# REPORTING and PROCEDURES MANUAL

for

# Texas Independent Colleges and Universities

## Fall 2007

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

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# Texas Higher Education
# COORDINATING BOARD
**Planning and Accountability**

*P. O. Box 12788   Austin, Texas 78711 ● 1200 East Anderson Lane 78752*

M E M O R A N D U M

June 26, 2008

To:        ICU Reporting Officials
From:    Doug Parker, Director, Educational Data Center
Subject:  Reporting Manual Modifications and Changes

## Modifications to ICU CBM Report editing that are in effect

**Student ID editing** – Student IDs of spaces or zeros will be flagged as an error.

**CBM001** – All institutions are expected to have first-time students

An error message will be generated if an institution reports zero first-time students in a Fall semester. A questionable message will be generated if an institution reports zero first-time students in a Spring semester. This message will appear on the Edit Summary.

## Modifications to ICU CBM Report editing effective Fall 2008

**CBM001** – Add a field (Item 14) that will contain the College Board (CEEB) High School Code of the high school that the student graduated from. This will be mandatory for any Texas high school graduate that is enrolled at your institution and coded as First-time in College. The Appendix is being updated to include Appendix M, the College Board (CEEB) High School Codes for Texas. Not required for students accepted in a first-professional program for the first time. Leave blank if not applicable. May be reported for all students. The high school codes for non-Texas schools can be found at
http://www.collegeboard.com/student/testing/sat/codelist.html.

Note: Reporting this field is voluntary for the Fall 2008 reporting period. It is mandatory beginning in the Spring 2009 reporting period.

**CBM001 and CBM009** – Derived Student IDs should not exceed 15% of your reported student records.

**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
Austin, TX  78711

The fax number is (512) 427-6447.

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

|  | Regular Phone | INTERNET Address |
|---|---|---|
| Janice McIver | (512) 427-6298 | Janice.McIver@thecb.state.tx.us |

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

# Independent Colleges and Universities

## TABLE OF CONTENTS

REPORTING PERIODS

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

| Fall Semester Reports | | Due Date |
|---|---|---|
| Student Report | CBM001 | November 1 |
| Graduation Report | CBM009 | November 1 |

| Spring Semester Reports | | Due Date |
|---|---|---|
| Student Report | CBM001 | March 15 |

Any Time Reports

| Student Number Change Report | CBM00N | Any Time |
|---|---|---|

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, with a username and password.

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

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

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

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

<u>ICU General Reporting Issues</u>

File Transfer System INPUT FILE FORMAT for Year 2000 Compliant Reports

| HEADER RECORD | | Beginning<br>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 | 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<br>zeros, i.e., "0080", "0120" | 23 | 4 |
| Item #8 | Name and e-mail address of person submitting<br>the file | 27 | As<br>Required |

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

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

| TRAILER RECORD | | Beginning<br>Position | Length |
|---|---|---|---|
| Item #1 | File Label-ID - Always 'EOF1' | 1 | 4 |
| Item #2 | Record Count - Numeric, leading zeros<br>(Number of data records in file, not including<br>"Header" and "Trailer" records) | 5 | 5 |

Record size may be any length up to 400 characters

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_FALL_2005_I_003576_200511100136262.TXT**

**CBM001** – CBM report type
_ - used as a separator
**FALL** – the report semester (can also be FALL, SUMMER, SUMMER1, SUMMER2, ANNUAL, QUARTER1, QUARTER2, QUARTER3, QUARTER4)
_ - used as a separator
**2005** – 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
**200511100136262** – 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 Educational Data Center and certified by the institutions as available for use within <u>four</u> working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. The follow-up procedures for ensuring timely certification of the reports are:

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

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

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

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


CHANGES TO CERTIFIED REPORTS


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

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

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

## CERTIFICATION STATEMENT INSTRUCTIONS

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.

CERTIFICATION STATEMENT

INSTITUTION:  LONE STAR UNIVERSITY         003304

DATE:  DECEMBER 1, 2005

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

| REPORT NUMBER | SEMESTER AND YEAR |
|---|---|
| CBM001 | Fall 2005 |
| CBM009 | Fall 2005 |


_____
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 another state or 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)

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
               9.    First-Professional (PharmD) – a student admitted to an approved pharmacy
                     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

ICU Student Report (CBM001)

> **NOTE**: If the month of birth is known and the year is unknown, code this item as unknown, or '00000000'.

Item #7A    Unused

Item #7B    Residence.  Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes. (Effective Fall 2007)

    a.   Enter the Texas county code for students who are Texas residents

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

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

Item #8    First-Time-in-College/Visiting Student.  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.

Enter '000007' to identify a visiting student who has been allowed to enroll due to natural disaster (Hurricane Katrina coding expires after Summer 2006 regardless of future extensions of executive order).

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.

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.

Item #14     High School Code.  Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as First-time-in-College (Item #8 = 000001). The Texas CEEB codes are in Appendix M. Not required for students accepted in a first-professional program for the first time. Leave blank if not applicable.

May be reported for all students. The high school codes for non-Texas schools can be found at http://www.collegeboard.com/student/testing/sat/codelist.html.

**Note:**  Reporting this field is voluntary for the fall 2008 reporting period. It is mandatory beginning with the spring 2009 reporting period.

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

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 – Alphanumeric | 18 | 1 |
| Item #6 | Date of Birth - YYYYMMDD – Numeric | 19 | 8 |
| Item #7A | Unused | 27 | 1 |
| Item #7B | Residence – Numeric, leading zeros | 28 | 3 |
| 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 |
| Item #14 | High School Code – Numeric | 49 | 6 |

## 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 | 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 '9', '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' |
| 7A. | Unused | N/A | N/A |
| 7B. | Residence | N/A | Not on residence file |
| 8. | First-Time-in-College/ Visiting Student | Zero students coded '000001' in spring | Any non-numerical characters or embedded spaces; zero students coded '000001' in fall |
| 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 |
| 14. | High School Code | N/A | Blank if Item #8 = '000001' and Item #5 = '1', '2', or '3' and Item #7B = '001' thru '254' |

The number of duplicate records is indicated.

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

## SUMMARY OF 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.

RESIDENCE:  All residence codes from '001' to '254' are Texas counties. Codes '310' through '369' are other states and U.S. possessions. Codes '402' through '799' are foreign countries. Any other residence code will not be valid.

## ICU Student Report (CBM001)

```
Edit00v00        TEXAS HIGHER EDUCATION COORDINATING BOARD      Page 1
ICU-CBM001 EDIT SUMMARY FROM              RunDate: 11/23/2005 Time: 15:16:12
LONE STAR UNIVERSITY                              003304    FALL    2005

                                        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  7A  UNUSED                         5,430              0        0
ITEM  7B  RESIDENCE                      5,430              0        0
ITEM  8   FIRST-TIME-IN-COLLEGE/VISITING 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
ITEM 14   HIGH SCHOOL CODE               5,430              0        1


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: 10/26/2005 Time: 18:15:50
LONE STAR UNIVERSITY                            003304        FALL  2005


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
  Unreported (not in avg)                       0
  Average Age                                23.4
              Total                         5,429

First Time In College Undergrads            481
First Time First Professionals               63
Visiting Student                              0

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 or Not Reported                       0
              Total                         5,429

SCH-Registered, First Time Undergrads      7,218
SCH-Registered, First Time First Prof        900

Classification
  Freshman                                  1,500
  Sophomore                                 1,232
  Junior                                      951
  Senior                                    1,133
  Unclassified UnderGrad                       40
  Post-Baccalaureate                          140
  Masters                                     333
  Doctoral                                      0
  Spec. Prof. Law                             100
  Spec. Prof. PharmD                            0
  Spec. Prof. Chiropractic                      0
  Spec. Prof. Theology                          0
              Total                         5,429
```

1.9

## ICU Student Report (CBM001)

```
Residence
  Texas Counties                               4,499
  Other States                                   522
  Foreign Countries                              408
            Total                              5,429


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

## ICU Student Report (CBM001)

```
Edit00v00                           TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                           Edit Of ICU-CBM001 Data From
FALL   2005                               LONE STAR UNIVERSITY 003557                    RunDate: 10/26/2005 Time: 18:15:50

Item  Item  Item      Item  Item  Item    Item  Item   Item  Item  Item   Item  Item   Item  Item  Remarks
 1     2     3         4     5     6       7A    7B      8     9    10      11    12     13    14

 1    003304 666886666  M    3    19250913       101                        1     1     2005         Q
                                 --------
                                                                                                     Dob(Item6) Questionable. REF0017
 1    003304 777887777  F    1    19791002       057  000001                2     1     2005         E
                                                            **                                 ******
```

```
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 (-)
```

1.11

## 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.

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


9.2

<u>ICU Graduation Report (CBM009)</u>

Item #8    <u>Level of Award Conferred</u>.  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    <u>Major</u>.  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. Not optional if you participate in the Professional Nursing Shortage Reduction Program, as outline on page III-56 in Rider 47 of the Appropriations Bill, 79th Legislature.

Item #10    <u>Reporting Period</u>.  Always enter '1'.

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

ICU Graduation Report (CBM009)

## 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 | 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 |

## 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. | 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; a duplicate record with the same CIP and level |
| 10. | Reporting Period | N/A | Any value except '1' |
| 11. | Year | N/A | Must match value on header record |

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

## SUMMARY OF DEGREES CONFERRED

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

TOTAL 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: 11/23/2005 Time: 15:16:12
LONE STAR UNIVERSITY                             003304     FALL     2005

                                        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
```

9.7

## ICU Graduation Report (CBM009)

```
                TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
Edit Of ICU-CBM009 Data From            RunDate: 11/23/2005 Time: 15:16:12
RICE UNIVERSITY                                   003604      FALL   2005


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
  Po9st-Bacc Cert                               0
  Post-Masters Cert                             0
  First-Professional Cert                       0
                    Total                               499

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

## ICU Graduation Report (CBM009)

```
Edit00v00                            TEXAS HIGHER EDUCATION COORDINATING BOARD
Page 1
                                       Edit Of ICU-CBM009 Data From

FALL   2005                                      LONE STAR UNIV 003304          RunDate: 11/02/2005 Time: 10:20:30

   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    2005                E
                                                            ********
                                                                      Major(Item9) Not Found on Major data base!
    9    003304  222222222   M     2   192606           2   09070000   1    2005                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 (-)

9.9

## STUDENT NUMBER CHANGE REPORT
## CBM00N

This report will allow the institution to identify student number changes if they occur. The changes can be applied during the tracking process and when computing graduation rates.

Student number changes can be submitted at any time through the electronic data transfer system using the format identified in the report. The date that the CB applies the change will be maintained in the database.

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

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

Item #2        Institution Code.  Enter FICE Code of the institution (see Appendix A).

**NOTE**:   All three items:  student number, birth date, and gender will be used to uniquely
            identify a student. All three items of the prior number must match to a record in the
            database before the current number will be used as a replacement.

Item #3        Current Student Identification Number.  Enter the current Social Security Number
               of the student. This should not be an assigned identification number except in
               infrequent occasions.

Item #4        Current Date of Birth.  Enter all four digits of the year and the month and day of
               birth of the student in format YYYYMMDD.

                    YYYY = Year       MM = Month       DD = Day

Item #5        Current Gender.  Enter the gender of the student.

                    M = Male         F = Female

Item #6        Prior Student Identification Number.  Enter the prior identifying number of the
               student. If the student identifier did not change, it will be the same as the current
               student identifier.

Item #7        Prior Date of Birth.  Enter all four digits of the year and the month and day of birth
               of the student in format YYYYMMDD. If the birthday did not change, enter the
               current date of birth to uniquely identify to which student the change applies.

                    YYYY = Year       MM = Month       DD = Day

Item #8        Prior Gender.  Enter the gender of the student. If the gender of the student did not
               change, enter the current gender to uniquely identify to which student the change
               applies.

                    M = Male         F = Female

Item #9        Last Name.  Optional. Enter up to 20 characters of the student's current last name.

Item #10       First Name.  Optional. Enter the first 10 digits of the student's first name.

Item #11       Middle Initial.  Optional. Enter the initial of the student's middle name.

<u>ICUT Student Number Change Report (CBM00N)</u>

DATA PROCESSING RECORD LAYOUT

|  |  | Beginning<br><u>Position</u> | <u>Length</u> |
|---|---|---|---|
| Item #1 | Record Code - Always 'N' | 1 | 1 |
| Item #2 | Institution Code - FICE - Numeric | 2 | 6 |
| Item #3 | Current Student Identification Number - Numeric | 8 | 9 |
| Item #4 | Current Date of Birth - YYYYMMDD - Numeric | 17 | 8 |
| Item #5 | Current Gender - 'M' or 'F' | 25 | 1 |
| Item #6 | Prior Student Identification Number - Numeric | 26 | 9 |
| Item #7 | Prior Date of Birth - YYYYMMDD - Numeric | 35 | 8 |
| Item #8 | Prior Gender - 'M' or 'F' | 43 | 1 |
| Item #9 | Last Name - Alpha | 44 | 20 |
| Item #10 | First Name - Alpha | 64 | 10 |
| Item #11 | Middle Name Initial - Alpha or blank | 74 | 1 |