

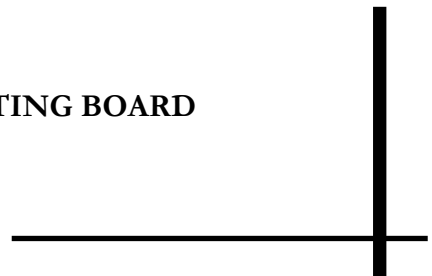
REPORTING and PROCEDURES MANUAL

for

Texas Health-Related Institutions

Spring 2004

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center





Texas Higher Education COORDINATING BOARD

DIVISION OF PLANNING AND INFORMATION RESOURCES
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

MEMORANDUM

September 16, 2004

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To: All Public Reporting Officials and Institutional Researchers
From: Kenneth Dalley
Subject: Changes to Spring 2004 Reporting Manual – Rev 7

This memo rescinds our instructions for reporting the students who qualify under Section 2 of HB 1403 that I sent out in the memo of August 16, 2004. The change will be made to the electronic CBM Reporting Manual on the CB website in the next couple of days. I have been advised that the intent of the legislation is that "these students should not be classified as 'foreign' students or 'international' students." Thus, they should be reported as Texas residents and the residence code item should be the county in which they reside in Texas.

CBM001 change

University manual -- Item #12 Note b)
Health-Related manual – Item #13 Note b)
Community, Technical, State Colleges manual – Item #14 Note b)

FOREWORD

The reports discussed in this **Health-Related Institution** manual fulfill provisions of the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

All reports must be submitted electronically. (See detail in Electronic Data Transfer System section of manual.) Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

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 Jocelyn Groce or Kenneth Dalley at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Jocelyn Groce	(512) 427-6415	Jocelyn.Groce@thecb.state.tx.us
Kenneth Dalley	(512) 427-6306	Kenneth.Dalley@thecb.state.tx.us

Click on [Memos Related to Changes to the CBM Manual for Health-Related Institutions](#) for memos related to changes made to the *Reporting and Procedures Manual* prior to Spring 2004.

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

Health-Related Institutions

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HRI General Reporting Issues

REPORTING PERIODS

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

Fall Semester Reports (Fall Quarter)

		<u>Due Date</u>
Student Report	CBM001	November 1
Texas Success Initiative Report	CBM002	February 1
Faculty Report	CBM008	November 1

Spring Semester Reports (Winter Quarter)

		<u>Due Date</u>
Student Report	CBM001	March 15
Texas Success Initiative Report	CBM002	June 15

Summer Semester Reports (Spring and Summer Quarters)

		<u>Due Date</u>
Student Report	CBM001	August 15
Texas Success Initiative Report	CBM002	October 1

Annual Reports

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

Any Time Reports

Student Number Change Report	CBM00N	Any Time
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HRI General Reporting Issues

COORDINATING BOARD CONTACTS

- I. CBM Reporting: EDUCATIONAL DATA CENTER, 512-427-6302, FAX: 512-427-6447
 - A. All CBM Reports
Jocelyn Groce, Data Analyst 512-427-6415
INTERNET address: Jocelyn.Groce@theccb.state.tx.us
 - B. Electronic Data Transfer System - receipt and distribution
Scott Sewell, Programmer Analyst III 512-427-6262
INTERNET address: Scott.Sewell@theccb.state.tx.us
 - C. General Questions
Kenneth Dalley, Assistant Director 512-427-6306
INTERNET address: Kenneth.Dalley@theccb.state.tx.us
- II. Program Inventory and CIP Questions: UNIVERSITIES AND HEALTH-RELATED INSTITUTIONS, FAX: 512-427-6168
Mary Smith, Program Director 512-427-6213
INTERNET address: Mary.Smith@theccb.state.tx.us
- III. Funding Questions: FINANCIAL PLANNING, FAX: 512-427-6127
Jeffrey Phelps, Director, Finance 512-427-6139
INTERNET address: Jeffrey.Phelps@theccb.state.tx.us
- IV. Student Tuition and Residency Issues, Financial Aid DB: STUDENT SERVICES, FAX: 512-427-6420
Jane Caldwell, Director 512-427-6455
INTERNET address: Jane.Caldwell@theccb.state.tx.us
- V. Texas Success Initiative Program Questions: PARTICIPATION AND SUCCESS, FAX: 512-427-6264
James Dilling, Program Director 512-427-6218
INTERNET address: James.Dilling@theccb.state.tx.us

Linda McDonough, Director 512-427-6525
INTERNET address: Linda.McDonough@theccb.state.tx.us

HRI General Reporting Issues

ELECTRONIC DATA TRANSFER SYSTEM

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

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

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

The header record contains information to identify the 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 Scott Sewell at e-mail Scott.Sewell@thecb.state.tx.us for your password.

This password is unique for your FICE code. 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 the files will be as 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.

HRI General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID - Always 'HY2K'	1	4
Item #2	Institution Code - FICE - Numeric	5	6
Item #3	Data Identifier, i.e., CBM001	11	6
Item #4	Semester - Numeric ('1' thru '3')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0102", "0120", "0136"	23	4
Item #8	Name and E-mail address of person submitting file	27	As Required

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

DATA RECORDS

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

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

Record size may be any length up to 400 characters

HRI General Reporting Issues

EDIT REPORT OUTPUT FILES

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

CBM002_FALL_2003_S_003652_200405100136262.TXT

CBM002 – CBM report type

_ - used as a separator

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

_ - used as a separator

2003 – Report Year

_ - used as a separator

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

_ - used as a separator

003652 – FICE code of institution

_ - used as a separator

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

HRI General Reporting Issues

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within six weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

- A. To notify an institution that an initial report for the semester has not been received:
 - 1. The EDC Data Analyst will telephone the Reporting Official if a specific report is not received two days after the due date.
 - 2. A letter from the Assistant Director of the Educational Data Center will be faxed to the Reporting Official if the report has not been received by the seventh working day after the due date.
 - 3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received by the twelfth working day after the due date.

- B. To notify an institution when a report for the semester has not been certified:
 - 1. If the report is not certified three working weeks from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.
 - 2. If the report is not certified four working weeks from the due date, the appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or the equivalent, of the incompleteness of the data.
 - 3. Should the report not be certified within a week of the notification to the Vice President, the Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.
 - 4. If the data are not certified within six working weeks of the due date, the Commissioner will be notified so that he may inform the Coordinating Board at its next meeting that the institution is delinquent in certifying its CB reports.

HRI General Reporting Issues

CHANGES TO CERTIFIED REPORTS

- A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.
- B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.
- C. Requests to change data which are already published must be approved by the Commissioner.

HRI General Reporting Issues

CERTIFICATION STATEMENT INSTRUCTIONS

When the edit materials for a CBM report are returned to the reporting institution for verification, one of two actions is required. If the edit reveals errors in the report, corrections should be submitted. When all the information is correct, the reporting official certifies the report by completing a certification statement and returning it to the Educational Data Center. An e-mail stating which report is certified is an acceptable alternative.

The example below shows the certification of Long Star School of Allied Health's Fall 1999 CBM001, CBM008, and CBM009.

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR HEALTH SCIENCE CENTER 003304

DATE: DECEMBER 15, 1999

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

<u>REPORT NUMBER</u>	<u>SEMESTER AND YEAR</u>
CBM001	<u>Fall 1999</u>
CBM008	<u>Fall 1999</u>
CBM009	<u>Fall 1999</u>

REPORTING OFFICIAL

STUDENT REPORT CBM001

This report reflects all academic and professional students enrolled at the reporting institution as of the official census date, which is the 12th class day for the Fall and Spring semesters (16-week session) and the 4th class day for each of the summer terms (6 week session). To be counted for state aid, the students must be registered as of the official census date and the institution must collect in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes payment of half the tuition and fees as a first installment prior to the beginning of the semester and the existence of a fully-signed contract by the payment due date.

Students who withdraw from the institution prior to or on the official census date will not be reported for that term. The report will include an unduplicated headcount of all students registered at the reporting institution, whether the course is taught on-campus or off-campus, or whether the student is in an academic program or medical or dental professional program.

Medical and dental professional students will be reported in each term (Fall, Spring, or Summer) if they have not withdrawn from classes by the census date of the term. Use the same census date of the academic programs for the professional programs. Use the start-date of the academic calendar to define the beginning of the fall reporting period.

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as '3' (Summer I) in Item #14.

The student records for all components of the health-related institution will be submitted as one report under the FICE code of the health science center. The specific component in which each student is enrolled will be identified in Item #33.

HRI Student Report (CBM001)

Census Dates for other than 16 or 6 week terms are outlined below:

<u>Length of Term (Weeks)</u>	<u>Official Census Date</u>
2 or less	1st Class Day
3	2nd Class Day
4	3rd Class Day
5 – 6	4th Class Day
7	5th Class Day
8	6th Class Day
9 – 10	7th Class Day
11	8th Class Day
12	9th Class Day
13 – 14	10th Class Day
15	11th Class Day
16	12th Class Day

Flexible Entry Students

Students enrolled in classes organized after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the Fall semester will be reported in the following Spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class day of the Spring semester will be reported in the summer semester report; etc. These students will be identified by inserting a '1' in Item #17 to denote "flexible entry".

NOTE: A class is organized when students have registered and have paid fees or established accounts receivable. Classes which are organized with regular semester classes but whose first class day is not until after the term census date, may be reported as a regular class, except:

- A. Students who register for this class after the term census date cannot have the hours reported for state funding on the CBM001;
- B. Students who drop this class before this class's first class day cannot be reported for state funding on the CBM001.

Inter-institutional Credit Hours

If the instruction of a student is being provided by the faculty of another institution, both institutions cannot claim the credit hours attempted by the student. If the other institution is claiming the credit hours, then the student credit hours of the receiving institution are to be reported as inter-institution credit hours. Neither the location of the class nor the delivery medium affect the definition.

HRI Student Report (CBM001)

Remote Teaching Sites

Use the assigned FICE codes below to identify the location of a remote teaching site on the student report in Item #34. If you need to report a location not listed below, contact Jocelyn Groce at (512) 427-6415 or email her at Jocelyn.Groce@theccb.state.tx.us.

The Texas A&M University System Health Science Center

000850 Dallas Campus

000852 Houston Campus (Institute for Biosciences and Technology)

000854 Temple Campus

Texas Tech University Health Sciences Center

000860 Amarillo

000862 El Paso

000863 Midland

000864 Odessa

000866 Dallas

The University of Texas Health Science Center at Houston

000872 Brownsville RAHC

000874 Dallas

000876 El Paso

000878 San Antonio

The University of Texas Health Science Center at San Antonio

000880 Edinburg Research Division

000882 Harlingen Research Division

000884 Laredo Research Division

000886 McAllen Research Division

The University of Texas Southwestern Medical Center

000890 Moncrief Cancer Center

Reporting Semester Credit Hours

Effective Spring 2000, Item #10 should be the total SCH the student attempted in the current term. For undergraduate students, the sum of Item #10 should equal the sum of the other SCH Items (#16, #22, #24, and #25):

Item #16 - SCH in inter-institutional courses that DO qualify for state funding

Item #22 - SCH in collegiate courses that DO NOT qualify for state funding

Item #24 - SCH in inter-institutional courses that DO NOT qualify for state funding

Item #25 - SCH in collegiate courses that DO qualify for state funding

These items are mutually exclusive. When combined, they represent the total semester credit hours for the undergraduate student.

HRI Student Report (CBM001)

Undergraduate Semester Credit Hours in Excess of State Limit

CB Rule 13.103. Affected Students.

- (1) The limitation on funding of excess undergraduate credit hours applies only to hours generated by students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. If a student has been enrolled as an undergraduate student in any public or private institution of higher education during any term prior to the 1999 fall semester, the student's credit hours are exempt.
- (2) Hours generated by non-resident students paying tuition at the rate provided for Texas residents are subject to the same limitations as hours generated by resident students.

CB Rule 13.104. Limitation on Formula Funding

Funding of excess undergraduate credit hours is limited as follows:

- (1) Universities and health-related institutions may not submit for formula funding hours attempted by an undergraduate student who has previously attempted 45 or more semester credit hours, or its quarter hour equivalent, beyond the minimum number of hours required for completion of the degree program in which the student is enrolled.
- (2) An undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
- (3) Students who enroll on a temporary basis in a university or health-related institution and are also enrolled in a private or independent institution of higher education, or an out-of-state institution of higher education, are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
- (4) For the purposes of the undergraduate limit, an undergraduate student who has entered into a master's or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate student after having completed the equivalent of a bachelor's degree, or all of the course work normally taken during the first four years of undergraduate course work in the student's degree program.
- (5) For the purposes of the undergraduate limit, students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit.

HRI Student Report (CBM001)

- (6) The following types of credit hours are exempt and do not count toward the limit:
- (a) hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
 - (b) hours earned through examination or similar method without registering for a course;
 - (c) hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;
 - (d) hours earned by the student at a private institution or an out-of-state institution; and
 - (e) any hours not eligible for formula funding.

NOTE: In determining the length of a program, health-related institutions should add program-specific prerequisite credit hours to the number of semester credit hours of the degree program. For example, a 72 credit hour baccalaureate program with 60 credit hours of prerequisites would have a program length of 132 credit hours. Credit hours in excess of 177 (132 + 45) would not be funded.

Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

There are two new student reports that are available after the CBM001 edit process that identifies the undergraduate students who are nearing or who have exceeded the undergraduate credit hour limit of 45 hours beyond the degree program. One of the reports will identify any undergraduate student whose total funded undergraduate hours is 15 or more hours greater than the semester credit hours reported for the degree program, Item #27. The second report will list any undergraduate student whose total undergraduate funded semester credit hours exceeds the degree program value provided in Item #27 plus 45 hours. The institution is to report students who at the beginning of the semester exceed the undergraduate funding limit in the Not State-Funded item on the CBM001, which is Item #22. Also an institution can charge a student who can no longer be claimed for state funding a higher tuition. If the institution needs to get the detail credit hours of the student for each state institution in which the student attempted any courses, the institution must submit to the CB a "Release" form signed by the student that indicates that the student will allow the institution to inquire into the CB credit hour database. Besides a copy of the signed release form the student identifying number, the date of birth, and the gender of the student are required to validate the specific person for which the CB is releasing the detail credit hours. CB Rule 13, Subchapter F clarifies the enabling legislation and defines the responsibilities of institutions and the Coordinating Board in implementing the statute.

Formula Funding Exceptions for Repeated Courses: (See rules at <http://www.thecb.state.tx.us/CBRules/>, Chapter 13, Subchapter B, Section 13.25)

- (a) During each base year and non-base year, an institution or community college district shall not submit for formula funding any semester credit hours or contact hours attempted by a student who has enrolled in any course, other than a non-degree-credit developmental course, containing the same content for a third or more times at their institution since Fall Semester 2002. This provision is effective for the Spring 2004 semester for credit students and for Third Quarter 2004 for continuing education students.

HRI Student Report (CBM001)

- (b) During each base year and non-base year, an institution shall not submit for formula funding any semester credit hours attempted by a student who has enrolled in developmental coursework if the semester credit hours for that student in developmental coursework exceeds 18 semester credit hours for a general academic teaching institution, or 27 semester credit hours for a public junior college, public technical institute, or public state college.
- (c) English as a Second Language (ESL) hours may be used for developmental education purposes when a student is placed in such courses as a result of failing the reading or writing portion of a test required by the Texas Success Initiative. However, when used for such purposes, ESL hours shall be counted toward the 18/27 hour cap.
- (d) Semester credit hours or contact hours attempted by students for the following types of coursework are exempt from the provisions of this section:
 - (1) thesis and dissertation courses
 - (2) courses that may be repeated for credit because they involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, Workforce Education Course Manual Special Topics courses (when the topic changes), theater practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio
 - (3) independent study courses
 - (4) special topics and seminar courses
 - (5) continuing education courses that must be repeated to retain professional certification
 - (6) developmental education coursework taken for a third or more times may be submitted for formula funding if the coursework is within the 27-hour limit at two-year colleges and the 18-hour limit at general academic institutions specified in (b) of this Section

Funding Limitation for Doctoral Students

The Legislative limit of 99 doctorally funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

HRI Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '1' for all students.
- Item #2 Institution Code. Enter the FICE Code of the health-related institution.
- Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers. A second record with the same student identification number will only be accepted if a student is being reported as a "flex-entry" student from a prior term and is enrolled in the current term being reported.
- Item #4 Gender. Enter the gender of the student.
- M = Male F = Female
- Item #5 Classification. Enter the classification of the student.
- | | |
|-----------------------|--|
| 1. Freshman | 9. Special-Professional (PharmD) |
| 2. Sophomore | A. First Year Medical/Dental |
| 3. Junior | B. Second Year Medical/Dental |
| 4. Senior | C. Third Year Medical/Dental |
| 5. Post-Baccalaureate | D. Fourth Year Medical/Dental |
| 6. Master's Level | M. Professional Specialty (Medical/Dental) |
| 7. Doctoral Level | |

Use the following guidelines to classify students:

1. Freshman
2. Sophomore Institutions will use their guidelines
3. Junior for these categories
4. Senior
5. Post-Baccalaureate - a student possessing a baccalaureate degree but who has not been admitted to a graduate program
6. Master's Level - a student possessing a baccalaureate degree or the equivalent or admitted to an approved master's degree program at the institution
7. Doctoral Level - a student admitted to an approved doctoral degree program at the institution
9. Special-Professional (PharmD) - a student admitted to a PharmD program
- A. First Year student in a Medical or Dental degree program
- B. Second Year student in a Medical or Dental degree program
- C. Third Year student in a Medical or Dental degree program
- D. Fourth Year student in a Medical or Dental degree program
- M. Professional Specialty (Med-Den) - a student with a medical or dental degree and who is admitted to a professional specialty program at the institution

HRI Student Report (CBM001)

Item #6 Date of Birth. Enter all four digits of the year and the two digits of the month and the day of birth for the student in the YYYYMMDD format.

YYYY = Year; MM = Month; DD = Day

NOTE: If the month of birth is known and the year is unknown, enter for unknown as '00000000'. If the year of birth is known and the month and day are unknown, code the month as '06' and the day as '01'.

Item #7 Tuition Status. Enter the code indicating the status of the student for tuition purposes.

1. Resident Tuition (regular)
2. Non-Resident Tuition (regular)
3. Tuition Exemption/Waiver
5. Thesis or Dissertation
- A. Foreign Student Classified as a Resident in Section 2 of HB 1403
- C. Foreign Student Pending Resident Status (Section 4 of HB 1403) or eligible to domicile in U.S. as per CB policy

NOTE:

- a) International students who are allowed to pay the "Resident Tuition" rate due to an exemption or waiver should be coded '3'.
- b) International students who qualify under Section 2 of HB 1403 should be coded 'A'. These are students who have, among other qualifications, lived in Texas three consecutive years prior to graduation from a Texas high school or a GED completion.
- c) International students who qualify under Section 4 of HB 1403 or CB policy as outlined in memos issued by Commissioner Brown who are allowed to pay resident rates should be coded 'C'. These students who have applied to or have a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law qualify for resident status for tuition and fee purposes. Included are international students who obtain residency through the eligibility specified in the CB policy memo interpreting TEC 54.057 and the Attorney General opinions.

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a legal resident. See Appendix B.

Texas Resident - Enter County Code
Out-of-State Resident - Enter State Code
Foreign Country Citizen - Enter Foreign Country Code

Item #9 Transfer Student or First-Time-in-College. Enter the FICE code (see Appendix A) of the institution of higher education from which a student transfers the first semester that the student enrolls at your institution. Enter '999999' for an out-of-state institution if the FICE code is not known. A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to

HRI Student Report (CBM001)

undergraduate, or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who enter for further education.

If the student has never attended college or other postsecondary institution, enter '000001' to indicate a first-time student. Also include as first-time students those who entered with advanced standing (college credits earned before graduation from high school). For a first-time-entering medical or dental professional student (Item #5, Classification, is coded an 'A') enter '000001' in this Item.

NOTE: A student should not be coded as first-time until he/she has completed high school.

Leave blank if not applicable.

Item #10 Semester Credit Hour Load, Current Registration. Enter the number of semester credit hours for which the student is registered in the current semester. For undergraduate students, Item #10 should equal the sum of the other SCH Items (#16, #22, #24, and #25). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible-entry, are to be reported in a separate record and a '1' entered in Item #17. Where applicable, convert quarter hours to semester hours -- 3 quarter hours equal 2 semester hours; right justify with leading zeros. Do not enter decimals. Enter zeros for medical and dental professional students.

Item #11 Semester Credit Hour Load, Remote Site. Enter the number of semester credit hours for which the student is registered in the current semester at a remote teaching site. Include these credit hours in Item #10 and in Items #16, #22, #24, or #25, as appropriate. Enter zeros for medical and dental professional students.

Item #12 Unused

Item #13 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

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 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.

- a) Even though an international student is allowed to pay the "Resident Tuition" rate due to an exemption or waiver (coded '3' in Item #7) report with the international code.
- b) Report the ethnicity of students who qualify under Section 2 of HB 1403 (coded

HRI Student Report (CBM001)

'A' in Item #7).

- c) Continue to report international students who have applied to or have a petition pending with the Immigration and Naturalization Service as international students even though they qualify for resident status for tuition and fee purposes under Section 4 of HB 1403 (coded 'C' in Item #7). Do the same for international students who qualify to pay the resident rate through CB policy or Attorney General opinions.

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 be used only 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 #14 Semester. Enter the appropriate code.

1. Fall
2. Spring
3. Summer

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

Item #16 Inter-institution SCH Load. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during the current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #24) and all other collegiate level courses (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students and there is an inter-institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction section of the CBM001 report. Not required for professional students.

Item #17 Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Enter a '2' if a professional student is enrolled in academic class work as a "dual degree" student; item #33 will be the school code of the academic unit. Enter a '4' if an academic student is taking inter-institutional courses at a health science center. Leave the item blank if not applicable. Not required for professional schools.

Item #18 Correctional Entity. If the student is confined in a correctional institution, enter a '5'. If not, leave the item blank. Not required for professional students.

Item #19 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. For any major that is undeclared, enter '99999999'. Graduate and professional medical and dental students should be coded with an appropriate major area; not undeclared. Use the general CIP code

HRI Student Report (CBM001)

for graduate students who have not identified their specialty.

Item #20 Unused

Item #21 Tuition Exemption/Waiver Code. When Item #7 is coded '3', enter the code identifying the Tuition Exemption or Tuition Waiver category below; otherwise leave blank. The following two codes are the only ones that will be accepted on the CBM001.

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition

21 Application of resident rather than nonresident tuition to military personnel and dependents

Item #22 SCH Load - NOT State Funded. Enter the number of attempted semester credit hours for which the student is registered that do NOT qualify for state funding during the current semester. Include SCHs of classes that are not allowed to be state funded if attempted three or more times. Exclude SCHs attempted in courses that are state funded (Item #25) and all inter-institutional courses (Items #16 and #24). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit and attempted SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in the Introduction). Not required for medical and dental professional students.

Item #23 Unused

Item #24 SCH Load - Inter-Institutional NOT State Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Items #16) and all other collegiate level courses (Items #22 and #25). Not required for medical and dental professional students.

Item #25 SCH Load - State Funded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCH attempted in collegiate courses that are not state funded (Item #22) and all inter-institutional courses (Items #16 and #24). There is more information on this topic in the Introduction section of this report. Not required for medical and dental professional students.

Item #26 Unused

Item #27 SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '000' if the student is not classified as a senior. For students who have exceeded 100 hours and are not considered seniors, report the hours in the degree program. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of

HRI Student Report (CBM001)

120 semester credit hours. You may enter '000' for all students until the Fall semester 2001. Not required for professional students.

Item #28 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in the 1999 fall semester or later; otherwise enter a '0'. Not required for medical and dental professional students.

Item #29 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #30 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #31 Middle Name Initial. Enter the initial of the student's middle name.

Item #32 Full-Time Equivalency of Student. Enter the student's percent of time enrolled, in relation to a full or normal workload at the institution, during the reporting period. Each institution has a policy that determines a full or normal workload. For an undergraduate, a long term workload may be 18 credit hours and 12 credit hours in the summer. For a master's student, a long term workload may be 15 credit hours and 9 credit hours in the summer. For a doctoral student, a long term workload may be 12 credit hours and 6 credit hours in the summer. An equivalency for a medical or dental professional student should be entered by semester too. In calculating an annual FTE, the fall and spring FTEs will be divided by 2 and the summer FTE will be divided by 3 and added per student. A student who enrolls in several courses, and the sum of the credit hours is in excess of a "normal" work load, is coded as 100 percent.

Item #33 School or College. Enter the six-digit assigned code of the school or college in which the student is to be funded as identified in Appendix A.

Item #34 Remote Teaching Site. Enter the six-digit assigned code of the remote teaching site listed, if one has been identified in the Introduction section of this report; or enter the zip code of the location if the remote site has not been assigned a unique six-digit code, right-justified, leading zero; or enter the FICE code of the institution if the remote site is another institution. Include the semester credit hours in Item #11.

Item #35 RN Nursing Program. Enter an 'NL' (Not Licensed) to indicate that the student is enrolled in the "generic" BSN program; otherwise, leave the item blank. Students who have received their RN license are not to be reported in this category. Report the student in this status as long as they are studying toward their first RN license. Not required for medical and dental professional students.

Item #36 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #37 Unused

HRI Student Report (CBM001)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '1' - Numeric	1	1
Item #2	Institution Code – FICE - Numeric	2	6
Item #3	Student Identification Number - Numeric	8	9
Item #4	Gender – 'M' or 'F' - Alpha	17	1
Item #5	Classification - Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence - Numeric, leading zeros	28	3
Item #9	Transfer/First-Time-In-College - Numeric or blank	31	6
Item #10 *	SCH Load - Numeric - No decimals, zero fill	37	2
Item #11 *	SCH Remote Site - Numeric - No decimals	39	2
Item #12	Unused	41	2
Item #13	Ethnic Origin - Numeric	43	1
Item #14	Semester - Numeric	44	1
Item #15	Year - YYYY - Numeric	45	4
Item #16 *	Inter-institution SCH Load State Funded - No decimals	49	2
Item #17 *	Flexible Entry - Numeric or blank	51	1
Item #18 *	Correctional Entity - Numeric or blank	52	1
Item #19	Major Area of Concentration - CIP - Numeric	53	8
Item #20	Unused	61	2
Item #21	Tuition Exemption/Waiver Code - Numeric or blank	63	2
Item #22 *	SCH NOT State Funded - Numeric - No decimals	65	2
Item #23	Unused	67	2
Item #24 *	SCH - Inter-institutional NOT State Funded - Numeric	69	2
Item #25 *	SCH - State Funded - Numeric - No decimals	71	2
Item #26	Unused	73	2
Item #27 *	SCH - Undergraduate Degree Program - Numeric	75	3
Item #28 *	Student Affected by UG Funding Limit - Numeric	78	1
Item #29	Last Name	79	20
Item #30	First Name	99	10
Item #31	Middle Name Initial	109	1
Item #32	FTE Student - Numeric - 2 decimals	110	3
Item #33	School or College - Numeric	113	6
Item #34	Remote Teaching Site - Numeric or blank	119	6
Item #35 *	RN Nursing Program	125	2
Item #36	Non-Disclosure - Numeric	127	1
Item #37	Unused	128	9

* Indicates item not required to be reported for professional students.

HRI Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value in header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank, special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Other than '8', any value except '1' thru '9', 'A' thru 'D', or 'M'
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'
7. Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', or 'C'
8. Residence	N/A	Not on residence file
9. Transfer/First-Time-In-College	N/A	Any non-numerical characters or embedded spaces or invalid FICE
10. SCH Load	Value greater than 22	Any non-numerical value; unused positions should be zero-filled
11. SCH Load – Remote Site	Value greater than 22	Any non-numerical value; unused positions should be zero-filled
12. Unused	N/A	N/A
13. Ethnic Origin	N/A	Any value other than '1' thru '7'

HRI Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
14. Semester	N/A	Must match value on header record
15. Year	N/A	Must match value on header record
16. Inter-Institution SCH	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non-numerical
17. Flexible Entry	N/A	Any value except spaces or '1', '2', or '4'; if item #33 is coded a professional school
18. Correctional Entity	N/A	Any value except '5' or spaces
19. Major (CIP)	N/A	Not numeric; must be a valid CIP code
20. Unused	N/A	N/A
21. Tuition Exemption/Waiver	N/A	Any value except '01' or '21' when Item #7 is coded '3'; blank if not.
22. SCH Load Not Funded	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non-numerical
23. Unused	N/A	N/A
24. SCH Inter-Inst. Not Funded	See Item #22	Non-numerical
25. SCH Load Funded	See Item #22	Non-numerical
26. Unused	N/A	N/A
27. SCH of UG Degree Program	Value less than 120	Non-numerical or greater than 195 when Item #5 is coded '4'
28. Student Affected by UG Limit	N/A	Any value except '0' or '1'
29. Last Name	N/A	Blank or numerical

HRI Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
30. First Name	N/A	Blank or numerical
31. Middle Initial	Blank	N/A
32. FTE Student	N/A	Non-numerical; percentage greater than 100 percent
33. School or College	N/A	Not on FICE file
34. Remote Teaching Site	N/A	Not on FICE file
35. RN Nursing Program	N/A	N/A
36. Non-Disclosure	N/A	Any value except '2' or '0'
37. Unused	N/A	N/A

NOTE: The number of duplicate records is indicated.

DISCREPANCY: The edit program counts the number of records processed in the report. If it is not the same as the number listed on the transmittal document (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted, or rejected on the last edit run.

HRI Student Report (CBM001)

SUMMARY OF STUDENT DATA

PART A

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

CLASSIFICATION: This summary is based upon level designation of Item #5.

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

ETHNIC ORIGIN: The summary is based on the Ethnic Origin code (Item #13).

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

Fall	September 1
Spring	January 1
Summer	June 1

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.

PART B

FIRST TIME STUDENTS: The first-time-in-college student is based on a code of '000001' in Item #9. A first-time-entering medical and dental professional student is based on a code of '000001' in Item #9 and an 'A' in Item #5. All other numeric values are considered a transfer code and cause a counter to be incremented to show the number of students who have transferred to your institution.

TUITION STATUS: This summary is based on the tuition status codes in Item #7.

REMOTE SITE: When the SCH value in Item #11 is greater than zero, a counter should be incremented by one to indicate the number of students receiving instruction at a remote site.

SCH REGISTERED: Item #10 is summed to produce a total. Hours of flexible entry students are not included. Also Items #16, #22, #24, and #25 are summed for undergraduate students.

FLEXIBLE ENTRY: All records with a '1' in Item #17 are summed separately and are not included in the headcount summaries.

HRI Student Report (CBM001)

CBM001 EDIT SUMMARY FROM TEXAS HEALTH SCIENCE CENTER 003304 Spring 2004

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	5,429	0 0
ITEM 2	INSTITUTION CODE	5,429	0 0
ITEM 3	STUDENT ID	5,429	0 0
ITEM 4	GENDER	5,429	0 0
ITEM 5	CLASSIFICATION	5,429	0 0
ITEM 6	DATE OF BIRTH	5,429	0 0
ITEM 7	TUITION STATUS	5,429	0 0
ITEM 8	RESIDENCE	5,429	0 0
ITEM 9	TRANSFER	5,429	0 0
ITEM 10	SCH LOAD TOTAL	5,429	0 0
ITEM 11	SCH REMOTE SITE	5,429	0 0
ITEM 12	UNUSED	5,429	0 0
ITEM 13	ETHNIC ORIGIN	5,429	0 0
ITEM 14	SEMESTER	5,429	0 0
ITEM 15	YEAR	5,429	0 0
ITEM 16	INTER-INSTITUTION SCH FUNDED	5,429	0 0
ITEM 17	FLEXIBLE ENTRY	5,429	0 0
ITEM 18	CORRECTIONAL ENTITY	5,429	0 0
ITEM 19	MAJOR-TEXAS CIP	5,429	0 0
ITEM 20	UNUSED	5,429	0 0
ITEM 21	TUITION EXEMPT/WAIVER	5,429	0 0
ITEM 22	SCH COLLEGIATE NOT FUNDED	5,429	0 0
ITEM 23	UNUSED	5,429	0 0
ITEM 24	SCH INTERINSTITUTION NOT FUNDED	5,429	0 0
ITEM 25	SCH COLLEGIATE FUNDED	5,429	0 0
ITEM 26	UNUSED	5,429	0 0
ITEM 27	SCH OF UG PROGRAM	5,429	0 0
ITEM 28	STUDENT AFFECTED BY UG LIMIT	5,429	0 0
ITEM 29	LAST NAME	5,429	0 0
ITEM 30	FIRST NAME	5,429	0 0
ITEM 31	MIDDLE INITIAL	5,429	0 0
ITEM 32	FTE STUDENT	5,429	0 0
ITEM 33	SCHOOL OR COLLEGE	5,429	0 0
ITEM 34	REMOTE TEACHING SITE	5,429	0 0
ITEM 35	RN NURSING PROGRAM	5,429	0 0
ITEM 36	NON-DISCLOSURE	5,429	0 0
ITEM 37	UNUSED	5,429	0 0
TOTAL CBM001 RECORDS PROCESSED		5,430	
CONTROL TOTAL		5,430	
DISCREPANCY		0	
NUMBER OF DUPLICATE RECORDS		130	

HRI Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD PART A
HR-CBM001 SUMMARY OF STUDENT DATA FROM DATE: 04/08/2004
TEXAS HEALTH SCIENCE CENTER 003304 Spring 2004

GENDER

MALE	2,567	
FEMALE	2,683	
TOTAL		5,250

AGE

UNDER 17	0	
17	8	
18	676	
19-21	2,287	
22-24	954	
25-30	640	
31-35	290	
36-50	365	
51-64	30	
65 AND OVER	0	
AVERAGE-AGE	23.4	
TOTAL		5,250

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	81	
FIRST TIME TRANSFER	217	
TOTAL		298

RESIDENCE

TEXAS COUNTIES	4,962	
OTHER STATES	177	
FOREIGN COUNTRIES	111	
TOTAL		5,250

ETHNIC ORIGIN

WHITE	4,374	
BLACK	219	
HISPANIC	497	
ASIAN	37	
INDIAN	12	
INTERNATIONAL	111	
UNKNOWN	0	
TOTAL		5,250

SCH REGISTERED TOTAL	50,366	
SCH LOAD STATE FUNDED		49,373
SCH LOAD NOT STATE FUNDED		543
INTER-INSTITUTIONAL STATE FUNDED		0
INTER-INSTITUTIONAL NOT STATE FUNDED		0
SCH LOAD REMOTE CAMPUS		933

SCH OF RN NURSING PROGRAM STUDENTS		322
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HRI Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
HR-CBM001 SUMMARY OF STUDENT DATA FROM
TEXAS HEALTH SCIENCE CENTER 003304

PART B
DATE: 04/08/2004
Spring 2004

CLASSIFICATION

FRESHMAN	1,402	
SOPHOMORE	984	
JUNIOR	961	
SENIOR	1,143	
POST-BACCALAUREATE	0	
MASTER	354	
DOCTORAL	0	
PROF. SPECIALITY MED-DEN	0	
SPEC. PROF. PHARMD	0	
FIRST YEAR MED-DEN	97	
SECOND YEAR MED-DEN	96	
THIRD YEAR MED-DEN	102	
FOURTH YEAR MED-DEN	111	
TOTAL		5,250

REMOTE SITE 0

TUITION STATUS

RESIDENT TUITION	4,814	
NON-RESIDENT TUITION	436	
TUITION EXEMPTION/WAIVER	0	
THESIS/DISSERTATION	0	
RESIDENT TUITION (HB1403)	0	
RESIDENT TUITION PENDING	0	
TOTAL		5,250

NON-DISCLOSURE 2

FLEXIBLE ENTRY	167	
PROFESSIONAL DUAL DEGREE STUDENTS	0	
INTER-INST ACADEMIC STUDENT	7	
TOTAL HEADCOUNT		5,429

*** NOTE: TOTALS ARE NET ERRORS

HRI Student Report (CBM001)

Spring 2004

TEXAS HIGHER EDUCATION COORDINATING BOARD
 INITIAL EDIT OF HR-CBM001 DATE
 TEXAS HEALTH SCIENCE CENTER

DATE 4/08/2004

PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEMS	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEMS	REMARKS										
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	26	27	28	29	30	31	32	33	34	35	36	37	
666886666	M	7	19650606	1	191		09	00		2	2	2004	00		51160100	00	00	00	0	ZACKORY	BILL	R	100	000314									C	
777887777	F	4	19891024	1	059		09		3	2	2	2004			13120200																			D

***ERROR = CBM001/004 SEMESTER CREDIT HOUR MISMATCH

TOTAL CBM001 SEMESTER CREDIT HOURS: 64,254

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

TEXAS SUCCESS INITIATIVE REPORT CBM002

This report will include all undergraduate students attempting credit hours and any others required to be reported for Texas Success Initiative (TSI) purposes, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Include students in credit certificate programs, but exclude students in continuing education programs. Do not include students who withdraw prior to or on the official census date. The report will include information known about students as of the end of the semester.

Students may be exempt from TSI; however, institutions are not exempt from the evaluation and reporting requirements of TSI. The revised CBM002 will minimize the burden of reporting exempt students, but that data is needed for TSI evaluation and several other purposes (i.e., GPA for all undergraduates). A student must be enrolled at the institution during the term in which the "satisfaction" or "exemption/waiver" (date) is granted. The test occasion date alone does not determine the date. Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at this institution, whether he/she has or has not taken a test for TSI purposes and whether he/she passed or failed. The report must have a record for each semester the student attends this institution. For semesters after a student qualifies to be reported with a date of TSI satisfaction in a section (math, writing, or reading), all other items in that section will be filled with zeros. A transfer student previously determined by any Texas public institution of higher education to have satisfied TSI in a section should be reported with that FICE code and the default value of '99999' for the date of TSI satisfaction; all other items in that section will be filled with zeros.

Exemptions

Students either meet the standards of a specific TSI exemption from all sections (math, writing, and reading) or they meet none, with two exceptions: (1) students who qualify as transfer students and (2) students taking ACT/SAT/TAKS tests after certain dates. Students may be reported as exempt from the TSI requirements under the following circumstances:

- **Earned degrees**
A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
- **ACT/SAT/TAAS/TAKS**
A student who meets the exemption standards and whose ACT, SAT, TAAS, or TAKS scores have not expired. Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date (three years for exit-level TAAS and exit-level TAKS).

ACT, SAT, TAAS, and TAKS exemption standards are:

ACT: For tests taken in April 2004 and later, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s). For tests taken in March 2004 and earlier, a composite score of 23 with a minimum of 19 on the English and the

HRI Texas Success Initiative Report (CBM002)

mathematics tests shall exempt a student for all sections when attained in one "sitting."

SAT: For tests taken in April 2004 and later, a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics tests shall exempt a student for the corresponding section(s). For tests taken in March 2004 and earlier, a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal test and the mathematics tests shall exempt a student for all sections when attained in one "sitting."

TAAS: A minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 89 on the reading test, and 86 on the math test shall exempt a student for all sections when attained on the first attempt of each section.

TAKS (Eleventh Grade Exit Level): For tests taken in spring 2004 and later, a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English/Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s). For tests taken in Spring 2003, the scores are not valid for exemption purposes.

➤ Transfers

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

➤ Military

A student who:

- (1) is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard;
- (2) is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding enrollment; or
- (3) on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

➤ Previous TASP exemption

Should only be used for exemptions granted prior to September 1, 2003 for:

- (1) grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;
- (2) deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
- (3) high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or
- (4) students who completed TASP obligation via provision TEC 51.306(u), dyslexia, and other related disorders (effective from September 1, 1995 to

HRI Texas Success Initiative Report (CBM002)

August 31, 2003).

All other TASP exemptions should be translated to the corresponding TSI exemptions.

For more information, see <http://www.thecb.state.tx.us/TSI/Exemptions.htm>.

Waivers

Students either meet the standards of a specific TSI waiver from all sections (math, writing, and reading) or they meet none, except for dual credit enrollment via TAKS score. Students may be reported as waived from the TSI requirements under the following circumstances:

- Non-degree-seeking or non-certificate-seeking students
An institution of higher education may waive the requirements of the TSI for non-degree-seeking or non-certificate-seeking students.
- Certificate programs of one year or less
TSI requirements do not apply to students in Level-One certificate programs. Level-one certificates consist of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less.
- Dual credit enrollment via TAKS score
Eligibility for students in the high school graduating class of 2005 to take dual credit courses during the 2003-2004 and 2004-2005 academic years may also be established by achieving at least the minimum passing standard on the English/Language Arts and/or Mathematics sections (as applicable) of the tenth or eleventh grade Texas Assessment of Knowledge and Skills (TAKS) test.

Eligibility for students in the high school graduating class of 2006 and later to take dual credit courses during their junior and senior years may be established by achieving at least a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English/Language Arts section with a writing subsection score of at least 3 on the tenth grade Texas Assessment of Knowledge and Skills (TAKS) test.

For more information, see <http://www.thecb.state.tx.us/TSI/DualCredit.htm>.

Criteria for Meeting TSI Requirements

An institution may require higher performance standards for students than those required for TSI purposes. Such students should be reported as having satisfied TSI.

Minimum passing scaled scores for approved tests:

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

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- ASSET: Elementary Algebra - 38; Reading Skills - 41; Written Essay - 6 (raw score); Writing Skills (objective) - 40
- COMPASS: Algebra - 39; Reading Skills - 81; Written Essay - 6 (raw score); Writing Skills (objective) - 59
- MAPS: Elementary Algebra - 613; Reading Comprehension - 114; Written Essay - 6 (raw score); Conventions of Written English - 310
- ACCUPLACER: Elementary Algebra - 63; Reading Comprehension - 78; Written Essay - 6 (raw score); Sentence Skills - 80
- The passing standard for the written essay portion of all tests is a score of 6 (raw score). However, an essay score of 5 will pass if the student meets the objective writing test standard. Report the raw score on the CBM002 and use the objective writing scaled score to determine whether to report the writing essay score as passing or failing.

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

- Performance in developmental education
- Performance in appropriate non-developmental coursework
- Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment
- Other indicators of readiness as determined by the institution
- The determination shall include the requirement that the student shall retake an approved test if the student did not initially perform at or above the following scores:
 - THEA/TASP: Math - 206; Reading - 201; Writing - 205
 - ASSET: Elementary Algebra - 30; Reading Skills - 35; Writing Skills (objective) - 35
 - COMPASS: Algebra - 23; Reading Skills - 64; Writing Skills (objective) – 44
 - MAPS: No deviation; retest not required by TSI, but an institution's policy may require a retest
 - ACCUPLACER: Elementary Algebra - 42; Reading Comprehension - 61; Sentence Skills - 62

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- An essay with a score of 5 will meet these criteria if the student meets the objective writing test standard.

The following guidelines may be helpful in determining the highest score on subsequent tests if multiple test instruments have been used:

If subsequent tests are not the same instrument, determine in which stratum (below deviation, above deviation but less than the passing standard, or above the passing standard) the score range falls for each instrument. Submit the test score that falls in the highest stratum. If the test scores are in the same stratum, the institution may decide which one to report.

General Criteria About Initial Test Attempts

A comparison on all initial assessment types has been implemented to evaluate the compliance of the THEA/TASP requirement (if one part taken, all have been taken). If there is a THEA/TASP test type and another assessment type reported in the initial assessment items, a comparison is done on the initial assessment dates to determine which assessment type occurs first. If THEA/TASP is the earliest initial test occasion, then all sections must be shown as THEA/TASP assessments and any area “not taken” on the initial assessment must be reported as failing below the deviation with a score of zero. Any other assessment type will have to be shown in the Subsequent Assessment categories. If the earliest initial assessment date is a COMPASS, ASSEST, MAPS, OR ACCUPLACER test, then each assessment section is reported based on the earliest test type for each section and THEA/TASP can be one of the initial tests.

TSI Satisfaction During Prior Term

If the TSI Satisfaction Date (Item 20B/30B/40B) is earlier than Fall 2003 (20031), then the obligation code (Item 21/31/41) cannot be a value of ‘6’, ‘7’, or ‘8’ because those categories did not exist under TASP. Also, if the TSI Satisfaction Date has been coded as occurring at a transfer institution (date coded 99999) or the satisfaction date is prior to the reporting term, the Exemption/Waiver Date (Items 22A/32A/42A) must be zeros.

Developmental Education

For purposes of this report, course-based developmental education occurs when the developmental courses being taught are on your Coordinating Board approved course inventory for funding purposes.

THEA/TASP Scores Database

The CB receives and applies THEA/TASP scores from National Evaluation Systems (NES) approximately four weeks after each test occasion. NES updates to prior test occasion data are also applied at this time. Changes to THEA/TASP scores at the CB can only be applied from NES and not from the institution. The student should contact NES if any erroneous information is discovered on the NES file. Social Security number changes are provided by NES and applied weekly.

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Indications of Successful Texas Success Initiative Programs

The Texas Success Initiative gives institutions flexibility in designing programs to help under prepared students be successful; therefore, institutions will have plans that differ in the details, but the goal of each plan will be the same - to help under prepared students be successful college students. The problem, however, is always the same: how do you measure success? The reporting system has to be global enough to capture the various aspects of those programs yet structured enough to capture the essential elements of student learning and allow for comparison of programs and results from year to year and institution to institution. In the spirit of the Success Initiative flexibility, this reporting system is meant to be a means for institutions to report data on the success of their students and programs by tracking the educational progress of individual students. It is intended that the data and resulting reports will allow institutional researchers to find the strengths and weaknesses of particular programs and allow the state to determine if the Success Initiative is meeting the statewide goal of helping under prepared students be successful.

Intent and Purpose

The intent of the Coordinating Board is to extract as much information from the CBM002 as possible without over burdening the institutional reporting official. The purpose of the data collected is to allow the CB to create a summary report that reflects the activities taking place on campuses statewide to assist students in becoming college ready, and allows us to answer questions from stakeholders about the effectiveness of the program. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will publish the student performance data for the respective independent school districts.

Authority

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

Relationship of CBM002 to Texas Success Initiative Plans

Data from the CBM002 provides valuable information about student learning and will be structured uniformly so comparisons of the data can be made institution to institution and from year to year. Results of comparison studies can only be meaningful if there are standard definitions in the reporting elements. This is the real strength of this reporting format. The CBM002 provides the uniform template for institutions to report data to the Coordinating Board on the educational progress of students. Concurrent analysis of the similarities and differences of the various Texas Success Initiative plans will help researchers and stakeholders identify elements of programs that are uniquely successful at various institutions and may be easily exported to other institutions.

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General Education Core Curriculum Component Areas (Math) and Competencies (Reading and Writing)

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools to the solution of real-world problems.

Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a *sine qua non* in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

Consider the following conditions when reporting a core course of a transfer student and in no instance should the transferred-to institution report the grade from the transferring institution.

1. When a core course was taken during the reporting period
 - a. the grade attained should be coded in Item 25B/35B/45B if a grade of C or better was not attained and reported in a prior term.
 - b. in all terms after a grade of C or better has been reported the area will be reported as null.
2. When a core course was not taken during the reporting period
 - a. and at the time of submission the institution has not evaluated a transcript to know whether a grade of C or better has been attained on a core course for a specific section(s) by a transfer student, report a value of '7' (not attempted) in Item 25B/35B/45B.
 - b. and at the time of submission the institution has evaluated the transcript and determined that a grade of C or better has been attained on a core course for a specific section(s), then reporting the null value is appropriate.

INSTRUCTIONS FOR TSI REPORT

HOUSEKEEPING and STUDENT DEMOGRAPHICS SECTION: All items in this section must be provided every reporting period.

Item #1 Record Code. Always enter '2'.

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 will assign unique (nine-digit) identification numbers to students without Social Security numbers and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #4 Reporting Period.

1. Fall
2. Spring
3. Summer

NOTE: Combine all summer data into one report. It is due October 1.

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

Item #6 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

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

M = Male F = Female

Item #8 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

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

Item #9 Date of Birth. Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). Must be reported if the student has an institution-assigned identification number. If the date of birth is unknown, enter '00000000'.

Item #10 Semester Credit Hours Attempted. Enter the number of semester credit hours in non-developmental education courses (for which a grade of 'A' – 'F' is given) attempted at this institution for the reporting period (right justified, zero filled). Do

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not include Incompletes (unless they have been resolved prior to the reporting date), withdrawals, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

NOTE: The semester credit hours attempted and the grade points earned must be reported every reporting period that the undergraduate student is enrolled at this institution.

Item #11 Grade Points Earned. Based on a 4 point system, enter the number of grade points earned in non-developmental education courses attempted at this institution for the reporting period (right justified, zero filled).

Item #12 Number of Semester Hours in Math Developmental Education. Enter the number of semester credit hours in which the student has been in math developmental education during the reporting period. Enter '00' if not applicable.

Item #13 Number of Semester Hours in Writing Developmental Education. Enter the number of semester credit hours in which the student has been in writing developmental education during the reporting period. Enter '00' if not applicable.

Item #14 Number of Semester Hours in Reading Developmental Education. Enter the number of semester credit hours in which the student has been in reading developmental education during the reporting period. Enter '00' if not applicable.

Item #15-19 Unused. These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

MATH ASSESSMENT and STATUS SECTION: In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #20A, '99999' in Item #20B, and zeros in Items #21 through #24D. All other transfer and native students should be reported with the appropriate values in Items #21 through #24D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B.

Item #20A Math TSI Satisfaction at Previous Institution Code. This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #20B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #20B Math TSI Satisfaction Date. This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired.

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Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #20A.

Year:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	3. Summer I
	4. Summer II

Item #21 Math TSI Obligation. Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test
5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #22A Math TSI Exemption/Waiver Date. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #22B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	3. Summer I
	4. Summer II

Item #22B Math TSI Exemption/Waiver Status. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Not qualified for TSI exemption or waiver

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2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
- A. Waiver based on dual credit enrollment via TAKS score

Item #23A Math TSI Initial Assessment Score. Enter the initial test score for math. The score must match the type test identified in Item #23D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #23B Math TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #23A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #23C Math TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #23A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #23D Math TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #23A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. THEA/TASP
2. COMPASS (Use elementary algebra as math section)

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3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #23A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #24A Math TSI Subsequent Assessment Highest Score. If there is more than one testing occasion, enter the highest retake test score for math. The score must match the type test identified in Item #24D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #24B Math TSI Subsequent Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #24A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #24C Math TSI Subsequent Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #24A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #24D Math TSI Subsequent Assessment Type. Enter the appropriate response from the list below for the retake test score identified in Item #24A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. THEA/TASP
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #24A. (Report only tests taken on or before August 31, 2003)

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7. Retest taken at another institution (report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

MATH COURSE SECTION: Include only the student's attempts at this institution of the mathematics component courses of the general education core curriculum. In the semesters after a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A, zero fill all Items in this section.

Item #25A CB-Approved College-Level Mathematics Course Success Date. Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #25B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

- | | |
|--------------------------|--------------|
| Year: | Semester: |
| Enter all four digits | 1. Fall |
| of the calendar year | 2. Spring |
| of the reporting period. | 3. Summer I |
| | 4. Summer II |

Item #25B CB-Approved College-Level Mathematics Course Grade. Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade reported was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

Item #26-29 Unused. These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

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WRITING ASSESSMENT and STATUS SECTION: In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #30A, '99999' in Item #30B, and zeros in Items #31 through #34D. All other transfer and native students should be reported with the appropriate values in Items #31 through #34D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B.

Item #30A Writing TSI Satisfaction at Previous Institution Code. This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #30B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #30B Writing TSI Satisfaction Date. This item must be provided every reporting period. Enter the year and semester (YYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #30A.

Year:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	3. Summer I
	4. Summer II

Item #31 Writing TSI Obligation. Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test
5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

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Item #32A Writing TSI Exemption/Waiver Date. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #32B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:

Enter all four digits
of the calendar year
of the reporting period.

Semester:

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #32B Writing TSI Exemption/Waiver Status. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
- A. Waiver based on dual credit enrollment via TAKS score

Item #33A Writing TSI Initial Assessment Score. Enter the initial test score for writing. The score must match the type test identified in Item #33D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and ACCUPLACER tests, enter the single-digit writing essay score, not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter '000' if the item is not applicable or null.

The essay and the objective components of the COMPASS, ASSET, MAPS, and ACCUPLACER test instruments are to be taken at the same time for TSI purposes (even though the tests are designed such that an institution may assess them independently). So a value of zero in Items 33A/34A will be allowed when Item 33B/34B are reported with a value of 2, "Failed below the deviation". The essay component is the primary determinant for the value reported in Items 33A and 34A—above 5 is passing and below 5 is failing. The objective portion is only used

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to determine if a 5 is passing or failing. Therefore, if the objective component has been taken, but the essay portion has not, report zeros in Item 33A/34A, the date of the objective component in Item 33C/34C, and a 2 in Item 33B/34B. If neither the writing objective or the writing essay section have been attempted, report a 3, "Not Attempted", in Item 33B and an 8, "Student allowed to enroll but did not test during the reporting period", in 33D, and zeros in Items 33A and 33C.

Item #33B Writing TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #33A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #33C Writing TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #33A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #33D Writing TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #33A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #36A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

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Item #34A Writing TSI Subsequent Assessment Highest Score. If there is more than one testing occasion, enter the highest retake test score for writing. The score must match the type test identified in Item #34D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and ACCUPLACER tests, enter the single-digit writing essay score, not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #34B Writing TSI Subsequent Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #34A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #34C Writing TSI Subsequent Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #34A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #34D Writing TSI Subsequent Assessment Type. Enter the appropriate response from the list below for the retake test score identified in Item #34A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #34A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

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WRITING COURSE SECTION: Include only the student's attempts at this institution of the general education core curriculum courses containing the objectives and content of the intellectual core competencies for writing. In the semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A, zero fill all Items in this section.

Item #35A CB-Approved College-Level Writing Course Success Date. Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #35B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	3. Summer I
	4. Summer II

Item #35B CB-Approved College-Level Writing Course Grade. Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

Item #36-39 Unused. These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

READING ASSESSMENT and STATUS SECTION: In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, zero fill all other Items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #40A, '99999' in Item #40B, and zeros in Items #41 through #44D. All other transfer and native students should be reported with the appropriate values in Items #41 through #44D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B.

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Item #40A Reading TSI Satisfaction at Previous Institution Code. This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #40B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #40B Reading TSI Satisfaction Date. This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #40A.

Year:

Enter all four digits
of the calendar year
of the reporting period.

Semester:

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #41 Reading TSI Obligation. Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test
5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #42A Reading TSI Exemption/Waiver Date. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #42B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:

Enter all four digits
of the calendar year

Semester:

1. Fall
2. Spring

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- of the reporting period.
3. Summer I
 4. Summer II

Item #42B Reading TSI Exemption/Waiver Status. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
- A. Waiver based on dual credit enrollment via TAKS score

Item #43A Reading TSI Initial Assessment Score. Enter the initial test score for reading. The score must match the type test identified in Item #43D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #43B Reading TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #43A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #43C Reading TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #43A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day

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of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #43D Reading TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #43A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Reading Comprehension raw score in Item #43A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #44A Reading TSI Subsequent Assessment Highest Score. If there is more than one testing occasion, enter the highest retake test score for reading. The score must match the type test identified in Item #44D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #44B Reading TSI Subsequent Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #44A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #44C Reading TSI Subsequent Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #44A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

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Item #44D Reading TSI Subsequent Assessment Type. Enter the appropriate response from the list below for the retake test score identified in Item #44A. If the student qualifies for an exemption, the “9” value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Reading Comprehension raw score in Item #48A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

READING COURSE SECTION: Include only the student’s attempts at this institution of the general education core curriculum courses containing the objectives and content of the intellectual core competencies for reading. In the semesters after a student is reported with a grade of A, B, or C in Item #45B and a date in Item #45A, zero fill all Items in this section.

Item #45A CB-Approved College-Level Reading Course Success Date. Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #45B. Report a code of ‘00000’ for all subsequent reporting periods. Enter a code of ‘00000’ until the student is reported with a grade of A, B, or C for the first time.

- | | |
|--------------------------|--------------|
| Year: | Semester: |
| Enter all four digits | 1. Fall |
| of the calendar year | 2. Spring |
| of the reporting period. | 3. Summer I |
| | 4. Summer II |

Item #45B CB-Approved College-Level Reading Course Grade. Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of ‘7’. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of ‘0’ for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #45B and a date in Item #45A)
1. A

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2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '2'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period - Numeric	17	1
Item #5	Year - Numeric	18	4
Item #6	Non-Disclosure – Numeric	22	1
Item #7	Gender - Alpha	23	1
Item #8	Ethnic Origin - Numeric	24	1
Item #9	Date of Birth - Numeric - YYYYMMDD	25	8
Item #10	Semester Credit Hours Attempted - Leading zeros	33	3
Item #11	Grade Points Earned - Right justified, leading zeros	36	3
Item #12	Semester Hours in Math Developmental Ed – Numeric	39	2
Item #13	Semester Hours in Writing Developmental Ed - Numeric	41	2
Item #14	Semester Hours in Reading Developmental Ed - Numeric	43	2
Items #15-19	Unused (no positions reserved in the record)		
Item #20A	Math TSI Satisfaction at Previous Institution – Numeric	45	6
Item #20B	Math TSI Satisfaction Date - Numeric	51	5
Item #21	Math TSI Obligation - Numeric	56	1
Item #22A	Math TSI Exemption/Waiver Date - Numeric	57	5
Item #22B	Math TSI Exemption/Waiver Status - Alphanumeric	62	1
Item #23A	Math TSI Initial Assessment Score - Numeric	63	3
Item #23B	Math TSI Initial Assessment Pass/Fail - Numeric	66	1
Item #23C	Math TSI Initial Assessment Date – Numeric	67	8
Item #23D	Math TSI Initial Assessment Type - Numeric	75	1
Item #24A	Math TSI Subsequent Assessment Highest Score - Numeric	76	3
Item #24B	Math TSI Subsequent Assessment Pass/Fail – Numeric	79	1
Item #24C	Math TSI Subsequent Assessment Date – Numeric	80	8
Item #24D	Math TSI Subsequent Assessment Type – Numeric	88	1
Item #25A	College-Level Mathematics Course Success Date - Numeric	89	5
Item #25B	College-Level Mathematics Course Grade - Numeric	94	1
Item #26-29	Unused (no positions reserved in the record)		
Item #30A	Writing TSI Satisfaction at Previous Institution - Numeric	95	6
Item #30B	Writing TSI Satisfaction Date - Numeric	101	5
Item #31	Writing TSI Obligation - Numeric	106	1
Item #32A	Writing TSI Exemption/Waiver Date - Numeric	107	5
Item #32B	Writing TSI Exemption/Waiver Status – Alphanumeric	112	1
Item #33A	Writing TSI Initial Assessment Score - Numeric	113	3
Item #33B	Writing TSI Initial Assessment Pass/Fail - Numeric	116	1
Item #33C	Writing TSI Initial Assessment Date – Numeric	117	8
Item #33D	Writing TSI Initial Assessment Type - Numeric	125	1
Item #34A	Writing TSI Subsequent Assessment Highest Score	126	3
Item #34B	Writing TSI Subsequent Assessment Pass/Fail – Numeric	129	1
Item #34C	Writing TSI Subsequent Assessment Date – Numeric	130	8

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		<u>Beginning Position</u>	<u>Length</u>
Item #34D	Writing TSI Subsequent Assessment Type – Numeric	138	1
Item #35A	College-Level Writing Course Success Date - Numeric	139	5
Item #35B	College-Level Writing Course Grade - Numeric	144	1
Item #36-39	Unused (no positions reserved in the record)		
Item #40A	Reading TSI Satisfaction at Previous Institution - Numeric	145	6
Item #40B	Reading TSI Satisfaction Date - Numeric	151	5
Item #41	Reading TSI Obligation - Numeric	156	1
Item #42A	Reading TSI Exemption/Waiver Date - Numeric	157	5
Item #42B	Reading TSI Exemption/Waiver Status - Alphanumeric	162	1
Item #43A	Reading TSI Initial Assessment Score - Numeric	163	3
Item #43B	Reading TSI Initial Assessment Pass/Fail - Numeric	166	1
Item #43C	Reading TSI Initial Assessment Date – Numeric	167	8
Item #43D	Reading TSI Initial Assessment Type - Numeric	175	1
Item #44A	Reading TSI Subsequent Assessment Highest Score	176	3
Item #44B	Reading TSI Subsequent Assessment Pass/Fail – Numeric	179	1
Item #44C	Reading TSI Subsequent Assessment Date – Numeric	180	8
Item #44D	Reading TSI Subsequent Assessment Type – Numeric	188	1
Item #45A	College-Level Reading Course Success Date - Numeric	189	5
Item #45B	College-Level Reading Course Grade - Numeric	194	1

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QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '2'
2. Institution Code	N/A	Must match value in header record and be a valid FICE code
3. Student ID Number	N/A	Blank; special characters
4. Reporting Period	N/A	Must match value in header record; value except '1' thru '3'
5. Year	N/A	Must match value in header record
6. Non-Disclosure	N/A	Any value except '2' or '0'
7. Gender	N/A	Any value except 'M' or 'F'
8. Ethnic Origin	N/A	Any value except '1' thru '7'
9. Date of Birth	'00000000'	Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10
10. SCH Attempted	Semester value > 022; Semester value < 001	Any non-numerical values
11. Grade Points Earned	Semester value > 088; Semester value < 001	Any non-numerical values Value > 4 times SCH
12. SCH in Math DE	Any value > '6' or = '0'	Any value > '9'
13. SCH in Writing DE	Any value > '6' or = '0'	Any value > '9'
14. SCH in Reading DE	Any value > '6' or = '0'	Any value > '9'
15-19. Unused		
20A/30A/40A. TSI Previous Inst.	N/A	Invalid Texas public FICE code if not '000000'; if item #20B/30B/40B not = '99999' then valid FICE code is an error
20B/30B/40B. TSI Satisfied Date	N/A	Semester value not = '1' thru '4' and valid 4-digit year, or value not = '00000' or '99999'
21/31/41. TSI Obligation	N/A	Any value except '1' or '3' thru '8' when item #20B/30B/40B = current date; or any value except '0' when item

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
22A/32A/42A. TSI Exemption/Waiver Date	N/A	#20A/30A/40A = FICE or item #20B/30B/40B = previous date; or any value except '9' when item #20B/30B/40B = '00000'; value of '6', '7', or '8' when date in item #20B/30B/40B is earlier than fall 2003
22B/32B/42B. TSI Exemption/Waiver Status	N/A	Not = '00000' or valid year with valid semester = '1' thru '4'; if item #22B/32B/42B not = '0' or '1' then value of '00000' is invalid; value not equal '0' when item #20B/30B/40B equal prior date or '99999' (transfer institution)
23A/33A/43A. TSI Initial Assessment Score Math Score	N/A	Any value except '2' thru '9' or 'A' when item #20B/30B/40B = current date <u>and</u> item #21/31/41 = '3'; or any value except '0' when item #20A/30A/40A = FICE or item #20B/30B/40B = previous date; or any value except '1' when item #20B/30B/40B = current date and item #21/31/41 = '1', '4' thru '8'; or any value except '1' when item #20B/30B/40B = '00000' and item #21/31/41 = '9'
When Item #23D = '1' when Item #23D = '2' when Item #23D = '3' when Item #23D = '4' when Item #23D = '5' when Item #23D = '6' when Item #23D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS < 15 or > 99 ASSET < 23 or > 55 MAPS < 601 or > 625 ACCUPLACER < 21 or > 120 Stanford < 1 or > 118 Any value except '000'
Writing Score When Item #33D = '1' when Item #33D = '2' when Item #33D = '3' when Item #33D = '4'	N/A	THEA/TASP < 100 or > 300 COMPASS = 1 or > 8 ASSET = 1 or > 8 MAPS = 1 or > 8

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
when Item #33D = '5' when Item #33D = '6' when Item #33D = '0', '7', '8', or '9' Reading Score		ACCUPLACER = 1 or > 8 Stanford < 1 or > 60 Any value except '000'; item #33A = '0' when #33B not = '2'
When Item #43D = '1' when Item #43D = '2' when Item #43D = '3' when Item #43D = '4' when Item #43D = '5' when Item #43D = '6' when Item #43D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS < 18 or > 99 ASSET < 23 or > 53 MAPS < 101 or > 125 ACCUPLACER < 20 or > 120 Stanford < 1 or > 54 Any value except '000'
23B/33B/43B. TSI Initial Assessment Pass/Fail	N/A	Any value except '0' thru '4'; if item #20A/30A/40A = valid FICE then a value of '1', '2', '3', or '4' is an error; if item #20B/30B/40B is not = current report date then a value of '1' is an error; if item #20B/30B/40B = '00000' or = current date then a value of '0' is an error; if item #20B/30B/40B = previous date then a value of '2', '3', or '4' is an error; if item #23D/33D/43D = '1' (THEA) and #23A/33A/43A = '0', then any value other than '2'
23C/33C/43C. TSI Initial Assessment Date	N/A	Value other than '00000000' or date with month > '12' or day > '31' or year > current year; if item #23B/33B/43B not = '0' or '3' then value of '00000000' is invalid; when any item #23C/33C/43C contains the earliest date and the corresponding item #23D/33D/43D = '1', the other items #23D/33D/43D not = '1' is an error
23D/33D/43D. TSI Initial Assessment Type	N/A	Any value except '0' thru '9'; if item #23B/33B/43B not = '0'

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
		then value of '0' is invalid; if item #23B/33B/43B not = '3' then a value of '8' or '9' is invalid; if item #23B/33B/43B not = '1', '2', or '4' then a value of '1' - '7' is invalid
24A/34A/44A.		
TSI Subsequent Assessment Highest Score		
Math Score		
When Item #24D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #24D = '2'		COMPASS < 15 or > 99
when Item #24D = '3'		ASSET < 23 or > 55
when Item #24D = '4'		MAPS < 601 or > 625
when Item #24D = '5'		ACCUPLACER < 21 or > 120
when Item #24D = '6'		Stanford < 1 or > 118
when Item #24D = '0', '7', '8', or '9'		Any value except '000'
Writing Score		
When Item #34D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #34D = '2'		COMPASS = 1 or > 8
when Item #34D = '3'		ASSET = 1 or > 8
when Item #34D = '4'		MAPS = 1 or > 8
when Item #34D = '5'		ACCUPLACER = 1 or > 8
when Item #34D = '6'		Stanford < 1 or > 60
when Item #34D = '0', '7', '8', or '9'		Any value except '000'; item #34A = '0' when #34B not = '2'
Reading Score		
When Item #44D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #44D = '2'		COMPASS < 18 or > 99
when Item #44D = '3'		ASSET < 23 or > 53
when Item #44D = '4'		MAPS < 101 or > 125
when Item #44D = '5'		ACCUPLACER < 20 or > 120
when Item #44D = '6'		Stanford < 1 or > 54
when Item #44D = '0', '7', '8', or '9'		Any value except '000'
24B/34B/44B.		
TSI Subsequent Assessment Pass/Fail	N/A	See item #23B/33B/43B
24C/34C/44C.		
TSI Subsequent Assessment Date	N/A	See item #23C/33C/43C
24D/34D/44D.		
TSI Subsequent Assessment Type	N/A	See item #23D/33D/43D

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
25A/35A/45A. College-Level Course Success Date	N/A	Value not = '00000' or current date
25B/35B/45B. College-Level Course Grade	N/A	Value not equal '0' thru '9'; if item #25A/35A/45A not = '00000' then values of '0' and '4' thru '9' are invalid; if item #25A/35A/45A not = current date then values of '1', '2', or '3' are invalid

HRI Texas Success Initiative Report (CBM002)

REPORTING EXAMPLES

Items #1 through #11 will be entered each time. Since the report is designed so that the coding for each section (Math, Writing, and Reading) is similar, the examples here reflect the items in the Math and Reading sections, but are applicable to all sections.

- 1a. In fall 2003, a student failed initial Math section of the THEA test but passed the other 2 sections. The student enrolled in a developmental course in math and also made a 'D' in a core course in math and a 'C' in a core course in reading:

Item #12 = 03	Item #23A = 220	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 4	Item #24B = 3	Item #25B = 4
Item #20B = 00000	Item #23C = 20030813	Item #24C = 00000000	
Item #21 = 9	Item #23D = 1	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

Item #14 = 00	Item #43A = 230	Item #44A = 000	Item #45A = 20031
Item #40A = 000000	Item #43B = 1	Item #44B = 3	Item #45B = 3
Item #40B = 20031	Item #43C = 20030813	Item #44C = 00000000	
Item #41 = 1	Item #43D = 1	Item #44D = 8	
Item #42A = 00000			
Item #42B = 1			

- 1b. In spring 2004 the student above did not attempt a developmental or core course in Math. Reading was satisfied in a prior term:

Item #12 = 00	Item #23A = 220	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 4	Item #24B = 3	Item #25B = 7
Item #20B = 00000	Item #23C = 20030813	Item #24C = 00000000	
Item #21 = 9	Item #23D = 1	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 00000
Item #40A = 000000	Item #43B = 0	Item #44B = 0	Item #45B = 0
Item #40B = 20031	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

HRI Texas Success Initiative Report (CBM002)

- 1c. The student above made a 'C' on the next core math course attempted in the summer term 2004 and satisfied the institution's math requirements for TSI. (Reading would be reported as described in Example 1b.)

Item #12 = 00	Item #23A = 220	Item #24A = 000	Item #25A = 20043
Item #20A = 000000	Item #23B = 4	Item #24B = 3	Item #25B = 3
Item #20B = 20043	Item #23C = 20030813	Item #24C = 00000000	
Item #21 = 5	Item #23D = 1	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

2. On the initial THEA test taken in August 2003, a student failed below the deviation standard in Math, but passed Reading. This is the third term (fall 2004) to report the student who was still in developmental education.

Item #12 = 03	Item #23A = 200	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 2	Item #24B = 3	Item #25B = 7
Item #20B = 00000	Item #23C = 20030813	Item #24C = 00000000	
Item #21 = 9	Item #23D = 1	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 00000
Item #40A = 000000	Item #43B = 0	Item #44B = 0	Item #45B = 0
Item #40B = 20031	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

3. A student is TSI exempt based on ACT scores and made an 'A' in first core math course and a 'B' in first core reading course in fall 2003.

Item #12 = 00	Item #23A = 000	Item #24A = 000	Item #25A = 20031
Item #20A = 000000	Item #23B = 3	Item #24B = 3	Item #25B = 1
Item #20B = 20031	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 3	Item #23D = 9	Item #24D = 9	
Item #22A = 20031			
Item #22B = 3			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 20031
Item #40A = 000000	Item #43B = 3	Item #44B = 3	Item #45B = 2
Item #40B = 20031	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 3	Item #43D = 9	Item #44D = 9	
Item #42A = 20031			
Item #42B = 3			

HRI Texas Success Initiative Report (CBM002)

4. A student who qualified as a transfer from a private institution with satisfactory completion of college-level coursework did not attempt a core course in math this semester (fall 2003), but did in reading (earning of grade of 'B').

Item #12 = 00	Item #23A = 000	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 3	Item #24B = 3	Item #25B = 7
Item #20B = 20031	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 3	Item #23D = 9	Item #24D = 9	
Item #22A = 20031			
Item #22B = 7			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 20031
Item #40A = 000000	Item #43B = 3	Item #44B = 3	Item #45B = 2
Item #40B = 20031	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 3	Item #43D = 9	Item #44D = 9	
Item #42A = 20031			
Item #42B = 7			

5. A student completed TSI requirements at another institution (003304) prior to fall 2003 and made a 'B' in a core course in math and reading in fall 2003.

Item #12 = 00	Item #23A = 000	Item #24A = 000	Item #25A = 20031
Item #20A = 003304	Item #23B = 0	Item #24B = 0	Item #25B = 2
Item #20B = 99999	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 0	Item #23D = 0	Item #24D = 0	
Item #22A = 00000			
Item #22B = 0			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 20031
Item #40A = 003304	Item #43B = 0	Item #44B = 0	Item #45B = 2
Item #40B = 99999	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

HRI Texas Success Initiative Report (CBM002)

6. A student transferred from another public institution (003304) but did not satisfy TSI Math obligation until the current semester at your institution. The student satisfied Reading on initial ASSET test and made an 'A' in a core reading course fall 2003.

Item #12 = 00	Item #23A = 036	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 4	Item #24B = 3	Item #25B = 0
Item #20B = 20031	Item #23C = 20030606	Item #24C = 00000000	
Item #21 = 8	Item #23D = 3	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 20031
Item #40A = 003304	Item #43B = 0	Item #44B = 0	Item #45B = 1
Item #40B = 99999	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

7. A student previously satisfied all TSI obligations and made a 'C' or higher on first core course in each area in the prior semester at your institution.

Item #12 = 00	Item #23A = 000	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 0	Item #24B = 0	Item #25B = 0
Item #20B = 20033	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 0	Item #23D = 0	Item #24D = 0	
Item #22A = 00000			
Item #22B = 0			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 00000
Item #40A = 000000	Item #43B = 0	Item #44B = 0	Item #45B = 0
Item #40B = 20033	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

SUMMARY OF STUDENT DATA METHODOLOGY

1. TSI SATISFACTION DATE – Items #21/31/41 and #20B/30B/40B are summarized as follows:

Not Satisfied – Obligation equal '9' and Satisfaction Date equal '00000'

Satisfied at Previous Institution – Obligation equal '0' and Satisfaction Date equal '99999'

Current Semester – Obligation equal '1'-8' and Satisfaction Date equal Reporting Period and Year

Previous Semester in Current Academic Year – Obligation equal '0' and Satisfaction Date equal to current academic year and prior to Reporting Period and Year

Previous Academic Year – Obligation equal '0' and Satisfaction Date prior to current academic year

2. CURRENT SEMESTER (DUPLICATIVE) – Items #20B/30B/40B, #22A/32A/42A, #23C/33C/43C, #24C/34C/44C, #12/13/14, and #25A/35A/45A are summarized as follows:

Previously Satisfied – Satisfaction Date prior to Reporting Period and Year or equal '99999'

Exemption/Waiver Granted – Exemption/Waiver Date equal Reporting Period and Year

Initial Assessment Attempted – Initial Assessment Date within Reporting Period and Year

Subsequent Assessment Attempted – Subsequent Assessment Date within Reporting Period and Year

Developmental Ed Attempted – Semester Hours in Developmental Ed greater than zero

TSI Satisfaction - Satisfaction Date equal Reporting Period and Year

College-Level Course Success - Course Success Date equal Reporting Period and Year

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values

HRI Texas Success Initiative Report (CBM002)

CBM002 SUMMARY OF TSI STUDENT DATA FROM DATE: 05/11/2004
 TEXAS COMMUNITY COLLEGE 003304 FALL 2003

GENDER

MALE	1,002
FEMALE	1,102
TOTAL	2,104

ETHNICITY

WHITE	1,399
BLACK	150
HISPANIC	350
ASIAN OR PACIFIC ISLANDER	25
AMERICAN INDIAN	2
INTERNATIONAL	175
UNKNOWN	3
TOTAL	2,104

REQUESTED NON-DISCLOSURE 2

TSI EXEMPTION/WAIVER STATUS	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
NOT QUALIFIED FOR EITHER	1,318	1,318	1,318
WAIVER BASED ON LEVEL ONE CERT	275	275	275
EXEMPTION BASED ON ACT	110	110	110
EXEMPTION BASED ON SAT	85	85	85
EXEMPTION BASED ON TAAS/TAKS	27	27	27
EXEMPTION BASED MILITARY SERV	20	20	20
EXEMPTION BASED ON TRANSFER	7	7	7
PREVIOUS TASP EXEMPTION	0	0	0
EXEMPTION BASED ON EARNED DEGREE	40	40	40
WAIVER BASED ON DUAL CREDIT	0	0	0
TOTAL	2,104	2,104	2,104

INITIAL ASSESSMENT TYPE	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
THEA/TASP	1,252	1,252	1,252
COMPASS	0	0	0
ASSET	52	52	52
MAPS	0	0	0
ACCUPLACER	0	0	0
STANFORD ACHIEVE TEST	1	1	1
ANOTHER INSTITUTION	13	13	13
NOT TESTED	0	0	0
EXEMPTED/WAIVED	564	564	564
TOTAL	2,104	2,104	2,104

INITIAL ASSESSMENT PASS/FAIL	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
PASSED	540	540	540
FAILED BELOW DEVIATION	578	578	578
NOT ATTEMPTED	564	564	564
FAILED AT OR ABOVE DEVIATION	200	200	200
TOTAL	2,104	2,104	2,104

HRI Texas Success Initiative Report (CBM002)

CBM002 SUMMARY OF TSI STUDENT DATA FROM DATE: 05/11/2004
 TEXAS COMMUNITY COLLEGE 003304 FALL 2003 Page 2

SUBSEQUENT ASSESSMENT TYPE	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
THEA/TASP	452	452	452
COMPASS	0	0	0
ASSET	113	113	113
MAPS	0	0	0
ACCUPLACER	0	0	0
STANFORD ACHIEVE TEST	0	0	0
ANOTHER INSTITUTION	13	13	13
NOT TESTED	740	740	740
EXEMPTED/WAIVED	564	564	564
TOTAL	2,104	2,104	2,104

SUBSEQUENT ASSESSMENT PASS/FAIL	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
PASSED	200	200	200
FAILED BELOW DEVIATION	178	178	178
NOT ATTEMPTED	1,304	1,304	1,304
FAILED AT OR ABOVE DEVIATION	200	200	200
TOTAL	2,104	2,104	2,104

DEVELOPMENTAL SCH	2,334	2,334	2,334
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TSI OBLIGATION SATISFACTION	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
BASED ON INITIAL TEST	540	540	540
BASED ON EXEMPTION/WAIVER	564	564	564
BASED ON RETAKE OF TEST	200	200	200
BASED ON NON-DE COURSEWORK	3	3	3
BASED ON DEVELOPMENT ED	15	15	15
INSTITUTIONAL ASSESSMENT	16	16	16
OTHER INDICATORS OF READINESS	17	17	17
NOT MET	527	527	527
TOTAL	2,104	2,104	2,104

GRADES IN FIRST COLLEGE LEVEL COURSE	MATH	WRITING	READING
PREVIOUS A, B, OR C	111	111	111
A	275	275	275
B	110	110	110
C	85	85	85
D	27	27	27
F/NO CREDIT	20	20	20
CREDIT	0	0	0
NOT ATTEMPTED THIS SEMESTER	1,476	1,476	1,476
INCOMPLETE	0	0	0
WITHDRAWN/QUIT	0	0	0
TOTAL	2,104	2,104	2,104

TSI SATISFACTION DATE	MATH	WRITING	READING
NOT SATISFIED	527	527	527
SATISFIED AT PREVIOUS INSTITUTION	22	22	22
CURRENT SEMESTER	1,355	1,355	1,355
PREVIOUS SEM IN CURRENT ACAD YR	0	0	0
PREVIOUS ACADEMIC YEAR	200	200	200
TOTAL	2,104	2,104	2,104

HRI Texas Success Initiative Report (CBM002)

CBM002 SUMMARY OF TSI STUDENT DATA FROM DATE: 05/11/2004
TEXAS COMMUNITY COLLEGE 003304 FALL 2003 Page 3

CURRENT SEMESTER (DUPLICATIVE)	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
EXEMPTION/WAIVER GRANTED	564	564	564
INITIAL ASSESSMENT ATTEMPTED	1,318	1,318	1,318
SUBSEQUENT ASSESSMENT ATTEMPTED	578	578	578
DEVELOPMENTAL ED ATTEMPTED	778	778	778
TSI SATISFACTION	1,355	1,355	1,355
COLLEGE LEVEL COURSE SUCCESS	470	470	470

NOTE: The numbers above are repeated for each subject area for simplicity only, and will not necessarily be the same in an actual report.

FACULTY REPORT
CBM008

The purpose of this report is to collect data on each person who is an employee of the institution who is paid a salary or receives benefits associated with the institution, and who has any type of faculty appointment, regardless of their source of funds or their assignment, during the year. Submit all such persons who are on the payroll of the institution as of October 1. Include research faculty, librarians, and administrators if they have faculty titles. Do not include student assistants, laboratory assistants, and graders whose duties are limited to grading, clerical functions, store keeping, and preparations of class or laboratory or other subordinate functions. The report will include the annual budgeted salary or benefit for the employee and be due on November 1 each year.

HRI Faculty Report (CBM008)

INSTRUCTIONS FOR FACULTY REPORT

- Item #1 Record Code. Always enter '8'.
- Item #2 Institution Code. Enter the FICE Code of the Health Science Center. See Appendix A.
- Item #3 Faculty Identification Number. Enter the social security number of the faculty member.
- Item #4 Last Name. Enter the faculty member's last name.
- Item #5 First Name Initial. Enter the initial of the faculty member's first name.
- Item #6 Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #7 Rank. Enter the code indicating the highest academic rank of the faculty member.

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

- Item #8 Tenure. Use the institution's criteria or requirements to determine tenure status.
- 0. Non-tenured
 - 1. Tenured
 - 2. On tenure track

HRI Faculty Report (CBM008)

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

M = Male F = Female

Item #10 Unused

Item #11 Ethnic Origin. Enter the code indicating the ethnic origin of the faculty member.

1. White-Non-Hispanic
2. Black-Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International

NOTE:

International. 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.

Item #12 Date of Birth. Enter the year and month in which the faculty member was born in the YYYYMM format where

YYYY = Century and Year; MM = Month; If unknown enter '000000'.

Item #13 Percent of Time. Enter the faculty member's percent of time, in relation to a full or normal workload at the institution, for each appointment (Items #13A-E) during the reporting period. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent.

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

Item #13A is related to the Instruction function:

Item #13A Appointment 01 Percent. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignments which an institution considers to be directly related to the teaching function.

HRI Faculty Report (CBM008)

Appointments related to functions other than Instruction:

- Item #13B Appointment 03 Percent. Patient Care: Faculty assignments for activities specifically organized for patient care.
- Item #13C Appointment 11 Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings like colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13A.
- Item #13D Appointment 12 Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.
- Item #13E Appointment 13 Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.
- Item #14 Salary. Enter the annual budgeted salary and supplements (non-fringe benefits) of the faculty member based on the source of funds as identified in Items #14A thru #14X. Each amount must be entered in whole dollars, right justified, with leading zeros.
- Item #14A State Appropriations. Enter all funds from state appropriations including special items, whether funded by general revenue or other educational and general income.
- Item #14D Designated. Enter funds arising from sources that have been designated by the Board or management to be used for specific purposes. This fund distinguishes such internally designated funds from externally restricted funds as well as other current funds. Physician practice plan funds and revolving and clearing accounts are also included in this fund group.
- Item #14R Restricted. Enter funds available for current purposes, the use of which has been restricted by outside agencies or persons.
- Item #14X Auxiliary Enterprises. Enter funds for activities which furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service such as residence halls, bookstores, intercollegiate athletics, etc.
- Item #14Z Unused

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

Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E).
2. Sum the salary amounts for all funds (Items #14A-X).

HRI Faculty Report (CBM008)

3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2) giving a full-time equivalent (FTE) salary for all appointments.
 4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointment 01.
 5. Tally all faculty with appointment code 01 where FTE salaries are greater than zero.
 6. Divide the total faculty with appointment code 01 (results of step 5) into the total FTE salaries of faculty with 01 appointments (results of step 4) to yield the average FTE salaries.
- Item #15 Appointment Length. Enter the number of months of the appointment. Enter a leading zero for an appointment of less than 10 months.
- Item #16 New Hire. If the faculty member is full-time and is a “new hire” for the reporting semester, enter a ‘3’. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.
- Item #17 Semester. Enter a ‘1’ indicating the Fall semester.
- Item #18 Year. Enter the calendar year in which the semester occurred. Use the YYYY format. Example, 2000.
- Item #19 School or College. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be a number assigned by the Coordinating Board. When the assignments of a faculty member involve more than one school or college, choose the one in which the faculty is most closely associated.
- Item #20 Unused

HRI Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '8' - Numeric	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Faculty Identification Number - Numeric	8	9
Item #4	Last Name - Alpha	17	10
Item #5	First Name Initial - Alpha	27	1
Item #6	Middle Name Initial - Alpha or blank	28	1
Item #7	Rank - Numeric	29	1
Item #8	Tenure – '0', '1' or '2' - Numeric	30	1
Item #9	Gender – 'M' or 'F' – Alpha	31	1
Item #10	Unused	32	4
Item #11	Ethnic Origin - Numeric	36	1
Item #12	Date of Birth - YYYYMM - Numeric	37	6
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 03 % - Numeric, zero fill	46	3
Item #13C	Appointment 11 % - Numeric, zero fill	49	3
Item #13D	Appointment 12 % - Numeric, zero fill	52	3
Item #13E	Appointment 13 % - Numeric, zero fill	55	3
Item #14	Salary Fields - Right justified, no decimals		
Item #14A	State Appropriations - Numeric, zero fill	58	6
Item #14D	Designated - Numeric, zero fill	64	6
Item #14R	Restricted - Numeric, zero fill	70	6
Item #14X	Auxiliary Enterprises - Numeric, zero fill	76	6
Item #14Z	Unused	82	6
Item #15	Appointment Length- Numeric, zero fill	88	2
Item #16	New Hire – '3' or '0' - Numeric	90	1
Item #17	Semester – '1' – Numeric	91	1
Item #18	Year – YYYY – Numeric	92	4
Item #19	School or College – Numeric	96	6
Item #20	Unused	102	1

HRI Faculty Report (CBM008)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '8'
2. Institution Code	N/A	Must match value in header record and be on the list of valid FICE codes
3. Faculty ID	N/A	Blank or special characters
4. Last Name	Non-alphabetic	Numbers or spaces
5. First Initial	N/A	Number or space
6. Middle Initial	N/A	Number or special character
7. Rank	N/A	Any value other than '1' thru '6'
8. Tenure	N/A	Any value other than '0', '1', or '2'
9. Gender	N/A	Any value other than 'M' or 'F'
10. Unused	N/A	N/A
11. Ethnic Origin	N/A	Any value other than '1' thru '6'
12. Date of Birth	'000000'	Non-numerical data; month less than '01' or greater than '12'
13A-E. Percent of Time	Value of 0	Non-numerical; sum of time for all appointments is greater than 100

HRI Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>																					
14A-X. Salary	<table border="1"> <thead> <tr> <th><u>Rank</u></th> <th colspan="2"><u>Salary</u></th> </tr> <tr> <td></td> <th><u>Less than</u></th> <th><u>Greater than</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>24,000</td> <td>350,000</td> </tr> <tr> <td>2</td> <td>24,000</td> <td>300,000</td> </tr> <tr> <td>3,5</td> <td>10,000</td> <td>270,000</td> </tr> <tr> <td>4</td> <td>3,200</td> <td>140,000</td> </tr> <tr> <td>6</td> <td>3,200</td> <td>50,000</td> </tr> </tbody> </table>	<u>Rank</u>	<u>Salary</u>			<u>Less than</u>	<u>Greater than</u>	1	24,000	350,000	2	24,000	300,000	3,5	10,000	270,000	4	3,200	140,000	6	3,200	50,000	Non-Numerical
<u>Rank</u>	<u>Salary</u>																						
	<u>Less than</u>	<u>Greater than</u>																					
1	24,000	350,000																					
2	24,000	300,000																					
3,5	10,000	270,000																					
4	3,200	140,000																					
6	3,200	50,000																					
14Z. Unused	N/A	N/A																					
15. Appointment Length	Value equal to '00'	Value greater than '12'																					
16. New Hire	N/A	Value other than '3' or '0'																					
17. Semester	N/A	Value other than '1'																					
18. Year	N/A	Non-numerical; must match header record																					
19. School or College	N/A	Must on the list of valid FICE codes																					
20. Unused	N/A	N/A																					

HRI Faculty Report (CBM008)

REPORTING EXAMPLES

NOTE: Items #1 and #2 will be omitted from the examples.

1. Mary A. Jones, a professor of Clinical Medical Technology, is chairman of the Department of Medical Technology and also teaches Medical Lab Technology. Professor Jones is paid \$62,000 for the 12-month period. Professor Jones's workload is distributed as follows: three fourths of her time in direct instructional activities and one-fourth as departmental chair. CBM008 would be coded:

Item #3	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	1
Item #8	1
Item #9	F
Item #10	blank
Item #11	1
Item #12	194405
Item #13A	100
Item #13B,C,D,E	000,000,000,000
Item #14A	062000
Item #14D,R,X	000000, 000000, 000000
Item #15	12
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

HRI Faculty Report (CBM008)

2. Professor John E. Smith, is chair of Health Services, teaches, and is involved with Patient Care 25% of his time. Professor Smith is paid \$48,000 for the nine-month period. Professor Smith's workload is distributed as follows: three fourths of his time in direct instructional activities and one-fourth to Patient Care. CBM-008 would be coded:

Item #3	368927181
Item #4	Smith
Item #5	J
Item #6	E
Item #7	1
Item #8	1
Item #9	M
Item #10	blank
Item #11	1
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C,D,E	000,000,000
Item #14A	048000
Item #14D,R,X	000000,000000,000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

HRI Faculty Report (CBM008)

3. Dr. William E. Frederickson is a visiting teacher in the Department of Allied Health Science on special assignment as follows: Teaching - ten percent; Research - ninety percent. All of Dr. Frederickson's salary of \$90,000 is paid from a federal grant. CBM008 should be coded:

Item #3	000000029
Item #4	Fredericks (only 10 characters allowed)
Item #5	W
Item #6	E
Item #7	5
Item #8	0
Item #9	M
Item #10	blank
Item #11	1
Item #12	194210
Item #13A	010
Item #13B,C	000,000
Item #13D	090
Item #13E	000
Item #14A,D	000000,000000
Item #14R	090000
Item #14X	000000
Item #15	10
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

HRI Faculty Report (CBM008)

4. Charles Martin has been hired to teach in the spring term, teaching half-time in occupational therapy and half-time in physical therapy, each of which is administered in separate departments. Assistant Professor Martin's nine-month salary of \$42,000 is budgeted equally between the two departments. Choose the department with which Dr. Martin is most closely associated. CBM008 for the fall semester would be coded:

Item #3	452687912
Item #4	Martin
Item #5	C
Item #6	blank
Item #7	3
Item #8	1
Item #9	M
Item #10	blank
Item #11	1
Item #12	195108
Item #13A	050
Item #13B,C,D,E	000,000,000,000
Item #14A	021000
Item #14D,R,X	000000,000000,000000
Item #15	05
Item #16	3
Item #17	1
Item #18	2004
Item #19	000222

HRI Faculty Report (CBM008)

5. Associate Professor A. B. Jarrold is a full-time librarian who is teaching one class this semester in medical records. His eleven-month salary is \$45,000. He receives no extra salary for teaching. CBM008 is coded:

Item #3	234567891
Item #4	JARROLD
Item #5	A
Item #6	B
Item #7	2
Item #8	1
Item #9	M
Item #10	blank
Item #11	2
Item #12	194702
Item #13A,B	000, 000
Item #13C	100
Item #13D,E	000, 000
Item #14A	045000
Item #14D,R,X	000000, 000000, 000000
Item #15	11
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

HRI Faculty Report (CBM008)

6. Dr. D. R. Frank is a Research Professional with an academic rank of assistant professor. During the fall semester she was conducting research 100 percent of her time. Her nine-month salary of \$38,000 is from a federal grant. She also teaches a class in medical pharmacology, which is an overload, for which she is paid \$2,500 from state appropriations. CBM008 is coded:

Item #3	888654321
Item #4	FRANK
Item #5	D
Item #6	R
Item #7	3
Item #8	2
Item #9	F
Item #10	blank
Item #11	1
Item #12	195706
Item #13A,B,C	000, 000, 000
Item #13D	100
Item #13E	000
Item #14A	002500
Item #14D	000000
Item #14R	038000
Item #14X	000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

HRI Faculty Report (CBM008)

SUMMARY OF FACULTY DATA

NOTE: Error records are not included in the summary counts. There will be a report for each college/school and one summed for the health-related institution.

TOTAL FACULTY: The total faculty headcount is a summation of all CBM008 records.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #9.

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

FACULTY AGE: The faculty age distribution is calculated using the date of birth (Item #12) of the faculty member and the date of the beginning of the fall semester, which is considered September 1.

TENURE: The headcount by tenure is based on Item #8.

RANK: The headcount by rank summary is based on Item #7.

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

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

HRI Faculty Report (CBM008)

EDIT SUMMARY OF CBM008 FROM TEXAS HEALTH SCIENCE CENTER 003304 Fall 2004

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE	428	0	0
ITEM 3	FACULTY ID	428	0	0
ITEM 4	FACULTY LAST NAME	428	0	0
ITEM 5	FIRST INITIAL	428	0	0
ITEM 6	MIDDLE INITIAL	428	0	0
ITEM 7	RANK	428	0	0
ITEM 8	TENURE	428	0	0
ITEM 9	GENDER	428	0	0
ITEM 10	UNUSED	428	0	0
ITEM 11	ETHNIC ORIGIN	428	0	0
ITEM 12	DATE OF BIRTH	428	0	0
ITEM 13A	APPOINTMENT CODE 01 PERCENT	428	0	0
ITEM 13B	APPOINTMENT CODE 03 PERCENT	428	0	0
ITEM 13C	APPOINTMENT CODE 11 PERCENT	428	0	0
ITEM 13D	APPOINTMENT CODE 12 PERCENT	428	0	0
ITEM 13E	APPOINTMENT CODE 13 PERCENT	428	0	0
ITEM 14	SALARY BY SOURCE			
ITEM 14A	STATE APPROPRIATED	428	0	0
ITEM 14D	DESIGNATED	428	0	0
ITEM 14R	RESTRICTED	428	0	0
ITEM 14X	AUXILIARY ENTERPRISES	428	0	0
ITEM 15	APPOINTMENT LENGTH	428	0	0
ITEM 16	NEW HIRE	428	0	0
ITEM 17	SEMESTER	428	0	0
ITEM 18	YEAR	428	0	0
ITEM 19	SCHOOL OR COLLEGE	428	0	0

TOTAL CBM008 RECORDS PROCESSED 428

CONTROL TOTAL 428

DISCREPANCY 0

ERRORS IN PERCENT OF TIME NOT = 100 1

HRI Faculty Report (CBM008)

SUMMARY OF FACULTY DATA FROM CBM008 REPORT

TEXAS HEALTH SCIENCE CENTER

003304

12/08/2004

Fall 2004

GENDER

MALE	289	
FEMALE	131	
TOTAL		420

ETHNIC ORIGIN

WHITE, NON-HISPANIC	367	
BLACK, NON-HISPANIC	6	
HISPANIC	35	
ASIAN/PACIFIC ISLANDER	11	
AMERICAN INDIAN/ALASKAN NATIVE	1	
INTERNATIONAL	0	
TOTAL		420

FACULTY AGE

UNKNOWN	4	
UNDER 20	0	
20 - 30	82	
31 - 40	216	
41 - 50	83	
51 - 60	29	
61 - 65	3	
OVER 65	3	
TOTAL		420

TENURE

TENURED	88	
NOT TENURED	332	
ON TENURE TRACK	0	
TOTAL		420

RANK

PROFESSORS	103	
ASSOCIATE PROFESSORS	86	
ASSISTANT PROFESSORS	107	
INSTRUCTOR	23	
TEACHING ASSISTANTS	30	
OTHER FACULTY	71	
TOTAL		420

SALARIES BY SOURCE

STATE APPROPRIATED	3,146,781
DESIGNATED	205,945
RESTRICTED	610,671
AUXILIARY	0

FACULTY FTE APPOINTMENT

01	325.31
02	10.66
11	6.75
12	0.00
13	0.00
TOTAL FTE	342.72

HRI Faculty Report (CBM008)

Fall 2004

TEXAS HIGHER EDUCATION COORDINATING BOARD
 UPDATE EDIT OF CBM008 DATA
 TEXAS HEALTH SCIENCE CENTER 003304

12/07/04

ITEMS		ITEM	ITEM	ITEMS									ITEMS 13					ITEMS					ITEMS			REMARKS	
1	2	3	4	5	6	7	8	9	10	11	12	A	B	C	D	E	14A	14D	14R	14X	15	16	17	18	19		
8	003304	333553333	JONES G E	1	1	M	2295	1	192801	000	025	085	000	000	022593	000000	00000	00000	00000	12	0	1	2004	000406	E	%GT100	

8	003304	444774444	SMITH J	3	0	M	2315	1	197508	000	000	000	000	100	016713	000000	00000	00000	00000	09	0	1	2004	000406	C	CHANGE	

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

GRADUATION REPORT
CBM009

This report will reflect degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted. The initial report and any updates should be transmitted using the Electronic Data Transfer System.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported.

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

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

For the academic units, this report will include all students who have been awarded an Associate Degree or above during the fiscal year.

For the professional schools, this report will include all students who have been awarded a professional degree ('DDS', 'DO', 'MD', 'PharmD') during the fiscal year.

HRI Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

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

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

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

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

M = Male F = Female

Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student. An explanation of International is provided in Item #13 of the Student Report (CBM001).

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

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

YYYY – Year MM - Month

NOTE: The CBM009 Appendix containing the information for each institution regarding Items #7, #8, and #9 will be provided. ONLY the authorized degrees listed in the Appendix will be accepted. If your degree inventory is incomplete, you must communicate with the Universities and Health-Related Institutions Division.

Item #7 Degree Conferred. Enter the abbreviation of the degree (i.e., 'BA', 'MS', 'PhD', 'DDS', 'DO', 'MD', 'PharmD') as it appears on the institution's CBM009 Appendix; left justified and space filled.

Item #8 Level of Degree Conferred. (i.e., '1' - Associate, '2' - Baccalaureate, etc.) See CBM009 Appendix for level of degree.

1. Associate (Certificate only)
2. Baccalaureate
3. Master's
4. Doctoral
5. Professional ('DDS', 'DO', 'MD', or 'PharmD')

HRI Graduation Report (CBM009)

- Item #9 Major. Enter the eight-digit CIP code in which the degree was earned. (See CBM009 Appendix for authorized CIP code of degree.)
- 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 School or College. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be an assigned number by the Coordinating Board.
- Item #13 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #14 Unused

HRI Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record - Always '9' - Numeric	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number - Numeric	8	9
Item #4	Gender – 'M' or 'F' - Alpha	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Degree Conferred - Left justified - Space filled, alpha	25	8
Item #8	Level of Degree Conferred - Numeric	33	1
Item #9	Major - Numeric	34	8
Item #10	Reporting Period - Always enter '1' - Numeric	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	School or College - Numeric	47	6
Item #13	Non-Disclosure – Numeric	53	1
Item #14	Unused	54	27

HRI Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Institution code	N/A	Must match value in header record and be in list of valid FICE codes
3. Student ID Number	Duplicate entries	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 '01'
7. Degree/Certificate	N/A	Must match institution's inventory of approved degree programs
8. Level of Award	N/A	Must match institution's inventory of approved degree programs
9. Major	N/A	Must match institution's inventory of approved degree programs
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Must match value in header record
12. School or College	N/A	Must be on list of valid FICE codes
13. Non-Disclosure	N/A	Any value except '2' or '0'
14. Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed in the report. If it is not the same as the number listed on the transmittal document (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted or rejected on the last edit run.

HRI Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED DATA

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

TOTAL DEGREES: The total degrees is the summation of all 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 September 1 of the fiscal year in which the data were collected.

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

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

HRI Graduation Report (CBM009)

CBM009 EDIT SUMMARY FROM TEXAS HEALTH SCIENCE CENTER

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM #1	RECORD CODE	500	0	0
ITEM #2	INSTITUTION 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	DEGREE CONFERRED	499	0	1
ITEM #8	LEVEL DEGREE CONFERRED	500	0	0
ITEM #9	MAJOR	500	0	0
ITEM #10	REPORTING PERIOD	500	0	0
ITEM #11	YEAR	500	0	0
ITEM #12	SCHOOL OR COLLEGE	500	0	0
ITEM #13	NON-DISCLOSURE	500	0	0
TOTAL CBM009 RECORDS PROCESSED		500		
CONTROL DATA		500		
DISCREPANCY		0		
NUMBER OF DUPLICATE RECORDS		5		

HRI Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD
HR-CBM009 SUMMARY OF DEGREES CONFERRED DATA FROM
TEXAS HEALTH SCIENCE CENTER 003304

STUDENT HEADCOUNT

TOTAL STUDENTS	495	
DUPLICATES	5	
TOTAL DEGREES		500

GENDER

MALE	248	
FEMALE	247	
TOTAL		495

AGE

UNDER 17	0	
18	0	
19-21	25	
22-24	325	
25-30	45	
31-35	50	
36-50	25	
51-64	25	
65 AND OVER	0	
AVERAGE AGE	23.2	
TOTAL		495

ETHNIC ORIGIN

WHITE	299	
BLACK	9	
HISPANIC	99	
ASIAN	33	
INDIAN	5	
INTERNATIONAL	50	
UNKNOWN	0	
TOTAL		495

DEGREE LEVEL

ASSOCIATE	0	
BACCALAUREATE	300	
MASTERS	150	
DOCTORAL	50	
SPECIAL/PROFESSIONAL	0	
TOTAL		500

NON-DISCLOSURE 0

HRI Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 11/20/2004
2004 INITIAL EDIT OF HR-CBM009

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM
1	2	3	4	5	6	7	8	9	10	11	12	13
9	003304	777887777	F	4	198910	BA	2	27010100	1	2004	0008553	2 Q

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

STUDENT NUMBER CHANGE REPORT
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database, will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The database is not operational at this time, but to alleviate the institution having to maintain more than one prior number, the CBM00N report will be accepted and stored at the CB until the database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

HRI 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. Enter up to 20 characters of the student's current last name.

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

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

HRI Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning 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
Item #12	Unused	75	6