



REPORTING and PROCEDURES MANUAL

for

Texas Independent Colleges and Universities

Fall 2005

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center





**Texas Higher Education
COORDINATING BOARD
Academic Excellence and Research
Planning and Accountability Division**

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M E M O R A N D U M

September 19, 2006

To: All Texas Independent Higher Education Reporting Officials

From: Kenneth Dalley

Subject: Change to CBM Reporting Manual due to Professional Nursing Shortage Reduction Program

To be a participant in the distribution of the Professional Nursing Shortage Reduction Program that is described on page III-56 in Rider 47 of the Appropriation Bill of the Seventy-ninth Legislature, the graduates in Nursing will need to be identified by CIP in the Graduation Report (CBM009). The change has been made in the CBM Reporting Manual on page 9.3.

FOREWORD

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

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

The Coordinating Board welcomes the participation of independent colleges and universities in this data sharing effort. We believe that the resulting information will satisfy a legislative mandate and benefit participating institutions, policymakers, and the public.

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

- (1) A student report (CBM001), submitted once a semester which contains student-level enrollment data; and
- (2) An annual graduation report (CBM009) which reports the previous year's graduates.

Why should you participate?

The student-level data that you submit will make it possible for the Coordinating Board to respond to the performance measures the Legislature has created for the Tuition Equalization Grant (TEG) program and other state-funded student financial aid programs. It may also allow the Coordinating Board to assist you – when requested – in completing certain IPEDs reports. In particular, participation in the CB database will make it possible to track the academic progress of students who leave your institution and enroll in public or other participating private higher education institutions in Texas.

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

Final Comments

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

General Information

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

If you need to write to the Educational Data Center, the address is:

Educational Data Center
Texas Higher Education Coordinating Board
P.O. Box 12788, Capitol Station
Austin, TX 78711

The fax number is (512) 427-6447.

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

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Janice McIver	(512) 427-6298	Janice.McIver@thehb.state.tx.us
Kenneth Dalley	(512) 427-6306	Kenneth.Dalley@thehb.state.tx.us

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

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

Independent Colleges and Universities

TABLE OF CONTENTS

	<u>Page</u>
I. General Reporting Issues	0.1-0.7
A. Reporting Periods.....	0.1
B. Electronic Data Transfer System.....	0.2
C. Certification of CBM Reports.....	0.5
II. Student Report (CBM001)	1.1-1.10
A. Instructions for Student Report.....	1.1
B. Data Processing Record Layout.....	1.5
C. Questionable and Error Values	1.6
D. Summary of Student Data	1.7
III. Graduation Report (CBM009).....	9.1-9.9
A. Instructions for Graduation Report	9.1
B. Data Processing Record Layout.....	9.4
C. Questionable and Error Values	9.5
D. Summary of Graduation Data	9.6

ICU General Reporting Issues

REPORTING PERIODS

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

Fall Semester Reports

Student Report	CBM001	November 1
Graduation Report	CBM009	November 1

Due Date

Spring Semester Reports

Student Report	CBM001	March 15
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Due Date

ICU General Reporting Issues

ELECTRONIC DATA TRANSFER SYSTEM

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

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

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

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

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

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

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

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

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

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. Detailed instructions are located at [Data Transfer Procedures for THECB Reports Using SFTP](#).

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

ICU General Reporting Issues

File Transfer System INPUT FILE FORMAT for Year 2000 Compliant Reports

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

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

DATA RECORDS

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

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

Record size may be any length up to 400 characters

ICU General Reporting Issues

EDIT REPORT OUTPUT FILES

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

CBM001_FALL_2005_I_003576_200511100136262.TXT

CBM001 – CBM report type

_ - used as a separator

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

_ - used as a separator

2005 – Report Year

_ - used as a separator

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

_ - used as a separator

003576 – FICE code of institution

_ - used as a separator

200511100136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

ICU General Reporting Issues

CERTIFICATION TRACKING

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

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if a specific report is not received within two days after the due date.
2. An email from the Director of the Educational Data Center will be emailed to the Reporting Official if the report has not been received and certified by the 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 and certified by the twelfth working day after the due date.
4. A letter indicating that the certification of the CB report is delinquent will be faxed to the President, or the equivalent, from the Associate Commissioner if the report has not been certified by the end of the third working week after the due date.

CHANGES TO CERTIFIED REPORTS

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

ICU General Reporting Issues

CERTIFICATION STATEMENT INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary. Items that are not within the tolerances allowed are considered in error and are identified with asterisks on the line below the specific item. If the item is only questionable, dashes are placed immediately below the item on the edit report.
2. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:
 - a. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement "I hereby certify ..." and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
 - b. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

ICU General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY 003304

DATE: DECEMBER 1, 2005

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 2005</u>
CBM009	<u>Fall 2005</u>

REPORTING OFFICIAL

STUDENT REPORT CBM001

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

Students included in this report:

1. All students enrolled in courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in off-campus centers.
3. Students enrolled in courses that are part of a vocational or occupational program.
4. High school students taking regular college courses for credit. Report these students in the classification in which they are recorded at the institution.
5. First-professional students enrolled in programs leading toward a first-professional degree.
6. Students who have requested that their directory information not be released.

Students excluded from this report - DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program. Do NOT include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award.
2. Students who are exclusively auditing classes.
3. Students studying abroad (e.g., foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country.
5. First-professional students who are residents or interns.
6. Students who enroll in mini-sessions that start after the census date of a regular term.

NOTES:

Institutions on the Quarter Calendar

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

Fall Quarter will be due November 1

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

ICU Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

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

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

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

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

M = Male F = Female

Item #5 Classification. Enter the classification of the student. Use IPEDS definitions.

1. Freshman – a first-year student, or less than 30 semester credit hours
2. Sophomore – a second-year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours but less than 60 semester credit hours
3. Junior – a third-year student who has completed the equivalent of two years of full-time undergraduate work; that is, at least 60 semester credit hours but less than 90 semester credit hours
4. Senior – an undergraduate student who has completed the equivalent of 3 years of full-time undergraduate work; that is, at least 90 semester hours; continue to classify the student as a senior until the baccalaureate degree is completed
5. Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
6. Master's Level – a student admitted to a master's degree program at the institution
7. Doctoral Level – a student admitted to a doctoral degree program at the institution
8. First-Professional (Law) – a student admitted to an approved law program at the institution
9. First-Professional (PharmD) – a student admitted to an approved pharmacy program at the institution
- C. First-Professional (Chiropractic) – a student admitted to an approved chiropractic program at the institution
- T. First-Professional (Theology) – a student admitted to an approved theology program at the institution
- U. Unclassified Undergraduate – a student who cannot be classified by year of study or student level, including non-degree students.

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

YYYY = Year; MM = Month; DD = Day

ICU Student Report (CBM001)

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

Item #7 Unused

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

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

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

If not applicable, leave blank.

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

Item #10 Unused

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

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

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

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

ICU Student Report (CBM001)

United States citizens.

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

Item #12 Semester. Enter the appropriate code.

1. Fall
2. Spring

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

ICU Student Report (CBM001)

DATA PROCESSING RECORD LAYOUT

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

ICU Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' thru '9', 'C', 'T' and 'U'
6. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7. Unused	N/A	N/A
8. First-Time-in-College/ Visiting Student	N/A	Any non-numerical characters or embedded spaces
9. SCH Load, First-Time- in-College	Value greater than '22'	Any non-numerical value; value equal "0" when item #8 is coded '000001' and item #5 is coded '1' or '2'; unused positions should be zero-filled
10. Unused	N/A	N/A
11. Ethnic Origin	N/A	Any value other than '1' thru '7'
12. Semester	N/A	Must match value on header record
13. Year	N/A	Must match value on header record

The number of duplicate records is indicated.

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

ICU Student Report (CBM001)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM001 records.

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

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

Fall:	September 1
Spring:	January 1

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

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

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

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

ICU Student Report (CBM001)

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

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

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

ICU Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
Edit Of ICU-CBM001 Data From RunDate: 10/26/2005 Time: 18:15:50
LONE STAR UNIVERSITY 003304 FALL 2005

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

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

First Time In College	481
Visiting Student	0

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

SCH-Registered, First Time	7,218
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Classification		
Freshman	1,500	
Sophomore	1,232	
Junior	951	
Senior	1,133	
Unclassified UnderGrad	40	
Post-Baccalaureate	140	
Masters	433	
Doctoral	0	
Spec. Prof. Law	0	
Spec. Prof. PharmD	0	
Spec. Prof. Chiropractic	0	
Spec. Prof. Theology	0	
Total		5,429

***Note: Totals are net errors.

ICU Student Report (CBM001)

Edit00v00

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

Page 1

FALL 2005

RunDate: 10/26/2005 Time: 18:15:50

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Remarks
1	003304	666886666	M	3	19250913 -----			12		1	1	2005		Q	
1	003304	777887777	F	4	19791002		000001			2	1	2005		E	Dob(Item6) Questionable. REF0017

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

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

GRADUATION REPORT
CBM009

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

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

ICU Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

- Item #1 Record Code. Always enter '9'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the social security number of the student or the nine-digit identification for students without a social security number.
- Item #4 Gender. Enter the gender of the students.
- M = Male F = Female
- Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student. Use IPEDS definitions.

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

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

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

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

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

YYYY - Year MM – Month

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

- Item #7 Unused

ICU Graduation Report (CBM009)

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

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

Item #9 Major. Optional, except with multiple awards at the same level. Enter the six-digit CIP code in which the award was earned. Append two zeros to the CIP code to make it align with the eight-digit Texas CIP codes. See Appendix C. Enter all zeros if you choose not to provide information for this item. Not optional if you participate in the Professional Nursing Shortage Reduction Program, as outline on page III-56 in Rider 47 of the Appropriations Bill, 79th Legislature.

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

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

ICU Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

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

ICU Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

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

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

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

ICU Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED

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

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

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

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

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

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

ICU Graduation Report (CBM009)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
ICU-CBM009 EDIT SUMMARY FROM RunDate: 11/23/2005 Time: 15:16:12
LONE STAR UNIVERSITY 003304 FALL 2005

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

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

ICU Graduation Report (CBM009)

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

Gender			
Male		252	
Female		247	
	Total		499

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

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

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

***Note: Totals are net errors.

ICU Graduation Report (CBM009)

Edit00v00

Page 1

TEXAS HIGHER EDUCATION COORDINATING BOARD

Edit Of ICU-CBM009 Data From

FALL 2005

LONE STAR UNIV 003304

RunDate: 11/02/2005 Time: 10:20:30

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Remarks
9	003304	111111111	F	1	198008		2	09050100 *****	1	2005			E
9	003304	222222222	M	2	192606 -----		2	09070000	1	2005			Major(Item9) Not Found on Major data base! Q

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

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