REPORTING and PROCEDURES MANUAL

for

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

September 2014

TEXAS HIGHER EDUCATION COORDINATING BOARD
Planning and Accountability Division

No format changes for December 1, 2013 - December 1, 2014 data reporting.

Revised format beginning with December 1, 2012 data reporting:

Two new data items (Classification and Restricted Program Admission) have been added to the CBM001 for 2012 data reporting.

Classification codes (Item #5) are needed to distinguish between undergraduate and graduate students for use in Accountability measures.

Restricted Program Admission codes for Nursing (Item #24) are needed for calculating graduation rates (Education Code 61.0901) and distribution of funds for schools that offer Nursing programs and participate in the Nursing Shortage Reduction Program (Education Code 61.9623).

For reference, the previous version of this reporting manual can be found by clicking on Reporting and Procedures Manual for Texas Career Schools and Colleges, September 2013. This current reporting manual as well as the *Appendices to the Reporting and Procedures Manuals*, can be found on our website at http://www.txhighereddata.org/ReportingManuals.

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

The reports discussed in this manual are for **Career Schools and Colleges and Private and Out-of-State Public Postsecondary Institutions operating in Texas under a Certificate of Authority or a Certificate of Authorization**. The Coordinating Board welcomes the participation of these institutions in this data sharing effort. We believe that the resulting information will satisfy a legislative mandate and benefit participating institutions, policymakers, and the public.

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

(1)   A student report (CBM001), submitted once a year, which contains student-level enrollment data; and

(2)   An annual graduation/completion report (CBM009) submitted once a year, which reports the previous year's graduates.

Why should you participate?

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

General Information

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

Contact Information

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

	Phone	**E-mail**
Clifford King	(512) 427-6441	Clifford.King@thecb.state.tx.us

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

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REPORTING PERIODS

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

Annual Reports		Reporting Period	Due Date
Student Report	(CBM001)	Sept 1 – Aug 31	December 1
Graduation Report	(CBM009)	Sept 1 – Aug 31	December 1

General Reporting Issues

ELECTRONIC DATA TRANSFER SYSTEM

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

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

You may create the data file containing a header record, data records, and a trailer record by whatever method available. The resulting ASCII text file must not contain commas or tabs, but be in a space-delimited, fixed format as defined in this manual.

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

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

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

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

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

Each FICE code has a unique password assigned to it. Guard it to prevent unauthorized access to your data. The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. The instructions for using SFTP are provided on the Coordinating Board website at this page: http://www.txhighereddata.org. Look under the section titled Reporting to THECB for the link Using SFTP to Transfer Files. The instructions are available in either PDF or Word format.

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

General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		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 or CBM009	11	6
Item #4	Reporting Period - Numeric ('5')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report	22	1
Item #7	Length of one student data record within report – Numeric, leading zeros, i.e., "0113" for CBM001, "0100" for CBM009	23	4
Item #8	Name and e-mail address of person submitting the file	27	As Required

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

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

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

General Reporting Issues

EDIT REPORT OUTPUT FILES

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

CBM001_ANNUAL_2014_P_009999_201412081532262.TXT

CBM001 - CBM report type
_ - used as a separator
ANNUAL - the report semester
_ - used as a separator
2014 - Report Year
_ - used as a separator
P - Institution type
_ - used as a separator
009999 - FICE code of institution
_ - used as a separator
201412081532262 - Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

EDC Data Report Processing Schedule

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

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Planning and Accountability Division (PA) and certified by the institutions as available for use within <u>six</u> weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

A. To notify an institution that an initial report for the semester has not been received:

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

2. An e-mail from the Assistant Commissioner, PA Division, will be sent to the Reporting Official if the report has not been received 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 by the <u>twelfth</u> working day after the due date.

B. To notify an institution when a report for the semester has not been certified:

1. If the report is not certified <u>three working weeks</u> from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.

2. If the report is not certified <u>four working weeks</u> from the due date, the Assistant Commissioner will notify the Vice President for Academic Affairs, or the equivalent, of the incompleteness of the data.

3. Should the report not be certified within a week of the notification to the Vice President, the Deputy Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.

CHANGES TO CERTIFIED REPORTS

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

B.   Requests made prior to the data being published may be approved by the Planning and Accountability Division and must not delay standard publish dates.

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

CERTIFICATION STATEMENT INSTRUCTIONS

Certification indicates that the data are error-free and available for use. When an edit for a CBM report is returned to the reporting institution, one of two actions is required:

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary. Items that are not within the tolerances allowed are considered in error and are identified with asterisks on the line below the specific item. If the item is only questionable, dashes are placed immediately below the item on the edit report.

2. If all the information is correct, the reporting official should certify the report by a certification statement to the PA Division. This can be accomplished by the following methods:

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

    b. A certification statement on paper may be prepared and mailed or faxed to the PA Division. It should include all of the information listed in the item above with the signature of the reporting official.

STUDENT REPORT
CBM001

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

Students included in this report:

1. All students enrolled in courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in off-campus centers.
3. Students enrolled in courses that are part of a vocational or occupational program.
4. Students who have requested that their directory information not be released.
5. Students who are located in Texas. International students and other non-Texas residents should be reported if they reside in Texas while taking the relevant instruction.

Students excluded from this report - DO NOT include:

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

Changes beginning with December 1, 2010 reporting:

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

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

INSTRUCTIONS FOR STUDENT REPORT

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

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

Item #3   Student Identification Number. Enter the Social Security Number (SSN) of the student without dashes. The official THECB position is that SSN should be provided whenever possible. Not having the SSN will prevent any student tracking beyond your institution. If you are unable to provide SSN, unique nine-digit numbers should be assigned. Begin any assigned number with a 9 in the first digit or include a letter so it will not be mistaken for a real SSN.

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

                  M = Male   F = Female

Item #5   Classification. Enter the classification of the student using the following guidelines:

1. Undergraduate Student - A student enrolled in classes creditable toward an undergraduate award (certificate, associate's or baccalaureate degree) or program
2. Graduate Student - A student enrolled in classes creditable toward a graduate award (master's, doctor's or other post-baccalaureate degree) or program

Item #6   Date of Birth. Enter all four digits of the year and the two digits of the month and day of birth for the student. If the month of birth is known and the year is unknown, code this item as unknown, or '00000000'.

                  YYYY = Year; MM = Month; DD = Day

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

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

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

<u>CSC Student Report (CBM001)</u>

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

Item #11   <u>Course of Instruction Identification Number</u>. For those institutions that are also
            required to report enrollment data to the Texas Workforce Commission (by
            program on Form PS-072C), programs may be identified more specifically by
            entering the unique 5-digit TWC Course of Instruction ID number (including leading
            zeros) from each institution's List of Approved Courses of Instruction (which can be
            obtained from the THECB or TWC).

            If not applicable, leave blank.

Item #12   <u>Student Intent</u>.   Enter the code that reflects the primary reason the student is
            attending classes at your college.

                        1. Earn an associate's degree (2 year)
                        2. Earn a certificate (less than 2 years)
                        3. Earn a baccalaureate or higher degree
                        4. Not seeking a degree or certificate
                        0. Not available

Item #13   <u>First Term Enrolled</u>. Enter all four digits of the year and the two digits of the month
            when the student was first enrolled at the institution (or in the program, if reporting
            multiple programs for a student) during the current reporting year. (Note: this might
            not be the first term overall when student was enrolled, simply the first term this
            reporting year.)

                    YYYY = Year; MM = Month

Item #14   <u>Last Term Enrolled</u>. Enter all four digits of the year and two digits of the month
            when the student was last enrolled at the institution (or in the program, if reporting
            multiple programs for a student) during the current reporting year.

                    YYYY = Year; MM = Month

CSC Student Report (CBM001)

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

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

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

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

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

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

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

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

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

CSC Student Report (CBM001)

Item #20   <u>First-Time-in-College</u>. A student is identified as first-time-in-college if the student is out of high school and enrolling in a postsecondary institution for credit for the first time. Enter '000001' in this item. Include students who entered with advanced standing (college credits earned before graduation from high school).

        If not applicable, leave blank.

Item #21   <u>High School Code (Optional)</u>. Enter the College Board CEEB High School code of the high school that the student graduated from. Requested for Texas high school graduates that are coded as First-time-in-College (Item #20 = 000001). The Texas CEEB codes are in <u>Appendix M</u>. May be reported for all students. The high school codes for non-Texas schools can be found at <u>http://www.collegeboard.com/student/testing/sat/codelist.html</u>.

        If not applicable, leave blank.

Item #22   <u>New Ethnic Origin</u>. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

        1.   Hispanic or Latin origin
        2.   Not Hispanic or Latin origin
        3.   Not answered

Item #23   <u>Race</u>. Select one or more codes indicating the race of the student.

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

        If any items are not applicable, leave blank; however, at least one Race code is required (e.g. for Hispanic or Latin students not identifying a race, enter "7").

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.

Item #24   Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have declared a 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.

If not applicable, leave blank.

06 Nursing (51.3801.00) Allied Health to ADN
08 Nursing (51.3801.00) LVN to ADN
09 Nursing (51.3801.00) Paramedic to ADN
10 Nursing (51.3801.00) RN to BSN degree program
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

Definitions:

The Restricted Program Admission codes for Nursing 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).

06 Nursing (51.3801.00) Allied Health to ADN - A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree in an allied health discipline other than as a paramedic. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

08 Nursing (51.3801.00) LVN to ADN - A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate as a licensed practical or vocational nurse. For the

Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

09 Nursing (51.3801.00) Paramedic to ADN - A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree as a paramedic. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

10 Nursing (51.3801.00) RN to BSN degree program - A student admitted to and continuing his/her enrollment in 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.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '1'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F' - Alpha	17	1
Item #5	Classification - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Last Name - Alpha	27	20
Item #8	First Name - Alpha	47	10
Item #9	Middle Initial - Alpha	57	1
Item #10	Program - Numeric	58	8
Item #11	Course of Instruction Identification Number - Numeric or blank	66	5
Item #12	Student Intent - Numeric	71	1
Item #13	First Term Enrolled - Numeric	72	6
Item #14	Last Term Enrolled - Numeric	78	6
Item #15	First Term Status - Numeric	84	1
Item #16	Last Term Status - Numeric	85	1
Item #17	Non-disclosure - Numeric	86	1
Item #18	Reporting Period - Numeric	87	1
Item #19	Year - YYYY - Numeric	88	4
Item #20	First-Time-In-College - Numeric or blank	92	6
Item #21	High School Code - Numeric or blank	98	6
Item #22	New Ethnic Origin - Numeric	104	1
Item #23	Race:		
Item #23A	White - '1' or blank	105	1
Item #23B	Black or African-American - '2' or blank	106	1
Item #23C	Asian - '4' or blank	107	1
Item #23D	American Indian or Alaskan Native - '5' or blank	108	1
Item #23E	International - '6' or blank	109	1
Item #23F	Unknown or Not Reported - '7' or blank	110	1
Item #23G	Native Hawaiian or Other Pacific Islander - '8' or blank	111	1
Item #24	Restricted Program Admission - Numeric or blank	112	2

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.

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	Duplicate entries; alpha characters	Blank or special characters
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value other than '1' or '2'
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7.	Last Name	N/A	Blank, numerical
8.	First Name	N/A	Blank, numerical
9.	Middle Initial	N/A	Numerical
10.	Program	N/A	Non-numeric or invalid CIP code or less than 8 digits
11.	Course of Instruction ID	N/A	Non-numeric except blanks; any numeric value not matching TWC Inventory
12.	Student Intent	N/A	Any value other than '0' through '4'

CSC Student Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
13.	First Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
14.	Last Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
15.	First Term Status	N/A	Any value other than '0' through '4'
16.	Last Term Status	N/A	Any value other than '0' through '7'
17.	Non-disclosure	N/A	Any value other than '2' or '0'
18.	Reporting Period	N/A	Must match value on header record
19.	Year	N/A	Must match value on header record
20.	First-Time-In-College	N/A	Any non-numerical characters except all blanks
21.	High School Code	Blank if Item #11='000001'	N/A
22.	New 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'
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.   Restricted Prog Admission   N/A   Any value except blank or
                                                            '06' or '08'-'15' when Item
                                                            #10 is coded '51380100'

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: Total students is a summation of non-duplicative CBM001 records.

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

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

AGE: The age distribution is calculated by subtracting the date of birth (Item #6) from the student start date.

NEW ETHNIC ORIGIN/RACE: The summary is based on codes entered in Items #22 and #23.

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

CSC Student Report (CBM001)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CSC-CBM001 EDIT SUMMARY FROM              RunDate: 11/20/2014 Time: 15:21:09
LONE STAR CAREER COLLEGE                         009999        ANNUAL   2014
```

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RECORD CODE	429	0	0
ITEM 2	INSTITUTION CODE	429	0	0
ITEM 3	STUDENT ID	429	0	0
ITEM 4	GENDER	428	0	1
ITEM 5	CLASSIFICATION	429	0	0
ITEM 6	DATE OF BIRTH	429	0	0
ITEM 7	LAST NAME	429	0	0
ITEM 8	FIRST NAME	429	0	0
ITEM 9	MIDDLE INIT	429	0	0
ITEM 10	PROGRAM	429	0	0
ITEM 11	COURSE INSTRUCTION ID	429	0	0
ITEM 12	STUDENT INTENT	429	0	0
ITEM 13	FIRST TERM ENROLLED	429	0	0
ITEM 14	LAST TERM ENROLLED	429	0	0
ITEM 15	FIRST TERM STATUS	429	0	0
ITEM 16	LAST TERM STATUS	429	0	0
ITEM 17	NON-DISCLOSURE	429	0	0
ITEM 18	REPORTING PERIOD	429	0	0
ITEM 19	YEAR	429	0	0
ITEM 20	FIRST TIME IN COLLEGE	429	0	0
ITEM 21	CeebHsCode	429	0	0
ITEM 22	New Ethnic Origin	429	0	0
ITEM 23	Race	429	0	0
ITEM 23A	White	429	0	0
ITEM 23B	Black/African Amer	429	0	0
ITEM 23C	Asian	429	0	0
ITEM 23D	Amer Indian/Alask Nat	429	0	0
ITEM 23E	International	429	0	0
ITEM 23F	Unknown/Not Reported	429	0	0
ITEM 23G	Nat Hawaiian/Other Pac Is	429	0	0
ITEM 24	RESTRICTED PROG ADMISSION	429	0	0

```
TOTAL REPORT RECORDS                            429
CONTROL TOTAL                                   429        DISCREPANCY     0
TOTAL RECS ON DB                                429
NUMBER OF DUPLICATE RECORDS                       0
NUMBER OF RELATIVE DUPLICATE QUESTIONABLE         0
NUMBER OF RELATIVE DUPLICATE ERROR                0
TOTAL ERROR RECS ON DB                            1
TOTAL QUESTIONABLE RECS ON DB                     0
TOTAL NON ERROR RECORDS ON DB                   428
TOTAL REJECTED RECORDS                            0
```

CSC Student Report (CBM001)

```
               TEXAS HIGHER EDUCATION COORDINATING BOARD              Page 1
Percent Change of CSC-CBM001 Data from Prior Year         RunDate: 11/20/2014
LONE STAR CAREER COLLEGE                              009999      ANNUAL   2014
```

Note: The standard Summary Report is compared to the previous year to aid in
early detection of potentially erroneously-reported data. It will show the
percentage increase/decrease of items, evaluate the items identified with a
Review message, and submit updates to correct where appropriate. If the
absolute value of the difference between the current year and prior year item
   1) is less than 50, a Review message is not printed.
   2) is between 50 and 10,000, a percentage change greater than 25% is
      identified.
   3) is between 10,000+ and 100,000, a percentage change greater than 20% is
      identified.
   4) is greater than 100,000, a percentage change greater than 10% is
identified.
If the original report had only one column the comparison data is in 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.
The report is a 'work in progress' and we would appreciate any feedback you
may have regarding it.

Gender

	2014/5	2013/5	% Diff
Male	219	213	2.82%
Female	209	204	2.45%
Total	428	417	2.64%

Classification

	2014/5	2013/5	% Diff
Undergraduate Student	428	417	2.64%
Graduate Student	0	0	0.00%
Total	428	417	2.64%

Age

	2014/5	2013/5	% Diff
Under 17	0	0	0.00%
17	8	6	33.33%
18	125	122	2.46%
19-21	200	202	-0.99%
22-24	54	52	3.85%
25-30	6	5	20.00%
31-35	0	0	0.00%
36-50	5	4	25.00%
51-64	30	26	15.38%
65 and Older	0	0	0.00%
UnReported(not in avg)	0	0	0.00%
Average Age	23	23	0.00%
Total	428	417	2.64%

1.14

CSC Student Report (CBM001)

```
Student Intent
                                          2014/5        2013/5        % Diff
     Not Available                             0             0         0.00%
     Earn an Associate's Degree(2 year)      228           223         2.24%
     Earn a Certificate(Less than 2 year)    200           194         3.09%
     Earn a Baccalaureate or Higher Degree     0             0         0.00%
     Not Seeking a Degree or Certificate       0             0         0.00%
                    Total                    428           417         2.64%
     Non Disclosure                            0             0         0.00%


First Time In College
                                          2014/5        2013/5        % Diff
          First Time In College             250           242         3.31%
                    Total                   250           242         3.31%

          Total Students                    428           417         2.64%
          Total Duplicate Records             0             0         0.00%
                    Total Records           428           417         2.64%

First Term Status
                                   2014/5      2013/5          % Diff
     Not Applicable                     0  *No Exact Historic Data Available
     Enrolled Prior                   170  *No Exact Historic Data Available
     New Starts                       208  *No Exact Historic Data Available
     Re-entries                        34  *No Exact Historic Data Available
     Transferred In                    16  *No Exact Historic Data Available
                    Total             428  *No Exact Historic Data Available

Last Term Status
                                   2014/5      2013/5          % Diff
     Not Applicable                     0  *No Exact Historic Data Available
     Transferred Out                   10  *No Exact Historic Data Available
     Left for Active Military Service   2  *No Exact Historic Data Available
     Incarcerated                       0  *No Exact Historic Data Available
     Deceased                           0  *No Exact Historic Data Available
     Left for Other Reasons            52  *No Exact Historic Data Available
     Still Enrolled                   146  *No Exact Historic Data Available
     Completers                       218  *No Exact Historic Data Available
                    Total             428  *No Exact Historic Data Available
```

1.15

CSC Student Report (CBM001)

New Ethnic Origin

	2014/5	2013/5	% Diff
Not Hispanic or Latino Origin	371	*No Exact Historic Data Available	
Hispanic or Latino Origin	57	*No Exact Historic Data Available	
Not Answered	0	*No Exact Historic Data Available	
Total	428	*No Exact Historic Data Available	

Race

	2014/5	2013/5	% Diff
Multi-racial	0	*No Exact Historic Data Available	
White only	386	*No Exact Historic Data Available	
Black only	32	*No Exact Historic Data Available	
Hispanic only	7	*No Exact Historic Data Available	
Asian only	2	*No Exact Historic Data Available	
Amer Indian/Alaskan Nat only	0	*No Exact Historic Data Available	
International only	0	*No Exact Historic Data Available	
Nat Hawaiian/Other Pac Is only	1	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	0	*No Exact Historic Data Available	
Total	428	*No Exact Historic Data Available	

Races Reported in Multi-racial

	2014/5	2013/5	% Diff
White	0	*No Exact Historic Data Available	
Black	0	*No Exact Historic Data Available	
Asian	0	*No Exact Historic Data Available	
Native American-Native Alaskan	0	*No Exact Historic Data Available	
Pacific Islander-Native Hawaiian	0	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	

Restricted Program Admission

	2014/5	2013/5	% Diff
Nursing (Allied Heath to ADN)	0	*No Exact Historic Data Available	
Nursing (LVN to ADN)	0	*No Exact Historic Data Available	
Nursing (Paramedic to ADN)	0	*No Exact Historic Data Available	
Nursing (RN to BSN)	0	*No Exact Historic Data Available	
Nursing (Initial RN Lic-Associate)	0	*No Exact Historic Data Available	
Nursing (Initial RN Lic-Baccalaureate)	0	*No Exact Historic Data Available	
Nursing (Initial RN Lic-Master's)	0	*No Exact Historic Data Available	
Nursing (Initial RN Lic-LVN to ADN)	0	*No Exact Historic Data Available	
Nursing (Initial RN Lic-LVN to BSN)	0	*No Exact Historic Data Available	

CSC Student Report (CBM001)

```
Edit00v00                      TEXAS HIGHER EDUCATION COORDINATING BOARD                          Page 1
                    CSC-CBM001   PROGRAM SUMMARY (CORRESPONDS TO SECTION II OF TWC FORM PS-072C)
ANNUAL   2014                        LONE STAR CAREER COLLEGE 009999              RunDate: 11/20/2014 Time: 15:21:09

                 FIRST TERM STATUS:                          LAST TERM STATUS:
                 ENROLLED NEW     RE-      TRANSFER          TRANSFER                                OTHER    STILL
PROGRAM   COI ID PRIOR    STARTS  ENTRIES  IN       TOTAL    OUT      MILITARY INCARC DECEASED LEAVER ENROLLED COMPLETER

51060100  12345     50      58      12        7      127        2        1       0        0      11      44       69
51090700  12346     45      48      11        1      105        3        0       0        0      19      25       58
51091000  12347     40      42      10        7       99        1        1       0        0       8      42       47
51091100  12348     35      60       1        1       97        4        0       0        0      14      35       44
                                                  Total(428)
```

1.17

CSC Student Report (CBM001)

```
ITEM  ITEM    ITEM    ITEMS  ITEM       ITEM         ITEM    ITEM  ITEM   ITEM ITEM ITEM    ITEM  ** ITEMS ** ITEM  ITEM    ITEM ITEM
      ITEMS                  REMARKS
1     2       3       4  5   6          7            8       9     10     11   12   13      14    15 16 17 18 19    20      21   22   23A
23B 23C 23D 23E 23F 23G 24


 1    003304 999999999 U  1 19840228 GOODSTUSENTA    JOHN      S 51060100 12345  1 201309 201312  1  7  0  5 2014 000001         E
                          *

                                                                                    GENDER(ITEM4), VALUE ERROR

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


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

1.18

GRADUATION REPORT
CBM009

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

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

Changes beginning with December 1, 2010 reporting:

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

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

CSC Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

Item #1   Record Code. Always enter '9'.

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

Item #3   Student Identification Number. Enter the Social Security Number (SSN) of the student without dashes. The official THECB position is that SSN should be provided whenever possible. Not having the SSN will prevent any student tracking beyond your institution. If you are unable to provide SSN, unique nine-digit numbers should be assigned (same as CBM001). Begin any assigned number with a 9 in the first digit or include a letter so it will not be mistaken for a real SSN.

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

               M = Male   F = Female

Item #5   Unused. Leave blank.

Item #6   Date of Birth. Enter all four digits of the year and the two digits of the month and day of birth for the student. If the month of birth is known and the year is unknown, code this item as unknown, or '00000000'.

               YYYY = Year; MM = Month; DD = Day

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

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

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

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

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

   If not applicable, leave blank.

Item #12   Level of Award Conferred.

   1.   Associate
   2.   Certificate
   7.   Baccalaureate
   8.   Master's
   9.   Doctor's Degree - Research/Scholarship
   0.   Doctor's Degree - Professional Practice

Item #13   Type of Award. Enter the abbreviation for the degree or certificate awarded, left justified.

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

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

   For an undergraduate-level certificate, enter 'CERT'.
   For a graduate-level certificate, enter 'CERTG'.

   For a baccalaureate degree, enter 'BAT' or appropriate abbreviation.
   For a master's degree, enter the appropriate abbreviation.
   For a doctor's degree, enter the appropriate abbreviation.

Item #14   <u>Award Date</u>. Enter all four digits of the year and the two digits of the month when the student graduated.

        YYYY = Year; MM = Month

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

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

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

Item #16   <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 #17   <u>Reporting Period</u>. Always enter '5'.

Item #18   <u>Year</u>. Enter all four digits of the year in which the report is submitted.

Item #19   <u>New Ethnic Origin</u>. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1. Hispanic or Latin origin
2. Not Hispanic or Latin origin
3. Not answered

CSC Graduation Report (CBM009)

Item #20   Race. Select one or more codes indicating the race of the student.

Item #20A	1.	White
Item #20B	2.	Black or African-American
Item #20C	4.	Asian
Item #20D	5.	American Indian or Alaskan Native
Item #20E	6.	International
Item #20F	7.	Unknown or Not Reported
Item #20G	8.	Native Hawaiian or Other Pacific Islander

If any items are not applicable, leave blank; however, at least one Race code is required (e.g. for Hispanic or Latin students not identifying a race, enter "7").

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 '9'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Unused	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Last Name - Alpha	27	20
Item #8	First Name - Alpha	47	10
Item #9	Middle Initial - Alpha	57	1
Item #10	Program - Numeric	58	8
Item #11	Course of Instruction Identification Number - Numeric or blank	66	5
Item #12	Level of Award Conferred	71	1
Item #13	Type of Award - Alpha, left-justified	72	8
Item #14	Award Date - Numeric	80	6
Item #15	Employment Status	86	1
Item #16	Non-disclosure	87	1
Item #17	Reporting Period - Always '5'	88	1
Item #18	Year - Numeric	89	4
Item #19	New Ethnic Origin - Numeric	93	1
Item #20	Race:		
Item #20A	White - '1' or blank	94	1
Item #20B	Black or African-American - '2' or blank	95	1
Item #20C	Asian - '4' or blank	96	1
Item #20D	American Indian or Alaskan Native - '5' or blank	97	1
Item #20E	International - '6' or blank	98	1
Item #20F	Unknown or Not Reported - '7' or blank	99	1
Item #20G	Native Hawaiian or Other Pacific Islander - '8' or blank	100	1

CSC Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
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.	Last Name	N/A	Blank, numerical
8.	First Name	N/A	Blank, numerical
9.	Middle Initial	N/A	Numerical
10.	Program	N/A	Blank; not on CIP list or less than 8 digits
11.	Course of Instruction ID	N/A	Non-numeric except blanks; any numeric value not matching TWC Inventory
12.	Level of Award	N/A	Any value except '0' - '2', or '7' - '9'
13.	Type of Award	N/A	Numeric or blank; must be on list of valid awards
14.	Award Date	N/A	Any non-numerical data; year greater than current year; month greater than '12' or less than '01'

15.	Employment Status	N/A	Any value except '0' thru '7'
16.	Non-disclosure	N/A	Any value other than '2' or '0'
17.	Reporting Period	N/A	Any value except '5'
18.	Year	N/A	Must match value on header record
19.	New Ethnic Origin	N/A	Value other than '1', '2', or '3'
20A.	White	N/A	Value other than '1' or space or value = '1' and '7'
20B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
20C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
20D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
20E.	International	N/A	Value other than '6' or space or value = '6' and '7'
20F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6' or '8'
20G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

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 AWARDS CONFERRED

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

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

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

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

NEW ETHNIC ORIGIN/RACE: The summary is based on codes entered in Items #19 and #20.

AWARD LEVEL: Headcount by award level is determined by codes assigned in Item #12.

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

CSC Graduation Report (CBM009)

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Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CSC-CBM009 EDIT SUMMARY FROM              RunDate: 11/20/2014 Time: 15:21:09
LONE STAR CAREER COLLEGE                        009999        ANNUAL    2014

                              NORMAL RANGE    QUESTIONABLE   ERROR VALUES
ITEM  1    RECORD CODE             219              0              0
ITEM  2    INST. CODE              219              0              0
ITEM  3    STUDENT ID              219              0              0
ITEM  4    GENDER                  218              0              1
ITEM  6    DATE OF BIRTH           219              0              0
ITEM  7    LAST NAME               219              0              0
ITEM  8    FIRST NAME              219              0              0
ITEM  9    MIDDLE INIT             219              0              0
ITEM 10    PROGRAM                 219              0              0
ITEM 11    COURSE INSTRUCTION ID   219              0              0
ITEM 12    LEVEL OF AWARD          219              0              0
ITEM 13    TYPE AWARD              219              0              0
ITEM 14    AWARD DATE              219              0              0
ITEM 15    EMPLOYMENT STATUS       219              0              0
ITEM 16    NON-DISCLOSURE          219              0              0
ITEM 17    REPORTING PERIOD        219              0              0
ITEM 18    YEAR                    219              0              0
ITEM 19    New Ethnic Origin       219              0              0
ITEM 20    Race                    219              0              0
ITEM 20A   White                   219              0              0
ITEM 20B   Black/African Amer      219              0              0
ITEM 20C   Asian                   219              0              0
ITEM 20D   Amer Indian/Alask Nat   219              0              0
ITEM 20E   International            219              0              0
ITEM 20F   Unknown/Not Reported    219              0              0
ITEM 20G   Nat Hawaiian/Other Pac Is 219            0              0


TOTAL REPORT RECORDS                      219
CONTROL TOTAL                             219        DISCREPANCY     0
TOTAL RECS ON DB                          219
NUMBER OF DUPLICATE RECORDS                 0
NUMBER OF RELATIVE DUPLICATE QUESTIONABLE   0
NUMBER OF RELATIVE DUPLICATE ERROR          0
TOTAL ERROR RECS ON DB                      1
TOTAL QUESTIONABLE RECS ON DB               0
TOTAL NON ERROR RECORDS ON DB             218
TOTAL REJECTED RECORDS                      0
```

CSC Graduation Report (CBM009)

```
            TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
Percent Change of CSC-CBM009 Data from Prior Year      RunDate: 11/20/2014
LONE STAR CAREER COLLEGE                          009999      ANNUAL   2014
```

Note: The standard Summary Report is compared to the previous year to aid in
early detection of potentially erroneously-reported data. It will show the
percentage increase/decrease of items, evaluate the items identified with a
Review message, and submit updates to correct where appropriate. If the
absolute value of the difference between the current year and prior year item
   1) is less than 50, a Review message is not printed.
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     identified.
   3) is between 10,000+ and 100,000, a percentage change greater than 20% is
     identified.
   4) is greater than 100,000, a percentage change greater than 10% is
identified.
If the original report had only one column the comparison data is in 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.
The report is a 'work in progress' and we would appreciate any feedback you
may have regarding it.

Gender

	2014/5	2013/5	% Diff
Male	112	109	2.75%
Female	106	103	2.91%
Total	218	212	2.83%

Age

	2014/5	2013/5	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	25	25	0.00%
22-24	75	72	4.17%
25-30	49	46	6.52%
31-35	29	29	0.00%
36-50	25	25	0.00%
51-64	15	15	0.00%
65 and Older	0	0	0.00%
UnReported(not in avg)	0	0	0.00%
Average Age	23	23	0.00%
Total	218	212	2.83%

Student Headcount

	2014/5	2013/5	% Diff
Total Students	218	212	2.83%
Duplicates	0	0	0.00%
Total Degrees	218	212	2.83%

CSC Graduation Report (CBM009)

```
Level of Award
                                     2014/5       2013/5       % Diff
     Associate                         118          112         5.36%
     Certificate                       100          100         0.00%
     Baccalaureate                       0            0         0.00%
     Masters                             0            0         0.00%
     Doctor's Degree – Res/Scholar       0            0         0.00%
     Doctor's Degree – Prof Practice     0            0         0.00%
               Total                   218          212         2.83%

Type Award
                                     2014/5       2013/5       % Diff
     Associate in Applied Arts           0            0         0.00%
     Associate in Applied Science      118          112         5.36%
     Associate in Occupational Studies   0            0         0.00%
     Associate in Arts                   0            0         0.00%
     Associate in Science                0            0         0.00%
               Total                   218          212         2.83%

Employment Status
                                  2014/5        2013/5          % Diff
     Not Applicable                   0   *No Exact Historic Data Available
     Placed                          82   *No Exact Historic Data Available
     Not Placed                      68   *No Exact Historic Data Available
     Postsecondary Education         31   *No Exact Historic Data Available
     Active Military Service          2   *No Exact Historic Data Available
     Incarcerated                     0   *No Exact Historic Data Available
     Deceased                         0   *No Exact Historic Data Available
     Other                           35   *No Exact Historic Data Available
               Total                218   *No Exact Historic Data Available
     Non Disclosure                   0            0         0.00%
```

CSC Graduation Report (CBM009)

```
New Ethnic Origin
                                  2014/5      2013/5        % Diff
    Not Hispanic or Latino Origin    153  *No Exact Historic Data Available
    Hispanic or Latino Origin         65  *No Exact Historic Data Available
    Not Answered                       0  *No Exact Historic Data Available
                    Total            218  *No Exact Historic Data Available

Race
                                  2014/5      2013/5        % Diff
    Multi-racial                       0  *No Exact Historic Data Available
    White only                       164  *No Exact Historic Data Available
    Black only                        40  *No Exact Historic Data Available
    Hispanic only                      5  *No Exact Historic Data Available
    Asian only                         3  *No Exact Historic Data Available
    Amer Indian/Alaskan Nat only       2  *No Exact Historic Data Available
    International only                  3  *No Exact Historic Data Available
    Nat Hawaiian/Other Pac Is only     1  *No Exact Historic Data Available
    Ethnic Origin/Race Unknown         0  *No Exact Historic Data Available
                    Total            218  *No Exact Historic Data Available

Races Reported in Multi-racial
                                  2014/5      2013/5        % Diff
    White                              0  *No Exact Historic Data Available
    Black                              0  *No Exact Historic Data Available
    Asian                              0  *No Exact Historic Data Available
    Native American-Native Alaskan     0  *No Exact Historic Data Available
    Pacific Islander-Native Hawaiian   0  *No Exact Historic Data Available
    International                      0  *No Exact Historic Data Available
```

CSC Graduation Report (CBM009)

```
Edit00v00                     TEXAS HIGHER EDUCATION COORDINATING BOARD                        Page 1
                  CSC-CBM009   PROGRAM SUMMARY (CORRESPONDS TO SECTION III OF TWC FORM PS-072C)
ANNUAL   2014                     LONE STAR CAREER COLLEGE 009999              RunDate: 11/20/2014 Time: 15:21:09

                          EMPLOYMENT STATUS:
                  TOTAL   EMPLOYED IN FIELD  POSTSEC    ACTIVE
PROGRAM   COI ID COMPLETERS  PLACED   NOT PLACED  EDUCATION MILITARY INCARC DECEASED OTHER

51060100  12345         69      23         19         12        1      0        0      14
51090700  12346         58      20         22         10        0      0        0       6
51091000  12347         47      18         15          5        1      0        0       8
51091100  12348         44      21         12          4        0      0        0       7
                  Total(218)
```

9.14

CSC Graduation Report (CBM009)

```
Edit00v00                    TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                  Edit Of CSC-CBM009 Data From
ANNUAL   2014                  LONE STAR CAREER COLLEGE 009999              RunDate: 11/20/2014 Time: 15:21:09

ITEM ITEM    ITEM    ITEM ITEM   ITEM      ITEM        ITEM   ITEM    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
20A 20B 20C 20D 20E 20F 20G

9    003304 999999999 U          19840228 GOODSTUDENTA  JOHN    S      51060100 12345 1 CERT   201312 1  0  5 2014  E
                         *
                                                             GENDER(ITEM4), VALUE ERROR

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

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

9.15