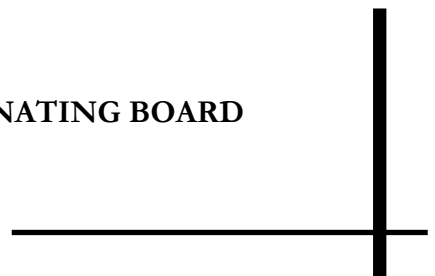# REPORTING and PROCEDURES MANUAL

for

Texas Independent Colleges and Universities

Current Version
Revised January 2013

TEXAS HIGHER EDUCATION COORDINATING BOARD
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M E M O R A N D U M

July 20, 2011

To: Independent College and University Chief Reporting Officials
From: Doug Parker
Subject: Fall 2011 Reporting Manual

The *Reporting and Procedures Manual for Texas Independent Colleges and Universities* has been revised effective the fall semester 2011. It has been placed on the Coordinating Board website at http://www.txhighereddata.org/ReportingManuals.cfm. The *Appendices to the Reporting and Procedures Manual* can be accessed at the same address.

Below is a list of modifications made to the manual to conform to IPEDS terminology of the doctoral and first-professional levels. There are no programming changes.

CBM001
The following classification levels in Item #5 have been changed:

Doctoral changed to Doctor's Level-Research/Scholarship (code 7)
First-Professional changed to Doctor's Level-Professional Practice (codes 8, 9, C, E, T)

CBM009
The following degree levels in Item #8, Level of Award Conferred, have been changed:

Doctoral changed to Doctor's Degree-Research/Scholarship (code 4)
First-Professional changed to Doctor's Degree-Professional Practice (code 5)

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) 427-6147.

If you have questions concerning the use or implementation of this manual, contact V[¦æÁ Ő˘}₵}Áat the above address or at the following telecommunication numbers:

	Regular Phone	INTERNET Address
V[¦æÁŐ˘}₵}	(512) 427-ÎÍÐG	V[¦æÁŐ˘}₵}@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

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ADDITIONAL REPORTS/IMPORTANT DATES

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

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

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 (October 1 if participating in the Nursing Shortage Reduction Program)

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.

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	Semester – Numeric ('1' or '2')	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., "0072", "0056"	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.

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DATA RECORDS

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

- -

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

Record size may be any length up to 400 characters

EDIT REPORT OUTPUT FILES

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

CBM001_FALL_2011_I_009999_201111010136262.TXT

CBM001 – CBM report type (can also be CBM009)
_ - used as a separator
FALL – the report semester (can also be SPRING)
_ - used as a separator
2011 – report year
_ - used as a separator
I – Institution type
_ - used as a separator
009999 – FICE code of institution
_ - used as a separator
201111010136262 – 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.

Edit Summary Report Year-to-Year Comparisons

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

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

CERTIFICATION TRACKING

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

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

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

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

4. A letter indicating that the certification of the CB report is delinquent will be faxed to the President, or the equivalent, from the Deputy Commissioner if the report has not been certified by the <u>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: TEXAS INDEPENDENT UNIVERSITY   009999

DATE: DECEMBER 1, 2011

     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 2011
CBM009	Fall 2011

_____
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. Do not report these students as first-time-in-college.
5. Doctor's level-professional practice students enrolled in programs leading toward a professional practice 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.
7. Non-resident students taking only distance education courses delivered outside the state.

The reporting of majors on the CBM001 is optional for independent institutions. However, if an institution wishes to participate in certain funding programs available through the Professional Nursing Shortage Reduction program, submission of that data and associated data items is a requirement for being able to participate.

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 three
                  years of full-time undergraduate work; that is, at least 90 semester hours;
                  continue to classify the student as a senior until the baccalaureate degree is
                  completed
             5   Post-Baccalaureate – a student possessing a baccalaureate degree but who
                  has not been admitted to a graduate program and is not currently enrolled in
                  an undergraduate program
             6   Master's Level – a student admitted to a master's degree program at the
                  institution
             7   Doctor's Level-Research/Scholarship – a student admitted to a research/
                  scholarship doctoral degree program at the institution
             8   Doctor's Level-Professional Practice Law – a student admitted to an approved
                  law program at the institution
             9   Doctor's Level-Professional Practice PharmD – a student admitted to an
                  approved pharmacy program at the institution
             C   Doctor's Level-Professional Practice Chiropractic – a student admitted to an
                  approved chiropractic program at the institution
             E   Doctor's Level-Professional Practice Optometry – a student admitted to an
                  approved optometry program at the institution
             N   Doctor's Level-Professional Practice Nursing Practice – a student admitted to
                  an approved nursing practice program at the institution
             P   Doctor's Level-Professional Practice Physical Therapy – a student admitted to
                  an approved physical therapy program at the institution
             T   Doctor's Level-Professional Practice 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 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.

      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 doctor's level-professional practice 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 (not in use at this time).

      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

ICU Student Report (CBM001)

Item #11   Unused

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 over the age of 25 and 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.

Item #15   Ethnic Origin. Enter the code indicating whether the student is of Hispanic or
             Latino origin or not.

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

Item #16   Race. Select one or more codes indicating the race of the student.

Item #16A   1   White
Item #16B   2   Black or African-American
Item #16C   4   Asian
Item #16D   5   American Indian or Alaskan Native
Item #16E   6   International
Item #16F   7   Unknown or Not Reported
Item #16G   8   Native Hawaiian or Other Pacific Islander

   Definitions:

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

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

Item #17   Major Area of Concentration. Optional except for institutions participating in certain funding programs available through the Professional Nursing Shortage Reduction Program. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '99999999'.

Item #18   Restricted Program Admission. Optional except for institutions participating in certain funding programs available through the Professional Nursing Shortage Reduction Program.

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

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

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).

10   Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered

nurse. The Board uses the data to count graduates.

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

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

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

14   Nursing (51.3801.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

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

ICU Student Report (CBM001)

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	Unused	43	1
Item #12	Semester – Numeric	44	1
Item #13	Year - YYYY – Numeric	45	4
Item #14	High School Code – Numeric	49	6
Item #15	Ethnic Origin – Numeric	55	1
Item #16	Race:		
Item #16A	White – '1' or blank	56	1
Item #16B	Black or African-American – '2' or blank	57	1
Item #16C	Asian – '4' or blank	58	1
Item #16D	American Indian or Alaskan Native – '5' or blank	59	1
Item #16E	International – '6' or blank	60	1
Item #16F	Unknown or Not Reported – '7' or blank	61	1
Item #16G	Native Hawaiian or Other Pacific Islander – '8' or blank	62	1
Item #17	Major Area of Concentration	63	8
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QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '1'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Student ID Number	N/A	Blank or special characters
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '1' thru '9', 'C', 'E', 'N', 'P', 'T' or '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 '00' 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.	Unused	N/A	N/A
12.	Semester	N/A	Must match value on header record

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
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'
15. Ethnic Origin	N/A	Value other than '1', '2', or '3'
16A. White	N/A	Value other than '1' or space or value = '1' and '7'
16B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
16C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
16D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
16E. International	N/A	Value other than '6' or space or value = '6' and '7'
16F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
16G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
17. Major Area of Concentration – CIP	N/A	Not on CIP file; '99999999' if Item #5 coded '6' or '7'; not '51380100' if Item #18 coded '10'-'15'
18. Restricted Prog Admission	N/A	Any value except blank or '10'-'15' if Item #17 is coded '51380100',

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.

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

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM001 records. The headcount is summed by gender, age, first-time students, ethnic origin, classification, residence, and restricted program admission.

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 summary is based on a code of '000001' in Item #8 and the high school code in Item #14.

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

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: 11/01/2011 Time: 15:21:08
TEXAS INDEPENDENT UNIVERSITY                         009999    FALL   2011

                                          NORMAL QUESTIONABLE  ERROR
                                          RANGE      VALUES   VALUES
ITEM  1  RecordCode                       13,715         0        0
ITEM  2  INST. CODE                       13,715         0        0
ITEM  3  STUDENT ID                       13,715         0        0
ITEM  4  GENDER                           13,715         0        0
ITEM  5  CLASSIFICATION                   13,715         0        0
ITEM  6  DATE OF BIRTH                    13,715         0        0
ITEM  7B Residence                        13,715         0        0
ITEM  8  FIRST-TIME-IN-COLLEGE/VISITING   13,715         0        0
ITEM  9  SCH LOAD                         13,715         0        0
ITEM 12  SEMESTER                         13,715         0        0
ITEM 13  YEAR                             13,715         0        0
ITEM 14  CeebHsCode                       13,715         0        0
ITEM 15  Ethnic Origin                    13,715         0        0
ITEM 16  Race                             13,715         0        0
ITEM 16A White                            13,715         0        0
ITEM 16B Black/African Amer               13,715         0        0
ITEM 16C Asian                            13,715         0        0
ITEM 16D Amer Indian/Alask Nat            13,715         0        0
ITEM 16E International                    13,715         0        0
ITEM 16F Unknown/Not Reported             13,715         0        0
ITEM 16G Nat Hawaiian/Other Pac Is        13,715         0        0
ITEM 17  Major Area of Concentration      13,715         0        0
ITEM 18  Restricted Prog Admission        13,715         0        0


TOTAL Report Records                      13,715
CONTROL TOTAL                             13,715      DISCREPANCY       0
Total Recs on Db                          13,715
Number Of Non-Unique/Duplicated Id's          0
Number Of Duplicate Records                   0
Number Of Relative Duplicate Questionable     0
Number Of Relative Duplicate Error            0
  14 derived IDs were found.  This is  0.1021%of the total records you submitted.
  8 of your students are identified as First time in college from a Texas High School.
 ----   This is  0% of the total records you submitted.
Total Error Recs on Db                        0
Total Questionable Recs on Db                 0
Total Non Error Records on Db             13,715
Total Rejected Records                        0
```

1.11

ICU Student Report (CBM001)

```
           TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of ICU-CBM001 Data From Prior Year   RunDate: 11/01/2011 Time: 15:21:08
TEXAS INDEPENDENT UNIVERSITY                            009999     FALL  2011
```

Gender

	2011/1	2010/1	% Diff
Male	5,968	5,837	2.24%
Female	7,747	7,492	3.40%
Total	13,715	13,329	2.90%

Age

	2011/1	2010/1	% Diff
Under 17	3	2	50.00%
17	50	40	25.00%
18	1,852	1,648	12.38%
19-21	7,538	7,560	-0.29%
22-24	2,519	2,428	3.75%
25-30	1,056	962	9.77%
31-35	270	283	-4.59%
36-50	354	333	6.31%
51-64	71	72	-1.39%
65 and Older	2	1	100.00%
UnReported(not in avg)	0	0	0.00%
Average Age	22	22	0.02%
Total	13,715	13,329	2.90%

First Time In College

	2011/1	2010/1	% Diff
From a Texas High School	8	*No Exact Historic Data Available	
From a Out of State High School	7	*No Exact Historic Data Available	
No High School reported	0	*No Exact Historic Data Available	
Subtotal	15	*No Exact Historic Data Available	
First Time Graduate/Professional Pgm	104	*No Exact Historic Data Available	
First Time Transfer student	0	*No Exact Historic Data Available	
Total	119	*No Exact Historic Data Available	

SCH-Registered, First Time

	2011/1	2010/1	% Diff
SCH Registered, First Time Undergrads	213	174	22.41%
SCH Registered, First Time Prof	1,948	1,820	7.03%
Total	2,161	1,994	8.38%

Classification

	2011/1	2010/1	% Diff
Freshman	2,410	2,213	8.90%
Sophomore	2,494	2,568	-2.88%
Junior	2,488	2,647	-6.01%
Senior	3,875	3,583	8.15%
Unclassified UnderGrad	30	27	11.11%
Post-Baccalaureate	84	72	16.67%
Masters	899	830	8.31%
Doctor's-Res/Scholar	621	614	1.14%
Doctor's-Prof Pract Law	453	428	5.84%
Doctor's-Prof Pract PharmD	0	0	0.00%
Doctor's-Prof Pract Chiropractic	0	0	0.00%
Doctor's-Prof Pract Optometry	0	0	0.00%
Doctor's-Prof Pract Nursing Practice	0	0	0.00%
Doctor's-Prof Pract Physical Therapy	0	0	0.00%
Doctor's-Prof Pract Theology	361	347	4.03%
Total	13,715	13,329	2.90%

Residence

	2011/1	2010/1	% Diff
Texas Counties	11,165	10,947	1.99%
Other States	2,377	2,234	6.40%
Foreign Countries	173	148	16.89%
Total	13,715	13,329	2.90%

ICU Student Report (CBM001)

```
Ethnic Origin
                                              2011/1      2010/1        % Diff
        Not Hispanic or Latino Origin          9,878  *No Exact Historic Data Available
        Hispanic or Latino Origin              2,344  *No Exact Historic Data Available
        Not Answered                           1,493  *No Exact Historic Data Available
                Total                         13,715  *No Exact Historic Data Available


Race
                                              2011/1      2010/1        % Diff
        Multi-racial                           1,702  *No Exact Historic Data Available
        White only                             8,704  *No Exact Historic Data Available
        Black only                               844  *No Exact Historic Data Available
        Hispanic only                          1,922  *No Exact Historic Data Available
        Asian only                                88  *No Exact Historic Data Available
        Amer Indian/Alaskan Nat only             115  *No Exact Historic Data Available
        International only                        141  *No Exact Historic Data Available
        Nat Hawaiian/Other Pac Is only            26  *No Exact Historic Data Available
        Ethnic Origin/Race Unknown               173  *No Exact Historic Data Available
                Total                         13,715  *No Exact Historic Data Available

Races Reported in Multi-racial
                                              2011/1      2010/1        % Diff
        White                                    501  *No Exact Historic Data Available
        Black                                    423  *No Exact Historic Data Available
        Asian                                     52  *No Exact Historic Data Available
        Native American-Native Alaskan            23  *No Exact Historic Data Available
        Pacific Islander-Native Hawaiian           0  *No Exact Historic Data Available

Restricted Program Admission
                                              2011/1      2010/1        % Diff
        Nursing (RN to BSN)                       27  *No Exact Historic Data Available
        Nursing (Initial RN Lic.-Associate)       92  *No Exact Historic Data Available
        Nursing (Initial RN Lic.-Baccalaureate)   55  *No Exact Historic Data Available
        Nursing (Initial RN Lic.-Master's)         0  *No Exact Historic Data Available
        Nursing (LVN to ADN)                       7  *No Exact Historic Data Available
        Nursing (LVN to BSN)                       2  *No Exact Historic Data Available
                Total                            183
```

ICU Student Report (CBM001)

```
Item Item  Item        Item Item  Item   Items Item Item Item  Item Item   Item    Item Item          Items              Item  Item Remarks
1    2     3           4    5     6      7A 7B  8    9    10    11   12     13      14   15  16A 16B 16C 16D 16E 16F 16G  17    18
```

   14 derived IDs were found. This is 0.1021%of the total records you submitted.
   8 of your students are identified as First time in college from a Texas High School.
   ----   This is 0% of the total records you submitted.

There Were No Errors Detected For : TEXAS INDEPENDENT UNIVERSITY

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

1.14

ICU Student Report (CBM001)

```
Item Item Item        Item Item  Item   Items Item Item Item  Item Item   Item    Item Item              Items              Item  Item Remarks
 1    2    3            4    5     6     7A 7B  8    9   10     11   12     13       14   15  16A 16B 16C 16D 16E 16F 16G    17    18
```

Items In Error Are Indicated By (*), Questionable By (-)
----   This is 0% of the total records you submitted.

1.15

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.

Nursing Shortage Reduction Program

Institutions participating in the Professional Nursing Shortage Reduction Program (NSRP) are required to complete the item for major (Item #9), as outlined on page III-56 in Rider 47 of the Appropriations Bill, 79th Legislature. The due date for reporting nursing graduates is October 1. The nursing records must be error-free to be included in the count for funding. The remainder of the CBM009 records may be included in the submission with the nursing graduates or they may be submitted in accordance with the November 1 due date.

The month of award (Item #14) must be completed if the institution is participating in certain funding programs available through the Professional Nursing Shortage Reduction Program in accordance with the November 1 due date.

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   Unused

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

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

                1   Associate
                2   Baccalaureate
                3   Master's
                4   Doctor's Degree-Research/Scholarship
                5   Doctor's Degree-Professional Practice
                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.

                Not optional if you participate in the Professional Nursing Shortage Reduction Program, as outlined on page III-56 in Rider 47 of the Appropriations Bill, 79th Legislature.

ICU Graduation Report (CBM009)

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

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

Item #12   Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

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

Item #13   Race. Select one or more codes indicating the race of the student.

Item #13A	1	White
Item #13B	2	Black or African-American
Item #13C	4	Asian
Item #13D	5	American Indian or Alaskan Native
Item #13E	6	International
Item #13F	7	Unknown or Not Reported
Item #13G	8	Native Hawaiian or Other Pacific Islander

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

Item #14   Month of Award. Optional except for institutions participating in certain funding programs available through the Professional Nursing Shortage Reduction Program. Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

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

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 - 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
Item #12	Ethnic Origin – Numeric	47	1
Item #13	Race:		
Item #13A	White – '1' or blank	48	1
Item #13B	Black or African-American – '2' or blank	49	1
Item #13C	Asian – '4' or blank	50	1
Item #13D	American Indian or Alaskan Native – '5' or blank	51	1
Item #13E	International – '6' or blank	52	1
Item #13F	Unknown or Not Reported – '7' or blank	53	1
Item #13G	Native Hawaiian or Other Pacific Islander – '8' or blank	54	1
Item #14	Month of Award	55	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 '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 '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
12.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
13A.	White	N/A	Value other than '1' or space or value = '1' and '7'
13B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
13C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
13D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'

ICU Graduation Report (CBM009)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
13E. International	N/A	Value other than '6' or space or value = '6' and '7'
13F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
13G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
14. Month of Award	N/A	Any value other than '01' thru '12'

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 (Item #6) from the beginning date of the fiscal year in which the data were collected.

ETHNIC ORIGIN AND RACE: The headcount by ethnicity is determined by codes entered in Items #12 and #13.

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: 11/01/2011 Time: 10:21:53
TEXAS INDEPENDENT UNIVERSITY                        009999    FALL    2011

                                       NORMAL QUESTIONABLE   ERROR
                                        RANGE      VALUES  VALUES
ITEM  1  RecordCode                     3,339           0       0
ITEM  2  INST. CODE                     3,339           0       0
ITEM  3  STUDENT ID                     3,339           0       0
ITEM  4  GENDER                         3,339           0       0
ITEM  6  DATE OF BIRTH                  3,339           0       0
ITEM  8  Level of Award                 3,339           0       0
ITEM  9  Major                          3,339           0       0
ITEM 10  SEMESTER                       3,339           0       0
ITEM 11  YEAR                           3,339           0       0
ITEM 12  Ethnic Origin                  3,339           0       0
ITEM 13  Race                           3,339           0       0
ITEM 13A White                          3,339           0       0
ITEM 13B Black/African Amer             3,339           0       0
ITEM 13C Asian                          3,339           0       0
ITEM 13D Amer Indian/Alask Nat          3,339           0       0
ITEM 13E International                  3,339           0       0
ITEM 13F Unknown/Not Reported           3,339           0       0
ITEM 13G Nat Hawaiian/Other Pac Is      3,339           0       0
ITEM 14  Month of Award                 3,339           0       0




TOTAL Report Records                     3,339
CONTROL TOTAL                            3,339     DISCREPANCY        0
Total Recs on Db                         3,339
Number Of Non-Unique/Duplicated Id's         0
Number Of Duplicate Records                  0
Number Of Relative Duplicate Questionable    0
Number Of Relative Duplicate Error           0
Total Error Recs on Db                       0
Total Questionable Recs on Db                0
Total Non Error Records on Db            3,339
Total Rejected Records                       0
```

ICU Graduation Report (CBM009)

```
          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
Percent Change Of ICU-CBM009 Data From Prior Year    RunDate: 11/01/2011 Time: 10:21:53
TEXAS INDEPENDENT UNIVERSITY                         009999         FALL   2011
```

Gender

	2011/1	2010/1	% Diff
Male	1,424	1,316	8.21%
Female	1,915	1,874	2.19%
Total	3,339	3,190	4.67%

Age

	2011/1	2010/1	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	112	92	21.74%
22-24	2,283	2,240	1.92%
25-30	656	582	12.71%
31-35	120	121	-0.83%
36-50	140	136	2.94%
51-64	26	16	62.50%
65 and Older	2	3	-33.33%
UnReported(not in avg)	0	0	0.00%
Average Age	25	25	0.11%
Total	3,339	3,190	4.67%

Classification

	2011/1	2010/1	% Diff
Associate	0	0	0.00%
Baccalaureate	2,445	2,376	2.90%
Masters	538	474	13.50%
Doctor's Degree-Res/Scholar	125	133	-6.02%
Doctor's Degree-Prof Pract	227	200	13.50%
1 But Less than 2 ACAD Yr Cert	0	0	0.00%
2 but Less Than 4 ACAD Yr Cert	0	0	0.00%
Post-Bacc Cert	0	0	0.00%
Post-Masters Cert	4	7	-42.86%
First-Professional Cert	0	0	0.00%
Total	3,339	3,190	4.67%

Ethnic Origin

	2011/1	2010/1	% Diff
Hispanic or Latino Origin	2,401	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	205	*No Exact Historic Data Available	
Not Answered	733	*No Exact Historic Data Available	
Total	3,339	*No Exact Historic Data Available	

Race

	2011/1	2010/1	% Diff
Multi-racial	845	*No Exact Historic Data Available	
White only	1,962	*No Exact Historic Data Available	
Black only	97	*No Exact Historic Data Available	
Hispanic only	103	*No Exact Historic Data Available	
Asian only	5	*No Exact Historic Data Available	
Amer Indian/Alaskan Nat only	7	*No Exact Historic Data Available	
International only	141	*No Exact Historic Data Available	
Nat Hawaiian/Other Pac Is only	6	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	173	*No Exact Historic Data Available	
Total	3,339	*No Exact Historic Data Available	

Races Reported in Multi-racial

	2011/1	2010/1	% Diff
White	101	*No Exact Historic Data Available	
Black	32	*No Exact Historic Data Available	
Asian	22	*No Exact Historic Data Available	
Amer Indian/Alaskan Nat only	13	*No Exact Historic Data Available	
Nat Hawaiian/Other Race Unknosn	0	*No Exact Historic Data Available	

ICU Graduation Report (CBM009)

```
  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     13A 13B 13C 13D 13E 13F 13G    14


There Were No Errors Detected For : TEXAS INDEPENDENT UNIVERSITY


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

9.10

STUDENT NUMBER CHANGE REPORT
<u>CBM00N</u>

       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.

ICUT Student Number Change Report (CBM00N)

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.

ICUT Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

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