Race and Ethnicity of Faculty
SUMMER   2011                     STATE UNIVERSITY   000001 RunDate: 06/08/2011 Time: 17:45:10

White                                              29
Black                                               0
Hispanic                                            3
Asian                                               0
American Indian/Alaskan Native                      0
Native Hawaiian/Other Pacific Islander              0
Multi-Racial                                        0
International                                       15
Ethnic Origin/Race Unknown                      2,168
                              Total             2,215

Multi-Racial where Race is Black                    0




              TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
Percent Change Of SR-CBM008 Data From Prior Year     RunDate: 06/08/2011 Time: 17:45:10
STATE UNIVERSITY                              000001        SUMMER   2011

              TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
Edit Of SR-CBM008 Data From             RunDate: 06/08/2011 Time: 17:45:10
STATE UNIVERSITY                              000001        SUMMER   2011


Gender
  Male                                        1,079
  Female                                        950
            Total                             2,029

Age
  Unknown                                         0
  Under 20                                        0
  20 - 30                                       216
  31 - 40                                       292
  41 - 50                                       487
  51 - 60                                       597
  61 - 65                                       211
  Over 65                                       204
  UnReported(not in avg)                         22
  Average Age                                  49.0
            Total                             2,029

Tenure
  Tenured                                       696
  Not Tenured                                   923
  On Tenure Track                               410
            Total                             2,029

                                    In      Not In    Full Time/
Rank                            Compliance  Compliance   NewHire
  Professors                        366         0           2
  Associate Professors             373         0           3
  Assistant Professors             367         0          42
  Instructor                         0         0           0
  Teaching Assistants              203         0           0
  Other Faculty                    720         0          34
            Total                 2,029         0          81

Salaries By Source
  State Appropriated          40,875,774
  Designated                   5,767,787
  Restricted                   3,255,218
  Auxilary                             0
```

Univ.FacultyReport(CBM008)

```
 Faculty FTE By Appointment
  Appointment 01                          1,219.00
  Appointment 02                            170.81
  Appointment 11                             22.57
  Appointment 12                            241.59
  Appointment 13                              0.00
            Total                         1,653.97

OverLoad Salaries                          215,623

Flex Entry Salaries                              0

Flex Entry FTE                                0.00

Ethnic Origin
  Hispanic or Latino Origin                      3
  Not Hispanic or Latino Origin                 29
  Not Answered                               1,997
            Total                           2,029

Race
  Multi-racial                                   0
  White only                                    29
  Black only                                     0
  Hispanic only                                  3
  Asian only                                     0
  American Indian/Alaskan Native only            0
  International only                             15
  Native Hawaiian/Other Pacific Islander only
                                                 0
  Ethnic Origin/Race Unknown                 1,982
            Total                           2,029

Races reported in Multi-racial
  White                                          0
  Black                                          0
  Asian                                          0
  American Indian/Alaskan Native                 0
  Native Hawaiian/Other Pacific Islander         0
  International                                  0

  Non Flexible Entries                       2,029
  Flexible Entry Records                         0
            Total Faculty Records           2,029

     ***Note:  Totals are net errors.
```

Univ.FacultyReport(CBM008)

```
Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                         Edit Of SR-CBM008 Data From
SUMMER   2011                            STATE UNIVERSITY              000001          RunDate: 06/08/2011 Time: 17:45:10

Items        Item       Item        Items                      Items                        Items              Items      1 1 2 Item
1   2         3          4        5 6 7 8 9  10 11   12   13A 13B 13C 13D 13E    14A     14D    14R     14X     14Z   15    16  17 8 9 0  21
             24         15         26          27 28  29                                                                22 23A B C D E E F G


8 011161 999999999 RUSSELL    J C 5 0 F 2856     195405 050 000 000 000 000 000000 005000 000000 000000 000000 000 000000 0 1 0 3 2011 E
                                             000  00    000                                                             3              7
         *******    *******    *******             ***
                                                                        Subject Prefix(Item24) Cannot be space! REF0622
                                                                 Subject Course Number(Item25) Cannot be space! REF0622
                                                                       Subject Section(Item26) Cannot be space! REF0622
                                         ResponsFact(Item29),  99 < or > 101, or One or More of the Values are Not Numeric! REF0289


Total Rejected Records                               0
Total Records on DataBase                        2,215
Total Non Error Records                          2,029
Total Error Records                                186
Total Questionable Records                         211
                                     Total Rejected Records                        0
```

GRADUATION REPORT
CBM009

The CBM009 Graduation Report reflects degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported, except when reporting the baccalaureate-level and graduate-level certificates. The CIP of a certificate must be a CIP code on the institution's program inventory.

If a student is awarded more than one award in a reporting period, enter separate records for each degree and/or certificate. Double majors at the baccalaureate level should be reported only if:

1) a student is reported on the CBM009 as an award recipient;
2) the second degree is 30 or more SCH beyond the first program; and
3) the institution grants both awards to the student.

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

NursingShortageReductionProgram

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing records must be error-free to be included in the count for funding.

DoubleMajor

A student who fulfills the specified requirements for two different majors under a single degree, simultaneously prior to graduation, completes a double major. For example, a student may complete a Bachelor of Arts in History and a Bachelor of Arts in Political Science – both B.A. degrees – or a Bachelor of Science in Psychology and a Bachelor of Science in Biology – both B.S. degrees. Prerequisite and field of study courses are requested to complete both majors.

INSTRUCTIONS FOR GRADUATION REPORT

Item #1   RecordCode. Always enter '9'.

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

Item #3   StudentIdentificationNumber. Enter the social security number of the student or the nine-digit identification for students without a social security number.

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

        M = Male   F = Female

Item #5   Unused

Item #6   DateofBirth. Enter YYYYMMDD (all four digits of the year, two digits of the month, and two digits of the day for date of birth for the student).

Item #7   DegreeConferred. Enter the abbreviation of the degree (e.g., CER, BA, MS, PhD as it appears in the institution's CBM009 Appendix). The degree conferred for baccalaureate-level and graduate-level certificates will be identified with 'CER'. Do not include certificates that are awarded to continuing education students and do not include teacher certifications.

Item #8   LevelofDegreeorCertificateConferred. (i.e., 1 - Associate, 2 - Baccalaureate, etc.) See CBM009 Appendix for level of degree. The level of the courses dictates the certificate level.

1 Associate
2 Baccalaureate
3 Master's
4 Doctor's Degree-Research/ Scholarship

5 Doctor's Degree-Professional Practice
6 Baccalaureate-Level Certificate
8 Graduate-Level Certificate

NOTE:
Baccalaureate-Level Certificate – An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.

Graduate-Level Certificate – A graduate-level certificate that requires the completion of an organized program of study that includes 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

Specialist Degree – A degree program awarded for study beyond the master's degree but below the doctorate that typically requires 60-70 semester credit hours

> beyond a bachelor's degree (or about 30 beyond a master's degree). It is designed as a terminal degree and reported at the master's level.

Item #9   Major.   Enter the eight-digit CIP code in which the degree/certificate was earned. The CIP classification you will provide for baccalaureate-level and graduate-level certificates must be the same as the baccalaureate or graduate level degree program in the Program Inventory to which they support, unless the certificate program is in the Program Inventory.

> **Note: the major reported in this item will be used when producing graduation reports.**

Item #10   ReportingPeriod.   Always enter '1'.

Item #11   Year.   Enter all four digits of the year in which the report is submitted.

Item #12   Non-Disclosure.   Enter a '2' to indicate that the student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #13   MonthofAward.   Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

Item #14   LastName.   Enter the student's last name. Truncate if the name contains over 20 characters.

Item #15   FirstName.   Enter the student's first name. Truncate if the name contains over 10 characters.

Item #16   MiddleNameInitial.   Enter the initial of the student's middle name.

Item #17   Self-SupportedProgram.   Enter 'X' to identify students who graduated in a self-supported program. These students should have been reported on the CBM00X. Leave blank if not.

Item #18   EthnicOrigin.   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 #19   Race.   Select one or more codes indicating the race of the student.

Item #19A   1   White
Item #19B   2   Black or African-American
Item #19C   4   Asian
Item #19D   5   American Indian or Alaskan Native
Item #19E   6   International
Item #19F   7   Unknown or Not Reported
Item #19G   8   Native Hawaiian or Other Pacific Islander

Item #20   SecondMajorofDoubleMajorDegree. Enter the eight-digit CIP code of the second major of the double major bachelor's degree. Leave blank if no second major. Do not report minor concentrations in this item.

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, 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 on the CBM001), report with the international code.
b) Report the ethnicity of students who were coded 'A' in Item #7 on the CBM001.
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.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record - Always '9'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Unused	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Degree Conferred - Left justified, space filled	27	8
Item #8	Level of Degree Conferred	35	1
Item #9	Major - Numeric	36	8
Item #10	Reporting Period - Always '1'	44	1
Item #11	Year - YYYY - Numeric	45	4
Item #12	Non-Disclosure – Numeric	49	1
Item #13	Month of Award	50	2
Item #14	Last Name – Alpha	52	20
Item #15	First Name – Alpha	72	10
Item #16	Middle Name Initial – Alpha	82	1
Item #17	Self-Supported Program – Alpha	83	1
Item #18	Ethnic Origin	84	1
Item #19	Race:		
Item #19A	White – '1' or blank	85	1
Item #19B	Black or African-American – '2' or blank	86	1
Item #19C	Asian – '4' or blank	87	1
Item #19D	American Indian or Alaskan Native – '5' or blank	88	1
Item #19E	International – '6' or blank	89	1
Item #19F	Unknown or Not Reported – '7' or blank	90	1
Item #19G	Native Hawaiian or Other Pacific Islander – '8' or blank	91	1
Item#20	Second Major of Double Major Degree –numeric or blank	92	8

QUESTIONABLE AND ERROR VALUES

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

ITEMNUMBER		QUESTIONABLEVALUE	ERRORVALUE
1.	Record Code	N/A	Any value except '9'
2.	Institution Code	N/A	Must match value on header record and be on list of valid FICE codes
3.	Student ID Number	Duplicate entries; alpha characters	Blank; special characters
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Unused	N/A	N/A
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7.	Degree Conferred	If Item #7 = Item #9 for a student ID	Must match institution's inventory of approved degree programs
8.	Level of Degree	N/A	Must match institution's inventory of approved degree programs
9.	Major	If Item #9 = Item #7 for a student ID	Must match institution's inventory of approved degree programs
10.	Reporting Period	N/A	Any value except '1'
11.	Year	N/A	Must match value on header record
12.	Non-Disclosure	N/A	Any value except '2' or '0'
13.	Month of Award	N/A	Any value other than '01' thru '12'

Univ.GraduationReport(CBM009)

ITEM-NUMBER		QUESTIONABLEVALUE	ERRORVALUE
14.	Last Name	N/A	Blank, numerical
15.	First Name	Blank	Numerical
16.	Middle Name Initial	N/A	Numerical
17.	Self-Supported Program	N/A	Any value except blank or 'X'
18.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
19A.	White	N/A	Value other than '1' or space or value = '1' and '7'
19B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
19C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
19D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
19E.	International	N/A	Value other than '6' or space or value = '6' and '7'
19F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
19G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
20.	Second Major of Double Major		Must match institution's inventory of approved Degree programs; Item #8 (Degree Level) not = '2' when second major not Blank; Equal to Item #9 (Major).

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

SUMMARY OF DEGREES CONFERRED

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

TOTAL DEGREES/CERTIFICATES: The total number of degrees/certificates is the summation of CBM009 records. Degrees/certificates are summarized by gender, age, and ethnic origin.

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

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

NON-DISCLOSURE: The summary is based on the code of '2' in Item #12.

Univ.GraduationReport(CBM009)

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Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
SR-CBM009 EDIT SUMMARY FROM            RunDate: 10/15/2010 Time: 18:33:27
LONE STAR UNIVERSITY                        003304     FALL     2010

                                      NORMAL QUESTIONABLE   ERROR
                                       RANGE      VALUES   VALUES
ITEM  1  RecordCode                      998           0        0
ITEM  2  INST. CODE                      998           0        0
ITEM  3  STUDENT ID                      993           5        0
ITEM  4  GENDER                          998           0        0
ITEM  6  DATE OF BIRTH                   998           0        0
ITEM  7  Degree Conferred                998           0        0
ITEM  8  Level of Award                  998           0        0
ITEM  9  Major                           998           0        0
ITEM 10  SEMESTER                        998           0        0
ITEM 11  YEAR                            998           0        0
ITEM 12  Non Disclosure                  998           0        0
ITEM 13  Month of Award                  998           0        0
ITEM 14  Last Name                       998           0        0
ITEM 15  First Name                      998           0        0
ITEM 16  Middle Initial                  998           0        0
ITEM 17  Self-Supported Prog             998           0        0
ITEM 18  Ethnic Origin                   998           0        0
ITEM 19  Race                            998           0        0
ITEM 19A White                           998           0        0
ITEM 19B Black/African-Amer              998           0        0
ITEM 19C Asian                           998           0        0
ITEM 19D American Ind/Alask Nat          998           0        0
ITEM 19E International                   998           0        0
ITEM 19F Unknown/Not Reported            998           0        0
ITEM 19G Nat Hawaiian/Other Pac Is       998           0        0


TOTAL Report Records                     998
CONTROL TOTAL                            998      DISCREPANCY       0
Total Recs on Db                         998
Number Of Non-Unique/Duplicated Id's       0
Number Of Duplicate Records                0
Number Of Relative Duplicate Questionable  5
Number Of Relative Duplicate Error         0
Total Error Recs on Db                     0
Total Questionable Recs on Db              5
Total Non Error Records on Db            998
Total Rejected Records                     0
```

Univ.GraduationReport(CBM009)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
Percent Change Of SR-CBM009 Data From Prior Year     RunDate: 10/15/2010 Time: 18:33:27
LONE STAR UNIVERSITY                        003304        FALL   2010

                                         2010/1       2009/1       % Diff
          Total Students                    985          960         2.60%
          Duplicates                         13            9        44.44%
                    Total                    998          969         2.99%

Gender                                   2010/1       2009/1       % Diff
          Male                             400          389         2.83%
          Female                           598          580         3.10%
                    Total                    998          969         2.99%

Age                                      2010/1       2009/1       % Diff
          Under 17                           0            0         0.00%
          17                                 0            0         0.00%
          18                                 0            0         0.00%
          19-21                             44           45        -2.22%
          22-24                            535          531         0.75%
          25-30                            244          230         6.09%
          31-35                             65           64         1.56%
          36-50                             88           80        10.00%
          51-64                             22           19        15.79%
          65 and Older                       0            0         0.00%
          UnReported(not in avg)             0            0         0.00%
          Average Age                       27           26         0.91%
          Total                            998          969         2.99%

Classification                           2010/1       2009/1       % Diff
          Associate                         70           72        -2.78%
          Baccalaureate                    785          760         3.29%
          Masters                          143          137         4.38%
          Doctor's-Research/Scholarship      0            0         0.00%
          Doctor's-Professional Practice     0            0         0.00%
          Baccalaureate-Level Cert.          0            0         0.00%
          Graduate-Level Certificate         0            0         0.00%
                    Total                    998          969         2.99%

Non Disclosure                           2010/1       2009/1       % Diff
          Non Disclosure                     4            9       -55.56%
                    Total                      4            9       -55.56%

Ethnic Origin                            2010/1       2009/1       % Diff
   Hispanic or Latino Origin               295    *No Exact Historic Data Available
   Not Hispanic or Latino Origin           698    *No Exact Historic Data Available
   Not Answered                              5    *No Exact Historic Data Available
            Total                            998    *No Exact Historic Data Available

 Race                                     2010/1       2009/1       % Diff
  Multi-racial                              57    *No Exact Historic Data Available
  White only                               545    *No Exact Historic Data Available
  Black only                                94    *No Exact Historic Data Available
  Hispanic only                            238    *No Exact Historic Data Available
  Asian only                                31    *No Exact Historic Data Available
  American Indian/Alaskan Native only        3    *No Exact Historic Data Available
  International only                         21    *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander only  7  *No Exact Historic Data Available
  Ethnic Origin/Race Unknown                 2    *No Exact Historic Data Available
            Total                            998    *No Exact Historic Data Available

Races reported in Multi-racial           2010/1       2009/1       % Diff
  White                                     79    *No Exact Historic Data Available
  Black                                     26    *No Exact Historic Data Available
  Asian                                      8    *No Exact Historic Data Available
  American Indian/Alaskan Native             1    *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander     0    *No Exact Historic Data Available
  International                              0    *No Exact Historic Data Available
```

Univ.GraduationReport(CBM009)

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Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                          Edit Of SR-CBM009 Data From
FALL   2010                               LONE STAR UNIVERSITY 003304            RunDate: 10/15/2010 Time: 18:33:27

   Item  Item  Item      Item Item Item      Item Item Item    Item Item Item Remarks
    1     2     3         4    5    6         7    8    9       10   11   12

    9    003304 222222222 F         19720722  MSN   3  51161600  1 2010  0 08                  STUDENT1    MICHELLE
               ---------
    9    003304 222222222 F         19720722  BSN   2  51160100  1 2010  0 08                  STUDENT1    MICHELLE        Q
               ---------
                                                                              Mult. Degree Records. REF0418
    9    003304 444444444 F         19800401  BBA   2  52030100  1 2010  0 08                  STUDENT2    KATHLEEN    I
               ---------
    9    003304 444444444 F         19800401  MBA   3  52030100  1 2010  0 08                  STUDENT2    KATHLEEN    I  Q
               ---------
                                                                              Mult. Degree Records. REF0418
    9    003304 666666666 F         19850814  MBA   3  52030100  1 2010  0 05                  STUDENT3    TAMARA      M
               ---------
    9    003304 666666666 F         19850814  BBA   2  52030100  1 2010  0 05                  STUDENT3    TAMARA      M  Q
               ---------
                                                                              Mult. Degree Records. REF0418
    9    003304 888888888 F         19841119  BBA   2  52030100  1 2010  0 12                  STUDENT4    JACKLYN     I
               ---------
    9    003304 888888888 F         19841119  MBA   3  52030100  1 2010  0 12                  STUDENT4    JACKLYN     I  Q
               ---------
                                                                              Mult. Degree Records. REF0418
    9    003304 111111111 M         19840823  BBA   2  52030100  1 2010  0 08                  STUDENT5    CHRISTOPHE  J
               ---------
    9    003304 111111111 M         19840823  MBA   3  52030100  1 2010  0 08                  STUDENT5    CHRISTOPHE  J  Q
               ---------
                                                                              Mult. Degree Records. REF0418
    9    003304 111111111 M         19840823  BS    2  31050110  1 2010  0 08                  STUDENT5    CHRISTOPHE  J  Q
               ---------
                                                                              Mult. Degree Records. REF0418


Total Rejected Records                          0
Total Records on DataBase                     998
Total Non Error Records                        998
Total Error Records                             0
Total Questionable Records                      5
Total Rejected Records                          0


Items In Error Are Indicated By (*), Questionable By (-)
```

9.11

FACILITIES ROOM INVENTORY REPORT
CBM011

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes distinctions for all types of space within a building and its intended design function. Space Use Codes and Functional Category Codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. Visit http://www.txhighereddata.org/ReportingManuals.cfm to view the appendices.

BasisforClassification

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's Space Use Code and Functional Category Code should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual. A room's Space Use Code and Functional Category Code can change between inventories or audit dates. A room's Space Use Code does not change until its basic design function has changed. Space Use Code 060 can be used temporarily to reflect non-assigned space while it is undergoing a conversion by remodeling.

RoomstobeIncluded

Space Use Codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Functional Category Codes 91 and 92. The Appendices to this manual include Space Use Codes for circulation areas, building service, mechanical, and structural areas, which are classified as non-assigned space.

<u>Univ.FacilitiesRoomInventoryReport(CBM011)</u>

<u>RoomsNottobeIncluded</u>

Residential rooms in a facility with Building Type Codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type Code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

<u>AdditionofRooms</u>

The addition of rooms should be reported on an on-going basis.

<u>CIPCodeandFunctionalCategoryLimitations</u>

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, precisely to identify space being used by a particular discipline, department, or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at http://www.txhighereddata.org/Interactive/CIP/. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

<u>BasisforRoomMeasurement</u>

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

<u>SpaceUseCodes</u>

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with "0". For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service

code should be used. Support or service space is identified by Space Use Codes ending with "5".

ProrationofUse

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

Floor(optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.) mezza nines should be coded with an 'M' in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration
.
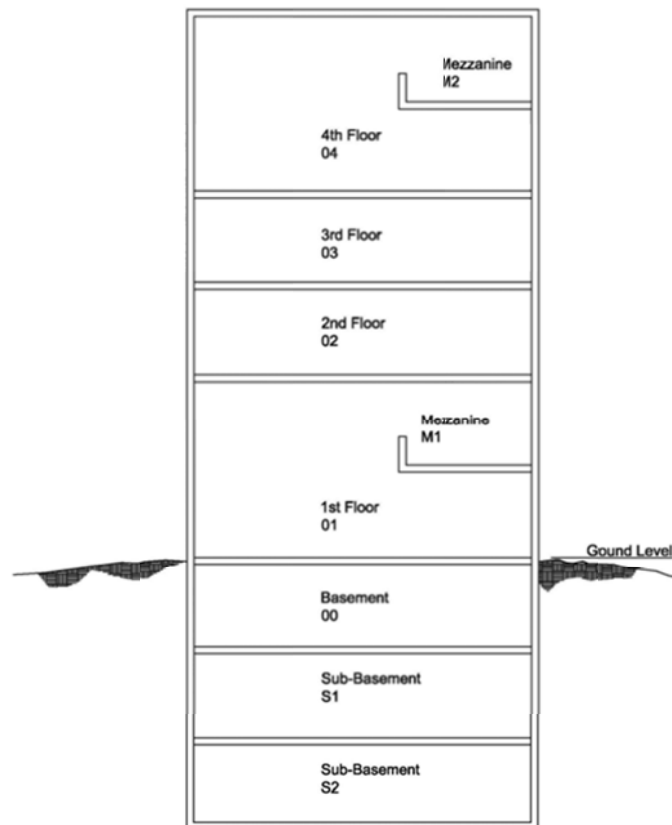
INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

Item #1   RecordCode. Always enter 'R'.

Item #2   InstitutionCode. Enter the FICE code of the institution. See Appendix A.

Item #3   ReportYear. Enter all four digits of the calendar year in which the inventory occurs.

BUILDINGIDENTIFICATION
Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

Item #4   BuildingNumber. Enter the assigned building number.

Item #5   RoomNumber. Enter the assigned room number.

Item #6   PrimaryCIPCode. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #7   Omitted.

Item #8   SpaceUseCode. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.

Item #9   PrimaryFunctionalCategoryCode. Enter the primary functional category code. See Appendix G.

Item #10   PrimaryCIPPercent. Enter the percentage of the primary CIP code reported in Item #6.

Item #11   RoomArea. See Glossary of Facilities Terms (Appendix I).

Item #12   Omitted.
Item #13   Omitted.
Item #14   Omitted.
Item #15   Omitted.
Item #16   Omitted.

Item #17   StudentStationCapacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.

Item #18   SecondaryCIPCode. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #19   Omitted.

<u>Univ.FacilitiesRoomInventoryReport(CBM011)</u>

Item #20   <u>SecondaryFunctionalCategoryCode.</u> Enter the secondary functional category
            code. See Appendix G.

Item #21   <u>SecondaryCIPPercent.</u> Enter the percentage of the secondary CIP code reported in
            Item #18.

Item #22   <u>RemainingCIPCode.</u> Enter the remaining CIP code associated with this room.
            Use the first six digits of the codes listed in Appendix C.

Item #23   Omitted.

Item #24   <u>RemainingFunctionalCategoryCode.</u> Enter the remaining functional category
            code. See Appendix G.

Item #25   <u>RemainingCIPPercent.</u> Enter the percentage of the remaining CIP code reported in
            Item #22.

Item #26   <u>RecordIdentification</u>. Always enter '11'.

Item #27   <u>Floor.</u> Optional. Floor number (01, 02, 03, etc.)

Univ.FacilitiesRoomInventoryReport(CBM011)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 'R'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Room Number – Alphanumeric	18	16
Item #6	Primary CIP Code – Numeric	34	6
Item #7	Omitted	40	2
Item #8	Space Use Code – Alphanumeric	42	3
Item #9	Primary FunctionalCategory Code – Numeric	45	2
Item #10	Primary CIP Percent – Numeric	47	3
Item #11	Room Area	50	8
Item #12-16	Omitted	58	12
Item #17	Student Station Capacity – Numeric	70	4
Item #18	Secondary CIP Code – Numeric	74	6
Item #19	Omitted	80	2
Item #20	Secondary FunctionalCategory Code – Numeric	82	2
Item #21	Secondary CIP Percent – Numeric	84	3
Item #22	Remaining CIP Code – Numeric	87	6
Item #23	Omitted	93	2
Item #24	Remaining FunctionalCategory Code – Numeric	95	2
Item #25	Remaining CIP Percent – Numeric	97	3
Item #26	Record Identification – Always '11'	100	2
Item #27	Floor	102	2

Univ.FacilitiesRoomInventoryReport(CBM011)

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.

ITEM NUMBER		QUESTIONABLEVALUE	ERRORVALUE
1.	Record Code	N/A	Any value except 'R'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Report Year	N/A	Must match value in header record
4.	Building Number	N/A	Must match CBM014
5.	Room Number	N/A	Special characters
6.	Primary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
7.	Omitted		
8.	Space Use Code	N/A	Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07
9.	Primary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #6 filled
10.	Primary CIP Percent	N/A	Not numeric if Item #6 filled
11.	Room Area	N/A	Not numeric if Item #6 filled
12.	Omitted		
13.	Omitted		
14.	Omitted		
15.	Omitted		
16.	Omitted		

Univ. Facilities Room Inventory Report (CBM011)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
17.	Student Station Capacity	N/A	Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680
18.	Secondary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
19.	Omitted		
20.	Secondary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #18 filled
21.	Secondary CIP Percent	N/A	Not numeric if Item #18 filled
22.	Remaining CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
23.	Omitted		
24.	Remaining Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01- X04, Y01-Y04; blank if Item #22 filled
25.	Remaining CIP Percent	N/A	Not numeric if Item #22 filled
26.	Record Identification	N/A	Any value except '11'
27.	Floor (optional)	N/A	N/A

SPACE EXCLUDED FROM E&G SPACE CALCULATION

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services)
CIP 817500	Alumni Relations
CIP 999999	Unknown use by External Agencies with Functional Category Code 92
Space Use Code 523	Indoor Athletic Facilities Spectator Seating
Space Use Code 630 – 635	Food Facility and Food Facility Service
Space Use Code 660 – 665	Merchandising and Merchandising Service
Space Use Code 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Space Use Code 810 – 895	These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22)
Space Use Code 910 – 970	Residential Facilities
Space Use Code 050 – 070	Inactive areas permanently or temporarily incapable of use
Space Use Code M10, U10, and W10	Men's, Unisex, and Women's public restrooms
Space Use Code WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space)
Functional Category Codes 02 – 07	Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Functional Category Codes 31 – 35	Public Service
Functional Category Code 42	Museums and Galleries
Functional Category Code 52	Social and Cultural Development outside the degree curriculum

<u>Univ.FacilitiesRoomInventoryReport(CBM011)</u>

Functional Category Codes 55 – 57	Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000)
Functional Category Codes 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Functional Category Code 91	Independent Operations/Institutional
Functional Category Code 92	Independent Operations/External Agencies (Use CIP 999999 for unknown use)

Univ.FacilitiesRoomInventoryReport(CBM011)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
CBM011 Room  EDIT SUMMARY FROM         RunDate: 09/15/2010 Time: 18:15:08
LONE STAR UNIVERSITY                       003304      ANNUAL    2010

                                        NORMAL QUESTIONABLE   ERROR
                                         RANGE        VALUES  VALUES
ITEM  1  RecordCode                         36             0       0
ITEM  2  Inst. Code                         36             0       0
ITEM  3  Report Year                        36             0       0
ITEM  4  Building Number                    35             0       1
ITEM  5  Room Number                        35             0       1
ITEM  6  Primary CIP Code                   36             0       0
ITEM  8  Space Use Code                     36             0       0
ITEM  9  Primary Funct Cat Code             36             0       0
ITEM 10  Primary CIP Percent                36             0       0
ITEM 11  Room Area                          36             0       0
ITEM 17  Student Station Capacity           36             0       0
ITEM 18  Secondary CIP Code                 36             0       0
ITEM 20  Secondary Funct Cat Code           36             0       0
ITEM 21  Secondary CIP Percent              36             0       0
ITEM 22  Remaining CIP Code                 36             0       0
ITEM 24  Remaining Funct Cat Code           36             0       0
ITEM 25  Remaining CIP Percent              36             0       0
ITEM 26  Record Identification              36             0       0
ITEM 27  Floor                              36             0       0


TOTAL Report Records                     36
CONTROL TOTAL                            36      DISCREPANCY       0
Total  Recs on Db                        36
Number Of Non-Unique/ Duplicated Id's     0
Number Of Duplicate Records               1
Number Of Relative Duplicate Questionabl   0
Number Of Relative Duplicate Error         0
Total Error Recs on Db                     1
Total Error Other                          3
Total Questionable Recs on Db              0
Total Non Error Records on Db             35
Total Rejected Records                     0
```

11.11

FACILITIES ROOM INVENTORY REPORT (CBM011) EDIT FEEDBACK SUMMARY

     The following is an example of the edit feedback summary generated automatically when an institution submits their inventory database via the secure file transfer protocol. The report is recorded in the institutions' "output" folder at the secure site and may be retrieved via the secure file transfer protocol process. Note that records with errors are listed within the summary with the specific error field underlined by asterisks and the error explained below the record. The feedback summary also identifies significant changes in square footage data. Review significant changes; typographical errors within the submitted text data are a common cause of unintended large changes in square footage data.


```
              TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
EDIT OF  CBM011 Room  DATA              RunDate: 09/15/2010 Time: 18:15:08
LONE STAR UNIVERSITY                              003304       ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


            Building Space Error Report

  Building       Gross Area  Assignable Area     E and G Area  Error

    0037              34.0        2,691.0              0.0     GrossArea Is Smaller than Assignable Area
    0038           1,701.0        1,740.5            585.6     GrossArea Is Smaller than Assignable Area
    0047           1,080.0        1,148.2              0.0     GrossArea Is Smaller than Assignable Area
     ***Note:  Totals are net errors.
```

Univ.FacilitiesRoomInventoryReport(CBM011)

Building Size and Cost Data

BUILDING		GROSS	ASSIGN	E & G	OCCUP	FLOORS	N	W	O	Y	N
NUMBER	NAME	AREA	AREA	SQ.FT.	DATE		D	N	C	P	S
0001	HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004	BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005	UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006	MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007	FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010	MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011	FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012	DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013	FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015	BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017	MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0018	MCGAHA HALL	6,789	6,220	2,761	1949	1	1	1	1	1	2
0019	INSTRUMENTAL MUSIC HALL	7,815	2,505	1,539	1949	2	1	1	1	1	2
0020	PAINT SHOP	1,987	1,884	1,732	1949	1	1	1	1	4	2
0021	MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022	ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023	BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
0024	CLARK STUDENT CENTER	70,890	0	0	1951	1	1	1	1	3	3
0025	MOFFETT LIBRARY	93,676	59,181	58,484	1964	3	1	1	1	1	3
0026	KILLINGSWORTH HALL	68,658	41,195	0	1965	6	1	1	1	6	3
0027	RESIDENCE HALL MECHANICAL BUILDING	1,296	0	0	1965	1	1	1	1	4	3
0029	PIERCE HALL	49,913	29,948	0	1966	3	1	1	1	6	3
0030	FAIN HALL	8,060	5,766	0	1945	2	1	1	1	9	3
0031	VINSON HEALTH CENTER	3,108	1,804	0	1949	1	1	1	1	3	2
0032	CENTRAL PLANT	10,789	8,192	8,192	1967	2	1	1	1	4	3
0033	TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034	D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035	PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036	OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037	SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038	PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039	SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0044	SIKES HOUSE	9,626	5,776	0	1938	3	1	1	1	7	2
0045	GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046	ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0047	CARRIAGE HOUSE	1,080	1,148	0	1938	2	1	1	4	2
0048	MARCHMAN HALL	8,904	5,342	0	1959	2	1	1	1	6	2
0049	SIKES LAKE CENTER	8,836	8,558	0	1975	1	1	1	1	1	7
0050	BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2
0051	MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4

11.13

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0052 JAN THACKER FANTASY OF LIGHTS WKSHP        7,356     2,251        0  1986    1   1 1 3 8 7
0053 BEAWOOD-O'DONOHOE HALL                    65,060    35,371   32,408  1950    2   1 1 1 1 3
0054 UNIVERSITY POLICE                          2,536     1,390        0  1997    1   1 1 1 3 2
0055 BIOLOGY HOUSE                              3,778     2,267        0  1953    1   1 1 1 6 2
0056 HONORS HOUSE                               3,395     2,037        0  1961    2   1 1 1 6 2
0057 SEISMOMETER BUILDING                         144         0        0  2003    1   1 1 1 1 2
0060 SIKES LAKE RESTROOM                          612       508        0  2005    1   1 1 2 3 2
     TOTALS                                 1,080,064   483,853
```

Univ.FacilitiesRoomInventoryReport(CBM011)

PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
003304   LONE STAR UNIVERSITY
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD   09/15/2010 06:15:09

CAMPUSWIDE SPACE SUMMARY

	SQUARE FEET
GROSS SQUARE FEET	1,080,064
TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)	441,788
NON ASSIGNABLE SQUARE FEET	638,276
NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED	308
TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE	264,689

TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

FUNCTION	NET ASSIGNABLE SQ. FT.
10 INSTRUCTION	164,349
20 RESEARCH	0
30 PUBLIC SERVICE	169
40 ACADEMIC SUPPORT	0
41 LIBRARY	57,322
50 STUDENT SERVICE	167,963
SUBTOTAL	389,803
60 INSTRUCTIONAL ADMINISTRAATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308

11.15

Univ.FacilitiesRoomInventoryReport(CBM011)

```
                          PART E, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
                                   003304    LONE STAR UNIVERSITY
                          PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD        09/15/2010 06:15:10
                                   TOTAL CAMPUS SPACE BY ROOM TYPE


TYPE OF ROOM                                    NASF        E&G NASF
 110  CLASSROOM                                28,730        28,730
 115  CLASSROOM SERVICE                            916           916
                              SUBTOTAL         29,646        29,646


 210  CLASS LABORATORY                          7,857         7,857
 215  CLASS LABORATORY SERVICE                    213                   213
 220  SPECIAL CLASS LABORATORY                  2,996         2,996
 225  SPECIAL CLASS LABORATORY SERVICE          1,789         1,191
 230  INDIVIDUAL STUDY LABORATORY                 678                   678
 235  INDIVIDUAL STUDY LABORATORY SVC.              0                     0
                              SUBTOTAL         13,533        12,935


 250  NON-CLASS LABORATORY                                    1,493         1,493
 255  NON-CLASS LABORATORY SERVICE                              173           173
                              SUBTOTAL                         1,667         1,667



OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY
 310  OFFICE                                   49,250        41,512
 315  OFFICE SERVICE                            9,107         5,337
 350  CONFERENCE ROOM                           5,623           581
 355  CONFERENCE ROOM SERVICE                     343           343
                              SUBTOTAL         64,323        47,773



OFFICE SPACE WITH 41 ROOM USE-LIBRARY
 310  OFFICE                                    4,095         4,095
 315  OFFICE SERVICE                              547           547
 350  CONFERENCE ROOM                             326           326
 355  CONFERENCE ROOM SERVICE                       0             0
                              SUBTOTAL          4,968         4,968


 410  READING/STUDY ROOM                        9,986         9,124
 420  STACK                                    10,141        10,141
 430  OPEN STACK STUDY ROOM                    31,209        31,063
 440  PROCESSING ROOM                           1,063         1,063
 455  STUDY SERVICE                             1,272           964
                              SUBTOTAL         53,671        52,355

 510  ARMORY                                        0             0
 515  ARMORY SERVICE                                0             0
 520  ATHLETIC/PHYSICAL EDUCATION              70,092        56,163
```

```
523   ATHLET. FACIL. SPECTATOR SEATING              662               0
525   ATHLETIC/PHYSICAL EDUCATION SVC.           21,450          15,818
530   MEDIA PRODUCTION                              163             163
535   MEDIA PRODUCTION SERVICE                       0               0
540   CLINIC (NON-HEALTH PROFESSIONS)                0               0
545   CLINIC SERVICE (NON-HEALTH)                    0               0
550   DEMONSTRATION                                  0               0
555   DEMONSTRATION SERVICE                          0               0
560   FIELD BUILDING                                 0               0
570   ANIMAL QUARTERS                                0               0
575   ANIMAL QUARTERS SERVICE                        0               0
580   GREENHOUSE                                 1,525           1,525
585   GREENHOUSE SERVICE                           637             637
590   OTHER                                         76              76
                          SUBTOTAL              94,605          74,382

610   ASSEMBLY                                       0               0
615   ASSEMBLY SERVICE                               0               0
620   EXHIBITION                                     0               0
625   EXHIBITION SERVICE                             0               0
630   FOOD FACILITIES                              658               0
635   FOOD FACILITIES SERVICE                      704               0
640   DAY CARE                                       0               0
645   DAY CARE SERVICE                               0               0
650   LOUNGE                                       518             289
655   LOUNGE SERVICE                               440              65
660   MERCHANDISING FACILITIES                   1,323               0
665   MERCHANDISING FACILITIES SERVICE             129               0
670   RECREATION                                     0               0
675   RECREATION SERVICE                        12,053               0
680   MEETING ROOM                                   0               0
685   MEETING ROOM SERVICE                           0               0
690   LOCKER ROOM                                  230             230
                          SUBTOTAL              16,055             584

710   COMPUTER/TELECOMMUNICATIONS                    0               0
715   COMPUTER/TELECOMMUNICATIONS SVC.             299             102
720   SHOP                                      17,107          13,783
725   SHOP SERVICE                               2,787           2,787
730   CENTRAL STORAGE                           22,220          22,220
735   CENTRAL STORAGE SERVICE                        0               0
740   VEHICLE STORAGE FACILITY                       0               0
745   VEHICLE STORAGE FACILITY SERVICE           1,417           1,417
750   CENTRAL FOOD STORES                            0               0
755   CENTRAL FOOD STORE SERVICE                     0               0
760   HAZARDOUS MATERIALS                           72              72
765   HAZARDOUS MATERIALS SERVICE                    0               0
770   CENTRAL SUPPORT                                0               0
775   CENTRAL SUPPORT SERVICE                        0               0
```

```
                              SUBTOTAL      43,902         40,381

810   PATIENT BEDROOM                          272              0
815   PATIENT BEDROOM SERVICE                    0              0
820   PATIENT BATH                               0              0
830   NURSE STATION                              0              0
835   NURSE STATION SERVICE                      0              0
840   SURGERY                                    0              0
845   SURGERY SERVICE                            0              0
850   TREATMENT/EXAMINATION                    339              0
855   TREATMENT/EXAMINATION SERVICE              0              0
860   DIAGNOSTIC SUPPORT LABORATORY              0              0
865   DIAGNOSTIC SUPPORT LAB SERVICE             0              0
870   HEALTH CARE SUPPLIES                       0              0
880   PUBLIC WAITING                           308              0
890   STAFF ON-CALL FACILITY                     0              0
895   STAFF ON-CALL FACILITY SERVICE           592              0
                              SUBTOTAL       1,510              0


910   SLEEP/STUDY WITHOUT TOILET/BATH            0              0
919   TOILET/BATH                                0              0
920   SLEEP/STUDY WITH TOILET/BATH         108,440              0
935   SLEEP/STUDY SERVICE                        0              0
950   APARTMENT                                  0              0
955   APARTMENT SERVICE                          0              0
970   HOUSE                                 21,719              0
                              SUBTOTAL     130,160              0



                                          NON-SASF
050   INACTIVE AREA                          1,848
060   ALTERATION OR CONVERSION AREA              0
070   UNFINSHED AREA                             0
M10   MENS BATHROOM                          3,771
U10   UNISEX BATHROOM                          175
W10   WOMENS BATHROOM                        3,658
WWW   CIRCULATION AREA                      13,358
XXX   BUILDING SERVICE AREA                  1,950
YYY   MECHANICAL AREA                        4,013
ZZZ   STRUCTURAL AREA                        1,042
                              SUBTOTAL          0              0


                              NON-SASF        NASF      E&G NASF
                    TOTAL       29,815     454,038       264,689
```

11.18

Univ.FacilitiesRoomInventoryReport(CBM011)

BUILDING NUMBER	NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION										
0004	BRIDWELL HALL	0	0	0	0	0	0	0	0	0
0007	FERGUSON HALL	0	0	0	0	0	0	0	0	0
0010	MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0011	FAIN FINE ARTS CENTER	0	0	0	0	0	0	0	0	0
0012	DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013	FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015	BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0018	MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761
0019	INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020	PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021	MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022	ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0023	BOLIN HALL	0	0	0	0	0	0	0	0	0
0024	CLARK STUDENT CENTER	0	0	0	0	0	0	0	0	0
0025	MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026	KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0027	RESIDENCE HALL MECHANICAL BUILDING	0	0	0	0	0	0	0	0	0
0029	PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0030	FAIN HALL	0	0	0	0	5,766	0	0	5,766	0
0031	VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032	CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033	TENNIS CENTER	134	0	0	0	0	0	0	463	134
0035	PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296
0036	OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037	SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038	PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039	SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0044	SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0
0045	GUEST HOUSE	0	0	0	0	918	0	0	918	0
0046	ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047	CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048	MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049	SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051	MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053	BEAWOOD-O'DONOHOE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054	UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055	BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056	HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0057	SEISMOMETER BUILDING	0	0	0	0	0	0	0	0	0
0060	SIKES LAKE RESTROOM	0	0	0	0	0	0	0	508	0

11.19

	SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956

REMODELING A CONDITION

0001	HARDIN ADMINISTRATION BLDG	0	0	0	0	0	0	0	0	0
0005	UNIVERSITY PRESS	0	0	169	0	0	3,824	0	4,869	1,079
0006	MEMORIAL BUILDING	0	0	0	0	0	0	0	0	0
0017	MERCANTILE BUILDING	1,494	0	0	0	4,006	0	0	8,828	1,662
0034	D.L. LIGON COLISEUM	92,653	0	0	0	20,183	0	0	112,836	91,991
0050	BRIDWELL COURTS	0	0	0	0	13,346	0	0	13,346	0
	SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733
	INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689

Univ.FacilitiesRoomInventoryReport(CBM011)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                                Page 1
                                        EDIT OF   CBM011 Room   DATA
ANNUAL    2010                         LONE STAR UNIVERSITY          003304            RunDate: 09/15/2010 Time: 18:15:08


Item Item Item Item   Item          Item   Item Item Item Item Item Item Item Item Item   Item Item Item Item
1    2    3    4      5              6      8    9    10   11   17   18   20   21   22      24   25   26   27    Remarks


 R 003304 2010 0010   00VST3        832000 WWW  72   100 0052 0000 000000 00  000 000000  00   000  11   01    A E Add Rec Rej
                      ****  **************
****************************
                                                                                     Duplicate Record. REF0713
                                                                           Duplicate Record Questionable. REF0716!



Total Rejected Records                         0
Total Records On DataBase                     36
Total Records Other Errors                     3
Total Non Error Records                       35
Total Error Records                            1
Total Questionable Records                     0
Total Rejected Records                         0



Items In Error Are Indicated By (*), Questionable By (-)
```

FACILITIES BUILDING INVENTORY REPORT
CBM014

        This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

        Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

        This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and it's pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at http://www.txhighereddata.org/ReportingManuals.cfm.

AdditionofBuildings

        The addition of buildings should be reported on an on-going basis.

BuildingDemolition

        A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.

<u>Univ.FacilitiesBuildingInventoryReport(CBM014)</u>

<u>Exclusions</u>

Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

<u>BasisforBuildingMeasurement</u>

Compute gross area using an accurate and verifiable means to the nearest whole square foot.

NOTES:

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

Item #1   RecordCode. Always enter 'B'.

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

Item #3   ReportYear. Enter all four digits of the calendar year in which the inventory
              occurs.

BUILDINGIDENTIFICATION
Each building should be assigned a unique alpha or numeric code to identify its record. The
building identification used to identify a room in this report must be the same as the building
identification used on the CBM005, Building and Room Report.

Item #4   BuildingNumber. Enter the assigned building number.

Item #5   BuildingName. Enter the assigned name of the building.

Item #6   ConditionCode. Enter the condition code based on the physical status of the
              building at the time of the report. See Appendix H.

Item #7   OwnershipCode. Enter the ownership code that represents the agency with which
              the ownership of the building resides. See Appendix H.

Item #8   LocationCode. Enter the location code that represents the physical location of the
              building in relation to the main campus. See Appendix H.

Item #9   TypeCode. Enter the type code that represents the purpose-function category that
              best describes its primary use. See Appendix H.

Item #10   Omitted.

Item #11   InitialOccupancyDate. Enter the four-digit calendar year of the initial occupancy of
              the building by the building's original owner, whether the institution owns it or not.

Item #12   NumberofFloors. Enter the number of floors in the building, including basements,
              penthouse, half-basements, mezzanines, and assignable attic space. Example: 9
              floors = 09.

Item #13   GrossArea. Enter the sum of the floor areas within the exterior walls of the
              building for all stories or areas that house floor surfaces. Round to the nearest
              whole square foot, right justified, leading zeros.

Item #14   Omitted.
Item #15   Omitted.
Item #16   Omitted.

Item #17   RecordIdentification. Always enter '14'.

Item #18   ZipCode. Enter the five-digit zip code of the building's **physical** address.

<u>Univ.FacilitiesBuildingInventoryReport(CBM014)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning <u>Position</u>	<u>Length</u>
Item #1	Record Code – Always 'B'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Building Name – Alphanumeric	18	50
Item #6	Condition Code – Numeric	68	1
Item #7	Ownership Code – Numeric	69	1
Item #8	Location Code – Numeric	70	1
Item #9	Type Code – Numeric	71	1
Item #10	Omitted	72	1
Item #11	Initial Occupancy Date – Numeric	73	4
Item #12	Number of Floors – Numeric	77	2
Item #13	Gross Area – Numeric	79	7
Item #14	Omitted	86	10
Item #15	Omitted	96	4
Item #16	Omitted	100	6
Item #17	Record Identification – Always '14'	106	2
Item #18	Zip Code	108	5

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.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'B'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Report Year	N/A	Must match value in header record
4.	Building Number	N/A	Special characters
5.	Building Name	N/A	Blank
6.	Condition Code	N/A	Any value except 1 thru 7
7.	Ownership Code	N/A	Any value except 1 thru 8
8.	Location Code	N/A	Any value except 1 thru 3
9.	Type Code	N/A	Any value except 1 thru 9, H, or R
10.	Omitted		
11.	Initial Occupancy Date	N/A	Non-numeric; value less than 1840 or greater than current year
12.	Number of Floors	Value greater than 25	Non-numeric; value less than 00
13.	Gross Area	N/A	Value less than 0000000
14.	Omitted		
15.	Omitted		
16.	Omitted		
17.	Record Identification	N/A	Any value except '14'
18.	Zip Code	N/A	Not on zip code file

Univ.FacilitiesBuildingInventoryReport(CBM014)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
CBM014 Building  EDIT SUMMARY FROM         RunDate: 09/15/2010 Time: 19:13:44
LONE STAR UNIVERSITY                       003304     ANNUAL    2010


                                      NORMAL QUESTIONABLE   ERROR
                                       RANGE       VALUES  VALUES
ITEM  1  RecordCode                       58            0       0
ITEM  2  Inst. Code                       58            0       0
ITEM  3  Report Year                      58            0       0
ITEM  4  Building Number                  58            0       0
ITEM  5  Building Name                    58            0       0
ITEM  6  Condition Code                   58            0       0
ITEM  7  Ownership Code                   58            0       0
ITEM  8  Location Code                    58            0       0
ITEM  9  Type Code                        58            0       0
ITEM 11  Initial Occupancy Date           58            0       0
ITEM 12  Number of Floors                 58            0       0
ITEM 13  Gross Area                       58            0       0
ITEM 17  Record Identification            58            0       0
ITEM 18  Zip Code



TOTAL Report Records                      58
CONTROL TOTAL                             58     DISCREPANCY       0
Total Recs on Db                          58
Number Of Non-Unique/Duplicated Id's       0
Number Of Duplicate Records                0
Number Of Relative Duplicate Questionable  0
Number Of Relative Duplicate Error         0
Total Error Recs on Db                     0
Total Questionable Recs on Db              0
Total Non Error Records on Db             58
Total Rejected Records                     0
```

Univ.FacilitiesBuildingInventoryReport(CBM014)

```
                TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
EDIT OF  CBM014 Building  DATA          RunDate: 09/15/2010 Time: 19:13:44
LONE STAR UNIVERSITY                          003304       ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


                  Building Space Error Report


                                   NASF/
  Building        Gross Area  Assignable Area      E and G Area  Error

     There are No entries for this report.
      ***Note:  Totals are net errors.
```

Univ.FacilitiesBuildingInventoryReport(CBM014)

```
Item Item Item Item  Item                              ***Item*** Item Item  Item       Item     Item Item
1    2    3    4     5                                 6 7 8 9 10  11   12    13         14       15   17     Remarks


There Were No Errors Detected For : LONE STAR UNIVERSITY


Items In Error Are Indicated By (*), Questionable By (-)
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ADMISSIONS REPORT
CBM00B

       The Admissions Report (CBM00B) collects data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588 of the 75th Legislature, the Uniform Admissions Bill. This report will meet the requirement that each university report on who applies, who is admitted, and who subsequently enrolls at each institution. Report only the applications that are complete and of students who are seeking a degree. Do not include transient or former student applications when applying at the same degree level. If a student applies to more than one school or college within the university, report the application data from the school or college that ultimately accepts or rejects the student. Report undergraduate, graduate, and professional student applications for summer and fall terms. This report replaces the Access and Equity 2000 Plan report (formerly Texas Plan report TXP-4) for universities.

INSTRUCTIONS FOR ADMISSIONS REPORT

Item #1   RecordCode. Always enter 'B'.

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

Item #3   StudentIdentificationNumber. 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   LastName. Enter the first 20 characters of the last name by which a student is legally known.

Item #5   FirstName. Enter the first 12 characters of the first name of the student.

Item #6   MiddleInitial. Enter the first character of the middle name of the student.

Item #7   Gender. Enter the gender of the student.

        M = Male   F = Female

Item #8   DateofBirth. Enter the calendar date of birth of the student. The year, month, and day should be indicated using the YYYYMMDD format.

        YYYY = Year   MM = Month   DD = day

        NOTE: If the month of birth is known and the year is unknown, code the item as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '6'.

Item #9   Unused

Item #10   Unused

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

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

Item #12   ApplicationLevel. Indicate the level of degree sought.

        04   Associate
        05   Bachelor's
        06   Master's
        08   Doctor's Degree-Research/Scholarship
        09   Law (LLB or JD)

10	Pharmacy (PharmD only)	
11	Medical (MD or DO only)	
12	Dental (DDS only)	
13	Optometry (OD only)	
14	Veterinary Medicine (DVM only)	
15	Other Formal Award	
16	Post-baccalaureate or alternative certification teacher certificate	
17	Nursing certificate (earned separately from a BSN or MSN degree)	

NOTE: Other formal award is a recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board.

Item #13   EnteringStatus. Do not include transient or former student applications when applying at the same degree level. Include high school students the first term after they complete their high school work.

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

Item #14   AdmissionActionorAcceptanceStatus. The action taken by the institution in response to the student's application for admission.

Undergraduates only
01   Accepted and ranked in top 10% of high school graduating class (include all incoming undergraduates who ranked in the top 10% of high school class)
02   Accepted and ranked in 11-25% of high school graduating class

Undergraduates and Graduates
03   Accepted on provisional basis, met requirements
04   Accepted on provisional basis, did not meet requirements
05   Accepted, based on other criteria
06   Rejected
07   Student withdrew application

Graduates only
08   Accepted as a regular graduate admission

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

Item #15   Father'sEducationalLevel. The highest level of formal instruction received by the student's father or male guardian (corresponds to common application for admission Part I, 14). Required of undergraduates only.

01   No High School
03   Some High School, no diploma
04   High School diploma or GED
06   Some college
07   Associate/two-year degree

08   Bachelor's/four-year degree
13   Graduate/Professional degree
00   Unknown or not applicable

Item #16   Mother'sEducationalLevel. The highest level of formal instruction received by the student's mother or female guardian (corresponds to common application for admission Part I, 14). Required of undergraduates only.

01   No High School
03   Some High School, no diploma
04   High School diploma or GED
06   Some college
07   Associate/two-year degree
08   Bachelor's/four-year degree
13   Graduate/Professional degree
00   Unknown or not applicable

Item #17   Unused.

Item #18   Family'sGrossIncome. Include both untaxed and taxed income from most recent tax year, as reported on application (corresponds to Common Application for Admission Part I, 15). This information may not be known until the common application is implemented and is only required of undergraduate applicants.

01   Less than $20,000
03    $20,000 to $39,999
08    $40,000 to $59,999
12    $60,000 to $79,999
15    $80,000 and greater
00   Unknown or not applicable

Item #19   LanguageFluency. Indicate if a language other than English is spoken fluently (corresponds to Common Application for Admission Part I, 13). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

01   No
02   Spanish
03   Other
00   Unknown or not applicable

Item #20   FamilyObligations. Indicate whether family obligations preclude participation in extracurricular activities (corresponds to Common Application for Admission Part I, 17). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

01   No
02   Yes
00   Unknown or not applicable

<u>Univ.AdmissionsReport(CBM00B)</u>

Item #21   <u>NumberofPeopleLivinginHousehold.</u> The item will allow a two-digit number (corresponds to Common Application for Admission Part I, 16). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates. Enter '00' if this item does not apply.

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

       1   Fall
       3   Summer
       0   Unknown or unreported

Item #23   <u>ReportingPeriod.</u> Always enter '5'.

Item #24   <u>ApplicationYear.</u> Enter all four digits 'YYYY' of the year for which the admission is sought (e.g., Fall 2010 would be reported as 2010).

Item #25   <u>ACTCompositeScore.</u> Provide the verified American College Test composite score for first-time undergraduate students if available; otherwise enter two zeros. If there are multiple composite scores for the student, enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average ACT scores is one of the required items. Effective Fall 2004 report.

Item #26   <u>SATCompositeScore.</u> Provide the Scholastic Aptitude Test composite score (verified by the College Board) for first-time undergraduate students if available; otherwise enter four zeros. If there are multiple composite scores for the student, enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average SAT scores is one of the required items. Effective Fall 2004 report.

Item #27   <u>EthnicOrigin.</u> 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 #28   <u>Race.</u> Select one or more codes indicating the race of the student.

Item #28A   1   White
Item #28B   2   Black or African-American
Item #28C   4   Asian
Item #28D   5   American Indian or Alaskan Native
Item #28E   6   International

| Item #28F | 7 | Unknown or Not Reported |
| Item #28G | 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, 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.

DATA PROCESSING RECORD LAYOUT

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

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

		Beginning Position	Length
Item #15	Father's Education Level - Numeric - '00', '01', '03', '04', '06', '07', '08', '13'	70	2
Item #16	Mother's Education Level - Numeric - '00', '01', '03', '04', '06', '07', '08', '13'	72	2
Item #17	Unused	74	1
Item #18	Family Income - Numeric - '00', '01', '03', '08', '12', '15'	75	2
Item #19	Language Fluency - Numeric - '00', '01', '02', '03'	77	2
Item #20	Family Obligations - Numeric - '00', '01', '02'	79	2
Item #21	Number in Household - Numeric	81	2
Item #22	Term Sought - Numeric - '0', '1', or '3'	83	1
Item #23	Reporting Period - Numeric - Always '5'	84	1
Item #24	Application Year - YYYY - Numeric	85	4
Item #25	ACT Composite Score	89	2
Item #26	SAT Composite Score	91	4
Item #27	Ethnic Origin	95	1
Item #28	Race:		
Item #28A	White – '1' or blank	96	1
Item #28B	Black or African-American – '2' or blank	97	1
Item #28C	Asian – '4' or blank	98	1
Item #28D	American Indian or Alaskan Native – '5' or blank	99	1
Item #28E	International – '6' or blank	100	1
Item #28F	Unknown or Not Reported – '7' or blank	101	1
Item #28G	Native Hawaiian or Other Pacific Islander – '8' or blank	102	1

QUESTIONABLE AND ERROR VALUES

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

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

Univ.AdmissionsReport(CBM00B)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
18.	Family Income	N/A	Value other than '00', '01', '03', '08', '12', '15'
19.	Language Fluency	N/A	Value other than '00', '01', '02', or '03'
20.	Family Obligations	N/A	Value other than '00', '01', '02'
21.	Number in Home	Value greater than 12	Non-numerical
22.	Term Sought	N/A	Value other than '00', '01', '03'
23.	Reporting Period	N/A	Value other than '5'
24.	Application Year	N/A	Value greater than current Year
25.	ACT Composite Score	N/A	Non-numeric or greater than 36
26.	SAT Composite Score	N/A	Non-numeric or greater than 1600
27.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
28A.	White	N/A	Value other than '1' or space or value = '1' and '7'
28B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
28C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
28D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
28E.	International	N/A	Value other than '6' or space or value = '6' and '7'
28F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
28G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

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

SUMMARY OF ADMISSIONS DATA

TOTAL: The total of applications is summed by gender, residence, ethnic origin, and age.

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

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

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

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

ACCEPTANCE STATUS GRADUATE: The counts are based on Application Level (Item #12) that are coded a value of '06' through '14', and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS CERT/ASSOC/OTHER: The counts are based on Application Level (Item #12) that are coded a value of '05' or '15' through '17' and the respective Admission Action or Acceptance Status (Item #14).

Univ.AdmissionsReport(CBM00B)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
SR-CBM00B EDIT SUMMARY FROM         RunDate: 10/15/2010 Time: 13:25:43
LONE STAR UNIVERSITY                     003304      ANNUAL    2010

                                     NORMAL QUESTIONABLE   ERROR
                                      RANGE      VALUES   VALUES
ITEM  1  RecordCode                   4,263           0        0
ITEM  2  INST. CODE                   4,263           0        0
ITEM  3  STUDENT ID                   4,263           0        0
ITEM  4  Last Name                    4,263           0        0
ITEM  5  First Initial                4,263           0        0
ITEM  6  Middle Initial               4,263           0        0
ITEM  7  Gender                       4,263           0        0
ITEM  8  Date Of Birth                4,263           0        0
ITEM 11  Residence                    4,263           0        0
ITEM 12  Application Level            4,263           0        0
ITEM 13  Entering Status              4,263           0        0
ITEM 14  Admission Status             4,263           0        0
ITEM 15  Father's Ed Level            4,263           0        0
ITEM 16  Mother's Ed Level            4,263           0        0
ITEM 18  Family Income                4,263           0        0
ITEM 19  Lang Fluency                 4,263           0        0
ITEM 20  Family Obligations           4,263           0        0
ITEM 21  Number In Home               4,260           3        0
ITEM 22  Term Sought                  4,263           0        0
ITEM 23  Reporting Period             4,263           0        0
ITEM 24  Application Year             4,263           0        0
ITEM 25  ACT Composit Score           4,263           0        0
ITEM 26  SAT Composit Score           4,263           0        0
ITEM 27  Ethnic Origin                4,263           0        0
ITEM 28  Race                         4,263           0        0
ITEM 28A White                        4,263           0        0
ITEM 28B Black/African-Amer           4,263           0        0
ITEM 28C Asian                        4,263           0        0
ITEM 28D American Ind/Alask Nat       4,263           0        0
ITEM 28E International                4,263           0        0
ITEM 28F Unknown/Not Reported         4,263           0        0
ITEM 28G Nat Hawaiian/Other Pac Is    4,263           0        0


TOTAL Report Records                    4,263
CONTROL TOTAL                           4,263        DISCREPANCY        0
Total Recs on Db                        4,263
Number Of Non-Unique/Duplicated Id's        0
Number Of Duplicate Records                 0
Number Of Relative Duplicate Questionable   0
Number Of Relative Duplicate Error          0
Total Error Recs on Db                      0
Total Questionable Recs on Db               3
Total Non Error Records on Db           4,263
Total Rejected Records                      0
  164 students that are identified as Top 10% have enrolled at your institution this semester.
```

Univ.AdmissionsReport(CBM00B)

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
Percent Change Of SR-CBM00B Data From Prior Year    RunDate: 10/15/2010 Time: 13:25:43
LONE STAR UNIVERSITY                    003304       ANNUAL   2010

Gender
                                    2010/5        2009/5        % Diff
            Male                     1,855         1,824          1.70%
            Female                   2,408         2,297          4.83%
                    Total           4,263         4,121          3.45%

Residence
                                    2010/5        2009/5        % Diff
            Texas Counties           4,112         3,911          5.14%
            Other States              122           166        -26.51%
            Foreign Countries          29            44        -34.09%
                    Total           4,263         4,121          3.45%

Application Level                 First-Time      Transfer       Total
2010/5 Associate                       298           129          427
2009/5 Associate                       274            92          366
       Percent Change               8.76%        40.22%        16.67%

2010/5 Bachelor's                                  3,112          533         3,645
2009/5 Bachelor's                                  2,945          595         3,540
       Percent Change                             5.67%       -10.42%         2.97%

2010/5 Master's                                      191            0           191
2009/5 Master's                                      215            0           215
       Percent Change                           -11.16%         0.00%       -11.16%

2010/5 Doctor's-Research/Scholarship                   0            0             0
2009/5 Doctor's-Research/Scholarship                   0            0             0
       Percent Change               0.00%                       0.00%         0.00%

2010/5 Law                                             0            0             0
2009/5 Law                                             0            0             0
       Percent Change                             0.00%         0.00%         0.00%

2010/5 Pharmacy                          0             0            0
2009/5 Pharmacy                          0             0            0
       Percent Change               0.00%         0.00%         0.00%

2010/5 Medical                           0             0            0
2009/5 Medical                           0             0            0
       Percent Change               0.00%         0.00%         0.00%

2010/5 Dental                            0             0            0
2009/5 Dental                            0             0            0
       Percent Change               0.00%         0.00%         0.00%

2010/5 Optometry                         0             0            0
2009/5 Optometry                         0             0            0
       Percent Change               0.00%         0.00%         0.00%

2010/5 Veterinary Med                                  0            0             0
2009/5 Veterinary Med                                  0            0             0
       Percent Change               0.00%                       0.00%         0.00%

2010/5 PPB/ALT Cert Teacher Cert                       0            0             0
2009/5 PPB/ALT Cert Teacher Cert                       0            0             0
       Percent Change               0.00%                       0.00%         0.00%

2010/5 Nursing Cert                                    0            0             0
2009/5 Nursing Cert                                    0            0             0
       Percent Change               0.00%                       0.00%         0.00%

2010/5 Other                                           0            0             0
2009/5 Other                                           0            0             0
```

```
        Percent Change                    0.00%        0.00%        0.00%

2010/5                Total               3,601          662        4,263
2009/5                Total               3,434          687        4,121
        Percent Change                    4.86%       -3.64%        3.45%

Term Sought
                                        2010/5       2009/5       % Diff
        Fall                             3,979        3,847        3.43%
        Summer                             284          274        3.65%
                      Total              4,263        4,121        3.45%

Age
                                        2010/5       2009/5       % Diff
        Under 17                             3           11      -72.73%
        17                                 116          722      -83.93% *** Review
        18                               2,914        2,320       25.60% *** Review
        19-21                              757          573       32.11% *** Review
        22-24                              190          219      -13.24%
        25-30                              126          140      -10.00%
        31-35                               50           48        4.17%
        36-50                               90           72       25.00%
        51-64                               16           15        6.67%
        65 and Older                         1            0      100.00%
        UnReported(not in avg)               0            1     -100.00%
        Average Age                         20           19        1.17%
        Total                            4,263        4,121        3.45%

        Acceptance Status Bachelor's
                                        2010/5       2009/5       % Diff
            Top 10%                        337          314        7.32%
            11-25%                         608          571        6.48%
            Provisional, Met                41           87      -52.87%
            Provisional, Not Met             0            0        0.00%
            Other Criteria               2,247        2,076        8.24%
            Rejected                        68           75       -9.33%
            Withdrew Application           344          417      -17.51%
                      Total              3,645        3,540        2.97%

Acceptance Status Graduate
                                        2010/5       2009/5       % Diff
        Accepted, Regular                  100          112      -10.71%
        Provisional, Met                    14            4      250.00%
        Provisional, Not Met                 0            0        0.00%
        Other Criteria                       0            0        0.00%
        Rejected                            56           35       60.00%
        Withdrew Application                21           64      -67.19%
                      Total                191          215      -11.16%

        Acceptance Status Cert/Assoc/Other
                                        2010/5       2009/5       % Diff
            Accepted, Regular                0            0        0.00%
            Provisional, Met                 4            2      100.00%
            Provisional, Not Met             0            0        0.00%
            Other Criteria                 285          223       27.80% *** Review
            Rejected                         5            3       66.67%
            Withdrew Application            27           29       -6.90%
                      Total                321          257       24.90%

Ethnic Origin                          2010/5       2009/5       % Diff
    Hispanic or Latino Origin            923    *No Exact Historic Data Available
    Not Hispanic or Latino Origin      3,298    *No Exact Historic Data Available
    Not Answered                          42    *No Exact Historic Data Available
            Total                       4,263    *No Exact Historic Data Available

Race                                   2010/5       2009/5       % Diff
    Multi-racial                         219    *No Exact Historic Data Available
    White only                         2,333    *No Exact Historic Data Available
```

Univ.AdmissionsReport(CBM00B)

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Black only                                   681      *No Exact Historic Data Available
Hispanic only                                704      *No Exact Historic Data Available
Asian only                                   222      *No Exact Historic Data Available
American Indian/Alaskan Native only           15      *No Exact Historic Data Available
International only                             57      *No Exact Historic Data Available
Native Hawaiian/Other Pacific Islander only   14      *No Exact Historic Data Available
Ethnic Origin/Race Unknown                    18      *No Exact Historic Data Available
            Total                          4,263      *No Exact Historic Data Available

Races reported in Multi-racial             2010/5        2009/5        % Diff
  White                                      338      *No Exact Historic Data Available
  Black                                       75      *No Exact Historic Data Available
  Asian                                       11      *No Exact Historic Data Available
  American Indian/Alaskan Native               5      *No Exact Historic Data Available
  Native Hawaiian/Other Pacific Islander       4      *No Exact Historic Data Available
  International                                6      *No Exact Historic Data Available
```

Univ.AdmissionsReport(CBM00B)

```
Edit00v00                          TEXAS HIGHER EDUCATION COORDINATING BOARD                                      Page 1
                                        Edit Of SR-CBM00B Data From
ANNUAL    2010                          LONE STAR UNIVERSITY 003304                    RunDate: 10/15/2010 Time: 13:25:4310
*** Item *******        Items         Item      *** Items ***    ****** Items ****** ***** Items ******
                                                                              1              2 2
1   2       3           4             5      6 7   8    10  11 12 13 14 15 16 7 18 19 20 21 2 3  24    25 26    Remarks



Total Rejected Records                            0
Total Records on DataBase                     4,263
Total Non Error Records                       4,263
Total Error Records                               0
Total Questionable Records                        3
Total Rejected Records                            0
  164 students that are identified as Top 10% have enrolled at your institution this semester.



Items In Error Are Indicated By (*), Questionable By (-)
```

Univ.AdmissionsReport(CBM00B)

```
*** Item *******         Items          Item     *** Items ***   ****** Items ****** ***** Items ******
                                                                              1              2 2
1  2      3              4              5      6 7   8    10   11 12 13 14 15 16 7 18 19 20 21 2 3  24    25 26    Remarks

B 003304 111223333 JEAN           BLUE           F 19890913    079 05 01 05 06 06    03 00 00 14 1 5 2010  00  0Q30
                                                                                      --
                                                 NumHouseHold(Item21) Value = 14 is Greater than 12 Questionable. REF0618
B 003304 444556666 DOODEY         HOWDY         W F 19890927    025 05 01 05 06 01    01 00 00 14 1 5 2010  23  0Q00
                                                                                      --
                                                 NumHouseHold(Item21) Value = 14 is Greater than 12 Questionable. REF0618
B 003304 777889999 FRO            TWOANN        L F 19891005    227 04 01 05 13 04    15 00 00 15 1 5 2010  21  0Q00
                                                                                      --
                                                 NumHouseHold(Item21) Value = 15 is Greater than 12 Questionable. REF0618


Items In Error Are Indicated By (*), Questionable By (-)
```

B.16

DOCTORAL EXCEPTION REPORT
CBM00E

The 75th Legislature placed a 99-hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding (*Texas Education Code*, TEC 61.059). The Coordinating Board may approve two types of partial exceptions to the limit: *program exceptions* for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards; and *individual exceptions* for students whose "program of research is likely to provide substantial benefit to medical or scientific advancement." Students granted exceptions generate up to 130 hours of doctoral funding. A student who is in a program that skips the master's and goes directly into a doctoral program after a bachelor's is to count the first 30 credit hours as though they were taken at the master's level.

Number of Individual Exceptions Permitted. The Board's policy is to allow each doctoral-granting institution individual exceptions for up to five students, or 1.5 percent of its doctoral students, whichever is greater. A report called "Individual Exceptions Allowed by Institution" will be provided to the Chief Academic Officer each biennium that shows each institution's fall doctoral student headcount and the number of individual exceptions that will be permitted based on that headcount. The report also shows the number of doctoral students identified with an individual exception who have exceeded the 130 SCH cap.

Each institution that grants doctoral degrees will receive an electronic list identifying active doctoral students at their institution with 60 or more doctoral-level semester credit hours. Students who were granted an individual exception in a prior year but who graduated within the past year based on the graduation report, CBM009, have been included, too. This electronic list will be posted to the output directory of the Coordinating Board's server in February of each even-numbered year. Current students who were granted individual or program exceptions for the last biennium have either a 'P' in Item #4 to indicate a program exception or an 'I' in Item #4 to indicate an individual exception. Please check to see that the information is accurate.

Which student records are to be returned?

1. Return only the doctoral student records that have been identified for a change in the exception code, Item #4. If the exception type identified on the doctoral student record will continue for the next biennium, no record should be returned.
2. Change Item #4 to an 'R' for students who no longer will receive an individual or program exception.
3. Flag additional students selected for an individual exception with an 'I' and students now eligible for program exceptions with a 'P' in Item #4.
4. Be sure that the total number of individual exceptions does not exceed the number your institution is allowed as indicated in the "Individual Exceptions Allowed by Institution." The total includes students whose records will be newly-coded with an 'I' and returned to the CB as well as those students who are already coded with an 'I' and whose records will not be returned to the CB.

Important Notes:

1. Exceptions designated on the report will apply to semester credit hours generated by doctoral students in the upcoming base period.

Univ.DoctoralExceptionReport(CM00E)

2. If a student with between 99 and 130 attempted doctoral hours is not in the exception database, the student won't generate doctoral funding.

3. New individual exceptions require presidential certification as indicated in Coordinating Board policy.

4. The CBM00E should be submitted via SFTP like any other CBM report that is sent to the Coordinating Board. A header record and a trailer record are required to be submitted with each report.

5. If the number of new "individual" exception records for doctoral students exceeds the approved number for the specific institution, an error list will be returned to the institution identifying the students who were not allowed to be flagged with an exception. In order for the students who were denied an exception to be granted one, a Removal record, 'R', for an equal number of the other doctoral students that are identified with an Individual exception, 'I', will have to be submitted and applied to the database to open an exception for each student that was returned on the error list that should be granted an individual exception.

INSTRUCTIONS FOR DOCTORAL EXCEPTION REPORT

The actual file has a space between each item.

Item #1   RecordCode. Always 'E'.

Item #2   InstitutionCode. The FICE Code of the institution has been provided.

Item #3   StudentIdentificationNumber. The social security number of the student or the nine-digit identification for students without a social security number as submitted on the CBM001.

Item #4   ExceptionType. Enter the type exception granted the student.

       I   Individual – limited to 5 or 1.5% of doctoral students
       P   Program – limited to certain programs
       R   Remove prior exception granted

Item #5   TermofReport. This is a biennial report that is to be coded a '5'.

Item #6   ExceptionYear. This item is all four digits of the year in which the report is submitted.

The items below are informational only.

Item #7   DoctoralHoursAccumulatedtoDate. This item is provided by the CB to reflect the number of hours summarized from the CBM001 at the doctoral level.

Item #8   Major. The CB provides this item to show the latest eight-digit CIP code reported on the CBM001 as the doctoral student's degree area. For students with a 'P' in Item #4, the major code should match one of the program exception CIP codes for your institution.

Item #9   DateofBirth. In YYYYMM format as provided on the CBM001. The day of birth is not captured in the doctoral data base at this time. This item may be helpful if the student identifier is not current.

Item #10   DegreeYear. Fiscal year in which the doctoral degree was reported to the CB on the CBM009.

Item #11   LastName. The last name of the doctoral student is provided if it matches the CBM001 in the past two years.

Item #12   FirstName. First name of the doctoral student is provided if it matches the CBM001 in the past two years.

<u>Univ.DoctoralExceptionReport(CM00E)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record – Always 'E'	1	1
Item #2	Institution Identifier - FICE – Numeric	3	6
Item #3	Student Identification Number	10	9
Item #4	Exception Type – I, P, or R	20	1
Item #5	Term of Report – Always '5'	22	1
Item #6	Exception Year	24	4
Item #7	Doctoral Hours Accumulated to Date – Numeric	29	3
Item #8	Major – Numeric	33	8
Item #9	Date of Birth - YYYYMM – Numeric	42	6
Item #10	Degree Year	49	4
Item #11	Last Name	54	20
Item #12	First Name	75	10

Univ.DoctoralExceptionReport(CM00E)

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Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
SR-CBM00E EDIT SUMMARY FROM        RunDate: 03/15/2012 Time: 10:39:47
LONE STAR UNIVERSITY                        003304      ANNUAL      2012


                                        NORMAL QUESTIONABLE    ERROR
                                         RANGE        VALUES   VALUES
ITEM  1  RecordCode                         12             0        0
ITEM  2  INST. CODE                         12             0        0
ITEM  3  STUDENT ID                         12             0        0
ITEM  4  Exception Type                     12             0        0
ITEM  5  Term of Report                     12             0        0
ITEM  6  Exception Year                     12             0        0
ITEM  7  Doctoral Hours Accumulated To Date 12             0        0
ITEM  8  Major                              12             0        0
ITEM  9  Date Of Birth                      12             0        0
ITEM 10  Degree Year                        12             0        0
ITEM 11  Last Name                          12             0        0
ITEM 12  First Initial                      12             0        0



TOTAL Report Records                        12
CONTROL TOTAL                               12      DISCREPANCY       0
Total Recs on Db                            12
Number Of Non-Unique/Duplicated Id's         0
Number Of Duplicate Records                  0
Number Of Relative Duplicate Questionable    0
Number Of Relative Duplicate Error           0
Total Error Recs on Db                       0
Total Questionable Recs on Db                0
Total Non Error Records on Db               12
Total Rejected Records                       0
```

E.5

Univ.DoctoralExceptionReport(CM00E)

```
                TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
Percent Change Of SR-CBM00E Data From Prior Year       RunDate: 03/15/2012 Time: 10:39:47
LONE STAR UNIVERSITY                           003304       ANNUAL   2012

Exception Type
                                          2012/5        2010/5        % Diff
            Individual - 'I'                   5  *No Exact Historic Data Available
            Program - 'P'                      0  *No Exact Historic Data Available
            Removal - 'R'                      7  *No Exact Historic Data Available
                    Total                     12  *No Exact Historic Data Available
```

Univ.DoctoralExceptionReport(CM00E)

```
                 TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Edit Of SR-CBM00E Data From          RunDate: 03/15/2012 Time: 10:39:47
LONE STAR UNIVERSITY                        003304        ANNUAL   2012


Exception Type
  Individual - 'I'                          5
  Program - 'P'                             0
  Removal - 'R'                             7
            Total                          12


Students Denied an Individual/Program Exception
**None Were Denied***
    ***Note:  Totals are net errors.
```

Univ.DoctoralExceptionReport(CM00E)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                           Page 1
                                       Applied CBM00E Transactions


          T
          y  S
Student   p  e Rpt                         Grad
   ID     e  m Year SCH   Major    DOB     Year Last Name            Firat Name   Action
--------- -  - ---- --- -------- ------    ---- ------------------_---- ----------   -----------------
111111111 R  5 2012 126 54019902 195906    0000 NAMEONE             STUDENT     Ignored No Exception Found, Exception Data =  !
444444444 R  5 2012 155 14180100 194208    0000 NAMETWO             STUDENT     Applied
777777777 R  5 2012 186 14180100 197005    0000 NAMETHREE           STUDENT     Ignored No Exception Found, Exception Data =  !
222222222 R  5 2012 131 40060100 197011    0000 NAMEFOUR            STUDENT     Ignored No Exception Found, Exception Data =  !
333333333 R  5 2012 157 14140100 195501    0000 NAMEFIVE            STUDENT     Ignored Already Removed, Exception Data = R2006!
555555555 R  5 2012 130 14140100 194111    0000 NAMESIX             STUDENT     Ignored No Exception Found, Exception Data =  !
666666666 R  5 2012 134 40060100 195503    0000 NAMESEVEN           STUDENT     Ignored No Exception Found, Exception Data =  !
888888888 I  5 2012 106 40060100 194802    0000 NAMEEIGHT           STUDENT     Applied
123456789 I  5 2012 111 26091000 197108    0000 NAMENINE            STUDENT     Applied
987654321 I  5 2012 099 14140100 197212    0000 NAMETEN             STUDENT     Applied
111223333 I  5 2012 102 54019902 198007    0000 NAMEELEVEN          STUDENT     Applied
444556666 I  5 2012 107 14090100 195312    0000 NAMETWELVE          STUDENT     Applied
```

E.8

Univ.DoctoralExceptionReport(CM00E)

```
Edit00v00                        TEXAS HIGHER EDUCATION COORDINATING BOARD                          Page 1
                                       Edit Of SR-CBM00E Data From
ANNUAL   2012                          LONE STAR UNIVERSITY 003304              RunDate: 03/15/2012 Time: 10:39:47

***** Item *******    ****  Items ****      Item         Items      Item    Items          Item
1   2        3        4  5  6      7         8             9         10      11             12           Remarks


There Were No Errors Detected For : LONE STAR UNIVERSITY


Items In Error Are Indicated By (*), Questionable By (-)
```

E.9

STUDENT NUMBER CHANGE REPORT
CBM00N

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

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

The CBM00N database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

Item #1   RecordCode. Always enter 'N'.

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

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

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

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

          YYYY = Year   MM = Month   DD = Day

Item #5   CurrentGender. Enter the gender of the student.

          M = Male   F = Female

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

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

          YYYY = Year   MM = Month   DD = Day

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

          M = Male   F = Female

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

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

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

DATA PROCESSING RECORD LAYOUT

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

STUDENT SCHEDULE REPORT
CBM00S

The Student Schedule Report (CBM00S) reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus. Students who withdraw from a class on or before the official census date are not included in this report.

ReportingSemesterCreditHours

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

There will be a semester credit hour check between the end of semester Student Report (CBM0E1) and the CBM00S:

> The sum of the credit hours reported in Items #10A and #10B for a student on the CBM0E1, including flexible entry records, must equal the total credit hours identified in Items #11 and #12 (calculated by totaling SCH for all courses reported), excluding inter-institutional classes (which are coded '1' in Item #26). Slight variations in SCH may result because institutions may report non-semester-length developmental education SCHs up to two decimal places on the CBM00S but may only report SCH in whole numbers on the CBM0E1.

ClassesOrganizedAftertheOfficialCensusDateandClassesthatSpanSemesters(Flexible Entry)

Students in classes that are organized after the official census date will be submitted in the CBM00S 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 #25 to denote "flexible entry." Students enrolled in classes that span semesters as in example (2) will be denoted with a '6' in Item #25 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 #25, as will students in courses that fall between semesters (e.g., mini-mester courses) .

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 unless it spans semesters.

Flexible entry classes are reported as follows on the CBM001, CBM0E1, CBM002, and CBM004. A reference table showing flex-entry instructions for the CBM0E1 and other applicable reports is available in the *Appendix*.

CBM001: All classes that are organized after the census date are reported as flexible entry, including those that end by the conclusion of the semester in which they started and those that

span more than one semester. 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).

CBM0E1: Classes that are organized after the census date that conclude by the end of the semester are reported with a '1' in item #16 in the semester in which they began and concluded; classes that are organized before or after the census date that span semesters are reported with a '6' in Item #16 in the semester that the class concludes.

CBM002: Classes that begin after the census date but conclude by the end of the semester are not reported on the CBM002 as flex, so no unique record is required for students in those classes. Classes that are organized before or after the census date and span semesters are reported as flex with option '6' in Item #13 in the semester that the class concludes.

CBM004: All classes that are organized after the census date are reported as flexible entry on the CBM004 with "FE" in Item #5 (Section Number).

Inter-institutionalClasses

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 affects the definition. North Texas Federation classes, consortium classes, and some instructional telecommunication classes are inter-institutional classes.

To report the students and classes where there is an inter-institutional agreement:

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 providing institution should not report an inter-institutional student on its student record reports (CBM001, CBM0E1). The receiving institution should report its students taking inter-institutional classes on its student record reports (CBM001, CBM0E1). Both the providing and receiving institutions will report inter-institutional students on the CBM00S:

- The providing institution should report the student on its CBM00S with the appropriate funded semester credit hours (SCH) for the class in Item #11, SCH State-Funded; and

- The receiving institution should report the student with unfunded SCH in Item #12, SCH Not State-Funded.

b. For Item #26, the providing institution is coded '0' to indicate that the enrollment for this class is at the providing institution. The receiving institution codes Item #26 as a '1' to indicate the student is taking the class at the providing institution.

c. Institutions participating in an agreement of this type must have auditable procedures in place to ensure that the hours are not reported more than once for funding.

d. On the CBM00S report the receiving institution enters the FICE of the providing institution in Item #15, "Other Higher Education Site."

e. Each institution reports its own students on the CBM001/CBM0E1.

DistanceEducationandOff-CampusInstruction

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. The following assigned FICE codes identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

MITC or University System Center:
000844 Alamo University Center
000842 Collin Higher Education Center
000811 East Williamson County Multi-Institution Teaching Center
000820 Lone Star College – University Center
000802 Round Rock Higher Education Center
000840 The University of Texas at Arlington Fort Worth Center
000818 Universities Center at Dallas
000800 University of Houston System at Sugar Land
000826 University of Houston System Center at Cinco Ranch

Other specific sites:
000804 Prairie View A&M University College of Nursing, Houston Center
000806 Sul Ross State University - Rio Grande Campus at Del Rio
000808 Sul Ross State University - Rio Grande Campus at Eagle Pass
000812 Texas A&M University-Commerce Metroplex Center, Mesquite
000830 Texas Tech University Abilene Engineering Center
000838 Texas Tech University Center at Junction
000833 Texas Tech University Higher Education Teaching Site at El Paso
000834 Texas Tech University Higher Education Teaching Site at Fredericksburg
000836 Texas Tech University Higher Education Teaching Site at Highland Lakes
000816 Texas Woman's University, College of Nursing, Dallas Educational Activities
000814 Texas Woman's University, College of Nursing, Houston Center
000822 The University of Texas at San Antonio, Downtown

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).

ReportingDevelopmentalEducationCourses and Interventions

Every student who attempts developmental education courses and/or interventions during the semester (with the exception of students participating in non-funded interventions which are reported only on the CBM002) must be reported on the CBM00S, even if the student has met TSI obligations (more information on allowable interventions is provided later in this

S.3

introduction). This includes students who choose to take developmental education or are placed in a class/intervention by the reporting institution.

Developmental education courses and approved interventions are identified in Item #19 using the appropriate level designation (a '0' is coded if the course is not developmental, a '1' is coded for a developmental student success course, and a '4' is coded for a developmental student success intervention). The level of the course/intervention is determined as follows:

1   Highest level developmental course (use this designation for pre-college reading/writing, intermediate algebra, or developmental student success)
2   Medium level developmental course (use this designation for intermediate reading/writing or introductory algebra)
3   Lowest level developmental course (use this designation for fundamental/basic reading/writing or pre-algebra and below)
4   Highest level developmental intervention (use this designation for pre-college reading/writing, intermediate algebra, or developmental student success)
5   Medium level developmental intervention (use this designation for intermediate reading/writing or introductory algebra)
6   Lowest level developmental intervention (use this designation for fundamental/basic reading/writing or pre-algebra and below)

Semester credit hours attempted in developmental education courses and approved interventions fall under the 18-hour rule which mandates that a maximum of 18 SCH taken by a university student enrolled in developmental education may be funded by the state. Developmental education courses and interventions must differentiate between state-funded hours and non-state-funded hours in Items #11 and #12.

If a student reaches the 18 SCH maximum during a course, the hours may be split between these two categories. In this case, report option '1' as the reason for reporting the non-funded developmental hours in Item #17.

ReportingFirstCollege-LevelCourse

Success in a first college-level course signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in a given subject area. Item #20 on the CBM00S is used to identify a course as the first college-level course.

The response in Item #20 must align with Items #30, #50, and #70 (Credit for First College-Level Course by area) on the CBM002 for the same reporting period as follows:

- Option '0' in Item #20 is reported with a '0', '1', '2', or '3' (as applicable) in Items #30, #50, #70 on the CBM002;
- Option '1' in Item #20 is reported with a '4' in Item #30 on the CBM002;
- Option '2' in Item #20 is reported with a '4' in Item #50 on the CBM002;
- Option '3' in Item #20 is reported with a '4' in Item #70 on the CBM002; and
- Option '4' in Item #20 is reported with a '4' in Items #50 and #70 on the CBM002

Only one first college-level course record should be reported per student per area on the

CBM00S. If the student is taking more than one course that qualifies, the institution may choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out-of-state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution reports a '0' in Item #20 on the CBM00S (previously reported or not applicable). A course which is identified as a first college-level course on the CBM00S in Item #20 MUST be reported with a grade of A, B, or C in Item #21. (Note that grades for all courses are reported in Item #21, not just for first-college-level courses.)

If a student is reported by more than one institution as successfully completing a first college-level course, the first record received is used for determining the time of successful completion of this measure for the state accountability system and developmental education reports.

ReportingStudentsAttemptingCoursesforDualCredit

All college courses taken for high school and college credit must be reported on the CBM00S. 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 CBM00S must be included on the CBM001, 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.

CompositeClasses

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.

CourseGradeandPointValueofCourseGrade

Item #21 asks for the course grade. This must be completed for all records, including developmental education courses and interventions. If a letter grade is selected (options '1' through '5'), Item #22 may NOT be left blank. For pass/fail courses, report '8' if the student passed and 'N' if the student did not. Option 'N' for no credit should NOT be used if option '5', '6', '7', or '9' applies. If the course is reported as a first college-level course in Item #20, ONLY options '1', '2', and '3' (A, B, or C) may be reported.

Option '9', EforEffortorInProgress(NoCredit), may only be used for developmental education courses. If a student's grade is not available for a course that the student has completed, use option '6', "Incomplete" (do not use option '9').

The point value of course grade (Item #22) is reported with two decimal places.

ReportingNON-SEMESTER-LENGTHDevelopmentalEducationInterventions

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. Students enrolled interventions that begin after the census date should be reported as flexible entry.

Semester credit hours are reported with up to two decimal places on the CBM00S. Semester credit hours attempted in non-semester-length developmental education must also be reported on the CBM004, CBM001 and CBM0E1.

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: 0119 (19/16) or 0125 (rounded to nearest ¼ SCH)

Non-semester-length and non-course-based developmental education is also reported in Item #19, options '4', '5', and '6.' 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).

State funding is only allowable for the first 18 hours of developmental education completed by a student. Non-semester-length/non-course-based interventions are included in the 18 hours. Use the appropriate funding semester credit hours in Items #11 and #12 to differentiate between funded and non-funded SCHs.

INSTRUCTIONS FOR STUDENT SCHEDULE REPORT

Item #1   RecordCode. Always enter 'S'.

Item #2   InstitutionCode. Enter the FICE Code of the reporting institution.

Item #3   StudentIdentificationNumber. 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   SubjectPrefix. Enter the subject abbreviation of the course as established by the
           institution. Left justify, space fill.

Item #5   CourseNumber. Enter the course identification number. Left justify, space fill.

Item #6   SectionNumber. Enter the section identification number. Left justify, space fill.

Item #7   TypeofInstruction (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		

           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.

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

           IndividualInstructionClasses 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. IndependentStudy (5) includes
           conference courses, individual problems courses, etc. PrivateLesson (6) is for
           private music or other private instruction. Individualized (0) includes 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   SemesterCreditHourValue. Enter the number of semester credit hours for the course (the sum of Items #11 and #12).

Item #11   SCHState-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   SCHNOTState-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.)

Note: The 82nd Legislature (SB 419) disallowed community colleges from receiving formula funding for dual credit PE courses used to meet high school physical education requirements. General Appropriations Act, HB1, Section 33 (page III-31), signals that restrictions on funding for dual credit physical education courses could apply to universities in the near future.

Item #13   GraduateLevelClassTakenbySeniorwithin12HoursofGraduation. Flag "1" if this course credit meets within 12 hours of graduation and "0" if it does not.

Item #14   LocationCode. 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 CBM00S)
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   OtherHigherEducationSite. 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   InstructionMode. 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

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   SCHNotFundedReason. 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

Item #18   HighSchoolCreditStatus. 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   DevelopmentalEducationCourse/InterventionLevel. Enter the code indicating the type of developmental course/intervention completed by the student. (See page S.3 for a description of these levels.) Report all developmental student success courses as '1' and all approved developmental student success interventions as '4.' Interventions include non-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
1   Highest level developmental course
2   Medium level developmental course
3   Lowest level developmental course
4   Highest level developmental intervention
5   Medium level developmental intervention
6   Lowest level developmental intervention

Item #20   FirstCollege-LevelCourse(FCL).   Enter '1' – '4', as appropriate, if this is the first-college-level course that the student passed with a grade of A, B, or C. This field is used to determine successful completion of a first college-level course for undergraduate students (a success measure in the accountability system related to Texas Success Initiative standards). Report '0' (not applicable) for a course in which the student received a grade other than A, B, or C, as the course will not satisfy the requirements of the measure related to this item. (See the introduction for more information.)

0   Previously reported as successfully completing first college-level course or not applicable
1   Math
2   Reading intensive
3   Writing intensive
4   Reading and Writing intensive

Item #21   CourseGrade.   (See the introduction for more information)

1   A
2   B
3   C
4   D
5   F (No Credit)
6   I (Incomplete)
7   W (Withdrawn or Drop)
8   Credit/Passed
9   E for Effort or In Progress (No Credit)
N   No credit/Did not pass
X   Instructor did not provide a grade

Note: Code 9 (E for Effort or in Progress) is applicable to Developmental Education courses/interventions only.

Item #22   PointValueofGrade.   Based on a 4-point system, enter the grade point value earned for this course (as entered in Item #21) completed for the reporting period (e.g., A 3.8 will be recorded as '380' and an F will be reported as '000'). If a grade other than A through F is earned for this course, leave this item blank.

NOTE: Do NOT report the student's overall GPA; this is the grade point value

earned for the grade in the course. Do NOT factor in the credit hour value in the grade point value.

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. Enter a '6' if a student is enrolled in a course that spans from the previous semester and is being reported as completed this semester. Each type of flexible entry record must be a separate record. Leave blank if not flex entry (see introduction and the Flexible Entry Reference Table for more information).

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

0   Not an inter-institutional enrollment
1   The student is taking the course at another institution. The SCH generated is allowed to be reported for formula funding by your institution (see Alternative 2 under the Inter-institutional Courses section in the CBM004 introduction).
2   The student from another institution is taking the course at your institution. The SCH generated is reported for formula funding by your institution (see Alternative 1 under the Inter-institutional Courses section in the CBM004 introduction).

NOTE: You would not report a CBM00S record for a student from your institution who is taking a class at another institution where the SCH generated is reported for formula funding by the other institution (see Alternative 1 under the Inter-institutional Courses section in the CBM004 introduction).

<u>Univ.StudentScheduleReport(CBM00S)</u>

Item #27   <u>Semester.</u>   Enter the semester in which the course is reported.

         1 = Fall   2 = Spring   3 = Summer

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

Item #29   <u>ClassBeginDate.</u>   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   <u>ClassEndDate.</u>   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.

<u>Univ.StudentScheduleReport(CBM00S)</u>

Example: CBM00S 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 funding (CBM001), the student would be reported by both institutions on the CBM00S. An example is below. Items not referenced are intentionally omitted.

<u>UNIVAreportsitsstudent</u>		<u>UNIVBreportsitsstudent</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: CBM00S Flexible Entry that Spans Semesters

2. University A offers a class that begins in the fall (September 15, 2011) but doesn't end until February 15, 2012. While this course began in the fall, it did not actually end until the spring; therefore this course would need to be reported in the Spring reporting period. Below is an example of the Item #s that would capture this example:

Item #25	6
Item #27	2
Item #28	2011
Item #29	20110915
Item #30	20120215

Example: CBM00S Lecture/Lab

3. 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
Item #21	1	Item #21	8
Item #22	400	Item #22	blank

Univ.StudentScheduleReport(CBM00S)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
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	First College-Level Course	65	1
Item #21	Course Grade – Alphanumeric	66	1
Item #22	Point Value of Grade	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

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.

ITEM NUMBER		QUESTIONABLEVALUE	ERRORVALUE
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', or 'C'
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
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.StudentScheduleReport(CBM00S)

ITEMNUMBER		QUESTIONABLEVALUE	ERRORVALUE
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 '6'
18.	HS Credit Status	N/A	Any value except '0', '1', or '2'
19.	Developmental Course Level	N/A	Any value except '0' thru '6'; any value except '0' when Item #18 = '1'
20.	First College-Level Course	N/A	Any value except '0' thru '4'
21.	Course Grade	N/A	Any value except '1' thru '9', 'N', or 'X'; blank if Item #10 not = 0; Any value except '1' thru '3' if Item #20 ne '0'; Item #21 = '9' and Item #19 = '0'
22.	Point Value of Grade	If Item #21 is coded: 1, then 300 to 366 2, then 200 to 266 3, then 100 to 166 4, then 001 to 066	Value > 400; if Item #21 is coded: 1, if = to or < 300 2, if = to or < 200 3, if = to or < 100 4, if = 000 5, if > 000 or blank 6-9, N, X then not blank 1-5, grade points = blank, and Item #19='0'
23.	Composite Code	N/A	N/A
24.	Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value

Univ.StudentScheduleReport(CBM00S)

ITEMNUMBER	QUESTIONABLEVALUE	ERRORVALUE
25. Flexible Entry	N/A	Any value except spaces, '1', or '6'
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. All records that are not included in an institution's course inventory are listed on a mismatch report ("00S records that do not relate to the Course Inventory or CIPISP file"). The hours produced by these classes are <u>not</u> included in the semester credit hour calculations.

The enrollment in each class is summed and multiplied by the SCH value in the CBM00S record. These totals are then aggregated by program and curriculum area according to the level in the CBM003 and the enrollment level in the CBM00S. 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 CBM00S 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

CourseLevel	HoursGenerated
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.

Univ.StudentScheduleReport(CBM00S)

Special-Professional   Only master's, doctor's level-research/scholarship, and doctor's level-professional practice levels of enrollment will generate special-professional hours.

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.

Mismatches:

Additional validations must be run between the CBM00S and various other reports. The CBM00S will have a credit hour mismatch comparison against the 0E1 (see CBM0E1) and generate a summary report.

The CBM00S will also be validated with these calculations:
   -   A student reported on the CBM00S but not reported on the CBM0E1 will report an error.
   -   A student with greater than 40 total credit hours will be reported as an error.
   -   The SCH value of Item #10 will report an error if it does not match the value for the Course Inventory.
   -   A student reported on the CBM002 and not reported on the CBM00S will report an error.
   -   A course reported for a student on the CBM00S that does not have an assigned instructor on the CBM008 will report an error.

Univ.StudentScheduleReport(CBM00S)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
SR-CBM00S EDIT SUMMARY FROM         RunDate: 02/26/2012 Time: 15:00:41
TEXAS UNIVERSITY                         999999      FALL      2011

                                       NORMAL QUESTIONABLE   ERROR
                                        RANGE      VALUES   VALUES
ITEM  1   Record Code                      8           0        0
ITEM  2   Inst. Code                       8           0        0
ITEM  3   STUDENT ID                       8           0        0
ITEM  4   Subject Prefix                   8           0        0
ITEM  5   Course Number                    8           0        0
ITEM  6   Section Number                   8           0        0
ITEM  7   Type Instruction                 8           0        0
ITEM  8   Classification                   8           0        0
ITEM  9   Non Disclosure                   8           0        0
ITEM 10   Semester Credit Hour Value       8           0        0
ITEM 11   SCH Funded                       8           0        0
ITEM 12   SCH Not Funded                   8           0        0
ITEM 13   Graduate SCH of Seniors          8           0        0
ITEM 14   Location Code                    8           0        0
ITEM 15   Other Higher Education Site      8           0        0
ITEM 16   Instruction Mode                 8           0        0
ITEM 17   SCH Not Funded Reason            8           0        0
ITEM 18   High School Credit Status        8           0        0
ITEM 19   Developmental Education          8           0        0
ITEM 20   First College-Level Course       8           0        0
ITEM 21   Course Grade                     6           0        2
ITEM 22   Point Value of Grade             6           0        2
ITEM 23   Composite Classes                8           0        0
ITEM 24   Off Campus Location/Zip Code     8           0        0
ITEM 25   Flexible Entry                   8           0        0
ITEM 26   Inter-institutional Identifier   8           0        0
ITEM 27   Semester                         8           0        0
ITEM 28   Report Year                      8           0        0
ITEM 29   Class Begin Date                 8           0        0
ITEM 30   Class End Date                   8           0        0


TOTAL Report Records                        8
CONTROL TOTAL                          65,509      DISCREPANCY -65,501
Total Recs on Db                            8
Number Of Non-Unique/Duplicated Id's        0
Number Of Duplicate Records                 0
Number Of Relative Duplicate Questionable   0
Number Of Relative Duplicate Error          0
  0 derived IDs were found.  This is  0.0000%of the total records you submitted.
Total Error Recs on Db                      2
Total Questionable Recs on Db               0
Total Non Error Records on Db               6
Total Rejected Records                      0

This report will only appear when there are no errors.
```

Univ.StudentScheduleReport(CBM00S)

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Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
SR-CBM00S EDIT SUMMARY FROM       RunDate: 02/26/2012 Time: 15:00:41
TEXAS UNIVERSITY                            999999     FALL     2011


Classification
  Freshman                                  0
  Sophomore                                 0
  Junior                                    4
  Senior                                    2
  Post-Baccalaureate                        0
  Masters                                   0
  Doctor's-Res/Scholar                      0
  Doctor's-Prof Practice                    0
            Total                           6

  Non Disclosure                            0

  Flexible Entry '1'                        0
  Flexible Entry '6'                        0
            Total Headcount                 6

    ***Note:  Totals are net errors.
```

FALL   2011   **TEXAS UNIVERSITY   999999**   **RunDate: 02/26/2012 Time: 15:00:4**1

       Subject   Course   Section   Enrollment
       Prefix   Number   Number   Values   UGL   UGU   Mast   Doc   Spec   EX UG   Ex Dev
             THERE ARE NO ITEMS FOR THIS REPORT

FALL   2011   **TEXAS UNIVERSITY   999999**   **RunDate: 02/26/2012 Time: 15:00:4**1

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT

                 There Are No Off Campus Semester Credit Hour Records FOR : **TEXAS UNIVERSITY**

FALL   2011   **TEXAS UNIVERSITY   999999**   **RunDate: 02/26/2012 Time: 15:00:**21

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS
2313010001 Writing, General		3	0
2701010001 Mathematics, General		3	0
3801010001 Philosophy		0	6
4501010001 Social Sciences, General		0	6
TOTAL LIBERAL ARTS		6	12

SUBTOTAL	STATE FUNDED	6	12	18	0	0	0	18
GRAND TOTAL ALL CURRICULUM AREAS	6	12	18	0	0	0	18	0

S.24

Univ.StudentScheduleReport(CBM00S)

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Edit00v00                           TEXAS HIGHER EDUCATION COORDINATING BOARD                          Page 1
                                         Edit Of SR-CBM00S Data From
FALL      2011                           TEXAS UNIVERSITY    999999              RunDate: 02/26/2012 Time: 15:00:41
***Item numbers or Name
 01 02/23    03/24 /FE 04/26 /27 05/28      06/29    /30 07  08    09  SCH   11  12  13  14  15    16 17  18 19 20 21 22


 S  999999  000000099  CHEM       1112      101          2   3    0   0100 0100 0000 0   0         1         0  0  0 5                        E
                                                                                                                       * ***
            00000        0   1    2010  20110919 20111130
                                             Point Value of Grade(Item22) is invalid for Course Grade(Item21). Error!. REF1528

   0 derived IDs were found.  This is  0.0000%of the total records you submitted.


Total Rejected Records                        0
Total Records on DataBase                     8
Total Non Error Records                       6
Total Error Records                           2
Total Questionable Records                    0
Total Rejected Records                        0


Items In Error Are Indicated By (*), Questionable By (-)




Edit00v00                           TEXAS HIGHER EDUCATION COORDINATING BOARD                          Page 1
                                         Edit Of SR-CBM00S Data From
FALL      2011                           TEXAS UNIVERSITY    999999              RunDate: 02/26/2012 Time: 15:00:41
                                            Questionables ONLY

***Item numbers or Name
 01 02/23    03/24 /FE 04/26 /27 05/28      06/29    /30 07  08    09  SCH   11  12  13  14  15    16 17  18 19 20 21 22


Items In Error Are Indicated By (*), Questionable By (-)
```

STUDENTS IN SELF-SUPPORTING COURSES AND PROGRAMS
CBM00X

This report reflects all students enrolled in extension courses at the reporting institution as of the institution's official census date for each term during the annual reporting cycle. Students who withdraw from a class on or before the official census date should not be included in this report. This report is due September 15 each year and should include all extension students who were enrolled at the institution during the prior fiscal year.

Students included in this report:

1. All students enrolled in academic credit extension courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in extension courses whether offered on-campus or at off-campus sites and centers in Texas.
3. High school students taking regular college extension courses for credit. Report these students in the classification in which they are recorded at the institution.
4. Extension students who have requested that their directory information not be released.

Students excluded from this report – DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award. Do NOT include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award.
2. Students who are exclusively auditing classes.
3. Students studying abroad (e.g., foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country.

The Texas Higher Education Coordinating Board incorporated extension courses and programs within Chapter4,SubchapterQ that concern distance education and off-campus offerings. Extension courses and programs in 4.103 (12) are defined as:

Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula funded.

Some institutions offer complete degree programs in the extension (or non-formula funded) mode, while others offer only courses. Students taking only courses are typically not formally admitted to the institution through the standard admissions process, but they must meet Texas Success Initiative requirements in order to take college-level courses. Extension degree programs are programs which an institution has authority to offer and for which graduates receive a regular diploma from the delivering institution, but which are not supported by formula funding. Students enrolled in extension degree programs must be admitted to the institution through the regular admissions process.

Univ.StudentsinSelf-SupportingCoursesandPrograms(CBM00X)

      The current Coordinating Board rules allow institutions to offer extension courses and programs but provide for increased oversight of them. The following conditions are placed on extension offerings:

- Charges for extension courses and programs must not be less than regular Texas tuition and fees;
- Extension courses and programs must have the same quality standards as on-campus offerings;
- Institutions should adhere to the current notification procedures before offering extension courses and programs in places that would affect other institutions, and potentially affected institutions may protest delivery;
- Extension offerings must have accountability and transparency. The Coordinating Board requires verification that courses are not submitted for formula funding; and
- Extension programs must report student enrollments and completions, as they are a facet of C*losing the Gaps*.

      CoordinatingBoardRuleSection4.274(5) states that "institutions shall report enrollments, courses and graduates associated with extension offerings as required by the Commissioner." Student enrollments in extension courses that are not reported on an institution's standard CBM001 report should be reported on the CBM00X. Only students who are located in Texas should be reported. International students and other non-Texas residents should be reported if they reside in Texas while taking the relevant instruction.

      Graduation data for extension students will be incorporated into the CBM009 report, which will be amended to include an item to indicate whether the student has completed an extension program.

INSTRUCTIONS FOR STUDENTS IN SELF-SUPPORTING
COURSES AND PROGRAMS

Item #1   RecordCode. Always enter 'X'.

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

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

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

                     M = Male   F = Female

Item #5   Classification. Enter the classification of the student. Use IPEDS definitions.

              1   Freshman – a first-year student, or less than 30 semester credit hours
              2   Sophomore – a second-year student who has completed the equivalent of one
                    year of full-time undergraduate work; that is, at least 30 semester credit hours
                    but less than 60 semester credit hours
              3   Junior – a third-year student who has completed the equivalent of two years of
                    full-time undergraduate work; that is, at least 60 semester credit hours but less
                    than 90 semester credit hours
              4   Senior – an undergraduate student who has completed the equivalent of three
                    years of full-time undergraduate work; that is, at least 90 semester hours;
                    continue to classify the student as a senior until the baccalaureate degree is
                    completed
              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 admitted to a master's degree program at the
                    institution
              7   Doctor's Level-Research/Scholarship – a student admitted to a doctor's level-
                    research/scholarship program at the institution
              U   Unclassified Undergraduate – a student who cannot be classified by year of
                    study or student level

Item #6   Unused

Item #7   SemesterCreditHoursAttempted. Enter the number of semester credit hours for
              which the student registered in the reporting year.

Item #8   Major. Enter the 2010 CIP code (Appendix C) of the authorized degree program. If
              the student is not in a program enter '99999999'.

Item #9   DateofBirth. Enter all four digits of the year and the two digits of the month and
              day of birth for the student.

<u>Univ.StudentsinSelf-SupportingCoursesandPrograms(CBM00X)</u>

YYYY = Year; MM = Month; DD = Day

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

Item #10   <u>LastName.</u> Enter the student's last name. Truncate if the name contains over 20 characters.

Item #11   <u>FirstName.</u> Enter the student's first name. Truncate if the name contains over 10 characters.

Item #12   <u>MiddleInitial.</u> Enter the initial of the student's middle name.

Item #13   <u>First-Time-in-College.</u> 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).

Item #14   <u>FirstTermEnrolled.</u> Enter all four digits of the year and the two digits of the month when the student was first enrolled at the institution during the current reporting year. (Note: this might not be the first term overall when the student was enrolled, simply the first term this year.)

YYYY = Year; MM = Month

Item #15   <u>LastTermEnrolled.</u> Enter all four digits of the year and two digits of the month when the student was last enrolled at the institution during the reporting year.

YYYY = Year; MM = Month

Item #16   <u>StudentIntent.</u> Enter the code that reflects the primary reason the student is attending classes at your institution. The datum MUST be student-declared.

1   Earn an associate's degree (2 year)
2   Earn a certificate (less than 2 years)
3   Earn a baccalaureate or higher degree
4   Not seeking a degree or certificate
0   Not available

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

Item #18   <u>ReportingPeriod.</u> Default to annual reporting period (code as '5').

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

Item #20   EthnicOrigin. 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 #21   Race. Select one or more codes indicating the race of the student.

Item	Code	
Item #21A	1	White
Item #21B	2	Black or African-American
Item #21C	4	Asian
Item #21D	5	American Indian or Alaskan Native
Item #21E	6	International
Item #21F	7	Unknown or Not Reported
Item #21G	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, 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, report with the international code.
b) 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.
c) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 'X'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Classification	18	1
Item #6	Unused	19	1
Item #7	Semester Credit Hours – No decimals; zero fill	20	2
Item #8	Major	22	8
Item #9	Date of Birth - YYYYMMDD – Numeric	30	8
Item #10	Last Name – Alpha	38	20
Item #11	First Name – Alpha	58	10
Item #12	Middle Initial – Alpha	68	1
Item #13	First-Time-In-College – Numeric or blank	69	6
Item #14	First Term Enrolled – Numeric	75	6
Item #15	Last Term Enrolled – Numeric	81	6
Item #16	Student Intent – Numeric	87	1
Item #17	Non-disclosure – Numeric	88	1
Item #18	Reporting Period – Numeric	89	1
Item #19	Year - YYYY – Numeric	90	4
Item #20	Ethnic Origin	94	1
Item #21	Race:		
Item #21A	White – '1' or blank	95	1
Item #21B	Black or African-American – '2' or blank	96	1
Item #21C	Asian – '4' or blank	97	1
Item #21D	American Indian or Alaskan Native – '5' or blank	98	1
Item #21E	International – '6' or blank	99	1
Item #21F	Unknown or Not Reported – '7' or blank	100	1
Item #21G	Native Hawaiian or Other Pacific Islander – '8' or blank	101	1

QUESTIONABLE AND ERROR VALUES

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

ITEM/NUMBER		QUESTIONABLEVALUE	ERRORVALUE
1.	Record Code	N/A	Any value except 'X'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Student ID Number	Alpha characters	Blank or special characters
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '1'- '7' or 'U'
6.	Unused	N/A	N/A
7.	Semester Credit Hours	Value greater than '52'	Non-numerical value; zero fill unused positions
8.	Major	N/A	Non-numeric or invalid CIP code
9.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
10.	Last Name	N/A	Blank, numerical
11.	First Name	Blank	Numerical
12.	Middle Initial	N/A	Numerical
13.	First-Time-In-College	N/A	Any non-numerical characters except all blanks
14.	First Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'

Univ.StudentsinSelf-SupportingCoursesandPrograms(CBM00X)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
15.	Last Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
16.	Student Intent	N/A	Any value other than '0' through '4'
17.	Non-disclosure	N/A	Any value other than '2' or '0'
18.	Reporting Period	N/A	Value other than '5'
19.	Year	N/A	Must match value on header record
20.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
21A.	White	N/A	Value other than '1' or space or value = '1' and '7'
21B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
21C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
21D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
21E.	International	N/A	Value other than '6' or space or value = '6' and '7'
21F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
21G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

The number of duplicate records is indicated.

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

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM00X records. Records are summed by gender, age, classification, first-time students, student intent, non-disclosure, and ethnic origin.

AGE: The age distribution is calculated by subtracting the date of birth (Item #9) from the beginning date of the semester. For this report, the beginning date of each semester is:

        Fall: September 1
        Spring: January 1

SEMESTER CREDIT HOURS (SCH): Item #7 is summed to produce a total.

Univ.StudentsinSelf-SupportingCoursesandPrograms(CBM00X)

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Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
CBM00X EDIT SUMMARY FROM            RunDate: 09/15/2010 Time: 15:37:25
LONE STAR UNIVERSITY                        003304     ANNUAL    2010

                                          NORMAL QUESTIONABLE   ERROR
                                          RANGE       VALUES  VALUES
ITEM  1  RECORD CODE                        71            0       0
ITEM  2  INSTITUTION CODE                   71            0       0
ITEM  3  STUDENT ID                         71            0       0
ITEM  4  GENDER                             71            0       0
ITEM  5  CLASSIFICATION                     71            0       0
ITEM  7  SEMESTER CREDIT HOURS              71            0       0
ITEM  8  MAJOR                              71            0       0
ITEM  9  DATE OF BIRTH                      71            0       0
ITEM 10  LAST NAME                          71            0       0
ITEM 11  FIRST NAME                         71            0       0
ITEM 12  MIDDLE INIT                        71            0       0
ITEM 13  FIRST TIME IN COLLEGE              71            0       0
ITEM 14  FIRST TERM ENROLLED                71            0       0
ITEM 15  LAST TERM ENROLLED                 71            0       0
ITEM 16  STUDENT INTENT                     71            0       0
ITEM 17  NON-DISCLOSURE                     71            0       0
ITEM 18  REPORTING PERIOD                   71            0       0
ITEM 19  REPORT YEAR                        71            0       0
ITEM 20  ETHNIC ORIGIN                      71            0       0
ITEM 21  RACE                               71            0       0
ITEM 21A WHITE                              71            0       0
ITEM 21B BLACK/AFRICAN-AMER                 71            0       0
ITEM 21C ASIAN                              71            0       0
ITEM 21D AMERICAN IND/ALASK NAT             71            0       0
ITEM 21E INTERNATIONAL                      71            0       0
ITEM 21F UNKNOWN/NOT REPORTED               71            0       0
ITEM 21G NAT HAWAIIAN/OTHER PAC IS          71            0       0


TOTAL Report Records                     71
CONTROL TOTAL                            71      DISCREPANCY        0
Total Recs on Db                         71
Number Of Non-Unique/Duplicated Id's      0
Number Of Duplicate Records               0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error        0
Total Error Recs on Db                    0
Total Questionable Recs on Db             0
Total Non Error Records on Db            71
Total Rejected Records                    0
```

Univ.StudentsinSelf-SupportingCoursesandPrograms(CBM00X)

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                  TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
Percent Change OF  CBM00X  DATAPrior Year          RunDate: 09/15/2010 Time: 15:32:36
LONE STAR UNIVERSITY                          003304      ANNUAL   2010
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Gender

	2010/5	2009/5	% Diff
Male	48	77	-37.66%
Female	23	16	43.75%
Total	71	93	-23.66%

Age

	2010/5	2009/5	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	0	1	-100.00%
22-24	0	7	-100.00%
25-30	7	33	-78.79%
31-35	5	16	-68.75%
36-50	33	26	26.92%
51-64	24	9	166.67%
65 and Older	2	1	100.00%
UnReported(not in avg)	0	0	0.00%
Average Age	46	36	29.76%
Total	71	93	-23.66%

Classification

	2010/5	2009/5	% Diff
Freshman	0	0	0.00%
Sophomore	0	0	0.00%
Junior	0	0	0.00%
Senior	0	0	0.00%
Post-Baccalaureate	52	93	-44.09%
Masters	0	0	0.00%
Doctor's-Research/Scholarship	0	0	0.00%
Unclassified Undergraduate	19	0	100.00%
Total	71	93	-23.66%

First Time In College

	2010/5	2009/5	% Diff
First Time In College	2	0	100.00%
Total	2	0	100.00%

Student Intent

	2010/5	2009/5	% Diff
Not Avalable	71	93	-23.66%
Earn an Associate's Degree(2 year)	0	0	0.00%
Earn a Certificate(Less than 2 year)	0	0	0.00%
Earn a Baccalaureate or Higher Degree	0	0	0.00%
Not Seeking a Degree or Certificate	0	0	0.00%
Total	71	93	-23.66%

Non Disclosure

	2010/5	2009/5	% Diff
Non Disclosure	0	0	0.00%
Total	0	0	0.00%
Total Students	71	93	-23.66%
Total Duplicate Records	0	0	0.00%
Total Records	71	93	-23.66%

	2010/5	2009/5	% Diff
Sum SCH Attempted	213	*No Exact Historic Data Available	

Univ.StudentsinSelf-SupportingCoursesandPrograms(CBM00X)

Ethnic Origin	2010/5	2008/5	% Diff
Hispanic or Latino Origin	13	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	53	*No Exact Historic Data Available	
Not Answered	5	*No Exact Historic Data Available	
Total	71	*No Exact Historic Data Available	

Race	2010/5	2009/5	% Diff
Multi-racial	6	*No Exact Historic Data Available	
White only	42	*No Exact Historic Data Available	
Black only	4	*No Exact Historic Data Available	
Hispanic only	7	*No Exact Historic Data Available	
Asian only	7	*No Exact Historic Data Available	
American Indian/Alaskan Native only	1	*No Exact Historic Data Available	
International only	3	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	1	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	0	*No Exact Historic Data Available	
Total	71	*No Exact Historic Data Available	

Races reported in Multi-racial	2010/5	2009/5	% Diff
White	6	*No Exact Historic Data Available	
Black	4	*No Exact Historic Data Available	
Asian	2	*No Exact Historic Data Available	
American Indian/Alaskan Native	1	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	

Univ.StudentsinSelf-SupportingCoursesandPrograms(CBM00X)

ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEM	ITEM	ITEM	* ITEMS *	ITEM	ITEM	*** ITEMS ***	REMARKS
1	2	3	4	5 6	7	8	9	10	11	12 13	14	15	16 17 18	19

There Were No Errors Detected For : LONE STAR UNIVERSITY

Items In Error Are Indicated By (*), Questionable By (-)

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. If a student withdraws from a class on or before the census date, the semester credit hours from that class will not be included in this report (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, that class enrollment 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 register for a class that is organized with regular semester classes but whose first class day is not until after the term census date cannot have the hours reported on either the CBM001 or CBM004, **but need to be reported on the CBM0E1**.

Students who enroll in a class that begins before the census date but who are not reported on the CBM001 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 with non-funded hours (Items #21, #22, #23) for the affiliated classes. 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.

CensusDatesforotherthan16or6weektermsareoutlinedbelow:

FallandSpringSemesters		SummerSemester	
LengthofTerm(Weeks)	CensusDate	LengthofTerm(Weeks)	CensusDate
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 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.

SummerSessions

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.

ClassesOrganizedAftertheOfficialCensusDateandClassesthatSpanSemesters(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 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, unless it spans semesters.

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

Inter-institutionalStudents

See the discussion in the Introduction of the Class Report, CBM004, and Student Schedule Report, CBM00S.

ReportingSemesterCreditHours

Items #10A and #10B, which separate the semester credit hours (SCH) into on-campus and off-campus categories, should be the total SCH the student attempted in the current term. All institutions will be expected to report all zeros in Items #22 and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 (inter-institutional load) are to be completed for both undergraduate and graduate students. For undergraduate students, the sum of Items #10A and #10B should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35):

<u>Univ.StudentEndofSemesterReport(CBM0E1)</u>

Item #15   SCH in inter-institutional courses that DO qualify for state funding
Item #21   SCH in collegiate courses that DO NOT qualify for state funding
Item #22   SCH in developmental education courses<mark>/interventions</mark>, which DO NOT qualify for state funding
Item #23   SCH in inter-institutional courses that DO NOT qualify for state funding
Item #24   SCH in collegiate courses that DO qualify for state funding
Item #25   SCH in developmental education courses<mark>/interventions</mark>, which DO qualify for state funding
Item #35   Graduate SCH of seniors

These items are mutually exclusive. When combined, they represent the total semester credit hours for the undergraduate student. Since Item #35 is graduate hours of undergraduate students, the value in it is not included in the undergraduate 0E1/00S balance check.

There will be two semester credit hour checks between the student report (CBM0E1) and the student schedule report (CBM00S):

1) The sum of the credit hours identified in Items #10A and #10B for all students on the CBM0E1, including flexible entry records, minus the sum of the credit hours identified in Items #15 and #23 (inter-institutional SCH), which are coded '1' in Item #26 on the CBM00S, must be within 100 hours of the total SCH of the class records on the CBM00S.

2) Semester credit hours (Item #24) of all undergraduate students identified on the CBM0E1 who are affected by the undergraduate limit (code of '1' or '2' in Item #27) are summed. These hours must be within 50 hours of the sum of the semester credit hours calculated from the enrollments that are affected by the undergraduate limit reported for students on the CBM00S report. Semester credit hours earned by students reported with option '3' in Item #17 on the CBM00S are not included in the calculation, nor are semester credit hours earned in inter-institutional classes, which are coded '1' in Item #26 on theCBM00S.

<u>UndergraduateStudentsApproachingFundingLimitforaBaccalaureateDegree</u>

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 semester reported), and who exceed the funding limit (prior to the semester reports). Item #27, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #26, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

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).

Univ.StudentEndofSemesterReport(CBM0E1)

FundingLimitationforDoctoralStudents

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). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

DistanceEducation

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).

ReportingNon-semester-lengthDevelopmentalEducationInterventions

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 (consistent with the CBM00S). Students enrolled 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: 0119 (19/16) or 0125 (rounded to nearest ¼ SCH)

ReportingDualCreditStudents

The semester credit hours attempted by a student who is classified on the CBM00S in item #18 as option '1' (a dual credit high school student) must be reported on the CBM0E1 in item #31 for the relevant dual credit courses. The SCH attempted by students who are reported with option '2' on Item #18 on the CBM00S (high school student with course reported for college credit only) should not be reported on the CBM0E1 in item #31.

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'. The hours reported as earned in dual credit (as reported on item #31) will be excluded from excess hours calculations.

Hours earned by dual credit students are also reported in other applicable items.

Univ. Student End of Semester Report (CBM0E1)

ReportingStudentClassificationandRace/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 CBM001). Whenever possible, be consistent with the CBM001 report; otherwise, select the classification/categorization that is most appropriate at the end of the semester. Coordinating Board reports will generally use CBM001 records for determining classification and race/ethnicity.

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   RecordCode. Always enter '1'.

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

Item #3   StudentIdentificationNumber. 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
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. 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 #6   DateofBirth. 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   TuitionStatus. 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

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   TransferStudentorFirst-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, DNP, DPT, 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   SemesterCreditHourLoad,On-Campus. Enter the number of on-campus semester credit hours, including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal the sum of Items:

#15 SCH - Inter-Institutional State-Funded
#21 SCH - Load NOT State-Funded (Undergraduate and Graduate)
#22 SCH - Developmental Load NOT State-Funded
#23 SCH - Inter-Institutional Load NOT State-Funded
#24 SCH - Load State-Funded
#25 SCH - Developmental Load State-Funded
#35 Graduate SCH of Seniors Within 12 Hours of Graduation

Students who are in courses that span semesters are reported in the semester in

which the course concludes with a '6' in item #16, Flexible Entry. Flex '6' students are not included in this item in the semester in which the course began, even if the course started before the census date and is reported on the CBM001 in a prior semester.

Item #10B   SemesterCreditHourLoad,Off-Campus. Enter the number of off-campus semester credit hours, including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal the sum of the other SCH items, which include Items #15, #21, #22, #23, #24, #25, and #35. (See #10A for more information.)

Students who are in courses that span semesters are reported in the semester in which the course concludes with a '6' in item # 16, Flexible Entry. Flex '6' students are not included in this item in the semester in which the course began, even if the course started before the census date and is reported on the CBM001 in a prior semester.

Item #11   DoctoralSemesterCreditHours(SCH)Funded. Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM0E1 record for each unique doctoral funding category will be submitted. In the additional doctoral CBM0E1 records, duplicate all items with the following exceptions: zero fill Items #10A and #10B and enter a '3' in Item #16 (Flexible Entry) and enter the appropriate doctoral funding code in Item #19.

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

Item #12   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   SCH-Inter-InstitutionalState-Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #23), all other collegiate level courses (Items #21 and #24), and all developmental courses and/or interventions (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students and there is an inter-institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction of the CBM004 report.

Item #16   FlexibleEntry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported on the CBM00S this semester. Any doctoral-research/ scholarship student record after the first that is being reported for multiple funding

areas is coded '3'. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (currently not in use); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class, unless it spans the 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 FlexibleEntry ReferenceTable is available in the *Appendix*.

Item #17   RemoteCampus. 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   MajorAreaofConcentration. 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 '99999999'.

Item #19   DoctoralFundingCode. Enter the funding code of the associated CIP area where semester credit hours (SCH) of doctoral students are generated. If a doctoral-research/scholarship student generates doctoral SCHs in more than one funding area, multiple CBM001 records will be created (see explanation in Item #11). Funding codes of 08-law, 12-vocational training, 13-physical training, 18-teacher education practice teaching, and 19-technology do not have doctoral funding rates and are not allowed.

Item #20   TuitionExemption/WaiverCode. 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   SCH–LoadNOTState-Funded(UndergraduateandGraduate). Enter the number of attempted semester credit hours for which the student is registered that do not qualify for state funding during the current semester. Exclude SCHs attempted in courses that are state-funded (Item #24 and #35), all developmental courses and/or interventions (Items #22 and #25), and all inter-institutional courses (Items #15 and #23). Include, for example, attempted SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in the introduction of the CBM004), 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.

Item #22   SCH-DevelopmentalLoadNOTState-Funded. Enter the number of semester credit hours for which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in courses that are collegiate level (Items #21 and #24), state-funded and/or interventions courses (Item #25), and all inter-institutional courses (Items #15 and #23). Examples include attempted SCHs of undergraduate students who have exceeded the state limit in developmental education (18 semester credit hours) and SCHs earned in developmental ESOL and developmental student success courses for which state funding is not allowable.

Item #23   SCH-Inter-InstitutionalLoadNOTState-Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Item #15), all other collegiate- level courses (Items #21 and #24), and all developmental courses and/or interventions (Item #22 and #25).

Item #24   SCH-LoadState-Funded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCHs attempted in collegiate courses that are not state funded (Item #21), all developmental courses and/or interventions (Items #22 and #25), and all inter- institutional courses (Items #15 and #23).

Item #25   SCH-DevelopmentalLoadState-Funded. Enter the number of semester credit hours in developmental courses and interventions in which the student is registered during this current semester that DO qualify for state funding. Exclude attempted SCH of the student in developmental courses and/or interventions that are not state funded or SCH of the student who has exceeded the developmental state limit (Item #22), SCH attempted in courses that are collegiate-level (Items #21 and #24), and SCH of all inter-institutional courses (Items #15 and #23).

Item #26   SCHofUndergraduateDegreeProgram. Enter the number of semester credit

E1.11

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   StudentAffectedbyUndergraduateFundingLimitation.   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'.

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

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

Item #30   MiddleNameInitial.   Enter the initial of the student's middle name.

Item #31   SemesterCreditHoursofStudentsEnrolledinDualCreditCourses.   Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These hours are to be included in any of the other credit hour items as appropriate.

Item #32   RestrictedProgramAdmission.   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)
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 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 Profes-sions (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-SeekingStudent.   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   GraduateSCHofSeniorsWithin12HoursofGraduation.   Enter the number of semester credit hours attempted in graduate classes of senior students who are within 12 hours of their first baccalaureate. These hours do not count toward the 30+ or 45+ undergraduate SCH funding limit. By excluding these graduate hours from Item #24, the undergraduate comparison of fundable semester credit hours of students who are affected by the undergraduate SCH limit between the CBM001 and CBM004 should balance.

Item #36   HighSchoolCode.   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. The high school codes for non-Texas schools can be found at http://www.collegeboard.com/student/testing/sat/codelist.html.

Item #37   PEIMSIdentificationNumber.   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   EthnicOrigin.   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, 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 a student who was classified as a resident based on TEC 54.052(a)(3) (coded 'A' in Item #7 on the CBM001).
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.

DATA PROCESSING RECORD LAYOUT

			Beginning Position	Length
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	SCH Load, On-Campus – Leading zeros, two decimals		37	4
Item #10B	SCH Load, Off-Campus – Leading zeros, two decimals		41	4
Item #11	Doctoral Hours Funded – Leading zeros, two decimals		45	4
Item #13	Semester – Numeric		49	1
Item #14	Year - YYYY – Numeric		50	4
Item #15	SCH - Inter-Inst State-Funded – Leading zeros, two decimals		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	Doctoral Funding Code – Numeric		68	2
Item #20	Tuition Exemption/Waiver Code – Numeric or blank		70	2
Item #21	SCH-College Not State Funded – Leading zeros, two decimals		72	4
Item #22	SCH-Dev Not State Funded – Leading zeros, two decimals		76	4
Item #23	SCH-Inter-Inst Not State-Funded – Leading zeros, two decimals		80	4
Item #24	SCH-College State Funded – Leading zeros, two decimals		84	4
Item #25	SCH-Develop State Funded – Leading zeros, two decimals		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	SCH-Dual Credit – Leading zeros, two decimals		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	Graduate SCH of Seniors – Leading zeros, two decimals		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

<u>Univ.StudentEndofSemesterReport(CBM0E1)</u>

		Beginning Position	Length
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

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.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
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
10.	SCH Load (On Campus & Off Campus)	Sum of #10A + #10B less than 1 or greater than 22; sum of #10A + #10B	Any non-numerical value; unused positions should be zero-filled; sum of #10A

ITEMNUMBER	QUESTIONABLEVALUE	ERRORVALUE
	greater than 30 when Item #32 = '41'	plus #10B greater than 40 when Item #32 = '41'
11. Doctoral SCH	Value greater than 18; zero hours if institution has approved doctoral programs	Any non-numerical value if Item #5 = '7'; not numerical if Item #16 = '3'; doctoral hours if institution has no approved doctoral programs
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. Inter-institution SCH	(See Item #24)	Non-numerical
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. Doctoral Funding Code	N/A	Value of '08', '12', '13', '18', or '19'; not numeric if Item #5 = '7'
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. SCH-Collegiate Not Funded	(SeeItem#24)	Non-numerical
22. SCH-Developmental Not Funded	(SeeItem#24)	Non-numerical
23. SCH-Inter-Inst Not Funded	(SeeItem#24)	Non-numerical

Univ.StudentEndofSemesterReport(CBM0E1)

ITEMNUMBER		QUESTIONABLEVALUE	ERRORVALUE
24.	SCH-Collegiate Funded	Sum of Item #15, #21, #22, #23, #24, #25, #35 less than 1 or greater than 22	Non-numerical
25.	SCH-Developmental Funded	(SeeItem#24)	Non-numerical
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', or '2'
28.	Last Name	N/A	Blank, numerical
29.	First Name	Blank	Numerical
30.	Middle Initial	N/A	N/A
31.	SCH Dual Credit	Value greater than 09	Non-numerical or greater than 21; greater than the sum of Item #15, #21, #23, #24, and #35; value greater than '00' if Item #9 is coded '000001'
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.	Grad SCH of Seniors	(SeeItem#24)	Non-numerical; Item #5 coded '1', '2', or '3'
36.	High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254'

Univ.StudentEndofSemesterReport(CBM0E1)

ITEMNUMBER		QUESTIONABLEVALUE	ERRORVALUE
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'

Note: If the sum of Items #15, #21, #22, #23, #24, #25, #35 is less than 1 or greater than 22, a questionable message will be generated.

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)

CBM0E1/00S SEMESTER CREDIT HOUR MISMATCH

The CBM0E1 edit program sums the semester credit hour load from Items #10A and #10B minus Items #15 and #23, including flexible entry students. Error records are excluded from the counts. This is the CBM0E1 semester credit hour total listed in the error message. The grand total semester credit hours from the CBM00S sums Items #11 and #12 where Item #26 = '0', excludes inter-institutional records where Item #26 = '1', and any error records.

If the discrepancy between the two totals is greater than 100, an error message will appear on the CBM0E1 edit page.

The CBM0E1 and CBM00S edit programs each generate the CBM0E1/00S SCH comparison. Please note, since the CBM0E1 edit program is always scheduled to run before the CBM00S edit program, the CBM0E1's comparison will be calculated prior to an update to the CBM00S submitted at the same time as the CBM0E1 update. Therefore, if updates are processed for both reports on the same day, the CBM0E1 report may show an out-of-balance condition and the CBM00S may show the two reports to balance.

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM0E1 records less the multiple doctoral student records. 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

SEMESTER CREDIT HOURS (SCH):
> Collegiate State-Funded: Item #24 is summed to produce a total
> Collegiate UG Not State-Funded: Item #21 is summed to produce a total
> Inter-Institutional State-Funded: Item #15 is summed to produce a total
> Inter-Institutional Not State-Funded: Item #23 is summed to produce a total
> Developmental State-Funded: Item #25 is summed to produce a total
> Developmental Not State-Funded: Item #22 is summed to produce a total
> Vet Med Professional Practice: Items #10A and #10B are summed to produce a total based on Item #5 = '8' and Item #32 = '41'
> Graduate SCH of Seniors: Item #35 is summed to produce a total
> Graduate Students incl post-bacc: Items #10A and #10B are summed to produce a total based on Item #5 = '5', '6', '7', '8'

> On-Campus: Item #10A is summed to produce a total
> Off-Campus: Item #10B is summed to produce a total

> Attempted in Doctoral Courses: Item #11 is summed to produce a total

> Each of the SCH Items are summed for Flex-Entry records (Item #16 = '1')

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

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.

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

Univ.StudentEndofSemesterReport(CBM0E1)

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).

REPORTSGENERATED

Doctoral Students Approaching Doctoral SCH Limit
Doctoral Students Exceeding Doctoral SCH Limit
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

Univ.StudentEndofSemesterReport(CBM0E1)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD       Page 1
SR-CBM0E1 EOS/EOQ EDIT SUMMARY FROM           RunDate: 01/05/2011 Time: 12:06:11
STATE UNIVERSITY                              000001      SUMMER    2011

                                      NORMAL QUESTIONABLE   ERROR
                                      RANGE         VALUES  VALUES
ITEM  1   RecordCode                      6              0       0
ITEM  2   INST. CODE                      6              0       0
ITEM  3   STUDENT ID                      6              0       0
ITEM  4   GENDER                          6              0       0
ITEM  5   Classification                  6              0       0
ITEM  6   DATE OF BIRTH                   6              0       0
ITEM  7   Tuition Status                  6              0       0
ITEM  8   Residence                       6              0       0
ITEM  9   Transfer                        6              0       0
ITEM 10A  SCH Load - On Campus            6              0       0
ITEM 10B  SCH Load - Off Campus           6              0       0
ITEM 11   Doctoral Hours Funded           6              0       0
ITEM 13   SEMESTER                        6              0       0
ITEM 14   Year                            6              0       0
ITEM 15   Interinstitution SCH            6              0       0
ITEM 16   Flexible Entry                  6              0       0
ITEM 17   Remote-Campus                   6              0       0
ITEM 18   Major--Texas Cip                3              0       3
ITEM 19   Doctoral Funding Code           6              0       0
ITEM 20   Tuition Exemption               6              0       0
ITEM 21   SCH - College UG Not Fund       6              0       0
ITEM 22   SCH - Develp Not Fund           6              0       0
ITEM 23   SCH - IINST Not Fund            6              0       0
ITEM 24   SCH - Colleg Funded             6              0       0
ITEM 25   SCH - Develp Funded             6              0       0
ITEM 26   SCH - UG Degree Pgm             6              0       0
ITEM 27   Affected by Fund Limit          6              0       0
ITEM 28   Last Name                       6              0       0
ITEM 29   First Name                      6              0       0
ITEM 30   Middle Initial                  6              0       0
ITEM 31   SCH - Dual Credit               6              0       0
ITEM 32   Restricted Pgm Admission        6              0       0
ITEM 33   Non-Degree-Seeking              6              0       0
ITEM 34   Non Disclosure                  6              0       0
ITEM 35   Graduate SCh of Seniors         6              0       0
ITEM 36   CeebHsCode                      5              0       1
ITEM 37   Student Alternate Id            6              0       0
ITEM 38   Ethnic Origin                   6              0       0
ITEM 39   Race                            6              0       0
ITEM 39A   White                          6              0       0
ITEM 39B   Black                          6              0       0
ITEM 39C   Asian                          6              0       0
ITEM 39D   Native American-Alaskan        6              0       0
ITEM 39E   International                   6              0       0
ITEM 39F   Unknown                         6              0       0
ITEM 39G   PacificIslander-NativeHawaiian  6             0       0


TOTAL Report Records                      6
CONTROL TOTAL                             6         DISCREPANCY        0
Total Recs on Db                          6
Number Of Non-Unique/Duplicated Id's      0
Number Of Duplicate Records               0
Number Of Relative Duplicate Questionable 0
Number Of Relative Duplicate Error        0
Total Error Recs on Db                    4
Total Error Other                         1
Total Questionable Recs on Db             0
Total Non Error Records on Db             2
Total Rejected Records                    0
Total Flexible Entry Records              0
```

E1.26

Univ.StudentEndofSemesterReport(CBM0E1)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
        UNIV-CBM0E1  Race and Ethnicity of Regularly Enrolled Students
SUMMER    2011                 STATE UNIVERSITY 000001 RunDate: 01/05/2011 Time: 12:06:11

White                                                  2
Black                                                  0
Hispanic                                               3
Asian                                                  0
American Indian/Alaskan Native                         0
Native Hawaiian/Other Pacific Islander                 0
Multi-Racial                                           0
International                                           0
Ethnic Origin/Race Unknown                             1
                                      Total            6

Multi-Racial where Race is Black                       0
```

Univ.StudentEndofSemesterReport(CBM0E1)

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Edit Of SR-CBM0E1 Data From          RunDate: 01/05/2011 Time: 12:06:11
STATE UNIVERSITY                              000001      SUMMER   2011


Gender
  Male                                    1
  Female                                  1
              Total                       2

Age
  Under 17                                0
  17                                      0
  18                                      0
  19-21                                   2
  22-24                                   0
  25-30                                   0
  31-35                                   0
  36-50                                   0
  51-64                                   0
  65 and Older                            0
  UnReported(not in avg)                  0
  Average Age                          20.5
              Total                       2

Residence
  Texas Counties                                        2
  Other States                                          0
  Foreign Countries                                     0
              Total                                     2

  SCH                                               Flex-Entry
    Collegiate State Funded               28                            0
    Collegiate UG Not State Funded              0                       0
    Inter-Institutional State Funded            0                       0
    Inter-Institutional Not State Funded        0                       0
    Developmental State Funded                  0                       0
    Developmental Not State Funded              0                       0
    Vet Med Special Professional                0                       0
    Graduate SCH of Seniors                     0                       0
              Total                     28                              0

  On-Campus                                                   28        0
  Off-Campus                                                   0        0
                              Total                           28        0

  SCH                                               Flex-Entry
    Graduate Students incl post-bac             0                       0

Attempted in Doctoral Courses                 Flex Entry
              Total                       0            0

Classification
  Freshman                                0
  Sophomore                               2
  Junior                                  0
  Senior                                  0
  Post-Baccalaureate                      0
  Masters                                 0
  Doctor's-Research/Scholarship           0
  Doctor's-Prof Practice                  0
              Total                       2

LOCATION
  On-Campus                               2
  Off-Campus                              0
  Duplicates                              0
              Total                       2
```

E1.28

Univ.StudentEndofSemesterReport(CBM0E1)

```
 First Time In College
    From a Texas High School                       0
    From a Out of State High School                0
    No   High School reported                      0
        Subtotal                                   0
 First Time Graduate/Professional Pgm              0
 First Time Transfer student                       0
            Total                                  0

 Teacher Education (Init Cert. UG)                 0
 Teacher Education (Init Cert. Mast.)              0
 Teacher Education (Alt. Cert. Pgm)                0
 Teacher Education (Post-Baccalaureate)            0
 Nursing (ADN to BSN)                             0
 Nursing (initial RN Lic.- Associate Level)
                                                   0
 Nursing (initial RN Lic.- baccalaureate Lvl)
                                                   0
 Nursing (initial RN Lic.- Master's Level)
                                                   0
 Nursing (initial RN Lic.- LVN to ADN Level)
                                                   0
 Nursing (initial RN Lic.- LVN to BSN Level)
                                                   0
 Dental Hygiene (51.0602.00 UG or Mast.)
                                                   0
 Respiratory Therapy/Care (51.0908.00)            0
 Physicans Assistant (51.0912.00 UG or Mast.)
                                                   0
 Clinical Lab Sc. & Allied Health Pro. (51.10 UG or Mast.)
                                                   0
 Occupational Therapy (51.2306.00 UG or Mast.)
                                                   0
 Physical Therapy (51.2308.00 Mast. or Doct.)
                                                   0
 Doctor's Prof Practice-AUD                        0
 Doctor's Prof Practice-DVM                        0
 Doctor's Prof Practice-Law                        0
 Doctor's Prof Practice-OD
                                                   0
 Doctor's Prof Practice-PharmD                     0
 Doctor's Research/Scholar-DNP                     0
 Doctor's Prof Practice-DPT                        0
            Total                                  0

Ethnic Origin
  Hispanic or Latino Origin                        1
  Not Hispanic or Latino Origin                    0
  Not Answered                                     1
            Total                                  2

Race
  Multi-racial                                     0
  White only                                       2
  Black only                                       0
  Hispanic only                                    0
  Asian only                                       0
  American Indian/Alaskan Native only              0
  International only                               0
  Native Hawaiian/Other Pacific Islander only
                                                   0
  Ethnic Origin/Race Unknown                       0
            Total                                  2

Races reported in Multi-racial
  White                                            0
  Black                                            0
  Asian                                            0
```

Univ.StudentEndofSemesterReport(CBM0E1)

```
  American Indian/Alaskan Native                 0
  Native Hawaiian/Other Pacific Islander         0
  International                                  0

Tuition Status
  Resident Tuition                               2
  Non-Resident Tuition                           0
  Tuition Exemption Tx Res (3)                    0
  Thesis/Dissertation                            0
  Law (Resident)                                 0
  Law (Non-Resident)                             0
  Resident Tuition (HB1403)                      0
  Resident Tuition Pending                       0
  Tution Wave Non-Res (E)                        0
  Tuit Wavr 100mi inst (F)                        0
  Visiting Student (N)                           0
              Total                              2

  Non-Degree-Seeking Students                    0

  Non Disclosure                                 0

  Flexible Entry                                 0
  Special Doctoral Records                       0
  Visiting Students (3)                          0
              Total HeadCount                    2

Students Affected By Limit
  Students Affected By 45Hr UG Limit             0
  Students Affected By 30Hr UG Limit             2
              Total                              2

    ***Note:  Totals are net errors.
```

Univ.StudentEndofSemesterReport(CBM0E1)

Fice Code	Student Id	Course Subjec	Course Number	Course Section	Sem	Report Year	FE
000001	000056123	ACCT	2401	10723	3	2011	
000001	000016123	COMM	1311	10715	3	2011	
000001	000016123	COMM	1311	1071622	3	2011	
000001	000016123	ENGL	3312	10868	3	2011	
000001	000016123	HIST	1302	10883	3	2011	
000001	000016123	MTH	3302	10898	3	2011	
000001	000010000	ACCT	2401	10723	3	2011	
000001	000010000	COMM	1311	10715	3	2011	
000001	000010000	COMM	1311	1071622	3	2011	
000001	000010000	ENGL	3312	10868	3	2011	
000001	000010000	GOVT	2301	1071111	3	2011	
000001	000010000	HIST	1302	10883	3	2011	
000001	000010000	ACCT	2401	10723	3	2011	
000001	000010000	COMM	1311	10715	3	2011	
000001	000010000	COMM	1311	1071622	3	2011	
000001	000010000	ENGL	3312	10868	3	2011	
000001	000010000	HIST	1302	10883	3	2011	
000001	999100000	MTH	3302	10898	3	2011	
000001	999210000	ACCT	2401	10723	3	2011	
000001	999210000	COMM	1311	10715	3	2011	
000001	999210000	COMM	1311	1071622	3	2011	
000001	999210000	ENGL	3312	10868	3	2011	
000001	999210000	HIST	1302	10883	3	2011	
000001	999210000	MTH	3302	10898	3	2011	
000001	999321000	ACCT	2401	10723	3	2011	
000001	999321000	COMM	1311	10715	3	2011	
000001	999321000	COMM	1311	1071622	3	2011	
000001	999321000	ENGL	3312	10868	3	2011	
000001	999321000	HIST	1302	10883	3	2011	
000001	999321000	MTH	3302	10898	3	2011	
000001	999432100	ACCT	2401	10723	3	2011	
000001	999432100	COMM	1311	10715	3	2011	
000001	999432100	COMM	1311	1071622	3	2011	
000001	999432100	ENGL	3312	10868	3	2011	
000001	999432100	HIST	1302	10883	3	2011	
000001	999432100	MTH	3302	10898	3	2011	
000001	999543210	ACCT	2401	10723	3	2011	
000001	999543210	COMM	1311	10715	3	2011	
000001	999543210	COMM	1311	1071622	3	2011	
000001	999543210	ENGL	3312	10868	3	2011	
000001	999543210	HIST	1302	10883	3	2011	
000001	999543210	MTH	3302	10898	3	2011	

Univ.StudentEndofSemesterReport(CBM0E1)

```
000001  999654321  ACCT  2401  10723    3  2011
000001  999654321  COMM  1311  10715    3  2011
000001  999654321  COMM  1311  1071622  3  2011
000001  999654321  ENGL  3312  10868    3  2011
000001  999654321  HIST  1302  10883    3  2011
000001  999654321  MTH   3302  10898    3  2011
000001  999765432  ACCT  2401  10723    3  2011
000001  999765432  COMM  1311  10715    3  2011
000001  999765432  COMM  1311  1071622  3  2011
000001  999765432  ENGL  3312  10868    3  2011
000001  999765432  HIST  1302  10883    3  2011
000001  999765432  MTH   3302  10898    3  2011
000001  999876543  ACCT  2401  10723    3  2011
000001  999876543  COMM  1311  10715    3  2011
000001  999876543  COMM  1311  1071622  3  2011
000001  999876543  ENGL  3312  10868    3  2011
000001  999876543  HIST  1302  10883    3  2011
000001  999876543  MTH   3302  10898    3  2011
- CBM00S Vs CBM0E1 Record Check - Mismatch by 60 Records
```

```
Edit00v00                       TEXAS HIGHER EDUCATION COORDINATING BOARD                        Page 1
                                 CBM0E1 records not included in CBM00S SCH  Report
SUMMER    2011                            STATE UNIVERSITY 000001              RunDate: 01/05/2011 Time: 12:06:11

 Fice                Report                      CBM0E1    CBM00S
 Code   StudentID  Sem Year  FE   Comment        Total     Total
000001  012345678   3   2011        SCH not =     12.0      18.0
000001  987654321   3   2011        SCH not =     16.0      18.0
- CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 2 Records
000001              3   2011        SCH not =     77.0      36.0 ***OUT of Balance ***
- CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 41.00 SCH
```

E1.32

Univ.StudentEndofSemesterReport(CBM0E1)

```
Edit00v00                           TEXAS HIGHER EDUCATION COORDINATING BOARD                          Page 1
                                    CBM0E1 records not included in CBM00S Report
SUMMER    2011                              STATE UNIVERSITY 000001                    RunDate: 01/05/2011 Time: 12:06:11

  Fice              Report
  Code   StudentID Sem  Year  FE
 - CBM0E1 Vs CBM00S Record Check - In Balance
Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
                   UG Students Approaching 30 Hour Funding Limit
SUMMER    2011    STATE UNIVERSITY 000001        RunDate: 01/05/2011 Time: 12:06:11
                   Hours On Database is Through Year 2010 Semester 2


  Student      Date          Sem Program
  Number    of Birth Gender  Sch   SCH  Last Name            First Name
          No Students Approaching 30 Hour Funding Limit



***Note    Students Approaching are Within 30 sch of the undergraduate limit




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
                   UG Students Approaching 45 Hour Funding Limit
SUMMER    2011    STATE UNIVERSITY 000001        RunDate: 01/05/2011 Time: 12:06:11
                   Hours On Database is Through Year 2010 Semester 2


  Student      Date          Sem Program
  Number    of Birth Gender  Sch   SCH  Last Name            First Name
          No Students Approaching 45 Hour Funding Limit



***Note    Students Approaching are Within 30 sch of the undergraduate limit




Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
                   UG Students Exceeding 45 Hour Funding Limit
SUMMER    2011    STATE UNIVERSITY 000001        RunDate: 01/05/2011 Time: 12:06:11
                   Hours On Database is Through Year 2010 Sem 2


  Student      Date          Sem Program
  Number    of Birth Gender  Sch   SCH  Last Name            First Name
          No Students Exceeded 45 Hour Funding Limit
```

E1.33

Univ.StudentEndofSemesterReport(CBM0E1)

```
    Item(s)                                    10     1 1        1 1                           2   3  3 3 3 3
1    3     3/28     4 5    6/29  7 8  9/30 37 A  B 11 2 3  14  15 6 7    18    19 20 21 22 23 24 25  26 7   1  2 3 4 5     36   Rmks
                                                                                                      14 15A B C D E E F G


1 000001 000123456 M 1 19900809 2 339      12 00 00   3 2011 00     50050100 00    00 00 00 12 00 000 2  00    0 0 00  441234          E
                                                                   ********
         JONES          BEN                                                                               2            7
                                                            Major/CIP(Item18) Not Found on Major data base! REF0075


 - CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 2 Records
 - CBM0E1 Vs CBM00S Univ SCH Check - Mismatch by 41.00 SCH
 - CBM00S Vs CBM0E1 Record Check - Mismatch by 60 Records
 - CBM0E1 Vs CBM00S Record Check - In Balance


Total Rejected Records                       0
Total Records on DataBase                    6
Total Records Other Errors                   1
Total Non Error Records                      5
Total Error Records                          1
Total Questionable Records                   0
Total Rejected Records                       0


Items In Error Are Indicated By (*), Questionable By (-)
```