

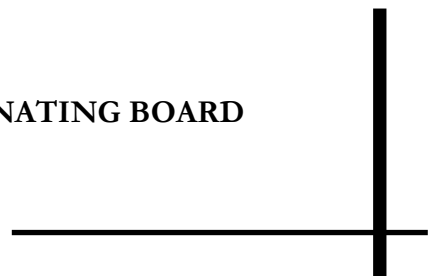
**REPORTING and PROCEDURES  
MANUAL**

for

**Texas Independent  
Colleges and Universities**

**September 2002**

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
Educational Data Center





# Texas Higher Education COORDINATING BOARD

DIVISION OF PLANNING AND INFORMATION RESOURCES  
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## MEMORANDUM

March 10, 2004

**Susan E. Brown**  
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To: Independent Colleges and Universities Reporting Officials

From: Kenneth Dalley

Subject: Recent changes to the CBM report submission process

**John R. Cox**  
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The due date for the Spring submission of the CBM001 (Student) data is March 15<sup>th</sup>. If you have already submitted your Spring data, thanks for your promptness.

The Coordinating Board began supporting the transferring of reports in an encrypted format using SFTP effective January 5, 2004. All institutions are required to submit and receive their data from the CB using the SFTP process by June 1, 2004. The instructions for using SFTP are provided at [Data Transfer Procedures for THECB Reports Using SFTP](#). On page 0.2 a link has been provided to a report that gives detailed instructions on using SFTP to transmit and retrieve files.

As we have migrated to a server-based edit process, all references to allowing updates have been removed. To make a change, apply the correction to the specific item and resubmit the complete file again.

*The Appendices to the Reporting and Procedures Manuals for Texas Universities, Health-Related Institutions, and Community, Technical, and State Colleges* has been updated to September 2003.

Appendix A: FICE codes were added or changed and name changes were incorporated.  
003632 from 010366 Texas A&M University  
036273 from 358135 Lamar Institute of Technology  
031034 from 109225 South Texas Community College  
003545 from 006932 Baylor University

Appendix C: The 2000 CIP codes have replaced the 1990 CIP codes.

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## MEMORANDUM

November 7, 2002

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To: Reporting Officials (ICU)  
From: Kenneth Dalley  
Subject: Reporting Manual Changes Revision 1

**John R. Cox**  
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After the discussions at the Workshop on October 29<sup>th</sup>, the following changes are being implemented. If they will make your reporting easier this Fall, incorporate them. The CBM001 changes will be expected to be included in the Spring 2003 submission.

**Casey M. Kennedy**  
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### CBM001 Issues

1. On page 0.1 the due date for Summer reports is being removed. It has been decided that the CB will not require summer student data to be reported. Therefore, students who qualified as first-time college students at your institution in the summer and who continued in the fall at your institution will need to be coded as first-time in the fall. This change is on page 1.4.
2. It was brought to our attention at the CBM Workshop that another classification code (item #5) is allowed by IPEDS for Unclassified Undergraduates and desirable for students who cannot be classified by year of study or student level, including non-degree-seeking students. This new classification code of "U" has been added on page 1.2.
3. There was concern about the instructions on who to report on the student report. The instructions are taken almost verbatim from the IPEDS definition. An additional sentence has been added to describe how an institution that is on a quarter system is expected to submit their data. The Fall Quarter will be due on November 1. Winter and Spring Quarters will be combined and an unduplicated headcount reported in March.
4. It was brought to our attention that the capture of transfer institution codes by some institutions is not done in time to be reported on the semester reports without significant effort. The transfer portion of item #8 is being deleted. If the programming for transfers has been completed, we will not consider the data in error if it is reported. Students accepted into a first-professional program for the first time should be reported with the "000001" in this item also.
5. Students who enroll in mini-sessions that start after the census date of a regular term should not be reported. If this presents a significant problem, we will reconsider their inclusion. (This is included in the general discussion on page 1.1.)
6. Students who have requested that their directory information not be released are expected to be included in the reports to the Coordinating Board. The sentence has been added in the "who to report" in the general instructions.
7. On page 0.2 a statement has been included that states that the method of sending and receiving of these reports is by File Transfer Protocol (FTP).

November 7, 2002

Page 2

CBM009 Issues

1. Due to the lateness of getting the instructions out, the degree report due December 2002 has been made optional. The degree data will be mandatory for the CBM009 report due November 1, 2003 and thereafter.
2. The desire by institutions to match the types of awards that are reported on IPEDS prompted the addition of the following codes to Award Level (item #8) for certificates:
  6. at least 1 but less than 2 academic year certificate
  7. 2 but less than 4 academic year certificate
  8. post-baccalaureate certificate
  9. post-master's certificate
  0. first-professional certificate



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October 1, 2002

## MEMORANDUM

**Susan E. Brown**  
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To: ICUT Reporting Officials  
From: Kenneth Dalley  
Subject: Establishing a Generic CBM E-mail Mailbox

**John R. Cox**  
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Immediately after the receipt of a file on the Coordinating Board server, an email message is returned to the institution confirming receipt of the data file. Similarly, after a batch edit process in the evening, an email message is sent to the institution notifying you that your edit report is ready to be retrieved from the EDC server. This process occurs after midnight.

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Since future changes in an institution's personnel are likely, which will require changes to the address of the CBM reporting official, we request that each institution set up a generic email mailbox for receiving their respective CBM reporting-related emails. For each person at your institution who needs to receive these generic emails about CBM reporting, you should notify your internal mailbox administrator and request that their email address be added as a distribution recipient to the generic mailbox. In short, the INBOX RULES feature of EMAIL can be used to distribute messages to the appropriate persons at your institution. Your email administrator can complete this task for you. Thus, each institution has the responsibility of maintaining any changes in the distribution of email messages at their institution. We most likely have a generic address established for your institution for the financial aid reports and grant data reports, but a new one must be established to receive CBM report file messages. The new generic email address will be: `cbm-mail@(your domain address)`.

Some institutions have set up list servers to receive their incoming mail from the Coordinating Board. Correspondence with the CB in regards to the electronic transfer process should be sent to our generic mailbox at [edts-cb-admin@thecb.state.tx.us](mailto:edts-cb-admin@thecb.state.tx.us).

Please notify [edts-cb-admin@thecb.state.tx.us](mailto:edts-cb-admin@thecb.state.tx.us) providing the domain name upon completion of the generic mailbox setup process.

Thank you for your assistance in making the electronic transfer successful by establishing the generic mailbox before submission of the Fall 2002 data due on December 1.

## FOREWORD

### **Independent Colleges and Universities** **Performance Measures for the Tuition Equalization** **Grant (TEG) Program**

The reports discussed in this manual are for **Independent Colleges and Universities**.

The Coordinating Board welcomes the participation of independent colleges and universities 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 semester which contains student-level enrollment data; and
- (2) An annual graduation report (CBM009) 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 for the Tuition Equalization Grant (TEG) program and other state-funded student financial aid programs. It may also allow the Coordinating Board to assist you – when requested – in completing certain IPEDs reports. In particular, 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.

Aggregate enrollment data from your institution will also be included in the Coordinating Board's statewide databases and will thus be available to you, the public, and policymakers.

#### *Final Comments*

Like you, we are participating in this effort because the Legislature requires certain information to evaluate the effectiveness of TEG and other financial aid programs and because we think it is a good idea. The Legislature has not provided funds for this effort, so this request is limited to accomplish this legislative mandate using only existing staff and resources.

#### *General Information*

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, Capitol Station  
Austin, TX 78711

The fax number is (512) 427-6447.

If you have questions concerning the use or implementation of this manual, contact Janice Mclver or Kenneth Dalley at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Janice Mclver	(512) 427-6298	<a href="mailto:Janice.Mclver@thehb.state.tx.us">Janice.Mclver@thehb.state.tx.us</a>
Kenneth Dalley	(512) 427-6306	<a href="mailto:Kenneth.Dalley@thehb.state.tx.us">Kenneth.Dalley@thehb.state.tx.us</a>

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

## Independent Colleges and Universities

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## ICU General Reporting Issues

### REPORTING PERIODS

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

#### Fall Semester Reports

		<u>Due Date</u>
Student Report	CBM001	November 1
Graduation Report	CBM009	November 1

#### Spring Semester Reports

		<u>Due Date</u>
Student Report	CBM001	March 15

## ICU 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 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](ftp.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 Scott Sewell at e-mail [Scott.Sewell@thecb.state.tx.us](mailto:Scott.Sewell@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 [Data Transfer Procedures for THECB Reports Using SFTP](#).

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.

## ICU General Reporting Issues

### File Transfer System INPUT FILE FORMAT for Year 2000 Compliant Reports

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID - Always 'HY2K'	1	4
Item #2	Institution Code - FICE - Numeric	5	6
Item #3	Data Identifier, i.e., CBM001	11	6
Item #4	Semester - Numeric ('1' thru '3')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0120"	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		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID - Always 'EOF1'	1	4
Item #2	Record Count - Numeric, leading zeros (Number of data records in file, not including "Header" and "Trailer" records)	5	5

Record size may be any length up to 400 characters

## ICU General Reporting Issues

### EDIT REPORT OUTPUT FILES

As we migrate to processing the CBM edits on a server over the next 3-4 months, a new naming convention has been implemented for the edit report output files. The following file name is an example:

**CBM001\_SPRING\_2004\_I\_003576\_200405100136262.TXT**

**CBM001** – CBM report type

\_ - used as a separator

**SPRING** – the report semester (can also be FALL, SUMMER, SUMMER1, SUMMER2, ANNUAL, QUARTER1, QUARTER2, QUARTER3, QUARTER4)

\_ - used as a separator

**2004** – Report Year

\_ - used as a separator

**I** – Institution type (can also be S, H or J)

\_ - used as a separator

**003576** – FICE code of institution

\_ - used as a separator

**200405100136262** – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

## ICU General Reporting Issues

### 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 six weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

- A. To notify an institution that an initial report for the semester has not been received:
  1. The EDC Data Analyst will telephone the Reporting Official if a specific report is not received two days after the due date.
  2. A letter from the Assistant Director of the Educational Data Center will be faxed to the Reporting Official if the report has not been received by the seventh working day after the due date.
  3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received by the twelfth working day after the due date.
  
- B. To notify an institution when a report for the semester has not been certified:
  1. If the report is not certified three working weeks from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.
  2. If the report is not certified four working weeks from the due date, the appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or the equivalent, of the incompleteness of the data.
  3. Should the report not be certified within a week of the notification to the Vice President, the Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.

## ICU General Reporting Issues

### CHANGES TO CERTIFIED REPORTS

- A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.
- B. Requests made prior to the data being published may be approved by the 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.

## ICU General Reporting Issues

### CERTIFICATION STATEMENT INSTRUCTIONS

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

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

ICU General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY      003304

DATE: DECEMBER 1, 2002

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

<u>REPORT NUMBER</u>	<u>SEMESTER AND YEAR</u>
CBM001	<u>Fall 2002</u>
CBM009	<u>Fall 2002</u>

\_\_\_\_\_  
REPORTING OFFICIAL



## STUDENT REPORT CBM001

This report reflects all students enrolled at the reporting institution as of the institution's official census date for each semester. Students who withdraw from a class on or before the official census date should not be included in this report.

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. High school students taking regular college courses for credit. Report these students in the classification in which they are recorded at the institution.
5. First-professional students enrolled in programs leading toward a first-professional degree.
6. Students who have requested that their directory information not be released.

Students excluded from this report - DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program. 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.
5. First-professional students who are residents or interns.
6. Students who enroll in mini-sessions that start after the census date of a regular term.

### **NOTES:**

#### Institutions on the Quarter Calendar

Institutions on the quarter calendar will submit the CBM001 Student Report according to the following schedule:

Fall Quarter will be due November 1

Winter and Spring Quarters (combined) will be due March 15 (unduplicated headcount)

ICU Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

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

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

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

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

M = Male      F = Female

Item #5 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 3 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. Doctoral Level – a student admitted to a doctoral degree program at the institution
8. First-Professional (Law) – a student admitted to an approved law program at the institution
- C. First-Professional (Chiropractic) – a student admitted to an approved chiropractic program at the institution
- T. First-Professional (Theology) – a student admitted to an approved theology program at the institution
- U. Unclassified Undergraduate – a student who cannot be classified by year of study or student level, including non-degree students.

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.

YYYY = Year; MM = Month; DD = Day

**NOTE:** If the month of birth is known and the year is unknown, code this item as

ICU Student Report (CBM001)

unknown, or '00000000'.

Item #7 Unused

Item #8 First-Time-in-College. A student is identified as first-time-in-college if the student is out of high school and enrolling in a postsecondary institution for credit for the first time. Enter '000001' in this item. Include students who entered with advanced standing (college credits earned before graduation from high school). Students who qualified as first-time-in-college students at your institution in the summer and who continued in the fall at your institution will also be coded as first-time in the fall. If the student does not continue in the fall, do not include him/her on the fall report.

Students accepted into a first-professional program for the first time should be coded '000001' in this item.

If not applicable, leave blank.

Item #9 Semester Credit Hour Load, First-Time-in-College. Enter the number of semester credit hours for which the first-time student is registered in the current semester. If an institution gives quarter credit hours, they must be converted to semester credit hours. The conversion rate is quarter credit hours times 2/3 to equal semester credit hours. Zero fill unused positions.

Item #10 Unused

Item #11 Ethnic Origin. Enter the code indicating the ethnic origin of the student. Use IPEDS definitions.

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

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

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

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

ICU Student Report (CBM001)

Item #12 Semester. Enter the appropriate code.

1. Fall
2. Spring

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

ICU Student Report (CBM001)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '1'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Classification – Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Unused	27	4
Item #8	First-Time-in-College – Numeric or Blank	31	6
Item #9	SCH Load, First-Time-in-College – No decimals, zero fill	37	2
Item #10	Unused	39	4
Item #11	Ethnic Origin – Numeric	43	1
Item #12	Semester – Numeric	44	1
Item #13	Year - YYYY – Numeric	45	4

## ICU Student Report (CBM001)

### QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' thru '8', 'C', 'T' and 'U'
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. Unused	N/A	N/A
8. First-Time-in-College	N/A	Any non-numerical characters or embedded spaces
9. SCH Load, First-Time-in-College	Value greater than '22'	Any non-numerical value; value equal "0" when item #8 is coded '000001' and item #5 is coded '1' or '2'; unused positions should be zero-filled
10. Unused	N/A	N/A
11. Ethnic Origin	N/A	Any value other than '1' thru '7'
12. Semester	N/A	Must match value on header record
13. Year	N/A	Must match value on header record

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.

ICU Student Report (CBM001)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM001 records.

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

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

Fall:	September 1
Spring:	January 1

FIRST-TIME STUDENTS: The first time in college is based on a code of '000001' in Item #8.

ETHNIC ORIGIN: The summary is based on the Ethnic Origin code (Item #11).

SEMESTER CREDIT HOURS (SCH): Item #9 can be used to determine first-time-entering students for full-time or part-time.

CLASSIFICATION: This summary is based upon the codes in Item #5.

# ICU Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
ICU-CBM001 EDIT SUMMARY FROM RunDate: 11/23/2002 Time: 15:16:12  
LONE STAR UNIVERSITY 003304 FALL 2002

	NORMAL	QUESTIONABLE	ERROR
	RANGE	VALUES	VALUES
ITEM 1 RecordCode	5,430	0	0
ITEM 2 INST. CODE	5,430	0	0
ITEM 3 STUDENT ID	5,430	0	0
ITEM 4 GENDER	5,430	0	0
ITEM 5 CLASSIFICATION	5,430	0	0
ITEM 6 DATE OF BIRTH	5,429	1	0
ITEM 7 UNUSED	5,430	0	0
ITEM 8 FIRST-TIME-IN-COLLEGE	5,430	0	0
ITEM 9 SCH LOAD	5,429	0	1
ITEM 10 UNUSED	5,430	0	0
ITEM 11 ETHNIC ORIGIN	5,430	0	0
ITEM 12 SEMESTER	5,430	0	0
ITEM 13 YEAR	5,430	0	0

TOTAL Report Records	5,430		
CONTROL TOTAL	5,430	DISCREPANCY	0
Total Recs on Db	5,430		
Number Of Non-Unique/ Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionabl	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	1		
Total Questionable Recs on Db	1		
Total Non Error Records on Db	5,429		
Total Rejected Records	0		
SSN With Alpha Characters	10		



# ICU Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Edit Of ICU-CBM001 Data From RunDate: 10/26/2002 Time: 18:15:50  
LONE STAR UNIVERSITY 003304 FALL 2002

Gender		
Male	2,667	
Female	2,762	
Total		5,429

Age		
Under 17	0	
17	8	
18	855	
19-21	2,287	
22-24	954	
25-30	640	
31-35	290	
36-50	365	
51-64	30	
65 and Older	0	
Average Age	23.4	
Total		5,429

First Time In College		
First Time In College	481	
Total		481

Ethnic Origin		
White, Non-Hispanic	4,374	
Black, Non-Hispanic	320	
Hispanic	576	
Asian/Pacific Islander	37	
American Indian/Alaskan Native	12	
International	110	
Unknown	0	
Total		5,429

SCH-Registered, First Time	7,218
----------------------------	-------

Classification		
Freshman	1,500	
Sophomore	1,232	
Junior	951	
Senior	1,133	
Unclassified UnderGrad	40	
Post-Baccalaureate	140	
Masters	433	
Doctoral	0	
Spec. Prof. Law	0	
Spec. Prof. Chiropractic	0	
Spec. Prof. Theology	0	
Total		5,429

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

ICU Student Report (CBM001)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of ICU-CBM001 Data From  
 LONE STAR UNIVERSITY 003557

Page 1

FALL 2002

RunDate: 10/26/2002 Time: 18:15:50

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Remarks
1	003304	666886666	M	3	19250913 -----			12		1	1	2002		Q	
1	003304	777887777	F	4	19791002		000001			2	1	2002		E	Dob(Item6) Questionable. REF0017

Total Rejected Records 0  
 Total Records On DataBase 5,430  
 Total Non Error Records 5,429  
 Total Error Records 1  
 Total Questionable Records 1  
 Total Rejected Records 0

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

GRADUATION REPORT  
CBM009

This report should reflect awards conferred during the academic year immediately preceding the fall semester in which the report is submitted.

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

ICU Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

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

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

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

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

M = Male      F = Female

Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student. Use IPEDS definitions.

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

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

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

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #6 Date of Birth. Enter all four digits of the year and the month of birth for the student.

YYYY - Year      MM – Month

**NOTE:** If the month of birth is known and the year is unknown, code this item as unknown, or '000000'.

Item #7 Unused

ICU Graduation Report (CBM009)

Item #8 Level of Award Conferred. Use IPEDS definitions.

1. Associate
2. Baccalaureate
3. Master's
4. Doctoral
5. First-Professional
6. At least 1 but less than 2 academic year certificate
7. Two but less than 4 academic year certificate
8. Post-baccalaureate certificate
9. Post-master's certificate
0. First-professional certificate

Item #9 Major. Optional, except with multiple awards at the same level. Enter the six-digit CIP code in which the award was earned. Append two zeros to the CIP code to make it align with the eight-digit Texas CIP codes. See Appendix C. Enter all zeros if you choose not to provide information for this item.

Item #10 Reporting Period. Always enter '1'.

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

ICU Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '9'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Ethnic Origin – Numeric	18	1
Item #6	Date of Birth - YYYYMM – Numeric	19	6
Item #7	Unused	25	8
Item #8	Level of Award Conferred	33	1
Item #9	Major – Numeric	34	8
Item #10	Reporting Period – Always '1'	42	1
Item #11	Year – Numeric	43	4

ICU Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Institution Code	N/A	Must match value on header record and be on list of valid FICE codes
3. Student ID Number	Duplicate entries; alpha characters	Blank; special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Ethnic Origin	N/A	Any value except '1' thru '7'
6. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '1'
7. Unused	N/A	N/A
8. Level of Award	N/A	Any value except '0' thru '9'
9. Major	N/A	Blank; not on CIP list
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Must match value on header record

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

ICU Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED

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

TOTAL AWARDS: The total awards is the summation of CBM009 records.

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

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

ETHNIC ORIGIN: The headcount by ethnicity is determined by codes entered in Item #5.

AWARD LEVEL: Headcount by award level is determined by codes assigned in Item #8.



# ICU Graduation Report (CBM009)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
ICU-CBM009 EDIT SUMMARY FROM RunDate: 11/23/2002 Time: 15:16:12  
LONE STAR UNIVERSITY 003304 FALL 2002

		NORMAL	QUESTIONABLE	ERROR
		RANGE	VALUES	VALUES
ITEM 1	RecordCode	500	0	0
ITEM 2	INST. CODE	500	0	0
ITEM 3	STUDENT ID	500	0	0
ITEM 4	GENDER	500	0	0
ITEM 5	ETHNIC ORIGIN	500	0	0
ITEM 6	DATE OF BIRTH	499	1	0
ITEM 7	UNUSED	500	0	0
ITEM 8	Level of Award	500	0	0
ITEM 9	Major	499	0	1
ITEM 10	SEMESTER	500	0	0
ITEM 11	YEAR	500	0	0

TOTAL Report Records	500		
CONTROL TOTAL	500	DISCREPANCY	0
Total Recs on Db	500		
Number Of Non-Unique/ Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionabl	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	1		
Total Questionable Recs on Db	1		
Total Non Error Records on Db	499		
Total Rejected Records	0		
SSN With Alpha Characters	0		

ICU Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Edit Of ICU-CBM009 Data From RunDate: 11/23/2004 Time: 15:16:12  
RICE UNIVERSITY 003604 FALL 2004

Gender			
Male		252	
Female		247	
	Total		499

Age			
Under 17			
17		0	
18		0	
19-21		25	
22-24		325	
25-30		49	
31-35		50	
36-50		25	
51-64		25	
65 and Older		0	
Average Age		23.2	
	Total		499

Ethnic Origin			
White, Non-Hispanic		104	
Black, Non-Hispanic		99	
Hispanic		99	
Asian/Pacific Islander		98	
American Indian/Alaskan Native		49	
International		50	
Unknown		0	
	Total		499

Classification			
Associate		0	
Baccalaureate		300	
Masters		149	
Doctoral		50	
Special/Professional		0	
1 But Less than 2 ACAD Yr Cert		0	
2 but Less Than 4 ACAD Yr Cert		0	
Post-Bacc Cert		0	
Post-Masters Cert		0	
First-Professional Cert		0	
	Total		499

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

ICUT Graduation Report (CBM009)

Edit00v00  
Page 1

TEXAS HIGHER EDUCATION COORDINATING BOARD

Edit Of ICU-CBM009 Data From

FALL 2002

LONE STAR UNIV 003304

RunDate: 11/02/2002 Time: 10:20:30

Item	Item	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	13		
9	003304	111111111	F	1	198008		2	09050100 *****	1	2002			E	
9	003304	222222222	M	2	192606		2	09070000	1	2002			Major(Item9) Not Found on Major data base! Q	

Total Rejected Records 0  
 Total Records On DataBase 500  
 Total Non Error Records 499  
 Total Error Records 1  
 Total Questionable Records 1  
 Total Rejected Records 0

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



