

Glossary of Terms

The Texas Higher Education Coordinating Board has produced this glossary of commonly used Texas higher education terms. By its nature, the glossary will be an evolving document. If you have suggestions for clear wording for terms in the glossary or for terms whose definition you would like to have included, please send your suggestions to Glossary@highered.texas.gov.

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center

AAA

AAA is an acronym for Associate of Applied Arts.

AAS

AAS is an acronym for Associate of Applied Science.

AAT

AAT is an acronym for Associate of Arts in Teaching.

Academic Course Guide Manual

The Academic Course Guide Manual (ACGM), also called the Lower Division Academic Course Guide Manual, is the official list of approval numbers for general academic transfer courses that may be offered for state funding by public community and technical colleges in Texas. It lists a basic core of general academic courses which are freely transferable among all public institutions of higher education in Texas in accordance with the Texas Education Code, §61.051(g). TCCNS numbers are assigned to most courses in the manual. Academic courses reported on the CTC CBM0CS/CBM00S must appear either on this list of approved courses or in the Special Approval/Unique Need Inventory.

The Academic Course Guide Manual is referenced in the instructions for the CBM00T, CBM0CS (CTC), CBM00S (CTC) reports.

Academic Credit Course

Academic Credit Course is a college-level course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

Academic Program

Academic Program is an instructional program leading toward a certificate, associate's, bachelor's, master's, doctoral, or first-professional degree or resulting in credits that can be applied to one of these degrees.

Academic Year

Academic Year is the 12-month period of time generally extending from September to August.

Academically Disadvantaged

Academically Disadvantaged are students who do not have college entry level skills in reading, writing, or math. Colleges may report students as academically disadvantaged based on TSIA or a local placement test. Colleges should report students who are enrolled in developmental education courses based on the results of TSIA or local placement tests. The Interim Evaluation Report definition may also be applied for students who did not receive a high school diploma nor a GED certificate. After the semester in which a student satisfactorily completes remediation, the college should no longer report that student as academically disadvantaged. Please note that academically disadvantaged does not include students with learning disabilities.

Academically Disadvantaged is reported on the CBM00A, CBM0C1 (CTC), CBM0E1 (CTC).

Accountability System

The Higher Education Accountability System is used to track performance on critical measures that exemplify higher education institutions' missions.

Accreditation

Accreditation is the recognition that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice. The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.

Institutions must have recognized accreditation in order to offer degrees and courses leading to degrees to Texas residents. The Southern Association of Colleges and Schools (SACS) is the accreditor for all Texas public institutions of higher education. THECB also recognizes other accrediting agencies.

Accumulated Deferred Maintenance

Accumulated Deferred Maintenance (ADM) are projects from prior years that were not included in the maintenance program because of perceived lower priority status than those funded within the budget.

ACGM

ACGM is an acronym for Academic Course Guide Manual.

ACT

ACT is an acronym for American College Test.

Actual Capital Investment

Actual Capital Investment is not adjusted for inflation but is a cumulative total of actual dollars invested to the nearest dollar. This is the total budget required to occupy a new facility, including:

- Building and Acquisition Costs – Costs of construction within five feet of the building line, all items required by codes (fire extinguisher cabinets, fire alarm systems, etc.), and other items normally found in buildings, regardless of type (drinking fountains, sinks, etc.). If a building is purchased, the actual capital investment is the total purchase price minus items such as associated parking lots that are not within five feet of the building. In the case of a lease or gift/donated facility, the capital investment may be reported as \$1.
- Fixed Equipment – Equipment installed before building completion that is part of the construction contract (lockers, food service equipment, fixed seating, fixed medical equipment, security equipment, stage equipment, stage lighting, etc.).
- Site Development – Work within the site boundary and five feet from the edge of the building (grading and fill, fencing, electronic perimeter system, roads and parking, utilities, landscape development, athletic fields, walks, site lighting, street furniture, site graphics, onsite sewage treatment plant, unusual foundation conditions, etc.).
- Site Acquisition and/or Demolition – Purchasing the project site and/or demolition of existing structures.
- Movable Equipment – All movable equipment and furniture items but not equipment purchased from operating funds (computers, microscopes, library books, etc.).
- Fees – Costs for architectural and engineering services.
- Contingency – A percentage of the total construction cost that is included to serve as a planning contingency, bidding contingency, and construction reserve (change orders, etc.).
- Administrative Costs – Items required during the planning process (legal fees, site survey, soil testing, insurance, material testing, etc.).

Adjunct Faculty

Adjunct Faculty are individuals who hold non-tenure-track appointments to the teaching staff of an institution. They are generally part-time, with generally narrower expectations for involvement with the institution. Adjunct faculty are hired as needed, with no guarantees as to continuation of employment.

Adjunct faculty, included in the category Other Faculty, are reported on the CBM008.

ADM

ADM is an acronym for Accumulated Deferred Maintenance.

Administrative Unit

The administrative unit is the administrative subdivision (department) of a college or school with a teaching staff responsible for instruction in a particular subject-matter area or field of study.

On the CBM003, the administrative unit identifies the department in which the course is taught. On the CBM008 (UNIV and CTC), the administrative unit identifies the department in which the faculty member teaches.

Admissions Action or Acceptance Status

Admissions Action or Acceptance Status is the action taken by the institution in response to the student's application for admission.

Admissions Action or Acceptance Status is reported on the CBM00B.

ADP

ADP is an acronym for Annual Data Profile.

Advanced Placement Program

Advanced Placement (AP) Program is a national program of standardized high school courses by which high school students can earn college credit(s) at most institutions of higher education. The state provides funding for AP classes through an appropriation to the Texas Education Agency (TEA). The AP examination is administered by the College Board.

Advanced Technology Certificate

Advanced Technology Certificate (ATC) is a certificate that has a specific associate or baccalaureate degree (or, in some circumstances, junior level standing in a baccalaureate degree program) as prerequisite for admission. It must consist of at least 16 and no more than 45 semester credit hours. It must be focused, clearly related to the prerequisite degree, and justifiable to meet industry or external agency requirements.

Advanced Technology Certificate is an award reported on the CBM009 (CTC).

Advisory Committee

In higher education, an Advisory Committee is a group of business or industry representatives whose purpose is to advise the college on the needs for a particular program. The committee advises on matters of curriculum, instructor qualifications, and equipment and facility requirements needed to assure that graduates will have appropriate skills for employment in the business or industry upon graduation.

Affiliation Agreement

Affiliation Agreement is documentation between a college and business/industry affiliate defining an educational partnership and specifying conditions, roles, and timelines.

Age

Age is calculated by subtracting the individual's date of birth from the begin date of the reporting period. For fall, the begin date is September 1; for spring, it is January 1; and for summer, it is June 1.

Age distribution is used to summarize data reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00X, CBM0C1, CBM0E1.

Alcove Measurement

See Room Measurement.

American College Test

The American College Test (ACT) is an assessment that measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. A student who meets CB standards on designated section(s) of the ACT is exempt from the requirements of the Texas Success Initiative (TSI) for the related section(s).

ACT exemptions and related scores are reported on the CBM002.

American Indian or Alaskan Native

American Indian or Alaskan Native refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment. See Race and Ethnicity Overview.

American Indian or Alaskan Native is one of the race categories reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

Annual Data Profile

Annual Data Profile (ADP) is a report (data profile) prepared by Coordinating Board staff from college-generated data and program information to be used by the colleges to conduct institutional effectiveness self-assessments and institutional plans for new program review and program revisions. The ADP summarizes annual progress by each college toward meeting state-level goals and contains data required in institutions' Perkins Annual Application and data for federal reporting.

AOS

AOS is an acronym for Associate of Occupational Studies.

AP

AP is an acronym for Advanced Placement. See Advanced Placement Program.

Application Level

Application Level is the level of degree or award sought, (e.g., associate, bachelor's, master's) for students applying to an institution of higher education. Application Level includes the category Other Formal Award, which is defined as recognition in writing by the institution to the student for the completion of a program of courses that has been approved by the institution's governing board.

Application Level is reported on the CBM00B.

Appointment

Appointment refers to the institutionally assigned duties and services of each person who is an employee of the institution and who has any type of faculty title.

Appointment is reported on the CBM008 (UNIV, HRI).

Appointment 01 Percent

For universities, Appointment 01 Percent: Instruction is the percentage of time, in relation to a normal workload as defined by the institution, devoted to activities directly related to the teaching function. This includes preparation for such instruction, interaction with students, and evaluation of student performance.

For health-related institutions, the definition for Appointment 01: Percent Instruction is as for universities, but also includes the definition that universities reserve for Appointment 02, the percentage of time, in relation to a normal workload as defined by the institution, devoted to administrative assignments that directly supplement the teaching function, e.g., heads of teaching departments and coordinators of special programs.

Appointment 01 Percent is reported on the CBM008 (UNIV, HRI).

Appointment 02 Percent

Appointment 02 Percent: Administrative Assignments Directly Supplementing Instruction is the percentage of time, in relation to a normal workload as defined by the institution, devoted to administrative assignments that directly supplement the teaching function, e.g., heads of teaching departments and coordinators of special programs.

Appointment 02 Percent is reported on the CBM008 (UNIV).

Appointment 03 Percent

Appointment 03 Percent: Patient Care is the percentage of time, in relation to a normal workload as defined by the institution, devoted to faculty assignments for activities specifically organized for patient care.

Appointment 03 Percent is reported on the CBM008 (HRI).

Appointment 11 Percent

Appointment 11 Percent: Academic Support is the percentage of time, in relation to a normal workload as defined by the institution, devoted to assignments including activities in the offices of academic or graduate deans and directors of major teaching department groupings such as colleges, schools, or divisions. Not included are the activities associated with the offices of the heads of teaching departments that are included in Appointment 02 Percent.

Appointment 11 Percent is reported on the CBM008 (UNIV, HRI).

Appointment 12 Percent

Appointment 12 Percent: Research is the percentage of time, in relation to a normal workload as defined by the institution, devoted to faculty assignments in activities specifically designed to produce research outcomes.

Appointment 12 Percent is reported on the CBM008 (UNIV, HRI).

Appointment 13 Percent

Appointment 13 Percent: Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations is the percentage of time, in relation to a normal workload as defined by the institution, devoted to 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.

Appointment 13 Percent is reported on the CBM008 (UNIV, HRI).

Appointment Length

Appointment Length is the number of months during the fiscal year of the faculty member's appointment.

Appointment Length is reported on the CBM008 (HRI).

Approval Number

Approval Number is a ten-digit number assigned to academic (ACGM) and workforce education (WECM) courses. The first six digits are the CIP code. The seventh and eighth digits are zeros for the WECM courses and a sequence number for ACGM courses. The ninth and tenth digits are the funding codes.

Approval Number is reported on the CBM00C, CBM00S (CTC), CBM0CS (CTC).

ASALFS

ASALFS is an acronym for Automated Student and Adult Learner Follow-up System.

Asian

Asian refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. See Race and Ethnicity Overview.

Asian is one of the race categories reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

Assignable Area

Assignable Area is the sum of all areas within the institution's walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassigned space. This is also referred to as net assignable square feet (NASF). All rooms not specifically excluded (see Non-Assignable Areas and Unassigned Space) are assignable and must be measured and coded according to academic discipline or administrative assignment (CIP), room type, and room usage.

Assignable Area is referenced in the instructions for reporting the CBM011, CBM014.

Assignable Educational & General Space

Assignable Educational and General (E&G) Space is the space by room type as reported on an institution's facilities inventory that is used for academic instruction and support of an institution's mission.

Assignable Educational and General Space is referenced in the instructions for reporting the CBM011.

Assignable Square Feet

Assignable Square Feet (ASF) is the amount of space that may be used for programs within interior walls of a room. Major room use categories are classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space.

Assignment Code

Assignment code identifies institutionally defined duties or services of the faculty member. The corresponding category on the university faculty report is Appointment Code.

Assignments code is reported on the CBM008 (CTC).

Assistant Professor

Assistant Professor is a faculty member of an institution of higher education who ranks above an instructor and below an associate professor and who, at universities, is tenured or is on a tenure track.

Assistant Professor is one of the academic ranks reported on the CBM008.

Associate Degree

Associate Degree is an award that normally requires at least 2 but less than 4 years of full-time equivalent college work in a grouping of courses designed to lead the individual directly to employment in a specific career or to transfer to an upper-level baccalaureate program. This specifically refers to the associate of arts, associate of science, associate of applied arts, associate of applied science, associate of arts in teaching, and associate of occupational studies degrees. The term "applied" in an associate degree name indicates a program in which the content is primarily technical.

Associate Degree is an award level reported on the CBM009.

Associate of Applied Arts

Associate of Applied Arts (AAA) is a two-year applied associate degree program designed to lead the recipient to immediate employment and/or career advancement. The program is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. It includes technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals. The AAA is a general designation for applied associate degree programs in non-science areas, such as music performance.

Associate of Applied Arts is an award reported on the CBM009 (CTC, CSC).

Associate of Applied Science

Associate of Applied Science (AAS) is a two-year applied associate degree program designed to lead the recipient to immediate employment and/or career advancement. The program is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. It includes technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals.

Associate of Applied Science is an award reported on the CBM009 (CTC, CSC).

Associate of Arts in Teaching

Associate of Arts in Teaching (AAT) is a board-approved collegiate degree program consisting of lower-division courses intended for transfer to a baccalaureate program that leads to initial Texas teacher certification.

Associate of Arts in Teaching is an award reported on the CBM009 (CTC).

Associate of Occupational Studies

Associate of Occupational Studies is a program of study offered at career schools and colleges. The Coordinating Board is no longer authorizing new AOS degrees; however, a few career schools and colleges are still awarding these degrees based on prior approval.

Associate of Occupational Studies is an award reported on the CBM009 (CSC).

Associate Professor

Associate Professor is a faculty member of an institution of higher education who ranks above an assistant professor and below a professor and who, at universities, is tenured or is on a tenure track.

Associate Professor is one of the academic ranks reported on the CBM008.

ATC

ATC is an acronym for Advanced Technology Certificate.

Audit (a Class)

Auditing a class is when a student elects to take a course but does not wish to receive credit for the course toward a degree or other formal award. Since this activity is not credit bearing, it is not considered state fundable.

Students who audit a class are not included on the CBM001, CBM00A, CBM00C, CBM00S, CBM0C1, CBM0CS, CBM0E1.

AUF

AUF is an acronym for Available University Fund.

Automated Student and Adult Learner Follow-up System

Automated Student and Adult Learner Follow-up System (ASALFS) is an automated process that uses employment and education databases to track university, community, technical, and state college program completers (both degree and certificate recipients), verifying their status of employment or further education. University students are also tracked for some measures. The follow-up system is used for program evaluation and state/federal reporting.

Auxiliary Enterprise Funds

Auxiliary Enterprise Funds are funds for activities that furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college stores, and college unions.

Auxiliary Enterprise Funds contributing to faculty pay are reported on the CBM008 (UNIV, CTC).

Auxiliary Location

Auxiliary Location is an off-campus site or facility owned by an institution or under the management and control of an existing institution, hereinafter referred to as the parent institution, in a geographic setting separate from the parent institution. The terminology was used in the 1990s to reflect a special off-campus education unit. In 2003 off-campus education units were defined in Chapter 5 subchapter D of CB rules to the following categories: teaching sites, higher education centers, university system centers, Multi-Institutional Teaching Centers, regional academic health centers, branch campuses, and all other off-campus educational endeavors.

Auxiliary Location is one of the locations reported on the CBM00C (CTC), CBM00S (CTC), CBM0CS (CTC).

Available University Fund

Available University Fund (AUF) is the earnings of the Permanent University Fund (PUF) used (1) to service bond debt for some institutions in The University of Texas and Texas A&M University Systems and (2) to provide funding for excellence projects at The University of Texas at Austin, Texas A&M University, and Prairie View A&M University.

Average Nine-Month Faculty Salary

Average Nine-Month Faculty Salary is calculated from the CBM008.

For university salary computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.
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. Double this amount to yield a nine-month FTE salary amount.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

For health-related 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).
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.

For community, technical, and state college computations:

When computing average 9-month salaries, only the regular faculty identified in the Faculty Category (Item #17) whose Percent of Time Directly Related to Teaching (Item #16) is 100% will be used. The Contract Length will be divided into 9 to determine the ratio to multiply the contract salary by to yield a 9-month equivalent.

Award

Award is the credential granted to a student for successful completion of a set curriculum such as a degree or certificate.

Awards are reported on the CBM009, CBM00M.

Award Date

Award Date is the four-digit year and two-digit month that a student graduated with a degree, certificate, or occupational skills award.

Award Date is reported on the CBM009, CBM00M.

Baccalaureate

Baccalaureate, also called Bachelor's Degree, is an award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year Cooperative Education (Work-study Plan) Program. It also includes degrees in which the normal 4 years of work are completed in 3 years.

Baccalaureate is an award reported on the CBM009.

Baccalaureate Student

Baccalaureate Student is a student who has previously earned a bachelor's degree or above. It is included in the classification Baccalaureate and Above reported by community, technical, and state colleges. Baccalaureate Student corresponds to the classification Post-Baccalaureate reported by universities, health-related institutions, and independent colleges and universities.

Baccalaureate and Above is a classification reported on the CBM0C1 (CTC), CBM00A, CBM00S (CTC), CBM0CS (CTC), CBM0E1 (CTC).

Baccalaureate-Level Certificate

Baccalaureate-Level Certificate is an upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.

Baccalaureate-Level Certificate is an award reported on the CBM009 (UNIV, HRI).

Bachelor of Applied Technology

Bachelor of Applied Technology (BAT) is a degree offered at community colleges.

Bachelor of Applied Technology is an award reported on the CBM009 (CTC).

Bachelor's Degree

See Baccalaureate.

Base Year

Base Year is the time period that is used to collect semester credit or contact hours that are used in allocating the funding in the appropriation act each biennium. It is a 12-month period of time that ends in the term that the legislature is convened in a regular session. Depending upon the formula, credit or contact hours or full-time student equivalent headcount are summarized for the terms of the base year and used to allocate the funds in the appropriation bill each biennium. For courses that generate credit hours, the year begins with the first summer session of the summer term in even years and concludes with the following spring semester. For courses that generate continuing education units, the timeline is March in the even year through the following February. For formulas that are based on full-time student equivalent, the year begins with the first summer session of the summer term in even years and concludes with the following spring semester.

BAT

BAT is an acronym for Bachelor of Applied Technology.

Biennium

Biennium is the two-year budget period used by Texas state government. A biennium begins on September 1 of an odd-numbered year and ends on August 31 of the next odd-numbered year. Each biennium contains two state fiscal years.

Black or African American

Black or African American refers to a person having origins in any of the black racial groups of Africa. See Race and Ethnicity Overview.

Black or African American is one of the race categories reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

Block Hour Format

Block Hour Format is an instructional delivery mechanism that allows a program and/or course to be offered in a shortened and more intensive time frame, usually requiring students to attend class for 30-40 contact hours per week.

Branch Campus

Branch Campus A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.

Building Cost

Building Cost is the part of a project's total budget that includes only construction costs. It does not include movable or fixed equipment, site development, acquisition or demolition, architectural and engineering service fees, planning contingencies, or administrative costs.

Building Gross Area

Building Gross Area is the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces.

Building Gross Area is reported on the CBM014.

Building Location

Building Location is the physical location of a building in relation to the institution's main campus. Academic/residence buildings (Building Type Code='2') and auxiliary services buildings (Building Type Code='3') are used by students whose semester credit hours are included in the institution's primary SCH enrollment reported to THECB. If a campus reports its own enrollment separate from the main campus, it must have its own facilities inventory.

Building Location is reported on the CBM014.

Building Name

Building Name is a name that uniquely identifies a building within an institution. Each higher education institution is required to identify each building, regardless of its location, that is under the jurisdiction or control of the institution's governing board and submit it to the Coordinating Board to be placed with an associated number in a database called the Facilities Inventory.

Building Name is reported on the CBM014.

Building Number

Building Number is a number that uniquely identifies a building within an institution. Each higher education institution is required to identify each building, regardless of its location, that is under the jurisdiction or control of the institution's governing board and submit it to the Coordinating Board to be placed with an associated name in a database called the Facilities Inventory.

Building Number is reported on the CBM005, CBM011, CBM014.

Building Perimeter

Building Perimeter is based on the perimeter of the ground floor. It is measured where the walls meet the ground and does not include porches, sidewalks, and cosmetic structures. Building Area is measured to the nearest foot.

Building Type Code

Building Type Code describes the building's predominant purpose and function. Building Type Codes are listed in Appendix H in the Appendices for Reporting and Procedures Manual.

Building Type Code is reported on the CBM014.

Career School or Career College

Career School and Career College (CSC) is a business enterprise that maintains a Texas place of business operated on a for-profit or nonprofit basis and offering a range of academic programs from short courses to associate degrees. The Coordinating Board must approve and oversee degree programs offered by career schools and colleges, which in the past have been called "proprietary" schools or institutions.

Carl D Perkins Vocational and Technical Education Act of 1998

Carl D. Perkins Vocational and Technical Education Act of 1998 (Public Law 105.332) is a federal initiative to make the U.S. more competitive in the world economy by developing more fully the academic and occupational skills of all segments of the population principally through improving educational programs leading to academic, occupational, training, and re-training skill competencies needed to work in a technologically advanced society. Perkins funds for postsecondary initiatives are managed by the Coordinating Board and awarded annually.

CBM

CBM is an acronym for Coordinating Board Management. See CBM Reports.

CBM Reports

CBM Reports are the primary means by which higher education institutions in Texas report data to THECB. Guidelines for reporting CBM data are found in the CBM Reporting and Procedures Manuals.

CBM001 Student Report

The CBM001 Student Report reflects all students enrolled in credit courses 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). The report may also include records of students who were officially enrolled in classes

that began after the official reporting date of the prior term. They are identified with a code of "1" in a field called Flexible Entry. These records are not included in official headcounts for the current semester.

For universities, the CBM001 may include additional records of doctoral students who generate doctoral funding in more than one doctoral funding area for credit hours attempted. A code of "3" in the Flexible Entry field identifies such a record. For universities, the CBM001 was retired as of Spring 2022. It was replaced by the CBM0C1.

For community, technical, and state colleges, the CBM001 was retired as of Spring 2022. It was replaced by the CBM0C1.

Health-related institutions identify professional students enrolled in academic coursework as "dual degree" students with a code of "2" in the Flexible Entry field. General academic students enrolled in courses at a health-related institution via an inter-institutional agreement are identified with a code "4" in the Flexible Entry field. Full-time student equivalents used in the funding formulas each base year as part of the appropriation process are derived from the credit hours of academic HRI students and headcount of medical and dental students.

Independent universities and colleges only report the CBM001 in fall and spring.

Institutions on the quarter calendar 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).

Career Schools and Colleges report the CBM0001 on an annual basis.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Fall 1989 to Fall 2021
CTC	Fall, Spring, Summer	Fall 1990 to Fall 2021
HRI	Fall, Spring, Summer	Fall 1990 to present
ICUT	Fall, Spring	Fall 2002 to present
CSC	Fall (for prior fiscal year)	Fall 2004 to present

CBM002 Texas Success Initiative Report

The CBM002 Texas Success Initiative (TSI) Report collects information about student readiness to be successful in freshman-level academic coursework as defined by the Texas Success Initiative (TSI) statute and affiliated rules.

The CBM002 is designed to serve several purposes, including providing useful data for TSI evaluation. All undergraduate students attempting credit hours at public higher education institutions are required to be reported, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Institutions should include students in credit certificate programs but exclude students in continuing education programs. All undergraduate students reported on the CBM00S report must be reported on the CBM002 in the same reporting period. Students who withdraw prior to or on the official census date are not included. Rarely, a student may be reported on the CBM002 who is not reported on the CBM00S.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Fall 2003 to present
CTC	Fall, Spring, Summer	Fall 2003 to present
HRI	Fall, Spring, Summer	Fall 2003 to Spring 2011

CBM003 University Course Inventory Report

To comply with Section 61.052 of the Texas Education Code, the Board maintains an electronic course inventory. Updates to this course inventory are submitted on the CBM003 University Course Inventory Report. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

To comply with the implementation of Core Curriculum reporting in fall 2014, the Coordinating Board makes a copy of each institution's annual course inventory for that academic year in mid-February. This copy becomes the basis of the next academic year's course inventory. During the annual update, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year.

Data Availability

Sector	Reporting Period	Availability
UNIV	Anytime	Fall 2003 to present

CBM004 Class Report (Retired)

The CBM004 Class Report reflects class enrollment 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). This report includes classes in Coordinating Board approved courses for which semester credit hours are awarded, whether the class is on-campus or off-campus (universities), in-district or out of district (community, technical, and state colleges), or academic or technical (community, technical, and state colleges). Enrollments in this report include students who 1) are eligible to be reported on the CBM001 or 2) are inter-institutional students.

State-fundable contact hours summarized from this report and the CBM00C are included in the funding formulas each base year as part of the appropriation process for community, technical, and state colleges. State-fundable credit hours summarized from this report are included in the funding formulas each base year as part of the appropriation process for universities.

The final CBM004 was submitted summer in Fall 2021.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Fall 2003 to Fall 2021
CTC	Fall, Spring, Summer	Fall 2003 to Fall 2021

CBM005 Building and Room Report

The CBM005 Building and Room Report reflects the building and room assignments as of the twelfth class day of the fall semester for universities and state and technical colleges (Texas State Technical Colleges, Lamar State College-Orange, Lamar State College-Port Arthur, and Lamar Institute of Technology). Only classes reported on the CBM00CS that have been assigned to a specific room for a definite day(s) and time of the week and only rooms that are under the jurisdiction or control of the governing board are included in this report, regardless of where the building is physically located. Multiple entries are made for classes meeting at different assigned times or in different classrooms. The building number, room number, and room type must match to the Facilities Inventory database maintained at the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

Note that due to COVID, the CBM005 was not collected for fall 2020 or fall 2021.

Data Availability

Sector	Reporting Period	Availability
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UNIV	Fall	Fall 2004 to Fall 2019; Fall 2022 to present
CTC	Fall	Fall 2004 to Fall 2019; Fall 2022 to present

CBM006 End of Semester Report (Retired)

The CBM006 End of Semester Report reflects the official enrollment (students who have not withdrawn or dropped), as of the final day of classes, for each semester in Coordinating Board approved courses at universities and community, technical, and state colleges. These final enrollments can only be reported if they were qualified to be reported, and were reported, on the CBM004 as of the official census date. All classes that were reported on the CBM004 for the semester that just concluded are reported here. Classes that appeared on the CBM004 for the semester and have no enrollment at the end of the semester are included in this report with zero enrollment.

The final CBM006 was submitted in Summer 2011. It was replaced by the CBM00S Student Schedule Report.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Fall 1993 to Summer 2011
CTC	Fall, Spring, Summer	Fall 1993 to Summer 2011

CBM008 Faculty Report

The CBM008 Faculty Report collects data on the academic duties and service of each person who has any type of faculty appointment, regardless of the source of funds or their assignment. Included are research faculty, librarians, and administrators if they have faculty titles as well as faculty who may be on leave. Instructional faculty on sabbatical leave are reported at their regular salaries, even when receiving a reduced amount. Personnel associated only with classes in non-funded curriculum areas other than military science are excluded.

For universities, this report reflects conditions as of the end of the fall, spring, and summer semesters and salaries are those contracted for the reporting period. (Prior to the summer 2011 semester, this report was a census date report.) All faculty on the CBM00S, including teaching assistants, must be included on the CBM008.

For community, technical, and state colleges, this report reflects conditions as of the end of the fall and spring semesters only and salaries are those contracted for the fiscal year. (Prior to the summer 2011 semester, this report was a census date report.) All faculty on the CBM00S be included on the CBM008.

For health-related institutions, this report contains only personnel who are on the payroll as of October 1, including instructional faculty, research faculty, librarians, and administrators if they have faculty titles. Salaries are the annual budgeted salaries. Health-related institutions report the CBM008 only in the fall.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Fall 1996 to present
CTC	Fall, Spring	Fall 1996 to present
HRI	Fall	Fall 1996 to present

CBM009 Graduation Report

The CBM009 Graduation Report is an annual report submitted in the fall semester. It reflects degrees, certificates, and progress measures conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

For universities, only degrees listed in the institution's Inventory of Approved Degree Programs and baccalaureate-level and graduate-level certificates whose CIP is found on the institution's program inventory are reported. If a student is awarded more than one award in a reporting period, a separate record for each award appears.

For academic units of the health-related institutions, this report includes all students who have been awarded an Associate Degree or above during the fiscal year; for the professional schools, this report includes all students who have been awarded a professional degree (AUD, DDS, DO, DPT, DPM, MD, OTD, PharmD) during the fiscal year.

For community, technical, and state colleges, this report includes all degrees and certificates which have been awarded to students in active Coordinating Board approved programs during the fiscal year. It also includes progress measures of students who have completed the core curriculum and/or approved fields of study. By definition, the progress measures are not awards. The degree and certificate program approval codes for technical and continuing education programs must be on the Education and Training Clearinghouse Technical Programs Inventory. If a student is awarded an associate degree and a certificate concurrently, a separate record for each award is submitted. Each progress measure is submitted in a separate record but only once for each specific measure.

For independent colleges and universities, this report includes all degrees and certificates which have been awarded to students during the fiscal year. If a student is awarded more than one award in a reporting period, a separate record for each award appears.

For career schools and colleges, the report includes all degrees and certificates which have been awarded to students during the reporting period. If a student is awarded more than one award in a reporting period, a separate record for each award appears.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall (for prior fiscal year)	Fall 1989 to present
CTC	Fall (for prior fiscal year)	Fall 1989 to present
HRI	Fall (for prior fiscal year)	Fall 1989 to present
ICUT	Fall (for prior fiscal year)	Fall 2004 to present
CSC	Fall (for prior fiscal year)	Fall 2004 to present

CBM00A Students in Continuing Education Courses Report

The CBM00A Students in Continuing Education Courses Report is a quarterly report limited to public community, technical, and state colleges and includes all students enrolled as of the official census date in continuing education courses whose official census date occurs within the reporting period. Not included are students who are enrolled in non-credit courses that do not result in CEU's being awarded. Students enrolled in CEU classes may be reported if the courses, as actually taught, comply with "The Continuing Education Unit: Guidelines" of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). These guidelines include transcription of an individual's participation.

Data Availability

Sector	Reporting Period	Availability
CTC	Quarterly	2004 Q3 to present

CBM00B Admissions Report

The CBM00B Admissions Report includes data on who applies, who is admitted, and who subsequently enrolls at each university. This report collects data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588, the Uniform Admissions Bill. The report is submitted once a year and the data contain applications for

undergraduates, graduates, and professional level students for the summer and fall semesters. Only completed applications are reported. If a student has applied to more than one school or college within the university, only the school or college that ultimately accepts or rejects the student has the application included in the report. This report is submitted by universities only.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall	Fall 1998 to present

CBM00C Continuing Education Class Report

The CBM00C Continuing Education Class Report is limited to public community, technical, and state colleges and includes all specially approved continuing education courses (local need) and courses listed in the continuing education section of the Workforce Education Course Manual. All students who are counted on the CBM00C should also be reported on the CBM00A.

Data Availability

Sector	Reporting Period	Availability
CTC	Quarterly	2004 Q3 to present

CBM00E Doctoral Exception Report

The CBM00E Doctoral Exception Report is a biennial report due in February in even-numbered years from each doctoral granting university identifying the doctoral students for whom they wish THECB to grant an exception. The 75th Legislature placed a 99-hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding (Texas Education Code, TEC 61.059). The Coordinating Board may approve two types of partial exceptions to the limit: 1) program exceptions for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards and 2) individual exceptions for students whose "program of research is likely to provide substantial benefit to medical or scientific advancement." Students granted exceptions generate up to 130 hours of doctoral funding. For a student who is in a program that skips the master's and goes directly into a doctoral program after a bachelor's, the first 30 credit hours count as though they were taken at the master's level.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall of even-numbered years	Fall 2004 to present

CBM00M Marketable Skills Report

The CBM00M Occupational Skills Achievement Report includes Occupational Skills Achievement (OSA) awards granted to community, technical, and state college students in active Coordinating Board-approved programs during the prior fiscal year. An occupational skills achievement award may be a credit program of 9-14 semester credit hours or a Workforce continuing education program of 144-359 contact hours. These awards meet minimum standards for program length specified in the federal Workforce Investment Act (WIA) but are too short to qualify as certificate programs on the Coordinating Board program inventory.

Occupational Skills Achievement awards must meet the following criteria:

1. The content of the award must have been recommended by an external workforce advisory committee or appear on the Local Workforce Development Board's Demand Occupations list (see <http://www.twc.state.tx.us/careers/hotcareers.html>).
2. In most cases, the award must be composed of Workforce Education Course Manual (WECM) Courses. Academic core courses may occasionally be used if recommended by the external committee.
3. The award must be on the institution's Degree Inventory.
4. If the award does not have at least 50 percent of its course work in a CIP code area in which the college has an approved program on the program inventory, the college must comply with the single Course Delivery guidelines for WECM courses listed in Chapter Four of the Guidelines for Instructional Programs in Workforce Education (GIPWE) (see <https://www.highered.texas.gov/institutional-resources-programs/public-community-technical-state-colleges/career-technical-education-workforce-initiatives/guidelines-for-instructional-programs-in-workforce-education-gipwe/>).
5. The college should document that the award prepares students for employment in accordance with guidelines for the Workforce Investment Act.

The following also applies when reporting Occupation Skills Achievement awards:

1. Only one OSA per FICE/SSN combination is allowed per year.
2. If a student is awarded an associate degree and an OSA award concurrently, a separate record for each award is submitted.

Data Availability

Sector	Reporting Period	Availability
CTC	Fall (for prior fiscal year)	Fall 2001 to present

CBM00N Student Number Change Report

The CBM00N Student Number Change Report is used by institutions to correct a student's identifying number (social security number), birth date, and gender.

The Texas Education Code, Sections 54.068 and 61.0595 sets an undergraduate funding limit for universities and health-related institutions equal to the length of degree plus 30 or 45 semester credit hours (SCH). The limit applies to the students who first enroll in an institution of higher education in the 1999 fall semester and later. The 45 SCH limit affects those students who initially enrolled in an institution of higher education from the fall 1999 semester to the summer 2006 semester. The 30 SCH limit affects those students who enrolled in the fall 2006 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.

This report can be submitted at any time. The date that the CB applies the change is maintained in the database. Records in error are not added to the database. This report is not certified.

Data Availability

Sector	Reporting Period	Availability
UNIV	Anytime	2001 to present
CTC	Anytime	2001 to present
HRI	Anytime	2001 to present
ICUT	Anytime	2001 to present
CSC	Anytime	2001 to present

CBM00R Residents/Fellows Report

The CBM00R Residents/Fellows Report reflects all medical/dental residents, including international medical graduates, in each primary care residency program and postdoctoral/research fellows at health-related institutions on September 1 of the reporting year. The records for all components of the health-related institution are submitted as one report under the FICE code of the health science center. The categories of data collected are as follows:

- Residents
 - Medical/Osteopathic Medical (GME)
 - Podiatry (GME)
 - Dental
 - Pharmacy
- Postdoctoral/Research Fellows
 - Biomedical Science
 - Allied Health
 - Public Health
 - Nursing

The majority of data collection relates to Medical, Osteopathic Medical, and Podiatry (GME) Residents. These data are used for verification purposes, input for determining Health-Related Institutions' Graduate Medical Education (GME) and Infrastructure formula funding, and for allocation of GME funds trusted to the Coordinating Board.

Data Availability

Sector	Reporting Period	Availability
HRI	Fall	Fall 2007 to present

CBM00S Student Schedule Report

The CBM00S Student Schedule Report reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for which semester credit hours are awarded, whether the class is delivered on-campus or off-campus (universities) or in-district or out-of-district (community, technical, and state colleges) or the credit is academic or technical (community, technical, and state colleges). Students who withdraw from a class on or before the official census date are not included in this report. Enrollments in this report include students who 1) are eligible to be reported on the CBM0E1 or 2) inter-institutional students where the institution provided the instructor of record.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Summer 2011 to present
CTC	Fall, Spring, Summer	Summer 2011 to present

CBM00T Transfer Report

The CBM00T Transfer Report identifies courses for which 1) a student who transfers was not granted academic credit at the receiving institution or 2) a student who transfers was not granted credit toward the student's major at the receiving institution. The courses meeting the criteria for inclusion in the CBM00T are reported for transfer students who are enrolled on the official census date for the first time at the general academic institution to which they have transferred in the fall or spring. Students are reported once in the first long semester after transfer.

Identified courses, by student, included in the CBM00T must meet the following criteria:

- They are in the Lower-Division Academic Course Guide Manual (ACGM) or its successor.
- They were taken by a student transferring for the first time from a Texas public community college or state college to a university.

- The transfer student must have a declared major at the receiving institution.
- The transfer student did not change their major area of concentration (four-digit CIP) between the time of admissions (major listed on Apply Texas application) and the census date.
- At least 50% of the awarded SCH for the course did not transfer and apply to the student's major at the receiving institution. For example, if 2 SCH from a 3 SCH course transferred and applied toward the student's major, then the course would not need to be reported. Students will only be reported once in the first long semester after transfer.

The CBM00T is collected once per year, in the fall, and reflects data from the preceding academic year.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall (for prior fiscal year)	Fall 2021 to present

CBM00X Students in Self-Supporting Courses and Programs

The CBM00X Students in Self-Supporting Courses and Programs Report reflects all students enrolled in extension courses at the reporting institution as of the institution's official census date for each term during the annual reporting cycle. Students who withdraw from a class on or before the official census date are not included in this report. This report is due September 15 each year and includes all extension students who were enrolled at a public university during the prior fiscal year.

Students included in this report:

1. All students enrolled in academic credit extension courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in extension courses whether offered on-campus or at off-campus sites and centers in Texas.
3. High school students taking regular college courses for credit. These students are reported in the classification in which they are recorded at the institution.
4. Extension students who have requested that their directory information not be released.

Students excluded from this report:

1. Students enrolled exclusively in courses not creditable toward a formal award. Students taking CEUs are not included 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.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall (for prior fiscal year)	Fall 2007 to present

CBM011 Facilities Room Inventory Report

The CBM011 Facilities Room Inventory Report is an annual inventory of the rooms in facilities under the jurisdiction or control of the institution's governing board. This report includes distinctions for all types of space within a building and its intended design function. The building identification used to identify a room must be the same as the building identification used on the CBM005. The CBM011 is required for public universities, technical colleges, and state colleges; it is optional for community colleges.

Data Availability

Sector	Reporting Period	Availability
UNIV	Anytime Jan – Oct, Certified by Nov 1	Fall 2005 to present
CTC	Anytime Jan – Oct, Certified by Nov 1	Fall 2005 to present
HRI	Anytime Jan – Oct, Certified by Nov 1	Fall 2005 to present

CBM014 Facilities Building Inventory Report

The CBM014 is an annual inventory of facilities under the jurisdiction or control of the institution's governing board, regardless of location. Facilities may encompass many different types of structures, including marine/research vessels, aquarium structures, animal quarters, and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area is included. The building identification must be the same as the building identification used on the CBM005. The CBM014 is required for public universities, technical colleges, and state colleges; it is optional for community colleges.

Data Availability

Sector	Reporting Period	Availability
UNIV	Anytime Jan – Oct, Certified by Nov 1	Fall 2005 to present

CTC	Anytime Jan – Oct, Certified by Nov 1	Fall 2005 to present
HRI	Anytime Jan – Oct, Certified by Nov 1	Fall 2005 to present

CBM0C1 Student Census Report

The CBM0C1 Student Census Report reflects all 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 sessions), and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus (universities), in-district or out-of-district (community, technical, and state colleges), or the credit is academic or technical (community, technical, and state colleges). Students who withdraw from classes on or before the official census date and students who audit classes are not included in this report.

For universities, to be eligible for inclusion, a student must be registered as of the official census date, and the institution must collect tuition and fees 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, which includes receipt of a first installment payment prior to their first date of attendance.

For community, technical, and state colleges, to be eligible for inclusion, each student must have paid in full the amount set as tuition by the respective governing board or, where applicable, have valid accounts receivable on record on or before the official census date.

In Spring 2022, the CBM0C1 replaced the CBM001 for universities and community, technical, and state colleges.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Spring 2022 to present
CTC	Fall, Spring, Summer	Spring 2022 to present

CBM0C8 Census Faculty Report

The CBM0C8 Census Faculty Report collects auditable faculty information associated with classes on the CBM0CS Census Student Schedule Report. There is a separate record for every

class that a faculty member teaches that was reported on the CBM0CS. If a class has multiple instructors, there is a separate record for each class instructor. Only universities report the CBM0C8.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Spring 2022 to present

CBM0CS Census Student Schedule Report

The CBM0CS Census Student Schedule Report reflects individual courses by student 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 sessions), and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus (universities), in-district or out-of-district (community, technical, and state colleges), or the credit is academic or technical (community, technical, and state colleges). Students who withdraw from classes on or before the official census date and students who audit classes are not included in this report.

For universities, to be eligible for inclusion, a student must be registered as of the official census date, and the institution must collect tuition and fees 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, which includes receipt of a first installment payment prior to their first date of attendance.

For community, technical, and state colleges, to be eligible for inclusion, each student must have paid in full the amount set as tuition by the respective governing board or, where applicable, have valid accounts receivable on record on or before the official census date.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Spring 2022 to present
CTC	Fall, Spring, Summer	Spring 2022 to present

CBM0E1 Student End of Semester Report

This report reflects students enrolled at the reporting institution as of the final day of each semester. If a student withdraws from a class on or before the census date, the semester credit hours from that class will not be included in this report. The CBM0E1 matches the individual

course records on the CBM00S. Students in flex entry courses are reported on the CBM0E1 in the semester they are reported on the CBM00S, even if they are not enrolled on the final day of the semester. This report includes all students registered for one or more Coordinating Board approved course(s) for credit at the reporting institution whether the class is delivered on-campus or off-campus (universities), the student is in-district or out-of-district (community, technical, and state colleges), or the credit is academic or technical (community, technical, and state colleges). Students who register for a class that is organized with regular semester classes but whose first class day is not until after the term census will not have the hours reported on either the CBM0C1 or CBM0CS but will be reported on the CBM0E1.

Data Availability

Sector	Reporting Period	Availability
UNIV	Fall, Spring, Summer	Summer 2011 to present
CTC	Fall, Spring, Summer	Summer 2011 to present

CE Student

C.E. Student is a field supplied by the Coordinating Board to identify each student on the CBM00A as a continuing education student.

C.E. Student is a THECB-populated field on the CBM00A.

CEEB

CEEB is an acronym for College Entrance Examination Board. See College Entrance Examination Board Code.

Census Date

Census Date is the official day of record that public higher education institutions must determine the enrollments that qualify to be reported to the Coordinating Board for state reimbursement. It is also referred to as Official Reporting Date (ORD). For fall and spring semesters (16-week sessions), it is the 12th class day. For summer semesters (6-week sessions), it is the 4th class day. The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Census Date Enrollment

Census Date Enrollment is the total number of students enrolled in the continuing education course section as of the official census date. Note that it is possible that a course census date will

not occur in the same quarter as the course end date. In this event, the class will be reported twice; once in the quarter in which the census date occurs with all data that is available at the time, and again in the quarter in which the course end date occurs. If the reporting period is not the one in which the census date occurs, census date enrollment will be blank since it is an end-of-course record. Compare End of Course Enrollment.

Census Date Enrollment is reported on the CBM00C.

Census Month

Census Month is the month in which the census date of the continuing education class occurs.

Census Month is reported on the CBM00C.

Cert1

See Certificate – Level One.

Cert2

See Certificate – Level Two.

Cert3

See Enhanced Skills Certificate.

Certificate

Certificate is a formal award certifying the satisfactory completion of a postsecondary education program.

Certificate is an award reported on the CBM009.

Certificate Program

A technical program designed for entry-level employment or for upgrading skills and knowledge within an occupation. Certificate programs serve as building blocks and exit points for AAS degree programs. This award is approved by the CB at one of four levels, appears on the CTC Program Clearinghouse Inventory, and is subject to the CB program evaluation process.

Certificate – Level One

Certificate – Level One (Cert1) is a program comprised of at least 15 SCH and no more than 42 SCH (or 23-63 quarter hours or 360-779 contact hours). Certificate programs of one year or less, which contain in excess of 42 semester credit hours or the equivalent, that require external

accreditation and licensing examinations (e.g., Licensed Vocational Nursing, LVN), may be approved by the Coordinating Board staff as CERT1 certificates.

Certificate – Level 1 is an award reported on the CBM009 (CTC).

Certificate – Level Three

See Enhanced Skills Certificate.

Certificate – Level Two

Certificate – Level Two (CERT2) is a program comprised of at least 30 and no more than 51 SCH (or 45-76 quarter hours).

Certificate – Level 2 is an award reported on the CBM009 (CTC).

Certification Statement

Certification Statement is a written indication from the institution's designated Reporting Official that the data submitted for the specified CBM report is error-free and has been verified by the institution as correct and is approved for use in publications.

CEU

CEU is an acronym for Continuing Education Unit.

CIP

CIP is an acronym for Classification of Instructional Programs.

CIP Code

CIP Code is used to identify subject matter content of courses and major area of concentration of students. Texas adds a 2-digit suffix to the federal 6-digit code to identify instructional program specialties and a second two digits to identify the funding area.

CIP Code is reported on the CBM001, CBM003, CBM009, CBM00A, CBM00C, CBM00S, CBM0C1, CBM0CS, CBM0E1.

CIP Code/CIP Percent (Room)

CIP Code is the Classification of Instructional Programs Code (CIP Code) associated with a room. CIP Codes are the first six digits of the codes listed in Appendix C in the Appendices for Reporting and Procedures Manual. CIP data may be prorated to reflect usage by more than one discipline or department. CIP Percent is the percentage of use associated with the given CIP Code.

Primary CIP Code/Primary CIP Percent, Secondary CIP Code/Secondary CIP Percent, and Remaining CIP Code/Remaining CIP Percent are reported on the CBM011.

CIP of Program Major or Educational Focus

CIP of Program Major or Educational Focus is the CIP code of the continuing education program major or the continuing education focus. The former takes precedence over the latter. All major codes in Continuing Education programs must match to a Coordinating Board-approved program in the Education and Training Clearinghouse Technical Program Inventory for the institution (district). If the student is not enrolled in a Continuing Education program, the institution chooses the CIP of the courses involving the most contact hours as the educational focus.

CIP of Program Major or Educational Focus is reported on the CBM00A.

Class Identifier

Class Identifier is the Subject Prefix, Course Number, and Section Number of each class record.

Class Identifier is reported on the CBM003, CBM005, CBM008, CBM00C, CBM00S, CBM0C8, CBM0CS.

Class Laboratory

Class Laboratory is a room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group studios. Laboratories that serve as individual or independent study rooms are not included.

Class Laboratory is a room type reported on the CBM005.

Classification

Classification is the rank of the student as of the census date of the reporting period.

Classification is reported on the CBM001, CBM00A, CBM00S, CBM00X, CBM0C1, CBM0CS, CBM0E1.

Classification of Instructional Programs

Classification of Instructional Programs (CIP) is an NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

Classification of Room Type

Classification of Room Type is the three-digit code from the Facilities Inventory that represents the category of room in which the class is held.

Classification of Room Type is reported on the CBM005.

Classroom or Class Laboratory Utilization

Classroom or Class Laboratory Utilization is a calculation of the average weekly hours of use by students for classroom and class laboratory room types.

Classroom or Class Laboratory Utilization is calculated using the CBM005.

CLEP

CLEP is an acronym for College-Level Examination Program.

Clinical

Clinical is a type of instruction. Clinical experiences provide workplace settings in which students learn and apply program theory and management of the workflow. Clinical experiences must take place in a health care setting and students must not be paid for the learning experiences.

Clinical is a type of instruction reported on the CBM00C, CBM00S, CBM0CS.

Clinical Facility

Clinical Facility is a facility often associated with a hospital or medical school that is devoted to the diagnosis and care of patients in the instruction of health professions and allied health professions. Medical instruction may be conducted, and patients may be examined and discussed. Clinical facilities include, but are not limited to, patient examination rooms, testing rooms, and consultation rooms.

Clinical Fellow

Clinical Fellow, also called Fellow, is a physician who has completed training in at least one residency program and is pursuing additional clinical training leading to a certificate of special competence.

Clinical Fellow is referenced on the CBM00R.

Clock Hour

See Contact Hour.

College Entrance Examination Board Code

The College Entrance Examination Board (CEEB) Code is used to identify the high school that the student graduated from. It is required for Texas high school graduates that are coded as First Time in College (FTIC) but is not required for students over the age of 25 or for students accepted in a master's, doctoral, or first-professional program for the first time.

The College Entrance Examination Board (CEEB) Code is reported on the CBM001, CBM0C1, CBM0E1.

College-Level Examination Program

College-Level Examination Program (CLEP) is a national program of standardized examinations by which students can earn college credit at many institutions of higher education.

Common Application

Common Application is an application available in print or electronically that students can use to apply to one or multiple public universities.

Common Calendar

Common Calendar is a set of dates and information pertaining to the beginning and ending (and lengths) of academic semesters and sessions, applicable to all Texas public universities and community, technical and state colleges. CB Rule 4.5 pertains to the Common Calendar.

Common Course Numbering System

See Texas Common Course Numbering System.

Community College General Academic Course Guide Manual

See Academic Course Guide Manual.

Completer

Completer is generally used to refer to a student who completes a Coordinating Board-approved core curriculum or field of study curriculum. The term is also used to refer to a student who completes a Coordinating Board-approved degree or certificate.

Core curriculum and field of study completers are reported on the CBM009.

Compliance

Compliance indicates that a faculty member's duties during the reporting period conform with the institution's regulations regarding faculty workload.

Compliance is reported on the CBM008 (UNIV).

Composite Class

Composite Class is a term that THECB uses to refer to cross-listed classes (classes that are taught at the same time in the same room by the same instructor but which have different class identifiers), courses with multiple instructors, and courses which meet in multiple locations. Composite classes are reported with a two-digit alphanumeric code assigned by the institution to identify classes.

Composite Class is reported on the CBM008 (UNIV), CBM00S (UNIV), CBM0C8, CBM0CS (UNIV).

Concurrent Course Credit

See Dual Credit.

Concurrent Enrollment

Concurrent Enrollment refers to a student who is enrolled at two or more postsecondary institutions at the same time. It is also used to identify high school students who are enrolled in high school and taking a college class or classes for college credit only (not dual credit).

Condition Code

Condition Code indicates the physical status and quality of a building at the time of the inventory, based on the judgment of those responsible for campus planning and development.

Condition Code is reported on the CBM014. For specific codes see Appendix H in the Appendices for Reporting and Procedures Manual.

Construction Code

Construction Code is the predominant type of construction used to build the facility. If a building is a combination of two or more construction types, choose the one that most reflects its dominant structural characteristic. See Appendix H in the Appendices for Reporting and Procedures Manual.

Contact Hour

Contact Hour is a unit of measure that represents an hour of scheduled instruction given to students of which 50 minutes must be of direct instruction. Also referred to as a clock hour.

Contact Hour and related items are reported on the CBM00A, CBM00C, CBM0C1 (CTC), CBM0CS (CTC).

Contact Hour Overview

The following are the contact hour (CH) fields on the CBM00S and CBM0CS reports for Community, Technical, and State Colleges. The definition of each specific item can be found under its own item name:

- Contact Hour Value
- Contact Hours--State-Funded
- Contact Hours--Not State-Funded
- Semester Credit Hours/Contact Hours--Not Funded Reason

Contact Hour Value

Contact Hour Value is the number of contact hours for which the course is actually scheduled.

Contact Hour Value is reported on the CBM00S (CTC), CBM0CS (CTC).

Contact Hours--Not State-Funded

Contact Hours--Not State-Funded is the number of contact hours completed by the student in the course which are NOT allowed to be reported for state funding. Included are contact hours in academic dual credit courses that are not eligible for state funding.

Contact Hours--Not State-Funded is reported on the CBM00S (CTC), CBM0CS (CTC).

Contact Hours--State-Funded

Contact Hours--State-Funded is the number of contact hours completed by the student in the course which are allowed to be reported for state funding.

Contact Hours--State-Funded is reported on the CBM00S (CTC), CBM0CS (CTC).

Continuing Education Certificate

Continuing Education Certificate is a Coordinating Board-approved workforce education certificate containing a coherent sequence of continuing education courses totaling 360 or more contact hours and listed on the college's approved inventory of programs.

Continuing Education Course

Continuing Education Course is a Coordinating Board-approved higher education technical course offered for continuing education units and conducted in a competency-based format. Such a course provides a quick and flexible response to business, industry, and student needs for intensive preparatory, supplemental, or upgrade training and education and has specific occupational and/or apprenticeship training objectives.

Continuing Education Courses are reported on the CBM00C.

Continuing Education Unit

Continuing Education Unit (CEU) is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Contract Instruction

Contract Instruction is the delivery of a course or courses to meet the needs of a contracting entity, which may be a business, industry, or external agency. Refer to Chapter 9 of THECB Rules and Regulations.

Contract or Appointment Length

Contract or Appointment Length is the number of months, or portion thereof, of a faculty member's contract during the fiscal year. The appointment length is based on the number of months contracted for, not the number of installments in which salaries are paid.

Contract or Appointment Length is reported on the CBM008 (CTC).

Core Curriculum

Core Curriculum is the common part of every undergraduate curriculum that introduces students to a broad range of knowledge areas beyond their major and helps students develop basic intellectual competencies in reading, writing, speaking, listening, critical thinking, and computer literacy. In Texas, the core curriculum usually consists of 42-48 semester credit hours of course work distributed among the disciplines of communication, mathematics, the natural sciences, the arts and humanities, and the social and behavioral sciences. State law mandates the transfer of core curriculum courses between all public institutions of higher education.

Core Curriculum Completer

Core Curriculum Completer is student who has satisfactorily completed all required elements and courses in the institution's approved core curriculum (including any hours transferred from other institutions) as certified and reported by the institution. Core curriculum completers must have completed courses totaling at least the number of semester credit hours in the institution's approved core curriculum (in the range of 42-48 semester credit hours).

Core Curriculum Completer is reported on the CBM009 (CTC).

Course End Date

Course End Date is the year and month that a continuing education class ends in a YYYYMM format.

Course End Date is reported on the CBM00C.

Course Inventory

Course Inventory is an annual list of courses offered by the institutions. In compliance with TEC Section 61.052, each governing board shall submit to the Board once each year on dates designated by the board a comprehensive list by department, division, and school of all courses, together with a description of content, scope, and prerequisites of all these courses, that will be offered by each institution under the supervision of the governing board during the following academic year.

The electronic report by which schools submit courses is the CBM003.

Course Level

Course Level is the level of offering for instructional courses at postsecondary education institutions. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than by the student level of those enrolled in the course. Universities report courses with the following levels:

- Freshman
- Sophomore
- Junior
- Senior
- Master's
- Doctor's Level-Research/Scholarship
- Doctor's Level-Professional Practice (Law, Optometry, Veterinary Medicine, others)

Course Level is reported on the CBM003.

Course Type

Course Type indicates the type of course being taught. Community, technical, and state colleges report the following types:

- General Academic
- Local Need
- Technical (in Workforce Education Course Manual)
- Approved Third and Fourth-Year BAT
- Approved Upper Division Courses(s)
- Continuing Education

Course Type is reported for the CBM00S (CTC), CBM00C, CBM0CS (CTC).

Credit Hour

Credit hour is unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Credit Hour is reported on the CBM00S, CBM0CS.

Cross-Listed Class

See Composite Class.

CSC

CSC is an acronym for Career Schools and Colleges.

CTC

CTC is an acronym for Community, Technical, and State Colleges.

CTC Program Clearinghouse Inventory

CTC Program Clearinghouse Inventory is a listing awards offered by community, technical, and state colleges. The inventory includes academic degrees (e.g., AA, AS), technical degrees (e.g., AAS, AAA) certificates, occupational skills awards, and fields of study.

Current Date of Birth

Current Date of Birth is the date to which the institution is updating the student's date of birth on the database which tracks undergraduates' semester credit hour accumulation.

Current Date of Birth is reported on the CBM00N.

Current Gender

Current Gender is the gender to which the institution is updating the student's gender on the database which tracks undergraduates' semester credit hour accumulation.

Current Gender is reported on the CBM00N.

Current Student Identification Number

Current Student Identification Number is the ID number to which the institution is updating the student's ID on the database which tracks undergraduates' semester credit hour accumulation.

Current Student Identification Number is reported on the CBM00N.

Data Analyst

Every CBM report has been assigned to a data analyst in the Education Data Center (EDC). That person is available to help resolve reporting issues, whether it be in transmission of the data or to resolve errors in the edit process. Email is the best method of submitting your requests; however, complicated issues may be discussed by phone. The data analysts are identified in the General Reporting Issues of the CBM Reporting and Procedures Manual.

Date of Birth

Date of Birth is the month, day, and four-digit year of the faculty member's or student's birthday.

Date of Birth is reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00E, CBM00M, CBM00X, CBM0C1, CBM0E1.

Days of the Week

Days of the Week is a numeric value indicating the days per week that the class meets.

Examples are the following:

- A Monday, Wednesday, Friday class would be coded 135.
- A class that meets on Thursday only would be coded 4.
- A class meeting Monday through Friday would be coded 12345.

Days of the Week are reported on the CBM005.

Degree

Degree is any title or designation, mark, abbreviation, appellation, or series of letters or words, including "associate," "bachelor's," "master's," and "doctor's" and their equivalents and foreign cognates, which signifies satisfactory completion of the requirements of a program of study which is generally regarded and accepted as an academic degree-level program by accrediting agencies recognized by the Board.

Degrees are reported on the CBM009.

Degree Conferred

Abbreviation of the title of the degree awarded from the institution's degree program inventory (e.g., AAA, MS, PhD).

Degree Conferred is reported on the CBM009.

Degree Program

Degree Program is any grouping of subject matter courses which, when satisfactorily completed by a student, shall entitle the student to a degree from an institution of higher education. A degree program is characterized by a disciplinary major which is the primary focus of course work.

Degree Program Inventory

Degree Program Inventory is a database of Coordinating Board approved degree programs. The CBM009 compares the degree conferred, level of degree, and major (CIP) to this list.

Designated Funds

Designated Funds are locally generated funds that are designated by the board of regents. These internally designated funds are distinguished from externally restricted funds as well as other current funds. Examples are fees and interest income. Higher Education Assistance Fund (HEAF) funds are reported as designated.

Designated Funds are reported on the CBM008 (UNIV, HRI).

Developmental Education

Developmental education is defined as courses, tutorials, laboratories, or other efforts to bring students' skill levels in reading, writing, and mathematics to entering college level. English for Speakers of Other Languages (ESOL) and study skills or thinking skills courses and interventions are considered developmental education courses in the ACGM manual and fall under developmental education funding limits established by the Texas Legislature.

Developmental education courses and interventions and developmental education funding limits are reported on the CBM00S, CBM0CS.

Developmental Funding Limit

Universities may not receive funding for developmental courses/interventions taken by a student in excess of 9 hours, with 9 additional hours allowed for English for speakers of other languages (ESOL) courses and/or interventions; community, technical, and state colleges may not receive funding for developmental courses/interventions taken by a student in excess of 18 hours, with 9 additional hours allowed for English for speakers of other languages (ESOL) courses and/or interventions. See CB Rules Chapter 13, Subchapter F, §13.107.

Developmental education within funding limits and in excess of funding limits is reported on the CBM00S, CBM0CS.

Distance Education

Distance Education, as defined in Texas Administrative Code, Chapter 21, §2.202, is the formal educational process that occurs when students and instructors are in separate physical locations for the majority (more than 50 percent) of instruction.

Distance Education Course

Distance Education Course, as defined in Texas Administrative Code, Chapter 21, §2.202, is a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are in separate physical locations. The definition of distance education course does not include courses with 50 percent or less instruction when the student(s) and instructor(s) are in separate physical locations. Two categories of distance education courses are defined:

- 100-Percent Online Course--A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.
- Hybrid Course--A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.

Distance Education Degree or Certificate Program

Distance Education Degree or Certificate Program, as defined in Texas Administrative Code, Chapter 21, §2.202, is a program in which a student may complete a majority (more than 50 percent) of the credit hours required for the program through distance education courses. The definition of a Distance Education Degree or Certificate Program does not include programs in which 50 percent or less of the required credit hours are offered through distance education. Two categories of distance education programs are defined:

- 100-Percent Online Program--A degree program in which students complete 100 percent of the credit hours required for the program through 100-Percent Online Courses. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a program from this category.
- Hybrid Program--A degree program in which students complete 50 percent or more and less than 100 percent of the credit hours required for the program through Distance Education Courses.

DOB

DOB is an acronym for Date of Birth.

Doctoral Funding Code

Doctoral Funding Code is the two-digit funding area of the course that generates the semester credit hours associated with doctoral semester credit hours.

Doctoral Funding Code is calculated from the CBM0C1 (UNIV), CBM0E1 (UNIV).

Doctoral Funding Limit

Doctoral Funding Limit is the limit to fundable semester credit hours generated by a doctoral-level student (admitted to a doctoral program) in a doctoral-level class funded at the doctoral rate to 99 hours, unless that student or program has been granted an exception requested by the institution, in which case, he/she is limited to 130 hours. Students attending health-related institutions are granted program exceptions up to 130 hours.

Doctoral Hours Accumulated to Date

Doctoral Hours Accumulated to Date is a CB calculation of the number of hours for a student classified as a doctoral student. Doctoral Hours Accumulated to Date are summarized from the CBM0C1.

Doctoral Hours Accumulated to Date are calculated in response to the institution's submission of the CBM00E.

Doctoral Student

Doctoral Student is a student admitted to an approved doctoral degree program at the institution. Such a student is one who a) has been officially admitted to a doctoral program and b) has completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.

Doctoral Student is a classification on the CBM001 (HRI, ICUT), CBM00S (UNIV), CBM0C1 (UNIV), CBM0CS (UNIV), CBM0E1 (UNIV).

Doctoral/Doctor's Degree

Doctoral/Doctor's Degree is an academic degree beyond the level of a master's degree that typically represents the highest level of formal study or research in a given field. The doctor's degree classification includes, but is not limited to, such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, radiology, or ophthalmology.

Doctoral Degree is one of the awards reported on the CBM009 (UNIV, HRI, ICUT).

Dual Credit

Dual Credit is a process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school.

Dual Credit is reported on the CBM00S, CBM0CS.

Duration of Class

Duration of Class is the duration of time that the class meets expressed in minutes. If a class meets for forty-five minutes, it is coded 045; if the class meets for one hour and thirty-five minutes, it would be coded 095. Duration of Class only includes time where the student and instructor are simultaneously in the room together and engaged in formal educational activities related to the course. A student's use of a room outside of instructional activity is not included.

Duration of Class is reported on the CBM005.

Early College High School or Middle College

Early College High School or Middle College is the institution or entity that provides the outreach, curricula, and student learning and support programs for students who attain the Recommended or Advanced High School Program diploma and up to two years of college credit simultaneously.

Economically Disadvantaged

Economically Disadvantaged indicates that a student is economically disadvantaged based on income or participation in an economic assistance program. Colleges may use one or more of the following standards to determine whether an individual is economically disadvantaged: 1) annual income at or below the federal poverty line, 2) eligibility for Aid to Families with Dependent Children or other public assistance programs (includes WIC program participants), 3) receipt of a Pell Grant or comparable state program of need-based financial assistance, 4) participation or eligible for JTPA programs included under Title II, and 5) eligible for benefits under the Food Stamp Act of 1977 or the Health and Humans Services (HHS) Poverty Guidelines, 403.114, page 36721 of final Rules and Regulations. Students should not continue to be reported as economically disadvantaged if their circumstances change and they no longer meet the definition of economically disadvantaged.

Economically Disadvantaged is reported on the CBM00A, CBM0C1 (CTC), CBM0E1 (CTC).

EDC

EDC is an acronym for Educational Data Center.

EDC Reporting Official

The Educational Data Center accepts one person at each institution to be the EDC Reporting Official. This person serves as the institutional contact for the CBM reports and certifies that the report(s) are useable in all output reports. This person may be a Registrar or an Institutional Researcher.

Educational & General

Educational & General (E&G) are budgeted resources that provide educational opportunities to the citizens of Texas through instructional programs leading to formal degrees at the baccalaureate, masters, and doctoral levels; research directed toward solving technical, social and economic problems facing the state and nation; and public service programs which apply the expertise of university personnel in solving public problems.

Educational & General Space

Educational & General Space (E&G) is the net-assignable area which is used for academic instruction, research, and support of the institution's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the institution's mission.

Educational Data Center

Educational Data Center (EDC) at the Texas Higher Education Coordinating Board collects, processes and stores student, class, faculty, and facilities data from Texas higher education institutions. EDC is the area within the Data Research and Management Division of THECB that handles the CBM reports.

End of Course Enrollment

End of Course Enrollment is the total number of students who have not withdrawn or dropped and who were enrolled on the final day of the class if the course end date occurred within the reporting quarter. Students who did not qualify to be reported on the census date are not included in this total. Note that it is possible that a course end date will not occur in the same quarter as the census date. In this event, the class will be reported twice; once in the quarter in which the census date occurs with all data that is available at the time, and again in the quarter in which the course end date occurs. Compare Census Date Enrollment.

End of Course Enrollment is reported on the CBM00C.

Enhanced Skills Certificate

Enhanced Skills Certificate, formerly called Advanced Skills Certificate, is a certificate associated with an AAS or AAA degree program. It may be Tech-Prep or non-Tech-Prep. It consists of at least six and no more than 15 semester credit hours (9-22 quarter hours).

Enhanced Skills Certificate is an award reported on the CBM009 (CTC).

Enrollment (Preliminary)

See Preliminary Enrollment.

Enrollment Audit

Enrollment Audit is an audit, conducted by the State Auditor's Office, in which auditors attempt to determine the accuracy of higher education enrollment records reported to the Coordinating Board for funding.

ERR

ERR identifies an Error Code Item. An 'E' indicates that one or more items within a data record are in error. The 'E' code remains as long as at least one item in the record remains in error. An 'E' record is not used in any standard reports.

Ethnic Origin

See Hispanic or Latino. See also Race and Ethnicity Overview.

Exception Type

Exception Type indicates the type of doctoral exception reported on the CBM00E. The Coordinating Board may approve two types of partial exceptions to the limit: program exceptions (coded P) for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards; and individual exceptions (coded I) for students whose "program of research is likely to provide substantial benefit to medical or scientific advancement." Students granted exceptions generate up to 130 hours of doctoral funding. The third type of exception is a code of R to request that an exception be removed.

Exception Type is reported on the CBM00E.

Exception Year

Exception Year is the four-digit year that a doctoral exception is submitted for approval.

Exception Year is reported on the CBM00E.

Excess Hours

Excess Hours is a funding limit. Effective with students initially enrolling in the fall 1999 semester and subsequent terms, hours, including dual credit hours, attempted by a resident

undergraduate student that exceed more than 45 hours of the number of hours required for completion of the degree plan in which the student is enrolled. Effective with students initially enrolling in the fall 2006 semester and subsequent terms, hours, including dual credit hours, attempted by a resident undergraduate student that exceed more than 30 hours of the number of hours required for completion of the degree program in which the student is enrolled. Beginning in fall 2009, dual credit courses are not included in the calculation of excess hours. For purposes of excess hours, resident undergraduate student includes a nonresident student who is permitted to pay resident tuition.

Exemption (Texas Success Initiative)

Under the Texas Success Initiative (TSI) statute, exemption refers to several specified means by which a student may be excluded from the requirements of the statute, including scores on the SAT, ACT, or STAAR End-of-Course.

Exemptions are reported on the CBM002.

Exemption (Tuition)

Exemption allows a student to pay no tuition. In some cases, some or all fees will be included in the exemption.

Exemptions are reported the CBM001 (HRI), CBM00A, CBM0C1, CBM0E1.

Extension Courses and Programs

Extension Courses and Programs are academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula funded. See Students in Self-supporting Courses and Programs.

Extension Courses and Programs are reported on the CBM00X.

Facilities

In the context of the Facilities Inventory, Facilities refers to physical buildings or rooms in a building but does not include outdoor areas.

Facilities Inventory

Facilities Inventory encompasses two CBM reports, the CBM011 Facilities Room Inventory Report and CBM014 Facilities Building Inventory Report. The Facilities Inventory utilizes a

uniform coding structure to report data about buildings and rooms. It includes data fields for space type, conditions, size, usage, and program department codes. Facilities under the jurisdiction or control of the institution's governing board are included in the inventory. Note that the building code, room code, and room type code on the CBM005 must match the corresponding codes on the Facilities Inventory prior to certification.

Facilities Inventory includes the CBM011, CBM014. It is referenced by the CBM005.

Faculty

Faculty are the people hired to teach classes at institutions of higher education or whose specific assignments are for the purpose of conducting instruction, research, or public service as a principal activity (or activities) and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, other faculty or the equivalent of any of these academic ranks.

Faculty data are reported on the CBM008, CBM0C8.

Faculty Category

Faculty Category is a code to allow the two-year institutions to identify faculty who are hired primarily to teach on a regular basis versus faculty who are hired for a temporary appointment, such as adjunct faculty or professional staff whose primary job responsibility is non-faculty.

Faculty Category is reported on the CBM008 (CTC).

Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act (FERPA) is a federal law which protects privacy interests of parents and students in their educational records.

Family's Gross Income

Family's Gross Income is untaxed and taxed income from the most recent tax year of the undergraduate's family as reported on the student's application for admission.

Family's Gross Income is reported on the CBM00B.

FE

FE is an acronym for Flexible Entry.

Fellow

See Clinical Fellow.

FERPA

FERPA is an acronym for Family Educational Rights and Privacy Act.

FICE Code

FICE Code is a six-digit identification code created by the Federal Interagency Committee on Education. The FICE was originally used to identify all schools doing business with the Office of Education from the early sixties to the mid-nineties. The Coordinating Board adopted these codes as the identifier for each higher education institution in Texas. Around 1995 IPEDS began using a code called a unit-id to identify institutions that are accredited at the postsecondary level (college) by an agency recognized by the Secretary, U.S. Department of Education. These are the traditional institutions of higher education, formerly surveyed under the Higher Education General Information Surveys (HEGIS), plus any schools that are newly accredited institutions of higher education. Even though NCES modified the FICE by adding a two-digit suffix (00) and calling the new identifier an OPE number, the Coordinating Board still uses the six-digit FICE as its institution code for standard reporting of CBM data.

Field of Study Curriculum

Field of Study Curriculum (FOSC) is a set of courses that satisfies the lower-division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution (university). A field of study curriculum affects academic degree programs at public colleges or universities as designated within the particular field of study curriculum.

Field of Study Curriculum Completer

Field of Study Curriculum Completer is a student who has satisfactorily completed all courses in a field of study that has been approved by the Coordinating Board.

Field of Study Curriculum Completer is reported on the CBM009 (CTC).

First College-Level Mathematics, Writing, Reading Course

First College-Level Mathematics, Writing, Reading Course is the first college-level mathematics, writing-intensive, and reading-intensive course taken by the student as determined by the reporting institution. The first college-level course is reported on the CBM002 and CBM00S. Institutions report first college-level courses each semester for each time attempted until the student makes a grade of A, B, or C.

First College-Level Mathematics, Writing, Reading Course is reported on the CBM002, CBM00S.

First Name

First Name is the student's or faculty member's first name.

First Name is reported on the CBM001 (HRI, CSC), CBM008, CBM009 (UNIV, CTC, HRI, CSC), CBM00A, CBM00B, CBM00E, CBM00N, CBM00R, CBM00X, CBM0C1, CBM0C8, CBM0E1.

First Professional Certificate

First Professional Certificate (Post-degree) is an award that requires completion of an organized program of study designed for persons who have completed the first professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

First Professional Certificate is one of the awards reported on the CBM009 (ICUT).

First Professional Degree

First Professional Degree is the first degree in a disciplinary area that qualifies a person to practice in a profession. The award requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least two years of college work prior to entering the program; and (3) a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First professional degrees are discipline-specific, including, but not limited to, degrees such as Dentistry (DDS or DMD), Medicine (MD), Osteopathic Medicine (DO), Veterinary Medicine (DVM), Law (LLB, JD), Optometry (OD), and Pharmacy (PharmD).

First Professional Degree is reported on the CBM009 (UNIV, HRI, ICUT).

First Term Enrolled

First Term Enrolled is the month and year when the student was first enrolled at the institution during the current reporting year. Note that this might not be the first term overall when a student was enrolled but is simply the first term during the reporting year.

First Term Enrolled is reported on the CBM001 (CSC), CBM00X.

First Year Student

For undergraduate students, see Freshman.

First Year Student is a special-professional student in the first year of a medical or dental degree program.

First Year Student is one of the classifications reported on the CBM001 (HRI).

First-Generation College Student

First-Generation College Student is a student who is the first member of his or her immediate family to attend a college or university; neither of his or her biological or adoptive parents have ever attended a college or university.

First-Time First Professional Degree

First-Time First Professional Degree is a student enrolled for the first time in a first professional degree program. Includes first professional students enrolled in the fall term who entered the institution in the prior summer term. First professional degrees are discipline-specific, including, but not limited to, degrees such as Dentistry (DDS or DMD), Medicine (MD), Osteopathic Medicine (DO), Veterinary Medicine (DVM), Law (LLB, JD), Optometry (OD), and Pharmacy (PharmD).

First-Time First Professional Degree is reported on the CBM001 (HRI, ICUT), CBM0C1 (Univ), CBM0E1 (UNIV).

First-Time Freshman

See First-Time Undergraduate.

First-Time Transfer

First-Time 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.

First-Time Transfer is reported on the CBM001 (HRI), CBM0C1, CBM0E1.

First-Time Undergraduate

First-Time Undergraduate is an undergraduate student entering college for the first-time after graduation from high school or who has never attended any college. It includes students enrolled in the fall term who attended college for the first time in the prior summer term of any college. It also includes students who entered with advanced standing (college credits earned before graduation from high school). Students who have not completed their high school work are not included.

First-Time Undergraduate is reported on the CBM001, CBM0C1, CBM0E1.

First-Time-in-College

First-Time-in-College (FTIC) indicates an entering student who has never attended any college. FTIC includes students who enter with advanced standing (college credits earned before graduation from high school). Students who have not completed their high school work are not included.

First-Time-in-College is reported on the CBM001, CBM00A, CBM00X, CBM0C1, CBM0E1.

Fiscal Year

Fiscal Year is the period of time beginning September 1 and ending on the following August 31, both dates inclusive, which coincides with the State of Texas' fiscal year. It is sometimes called academic year.

Flexible Entry

Flexible Entry (FE) is a means by which institutions can report and be funded for semester credit/contact hours in classes that were not organized by the census date (universities) or did not have a census date until after the census date of the term (CTC) but otherwise met the state-mandated funding requirements. While the semester credit hours generated in such classes are treated in all respects as any other semester credit hours, the students in these classes, even though reported on the CBM001, are not included in the institution's official headcount if they are enrolled solely in FE classes. Similarly, faculty teaching such classes are reported on the CBM008 but are not included in official headcounts of faculty if they appear solely as teaching FE classes.

Flexible Entry is reported on the CBM001 (HRI), CBM002, CBM008, CBM00S, CBM0C1, CBM0C8, CBM0CS, CBM0E1.

Formula Funding

Formula Funding is the method used to allocate appropriated sources of funds among institutions of higher education.

Formula-Funded Course

Formula-Funded Course is an academic credit course delivered face-to-face or by distance education whose semester credit hours are submitted for formula funding.

Formula-Funded Courses are submitted on the CBM0CS.

FOSC

FOSC is an acronym for Field of Study Curriculum.

Fourth Year Student

For undergraduate students, see Senior.

Fourth Year Student is a special-professional student in the fourth year of a medical or dental degree program.

Fourth Year Student is one of the classifications reported on the CBM001 (HRI).

Freshman

Freshman is a student who has completed fewer than 30 semester credit hours in a 120-credit program.

Freshman is a student classification reported on the CBM001 (HRI, ICUT), CBM00A, CBM00S, CBM00X, CBM0C1, CBM0CS, CBM0E1. Freshman is a course level reported on the CBM003.

FTIC

FTIC is an acronym for First-Time-in-College.

FTSE

FTSE is an acronym for Full-Time Student Equivalent.

Full-Time Equivalency of Student (Health-Related Institutions)

For health-related institutions, Full-Time Equivalency of Student is 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 student should also be entered by semester.

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 the result added per student. A student who enrolls in several courses where the sum of the credit hours is in excess of a "normal" workload is coded as 100 percent. A student may not be counted greater than 100 percent, or full time.

Full-Time Equivalency of Student is reported on the CBM001 (HRI).

Full-Time Student

Full-Time Student is a student who is enrolled in a full or normal workload at the institution during the reporting period.

In determining financial aid and graduation rates, an undergraduate student enrolled in 12 or more semester credit hours in a long semester is considered full-time. An academic graduate student (master's, doctoral, or first professional) enrolled for 9 or more semester credit hours in a long term or students involved in thesis or dissertation preparation are considered full time by the institution. A first professional medical or dental student's full-time status is based on

institutional definition. A two-year college continuing education student enrolled for 24 or more contact hours a week during a quarter is considered full-time.

Full-Time Student Equivalent

Full-Time Student Equivalent (FTSE) is a calculation that converts total semester credit hours or contact hours in a reporting period into full-time student enrollment. Full-Time Student Equivalent provides a standardized means for comparing enrollment across institutions.

Functional Category Code

Functional Category Code, formerly Room Use Usage Code, is a program-oriented code that profiles the actual use/function of a room and helps determine its type of space. Classification is often determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves. As with the use of all codes in this manual, the inventory specialist must choose the best code according to all relevant alternatives. Note that this code may be prorated to reflect more than one use/function. See Appendix G in the Appendices for Reporting and Procedures Manual.

Primary Functional Category Code, Secondary Functional Category Code, and Remaining Functional Category Code are reported on the CBM011.

GED

GED is an acronym for General Educational Development.

Gender

Gender identifies whether an individual is male or female.

Gender is reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

General Academic Teaching Institution

General Academic Teaching Institution is a Texas public university. The term is used in Texas statutes.

General Appropriations Act

General Appropriations Act is an act adopted by the Legislature each biennium that contains most of the appropriations made by the Legislature for the next biennium.

General Educational Development

General Educational Development (GED) refers to the Tests of General Educational Development, which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.

General Revenue Appropriations

General Revenue Appropriations are appropriations of state tax dollars made by the Legislature.

GIPWE

GIPWE is an acronym for Guidelines for Instructional Programs in Workforce Education.

GME

GME is an acronym for Graduate Medical Education.

Governing Board

Governing Board is the body charged with policy direction of any public community/junior college district, technical college system, public university, or other educational agency, including, but not limited to, boards of directors, boards of regents, or boards of trustees.

Graduate Level Course

Graduate Level Course is a course offered at a level of comprehension usually associated with master's and doctoral students.

Graduate Level Courses are identified on the CBM003.

Graduate Medical Education

Graduate Medical Education (GME), also called residency training, refers to clinical training following graduation from medical school leading to specialty certification. Graduate medical education varies in length by specialty from three to seven years. Texas, like most states, requires one year of graduate medical education to be eligible for state licensure.

Graduate Medical Education is reported on the CBM00R.

Graduate Student

Graduate Student is a student who, after earning a baccalaureate degree, is enrolled in a course of study leading to a graduate degree (e.g., Master of Arts, Master of Science, or Doctor of Philosophy).

Graduate Students are identified on the CBM001, CBM00S (UNIV), CBM00X, and CBM0C1 (UNIV), CBM0CS (UNIV), CBM0E1 (UNIV).

Graduation Rate

Graduation Rate is the percentage of a given college-entering cohort of degree-seeking students who graduate in a specific period of time. For undergraduate graduation rates, the cohort consists of fall first-time, full-time undergraduates plus summer first-time students who continue in the fall and are full-time in the fall. The summer students do not need to be full-time in the summer.

Gross Area

Gross Area is the sum of the floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces, including attics, basements, sub-basements, penthouses, mechanical rooms, etc. These are areas with six-foot-six clear headroom or areas with lower ceilings that are usable for storage or other purposes. Gross area does not include cornices, pilasters, buttresses, etc. that extend beyond wall surfaces. Do not include open, unroofed courts even if surrounded by the building. The air space or open space above auditoriums and other similar rooms that extends through two or more floor levels is not included in the gross square footage.

Gross Area is reported on the CBM014.

Gross Square Feet

Gross Square Feet (GSF) is the sum of all square feet of floor areas within the outside faces of a building's exterior walls.

Guidelines for Instructional Programs in Workforce Education

Guidelines for Instructional Programs in Workforce Education (GIPWE) is a Coordinating Board approved publication containing policies and procedures related to the proposal and approval of workforce education courses and programs for Texas public institutions.

Headcount

Headcount is the unduplicated count of students enrolled or faculty reported. The CBM001 headcount is the unduplicated count of non-flexible-entry students. The flexible entry records and special doctoral records are not included in the official headcount for a term. The CBM002 headcount is the total number of CBM002 records. The CBM008 headcount is the summation of the faculty records minus flexible-entry-only records. The CBM009 headcount is the total records reported on the degree file, not including multiple degree records.

Headcount is calculated for the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

HEAF

HEAF is an acronym for Higher Education Assistance Fund.

HEGIS

HEGIS is an acronym for Higher Education General Information Survey.

HERC

HERC is an acronym for Higher Education Regional Council.

Higher Education Assistance Fund

Higher Education Assistance Fund (HEAF) is a constitutionally-dedicated fund that provides money for capital expenditures at institutions that are not eligible to use the Available University Fund for those purposes. HEAF funds may be used for new construction, repair and rehabilitation, capital equipment, and library resources. The Coordinating Board is required by statute to advise the Legislature every five years on the allocation of money from the fund.

Higher Education Center

Higher Education Center is a Multi-Institution Teaching Center (MITC), University System Center, or single institution center established by the Legislature or approved by the Coordinating Board for the specific purpose of offering academic credit courses and programs from the parent institution(s). Higher education centers are of a larger size and offer a broader array of courses and programs than higher education teaching sites. They have minimal administration and (usually) locally provided facilities.

Higher Education Center is reported as Other Higher Education Site on the CBM00S, CBM00C, CBM0CS.

Higher Education General Information Survey

Higher Education General Information Survey (HEGIS) was a system of surveys conducted by the National Center for Education Statistics (NCES) between 1966 and 1985. Texas continued to use the HEGIS codes to categorize technical programs until 1995 and Room assignments until 1999.

Higher Education Regional Council

Higher Education Regional Council (HERC) is a group composed of representatives from all public higher educational institutions that exist within regional areas of the state. Every region has a council. Its purpose is to coordinate planning among institutions by reviewing and recommending to the Coordinating Board institutional plans for out-of-district or distance education offerings.

Higher Education Teaching Site

Higher Education Teaching Site is an off-campus teaching location that promotes access in an area not served by other public universities. Teaching sites offer a very limited array of courses and/or programs and do not entail a permanent commitment for continued service. Teaching sites may not own facilities, nor are they eligible for state support to acquire or build facilities. Teaching sites do not require Board approval or recognition.

Highest Earned Certificate/Degree

Highest Earned Certificate/Degree is the highest earned certificate or degree of the faculty member.

Highest Earned Certificate/Degree is reported on the CBM008.

Hispanic or Latino

Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. See Race and Ethnicity Overview.

Hispanic or Latino is collected via the CBM item Ethnic Origin and reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

HRI

HRI is an acronym for Health-related Institution.

Hybrid Course

Hybrid Course, as defined in Texas Administrative Code, Chapter 21, §2.202, is a distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.

IB

IB is an acronym for International Baccalaureate.

ICUT

ICUT is an acronym for Independent Colleges and Universities of Texas.

IMG

IMG is an acronym for International Medical Graduate.

In-District Student

In-District Student is a community college student who is a legal resident of the locality (taxing district) in which he/she attends college and thus is entitled to reduced tuition charges if offered by the institution.

In-District Tuition

In-District Tuition is the tuition charged by a community college to those students residing in their taxing district. This may be a lower rate than in-state tuition offered by the institution.

In-District Tuition is a tuition status reported on the CBM0C1 (CTC), CBM0E1 (CTC).

Independent Colleges and Universities of Texas

Independent Colleges and Universities of Texas (ICUT) is the professional association of Texas independent institutions.

Independent Study

Independent Study is a class instruction type that includes, but is not limited to, conference courses and individual problems courses.

Independent Study is a class instruction type reported on the CBM00S (UNIV), CBM0CS (UNIV).

Individual Instruction Class

Individual Instruction is a class that utilizes one of the following modes of instruction: practicum, independent study, private lessons, thesis, dissertation, and individualized.

Individual Instruction Courses are reported on the CBM00C, CBM00S, CBM0CS.

Individual With Disabilities

Individual With Disabilities is a student who receives special services through a special populations coordinator or a state program. It is typically self-reported. Students referred to the college by the Department of Assistive and Rehabilitative Services for education and training should be reported in this category.

Individual With Disabilities is reported on the CBM00A, CBM0C1 (CTC), CBM0E1 (CTC).

Initial Occupancy Date

Initial Occupancy Date is the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.

Initial Occupancy Date is reported on the CBM014.

Institution of Higher Education

Institution of Higher Education is, as defined in the Texas Education Code (§61.003), any public community college, senior college or university, medical or dental unit, or other agency of higher education, such as the Texas Engineering Extension Service. It also includes independent junior, senior, and health-related institutions and career schools and colleges.

Instruction Mode

Instruction Mode is the method by which the instruction is delivered (e.g., face-to-face, internet, other electronic media).

Instruction Mode is reported on the CBM00C, CBM00S, CBM0CS.

Instructor

Instructor is a faculty member of an institution of higher education who does not hold the rank of assistant professor, associate professor, or professor and who, at a university, is tenured or is on tenure-track.

Instructor is a rank on the CBM008.

Integrated Postsecondary Education Data System

Integrated Postsecondary Education Data System (IPEDS) is the education data collection program used by the U. S. Department of Education National Center for Education Statistics (NCES). It is a single, comprehensive data collection system developed to encompass all institutions and organizations whose primary purpose is to provide postsecondary education.

Inter-Institutional Class

Inter-Institutional Class is a class in which the faculty and course of one institution are provided to the students of another and the institutions have an agreement on file with the CB. As determined by the agreement, either the providing institution may report all SCH for funding, or each of the participating institutions may report the SCH generated by their own students.

Inter-Institutional Classes are reported on the CBM00C, CBM00S, CBM0CS.

Inter-Institutional Identifier

Inter-Institutional Identifier indicates whether a student is enrolled in an inter-institutional class and, if so, whether the student is taking the class at another institution or at the reporting institution.

Inter-Institutional Identifier is reported on the CBM00S (UNIV), CBM0CS (UNIV).

International Baccalaureate

International Baccalaureate (IB) is an internationally recognized curriculum that offers 11th and 12th grade high school students the opportunity to earn an IB diploma. IB diploma holders may obtain advanced standing at some colleges and universities. In the IB Program, students gain a broad world view; take an in-depth approach to academics; and develop time management, problem-solving, research, and organizational skills that will help them well beyond college.

International Medical Graduate

International Medical Graduate (IMG) is a graduate of a medical school located outside of the U.S., Canada, or Puerto Rico.

International Student

International Student is a student 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. The student may also be referred to as non-resident alien. See Race and Ethnicity Overview.

International Student is reported on the CBM001, CBM002, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

Internship

Internship is a supervised, external learning experience for students in non-health professions programs. Internship experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Internship experiences take place in any setting outside of health care and students may or may not be paid for the learning experiences.

Internship is a type of instruction reported on the CBM00C, CBM00S (CTC), CBM0CS (CTC).

IPEDS

IPEDS is an acronym for Integrated Postsecondary Education Data System.

Junior

Junior is a student who has completed at least 60 semester credit hours but no more than 89 semester credit hours in a 120-credit program.

Junior is a student classification reported on the CBM001 (HRI, ICUT), CBM00A, CBM00S, CBM00X, CBM0C1, CBM0CS, CBM0E1. Junior is a course level reported on the CBM003.

Laboratory

Laboratory is a learning activity designed for individual or group study of a particular subject matter area involving the practical application of theory through observation, experimentation, and research; or in the case of foreign language instruction, the involving of learning through demonstration, drill, and practice.

Laboratory is a type of instruction reported on the CBM00C, CBM00S, CBM0CS.

Laboratory Contact Hours

Laboratory Contact Hours are the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course.

Laboratory Contact Hours are reported on the CBM003.

Language Fluency

Language Fluency indicates that a language other than English is spoken fluently as reported on the student's application for admissions.

Language Fluency is reported on the CBM00B.

LAR

LAR is an acronym for Legislative Appropriations Request.

Last Name

Last Name is the student's or faculty member's last name.

Last Name is reported on the CBM001 (HRI, CSC), CBM008, CBM009 (UNIV, CTC, HRI, CSC), CBM00A, CBM00B, CBM00E, CBM00N, CBM00R, CBM00X, CBM0C1, CBM0C8, CBM0E1.

Last Term Enrolled

Last Term Enrolled is the month and year when the student was last enrolled at the institution during the current reporting year.

Last Term Enrolled is reported on the CBM001 (CSC), CBM00X.

LBB

LBB is an acronym for Legislative Budget Board.

Lecture

Lecture is an activity in which the faculty member gives an oral presentation of facts or principles; students are usually responsible for note taking.

Lecture is a type of instruction reported on the CBM00C, CBM00S, CBM0CS.

Lecture Contact Hours

Lecture Contact Hours are the maximum number of hours per week students are required to spend in contact with teaching staff in a lecture situation associated with each course (e.g., conference, seminar, individual instruction, or independent student).

Lecture Contact Hours are reported on the CBM003.

Legislative Appropriations Request

Legislative Appropriations Request (LAR) are documents developed each biennium in which state agencies and institutions indicate their financial needs for the next biennium to the Legislature.

Legislative Budget Board

Legislative Budget Board (LBB) is an agency that consists of 10 members of the House and Senate. The LBB staff is responsible for a wide range of activities associated with the appropriations process.

LEP

LEP is an acronym for Limited English Proficiency.

Level of Award/Degree

Level of Award/Degree identifies the level of the award or degree (i.e., certificate, associate degree, baccalaureate, masters', doctoral degree, core curriculum completer, field of study completer, occupational skills achievement award).

Level of Award/Degree is reported on the CBM009, CBM00M.

Level of Course

See Course Level.

Limited English Proficiency

Limited English Proficiency (LEP) identifies a student who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language.

Limited English Proficiency is reported on the CBM00A, CBM0C1 (CTC), CBM0E1 (CTC).

Local Need

Local Need is a workforce education course approved for a specific college.

Local Need is a course type reported on the CBM00S (CTC), CBM0CS (CTC).

Location Code (Class)

Location Code indicates where the course is taught (e.g., on-campus, off-campus, out-of-state, foreign country, military base, correctional institution, other campus, health agency, business or industrial site, or public school).

Location Code is reported on the CBM00C, CBM00S, CBM0CS.

Location Code (Facilities)

Location Code identifies the physical location of the building in relation to the main campus.

Location Code is reported on the CBM014.

Lower Division Academic Course Guide Manual

See Academic Course Guide Manual.

Lower Division Course

Lower Division Course is a course offered at a level of comprehension usually associated with freshman and sophomore students.

Lower Division Student

Lower Division Student is an undergraduate student who has earned 60 or fewer semester credit hours and has not earned any degree.

Main Campus

Main Campus is the primary campus or campuses of an institution of higher education supplying instruction and supported by on-site administration. It is also referred to as on-campus.

Major

Major is a subject-matter area in which a student may specialize by taking a specified number of courses as a part of the requirements for completion of a program of study. It is identified with a four-, six- or eight-digit CIP code of the program in which the associated award is to be conferred.

Major is reported on the CBM001, CBM009, CBM00A, CBM00E, CBM00M, CBM00T, CBM00X, CBM0C1, CBM0E1

Marketable Skills Achievement Award

See Occupational Skills Achievement Award.

Master's Degree

Master's Degree is an award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

Master's Degree is one of the awards reported on the CBM009 (UNIV, HRI, ICUT, CSC).

Master's Level Course

Master's Level Course is a course offered at a level of comprehension usually associated with master's students.

Master's Level Course is one of the course levels reported on the CBM003.

Master's Student

Master's Student is a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution.

Master's Student is a classification reported on the CBM001 (HRI, ICUT), CBM00S (UNIV), CBM0C1 (UNIV), CBM0CS (UNIV), CBM0E1 (UNIV).

Medical License Number or Institutional Permit Number

Medical License Number or Institutional Permit Number is the Texas medical license or institutional permit number for medical residents/fellows.

Medical License Number or Institutional Permit Number is reported on the CBM00R.

Medical School of Graduation

Medical School of Graduation is the six-digit code of the medical school from which the resident graduated. Appendices to the CBM Reporting Manuals.

Medical School of Graduation is reported on the CBM00R.

Metropolitan Statistical Area

Metropolitan Statistical Area (MSA) is a geographic unit designed for gathering statistics in metropolitan areas of the United States. If a county is located in an MSA, it is considered to be located in an urban area; otherwise, it is considered rural. The State Demographer defines the MSAs.

Middle Name Initial

Middle Name Initial is the student's or faculty member's middle name initial.

Middle Name Initial is reported on the CBM001 (HRI, CSC), CBM008, CBM009 (UNIV, CTC, HRI, CSC), CBM00B, CBM00N, CBM00R, CBM00X, CBM0C1, CBM0C8, CBM0E1.

Month of Award

Month of Award is the month in which an award is conferred.

Month of Award is reported on the CBM009, CBM00M.

MSA

MSA is an acronym for Metropolitan Statistical Area.

Multi-Institution Teaching Center

Multi-Institution Teaching Center (MITC) is a formal, approved arrangement among public universities, independent universities, and community, technical, and state colleges to provide courses and degree programs cooperatively at an off-campus location. It has minimal administration and locally provided facilities.

Multiple Course Listing

Multiple Course Listing identifies special topics courses and other courses whose content can change from offering to offering. The institution is required to keep a report by semester of the

individual subjects taught under the reported subject and course number in case the CB requests the specifics to meet its responsibilities.

Multiple Course Listing is reported on the CBM003.

Multiple Entry Class Records

Multiple entries for a single class section are permissible to represent a class that is team taught, offers variable credit, or is simultaneously offered to students at different locations.

Multiple Entry Class Records are found on the CBM00C, CBM00S, CBM0CS.

National Center for Education Statistics

National Center for Education Statistics (NCES) is a part of the Office of Educational Research and Improvement at the U.S. Department of Education. The center collects and reports statistical information showing the condition and progress of education in the U.S.

Native Hawaiian or Other Pacific Islander

Native Hawaiian or Other Pacific Islander is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. See Race and Ethnicity Overview.

Native Hawaiian or Other Pacific Islander is one of the race categories reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

NCDM

NCDM is an acronym for Non-Critical Deferred Maintenance.

NCES

NCES is an acronym for National Center for Education Statistics.

Net Assignable Square Feet

Net Assignable Square Feet (NASF) is the sum of floor space within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, occupants for use. NASF is determined by room type and room use data fields. See also Assignable Area.

Non-Assignable Areas

Non-Assignable Areas are room spaces for which reporting is optional for the institution. See Appendix F, Space Use Codes and Appendix G, Functional Category Codes in the Appendices for the Reporting and Procedures Manual.

- Circulation Areas – Space that provides physical access to assignable rooms. Included are corridors, lobbies, public stairways, elevators, escalators, loading platforms (unless provided with a secure enclosure), tunnels, bridges, fire towers, etc. Walls do not always bound circulation areas. Libraries often have large open areas containing functional sub-areas, such as circulation desks, open stack reading rooms, and study areas, but have no walls separating these areas. In these cases, a reasonable allocation of space for general access corridors is deducted from the total Assignable Area. These circulation areas are apparent when the sub-areas are assigned room numbers and inventoried separately. Exceptions are halls in office suites and similar settings that are used to circulate from room to room and are not general access space. This space is part of the Assignable Area.
- Building Service Areas – Rooms used for building protection, care, and maintenance, such as custodial closets, trash rooms, guardrooms, custodial locker rooms, and custodial storage/supply rooms. Central physical plant shop areas, warehouses, vehicle storage areas, and equipment storage areas are Assignable Areas.
- Mothballed/Permanently Incapable of Use Areas – Space that once was assignable but is no longer in use.
- Mechanical Areas – Areas that house mechanical equipment such as air conditioning and utility services. Examples are mechanical areas in central utility plants, boiler rooms, air handlers, mechanical service shafts, air ducts, service chutes, telephone closets, switchgear rooms, fuel rooms, etc.
- Public Toilets – Accessible to the public. Rest rooms within office suites and other non-public areas are service rooms: Class Laboratory Service (215), Office Service (315), Shop Service (725), etc.
- Shell Space – Unfinished space designed to convert into usable space at a later date.
- Structural Areas – This area cannot be occupied or used because of certain structural features. Examples are exterior walls, firewalls, attics, basements, stairwells, and rooms with less than six-foot-six clear headroom that cannot be used for storage or other purposes.
- Unfinished Area – Potentially assignable area in new buildings or additions to existing buildings that are not completely finished at the time of inventory.

Non-Course-Based Developmental Education

Non-Course-Based Developmental Education may include, but is not limited to, such activities as tutoring, supervised self-study, and participation in learning assistance centers.

Non-Course-Based Developmental Education is reported on the CBM002.

Non-Credit Course

Non-Credit Course is a course that results in the award of continuing education units (CEU) as specified by Southern Association of Colleges and Schools (SACS) criteria or institutional credit rather than credit toward a degree or certificate. Only courses that result in the award of CEUs may be submitted for state funding.

Non-Credit Courses awarding CEUs are reported on the CBM00C.

Non-Critical Deferred Maintenance

Non-Critical Deferred Maintenance (NCDM) is deferred maintenance that does not place occupants at risk of harm or facilities at risk of not fulfilling their functions.

Non-Degree-Seeking Student

Non-Degree-Seeking Student a student who is attending a university but who does not intend to work toward a degree. Any student who has been reported as non-degree-seeking will be excluded from an initial graduation cohort.

Non-Degree-Seeking Student is reported on the CBM0C1 (UNIV), CBM0E1 (UNIV).

Non-Disclosure

Non-Disclosure indicates that the student has refused to have directory information disclosed.

Non-Disclosure is reported on the on the CBM001 (CSC), CBM002, CBM009 (UNIV, CTC, HRI, CSC), CBM00A, CBM00R, CBM00X, CBM0C1, CBM0E1.

Non-Resident Student

Non-Resident Student is a student who is not considered a Texas resident for tuition purposes and therefore must pay a nonresident tuition rate, which is higher than the rate charged to Texas residents.

Non-Tenure-Track Faculty

Non-Tenure-Track Faculty is a faculty member who is not seeking tenure.

Non-Tenure-Track Faculty is reported on the CBM008 (UNIV).

Number of Floors

Number of Floors is the number of floors in the building, including basements, penthouses, half-basements, and assignable attic space.

Number of Floors is reported on the CBM014.

Number of People Living in Household

Number of People Living in Household is the number of people living in the household as reported on the application for admissions. It is required only of undergraduate students.

Number of People Living in Household is reported on the CBM00B.

Occupational Program

Occupational Program is a program of study consisting of one or more courses designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

Occupational Skills Achievement Award

Occupational Skills Achievement (OSA) Award is a credit program of 9-14 semester credit hours or a workforce continuing education program of 144-359 contact hours. These awards meet the minimum standard for program length specified in the federal Workforce Investment Act but are too short to qualify as certificate programs on the Coordinating Board program inventory.

Occupational Skills Achievement Awards are reported on the CBM00M.

Off-Campus

Off-Campus generally indicates a class/student that is located physically away from the Main Campus.

Off-Campus Course

Off-Campus Course indicates that the course is taught away from the Main Campus.

Off-Campus Course is reported on the CBM00C, CBM00S, CBM0CS.

Off-Campus Education Unit

Off-Campus Educational Unit is a subdivision under the management and control of an existing public university, university system, health-related institution, or a combination of these units, hereinafter referred to as the parent institution(s), in a geographic setting separate from the parent institution(s). Off-campus education units include teaching sites, higher education centers, university system centers, Multi-Institutional Teaching Centers, regional academic health centers, branch campuses, and all other off-campus educational endeavors.

Off-Campus Location/Electronic Communications Site

Off-Campus Location/Electronic Communications Site is the zip code, state code, or foreign country code of the site identified in the Location Code field.

Off-Campus Location/Electronic Communications Site is reported on the CBM00S, CBM0CS.

Organized Class

Organized Class is a class whose primary mode of instruction is lecture, laboratory, or seminar.

Organized Classes are reported on the CBM00C, CBM00S, CBM0CS.

OSA

OSA is an acronym for Occupational Skills Achievement Award.

Other Faculty

For universities and health-related institutions, Other Faculty is a faculty member of the institution who does not have tenure or is not on tenure-track at the institution. This includes, but is not limited to, adjunct, special, visiting, emeritus, and lecturer. It also includes faculty with tenure or on-tenure track from another institution.

For community, technical, and state colleges, Other Faculty is a faculty member not included in the other ranks. This includes, but is not limited to, adjunct, visiting, and special.

Other Faculty is a rank reported on the CBM008.

Other Higher Education Site

Other Higher Education Site is an off-campus teaching location that promotes access in an area not served by other public universities. Teaching sites offer a very limited array of courses and/or programs and do not entail a permanent commitment for continued service. Teaching sites may not own facilities, nor are they eligible for state support to acquire or build facilities. Teaching sites do not require Board approval or recognition. The entity is identified with the FICE of the higher education unit (public/private institution, MITC, university system center, or other off-campus educational center) where the course is taught.

Other Higher Education Site is reported for CBM001 (HRI), CBM00C, CBM00S, CBM0CS.

Out-of-District Student

Out-of-District Student is a community college student who is a legal resident of the state of Texas but who resides outside the locality (taxing district) in which he/she attends.

Out-of-State Student

Out-of-State Student is a student who is not a legal resident of the state in which he/she attends school.

Out-of-State/Out-of-Country Courses and Programs

Out-of-State/Out-of-Country Courses and Programs are academic credit courses and programs delivered outside Texas/United States to individuals or groups who are not regularly enrolled on-campus students. Out-of-state and out-of-country courses do not receive formula funding.

Overload

Overload occurs when a faculty member who is employed full time has a teaching assignment in addition.

Overload is reported on the CBM008 (UNIV, HRI).

Overload Salary

Overload Salary is salary paid for teaching a class that is considered to be an overload.

Overload Salary is reported on the CBM008 (UNIV, HRI).

Ownership Code

Ownership Code represents the agency with which the ownership of the building resides. See Appendices to the CBM Reporting Manuals.

Ownership Code is reported on the CBM014.

Part-Time Student

Part-Time Student is an undergraduate student enrolled for either 11 semester credits or less or less than 24 contact hours per week each term or a graduate student enrolled for eight semester credits or less.

Pathway Education Center

Pathway Education Center is a higher education center that is on the Supply/Demand Pathway.

Percent of Time

Percent of Time is the percent of a faculty member's time spent for each appointment during the reporting period. This percent is in relation to a full or normal workload at the institution.

Percent of Time is reported on the CBM008.

Perimeter

See Building Area or Room Area.

Permanent Resident

Permanent Resident is a non-citizen who has been lawfully admitted for permanent residence in the United States.

Permanent University Fund

Permanent University Fund (PUF) is an endowment that consists of land and a wide range of financial instruments. The income from the Permanent University Fund is called the Available University Fund.

Persistence Rate

Persistence Rate is the rate at which students persist in higher education, often as measured by the percentage of students who continue in higher education from one year to the succeeding year. To avoid confusion, Persistence Rate replaced the term Retention Rate, which is used in the public education (PK-12) sector as a reference to students who are held back and not promoted to the next grade.

Physical Education Courses Funding Limit

Physical Education Courses Funding Limit is a funding limit established in a rider in HB1 (78th Legislature). The rider states that no funds appropriated under this act shall be used for semester credit hours for students who are registered solely for physical education, weightlifting, group exercises, aerobics, or related courses; have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study.

PK-16

PK-16, or sometimes P-16 or P16, refers to the period of education that begins with pre-kindergarten and ends with a four-year baccalaureate degree.

Post-Baccalaureate Student

Post-Baccalaureate Student is a student with a bachelor's degree who has not been admitted to a graduate or first-professional program and is not currently enrolled in an undergraduate degree program.

Post-Baccalaureate is a classification reported on the CBM00S (UNIV, HRI), CBM00X, CBM0C1 (UNIV), CBM0E1 (UNIV).

Post-Master's Certificate

Post-Master's Certificate is an award that requires completion of an organized program of study of 24 credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctor's level.

Post-Master's Certificate is reported on the CBM009 (ICUT).

Practicum

Practicum is a type of external learning experience whereby the students receive practical, general training and experiences in the workplace. It includes student teaching, internships, work-study, cooperative education, and similar activities.

Practicum is a type of instruction reported on the CBM00A, CBM00S, CBM0CS.

Predicted Assignable E&G Space

Predicted Assignable E&G (Educational & General) Space is the amount of assignable educational and general space as calculated by factors in the Coordinating Board Space Projection Model.

Preliminary Enrollment

Preliminary Enrollment is the uncertified, preliminary count of the number of students enrolled in higher education on the 12th day of class in a given fall semester. The figures are requested by the end of September in summary form to publish as a comparative report to the prior fall term. The preliminary enrollments are replaced by certified enrollments when they become available after the official enrollment reports are submitted to the Coordinating Board by higher education institutions.

Prerequisite

Prerequisite is a course or competency required prior to entering a program or a course.

Prior Date of Birth

Prior Date of Birth is the previous date which the institution is changing on the database which tracks undergraduates' semester credit hour accumulation.

Prior Date of Birth is reported on the CBM00N.

Prior Gender

Prior Gender is the previous gender code which the institution is replacing on the database which tracks undergraduates' semester credit hour accumulation.

Prior Gender is reported on the CBM00N.

Prior Student Identification Number

Prior Student Identification Number is the previous SSN or student ID number which the institution is changing on the database which tracks undergraduates' semester credit hour accumulation.

Prior Student Identification Number is reported on the CBM00N.

Private Institution

Private Institution is a private or independent college or university that is organized under the Texas Non-Profit Corporation Act (Article 1396-1.01 et seq., Vernon's Texas Civil Statutes); exempt from taxation under Article VIII, Section 2, of the Texas Constitution and Section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. Section 601); and accredited by a recognized accrediting agency.

Private Lesson

Private Lesson is a class type that includes independent instruction of private music or other individualized instruction.

Private Lesson is a class type reported on the CBM00S (UNIV), CBM0CS (UNIV).

Professor

Professor is a faculty member of an institution of higher education who has the highest academic rank and who, at a university, is tenured or is on-tenure track.

Professor is a faculty rank reported on the CBM008.

Program Category

Program Category is a summary of groups of related instructional programs designated by the first two digits of the associated CIP code.

Program Closure

Program Closure is the process whereby a program is officially discontinued and removed from the program inventory either voluntarily by the institution or by the Coordinating Board through the deactivation process.

Program Competencies Profile

Program Competencies Profile is a matrix or checklist of competencies matched against learning modules or courses in which the competencies will be developed.

Program Deactivation

Program Deactivation is the process whereby an institution suspends all new student enrollments for a maximum of three years to assess program vitality and make revisions without loss of

eligibility for state funding or dropping the program and its courses from the program/course inventory.

Program Funding

Program Funding is the rate per base contact hour generated in a particular subject field as recommended by the Coordinating Board and approved by the Texas Legislature.

Program Inventory

Program Inventory is a database of Coordinating Board-approved degree programs listed by institution.

Program Linkage

Program Linkage refers to agreements between community and/or technical college programs and other educational institutions to facilitate transfer of courses or course credits and promote a seamless educational pathway.

Program or Program of Study

Program or Program of Study is any grouping of courses which are represented as entitling a student to a degree or certificate.

Program Reactivation

Program Reactivation is a formal process to reinstate a program that has been deactivated within the previous three years.

Program Revision

Program Revision is the process whereby an institution requests a change to an existing approved program.

Proprietary School or Proprietary Institution

See Career School or Career College.

PUF

PUF is an acronym for Permanent University Fund.

Quarter Calendar System

Quarter Calendar System is a calendar system in which the academic year consists of four sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. The

conversion of quarter hours to semester credit hours is 3 quarter hours equal 2 semester credit hours.

Race

Race is a category used to describe a group to which an individual belongs, identifies with, or belongs in the eyes of the community. Race categories do not denote scientific definitions of anthropological origins. A person may be counted in more than one group. See Race and Ethnicity Overview.

Race categories are reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

Race and Ethnicity Overview

Race and ethnicity have been reported in two distinct ways on CBM reports. Race and ethnicity are currently collected using a federally mandated two-question format. Prior to Fall 2010, race and ethnicity were collected using a single question format. Details for both collections are provided below.

Two-Question Format (Fall 2010 and Later)

For reports submitted in Fall 2010 or later, race and ethnicity are collected using a two-question format, as federally mandated. With the two-question format, institutions first identify the student or faculty member's Ethnic Origin as one of the following:

- Hispanic or Latino origin
- Not Hispanic or Latino origin
- Not answered

Institutions then identify the student or faculty member's race as one or more of the following:

- Asian
- American Indian or Alaskan Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- International
- Unknown or Not Reported

Note that if "Unknown or Not Reported" is selected, then no other race category can be selected.

The following definitions apply for the ethnicity and race categories:

- American Indian or Alaskan Native refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.

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

Race and Ethnicity in THECB Reports (Fall 2010 and Later)

When reporting by race and ethnicity, THECB uses the following categories:

- African American
- American Indian/Alaskan Native
- Asian
- Hispanic
- Native Hawaiian/Pacific Islander
- White
- Multiracial
- International
- Unknown or Not Reported

The following rules, in order of precedence, are used to populate the race and ethnicity reporting categories based on the data submitted on the CBM reports using the two-question format:

- If "International" is selected, then the reporting category is "International," regardless of other race or ethnicity selections.
- If "Hispanic or Latino origin" is selected, then the reporting category is "Hispanic."
- If more than one race is selected (excluding "International" and "Unknown or Not Reported"), then the reporting category is "Multiracial."
- If "Black or African American" is selected, then the reporting category is "African American."
- If "Asian" is selected, then the reporting category is "Asian."
- If "American Indian or Alaskan Native" is selected, then the reporting category is "American Indian/Alaskan Native."
- If "Native Hawaiian or Other Pacific Islander" is selected, then the reporting category is "Native Hawaiian/Pacific Islander."
- If "White" is selected, then the reporting category is "White."

Single Question Format (Prior to Fall 2010)

For reports submitted prior to Fall 2010, race and ethnicity were collected using a single question format via the item Ethnic Origin. When reporting race and ethnicity, institutions selected a single value for the student or faculty member from the following:

- White—Non-Hispanic
- Black—Non-Hispanic
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- International (termed Non-Resident Alien prior to Fall 1995)
- Unknown (added Fall 1998)

Rank

Rank is the relative standing assigned by the institution to a faculty member.

Rank is reported on the CBM008.

Remediation

See Developmental Education.

Remote Campus

Remote Campus is a restricted field. It is used to identify the following:

- Texas Woman's University students enrolled at the Dallas facility or Houston campus,
- University of Texas System Coordinated Admission Program (CAP) students,
- Texas State Technical College students enrolled at extension campuses, and
- incarcerated students.

Remote Campus is reported on the CBM009 (CTC), CBM00A, CBM00M, CBM0C1, CBM0E1.

Remote Teaching Site

Remote Teaching Site is a six-digit code assigned to a location to identify where the student has received instruction.

Remote Teaching Site is reported on the CBM001 (HRI).

Repeated Hours for Attempted Course

Repeated Hours for Attempted Course are hours for a course that a student has previously attempted once or more at the same institution. For a course to be repeated, it must be the same

or substantially similar to a course that the student previously attempted. A course from which the student withdraws before the official census date shall not count as an attempted course.

Repeated Hours for Completed Course

Repeated Hours for Completed Course are hours for a course that a student has previously completed once or more at the same institution. For a course to be repeated, it must be the same or substantially similar to a course that the student previously completed at the same institution and for which the student received a grade of A, B, C, D, F, or Pass/Fail.

Replacement Value

Replacement Value is the estimated cost to replace a building.

Reporting Period

Reporting Period is the semester or quarter in which institutions report data. For the universities and health-related institutions, there are four set reporting periods: fall, spring, summer, and annual. For the summer reporting period, the two summer sessions are combined into one report using non-duplicative data. A course that is taught in both sessions will be reported twice, but with identifiers that distinguish them from each other. There are four reporting periods for community, technical, and state colleges for credit courses, unless authorized to report a combined summer term: fall, spring, summer I, and summer II. Continuing education courses are reported in four quarters; fall, winter, spring, and summer. Independent Colleges and Universities have two reporting periods: fall and spring. Career Schools and Colleges have one reporting period: annual.

Residence

Residence is a code that represents the county, state, or country of which the student is a legal resident as identified by the student as his/her permanent address at the time of application to the institution.

Residence is reported on the CBM00A, CBM00B, CBM0C1, CBM0E1.

Residency Program

Residency Program identifies the program of medical, dental, podiatry, and pharmacy residents.

Residency Program is reported on the CBM00R.

Resident

Resident is a person who is a resident of the State of Texas as determined in accordance with Texas Administrative Code, Chapter 21, §§21.21 - 21.27 (relating to Determining Residence Status).

Resident Alien

See Permanent Resident.

Resident Physician

Resident Physician is a physician contractually obligated to a Texas medical school, licensed hospital, or non-profit corporation to receive residency education and training for a specified period of time.

Resident Physicians are reported on the CBM00R.

Resident Student

Resident Student, also called an in-state student, is a student who is a legal resident of the state (Texas) in which he/she attends college and thus is entitled to resident tuition.

Resident Tuition

Resident Tuition is the tuition charged by institutions to those students who meet the state's or institution's residency requirements.

Resident Tuition is a tuition status reported on the CBM001 (HRI), CBM0C1 (UNIV), CBM0E1 (UNIV).

Responsibility Factor

Responsibility Factor equals the proportion of credit hour time the faculty member has with students over the course of the semester in regularly scheduled meetings of each class section.

Responsibility Factor is reported on the CBM008, CBM0C8.

Restricted Funds

Restricted Funds are funds from external agencies or individuals that are restricted in use by the donor. Examples are federal student financial aid and research contracts.

Restricted Funds used for faculty salary are reported on the CBM008 (UNIV, HRI).

Restricted Program Admission

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

Restricted Program Admission is reported on the CBM001, CBM0C1, CBM0E1.

Retention Rate

See Persistence Rate.

Review

As shown on the CBM Edit Summary Report, the percentage increase or decrease of item values is compared to the previous year to aid in early detection of potentially erroneously-reported data. Items identified with a "Review" message must be evaluated and updates submitted to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- is less than 50, a Review message is not printed;
- is between 50 and 10,000, a percentage change greater than 25% is identified;
- is between 10,000+ and 100,000, a percentage change greater than 20% is identified;
- is greater than 100,000, a percentage change greater than 10% is identified.

If the original report has only one column, the comparison data is in the adjacent column. If the original report has multiple columns, the comparison data is in the next row and asterisks are printed below the column in question.

Riders

Riders are notes in the General Appropriation Act that provide special instructions from the Legislature.

Room Area

Room Area is the total square footage of a room. It should be physically measured and not taken from plans or blueprints. The dimensions of each room, including alcoves, should be used to calculate the area. Room Area is to be reported to the nearest 10th of a foot. Columns, chases, and other projections are ignored.

Room Area is reported on the CBM011.

Room Measurement

See Room Area.

Room Number

Room Number is a number that, in conjunction with building, uniquely identifies a room at an institution.

Room Number is reported on the CBM005, CBM011, CBM014.

Room Type Code

See Space Use Code.

Room Usage Code

See Functional Category Code.

SACS

SACS is an acronym for Southern Association of Colleges and Schools.

Salary

Salary refers to faculty salary.

Salary is reported on the CBM008.

SAT

SAT, formerly Scholastic Assessment Test, is an examination administered by the Educational Testing Service and used to predict the facility with which an individual will progress in learning college-level academic subjects. A student who meets CB standards on designated sections of the SAT is exempt from the requirements of the Texas Success Initiative (TSI) for the related sections.

SAT exemptions and related scores are reported on the CBM002.

SCH

SCH is an acronym for Semester Credit Hour.

SCH Load--Inter-Institutional Not State-Funded

SCH Load--Inter-Institutional Not State-Funded is the number of semester credit hours in inter-institutional courses for which the student is registered during the reporting period that do NOT qualify for state funding.

SCH Load--Inter-Institutional Not State-Funded is reported on the CBM001 (HRI).

SCH Load--Inter-Institutional State-Funded

SCH Load--Inter-Institutional State-Funded is the number of semester credit hours in inter-institutional courses for which the student is registered during the reporting period that qualify for state funding.

SCH Load--Inter-Institutional State-Funded is reported on the CBM001 (HRI).

SCH Load--Not State-Funded

SCH Load--Not State-Funded is the number of credit hours for which the student is registered in the reporting period that do not qualify for state funding, not including any inter-institutional or developmental SCH which are included in their own categories. Examples are attempted semester credit hours of an undergraduate student who has exceeded the state limit, semester credit hours of a student who has attempted the same course more than twice, semester credit hours of a student in physical education courses that are not allowed for state funding (see Physical Education Courses Funding Limit) and semester credit hours of a student in Military Science or religion courses. SCH Load--Not State-Funded is not required for Medical and Dental students.

SCH Load--Not State-Funded is reported on the CBM001 (HRI).

SCH Load--State-Funded

SCH Load--State-Funded is the number of semester credit hours for which the student is registered during the reporting period that do qualify for state funding. Excluded are all developmental semester credit hours and other semester credit hours in excess of state limits and inter-institutional semester credit hours.

SCH Load--State-Funded is reported on the CBM001 (HRI).

SCH of Undergraduate Degree Program

SCH of Undergraduate Degree Program is the number of semester credit hours required to be earned in order for a student to receive a baccalaureate degree in the specified program.

SCH of Undergraduate Degree Program is reported on the CBM001 (HRI), CBM0C1 (UNIV), CBM0E1 (UNIV).

School or College

For students enrolled at health-related institutions, School or College is a six-digit code that identifies the specific school or college in which the student is enrolled or faculty member teachers and which is to be funded.

School or College is reported on the CBM001 (HRI), CBM008 (HRI), CBM009 (HRI).

Second Year Student

For undergraduate students, see Sophomore.

Second Year Student is a special professional student in the second year of a medical or dental degree program.

Second Year Student is one of the classifications reported on the CBM001 (HRI).

Secure File Transfer Protocol

State and Federal security requirements mandate that confidential data be transferred electronically using a secure process. The Coordinating Board requires and distributes reports with the Secure Shell (SSH) and Secure FTP (SFTP) combination. SFTP provides a secure channel for file transfer from mainframes or PCs to an SFTP server at the THECB.

Self-Supporting Courses and Programs

Self-Supporting Courses and Programs are academic credit courses and programs (formerly defined as extension courses or programs) whose semester credit hours are not submitted for formula funding.

Self-Supporting Courses and Programs are reported on the CBM00X.

Semester

In fall or spring, Semester normally includes at least 15 weeks for instruction and one week for final examination, or a total of 16 weeks of instruction and examination combined. For each of the two summer terms, Semester includes no less than 5 1/2 calendar weeks, including registration, instruction, and final examinations.

Semester Credit Hour

Semester Credit Hour (SCH) is a unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system.

Semester Credit Hour Load, Current Registration

Semester Credit Hour Load, Current Registration is the number of semester credit hours for which the student is registered in the term being reported. Semester credit hours attempted in flexible entry (FE) classes (courses that begin after the census date of the prior term) are reported in a separate record and contain a '1' coded in Flexible Entry item. Other than the FE SCH, this field contains all the semester credit hours attempted by the student during the reporting period. NOTE: Unlike the university reports, which break out the SCH load in current registration by on

and off-campus, the health institutions include both on and off-campus semester credit hours in a single item.

Semester Credit Hour Load, Current Registration is reported on the CBM001 (HRI).

Semester Credit Hour Load, Remote Site

Semester Credit Hour Load, Remote Site is the number of semester credit hours for which the student is registered during the reporting period at an approved remote teaching site. These hours are also included in Semester Credit Hour Load, Current Registration.

Semester Credit Hour Load, Remote Site is reported on the CBM001 (HRI).

Semester Credit Hour Overview

The following are the semester credit hour (SCH) fields on the CBM00S, CBM0CS, and CBM001 reports for Universities; Community, Technical, and State Colleges; and Health-Related Institutions. The definition of each specific item can be found under its own item name.

Universities (CBM0CS, CBM00S):

- Semester Credit Hour Value
- Semester Credit Hours--State-Funded
- Semester Credit Hours--Not State-Funded
- Semester Credit Hours--Not State-Funded Reason

Community, Technical, and State Colleges (CBM0CS, CBM00S):

- Semester Credit Hour Value
- SCH of Undergraduate Degree Program
- Semester Credit Hours--State-Funded
- Semester Credit Hours--Not State-Funded
- Semester Credit Hours/Contact Hours--Not Funded Reason

Health-Related Institutions (CBM001):

- SCH of Undergraduate Degree Program
- Semester Credit Hour Load, Current Registration
- Semester Credit Hour Load, Remote Site
- SCH Load State-Funded
- SCH Load Not State-Funded
- SCH Load Inter-Institutional State-Funded
- SCH Load Inter-Institutional Not State-Funded

Semester Credit Hour Value

Semester Credit Hour Value is a unit of value indicating the number of hours (or equivalency) of instruction per week for a course for a school term. This is the number of semester credit hours (SCH) for which the class is actually taught. It may be less but not more than the total for which it is approved on the course inventory.

Semester Credit Hour Value is reported on the CBM00S, CBM0CS.

Semester Credit Hours--Not Funded Reason

Semester Credit Hours (SCH)--Not Funded Reason identifies the reason the SCH was listed as non-funded. For universities, the following are the reasons for non-funded SCH:

- Developmental SCH exceeds state funding limit.
- Student attempted the same course three or more times.
- Undergraduate SCH attempted exceeds state limits of 45 or 30 SCH beyond degree program (beginning fall 2009, institutions should not include dual credit courses taken by the student when calculating excess hours).
- Student/Course is not allowed for state funding (reported only if first three options do NOT apply).
- Student did not pay by class census date.
- Institutional decision.
- Inter-institutional class (reported for funding by another institution).
- Doctoral semester credit hours exceed the funding limit.

Semester Credit Hours (SCH)--Not Funded Reason is reported on the CBM00S (UNIV), CBM0CS (UNIV).

Semester Credit Hours--Not State-Funded

Semester Credit Hours (SCH)--Not State-Funded is the number of semester credit hours the student completed in this course that DO NOT qualify for state funding during the current semester. Examples are SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student enrolled in only physical education courses, and SCHs of a student in military science and religion courses. Included are the semester credit hours of undergraduate students who have attempted the same course three or more times and are not eligible to be counted for state funding. Also included are the semester credit hours in dual credit courses that are not eligible for state funding.

Semester Credit Hours (SCH)—Note State-Funded is reported on the CBM00S, CBM0CS.

Semester Credit Hours--State-Funded

Semester Credit Hours (SCH)--State-Funded is the number of semester credit hours the student completed in this course that DO qualify for state funding during the current semester.

Semester Credit Hours (SCH)--State-Funded is reported on the CBM00S, CBM0CS.

Semester Credit Hours/Contact Hours--Not Funded Reason

Semester Credit Hours (SCH)/Contact Hours (CH)--Not Funded Reason identifies the reason the SCH/CH was listed as non-funded. For community, technical, and state colleges, the following are the reasons for non-funded SCH/CH:

- Developmental SCH exceeds state funding limit.
- Student attempted the same course three or more times.
- Student/Course is not allowed for state funding (reported only if first two options do NOT apply).
- Student did not pay by class census date.
- Institutional decision.
- Inter-institutional class (reported for funding by another institution).

Semester Credit Hours/Contact Hours--Not Funded Reason is reported on the CBM00S (CTC), CBM0CS (CTC).

Seminar

Seminar is an activity in which a group of students engage in research or advanced study and meet under the general direction of one or more faculty members for a discussion of problems of mutual interest.

Seminar is a type of instruction reported on the CBM00S (UNIV), CBM0CS (UNIV).

Senior

Senior is a student who has completed at least 90 semester credit hours in a 120-credit program.

Senior is a student classification reported on the CBM001 (HRI, ICUT), CBM00A, CBM00S, CBM00X, CBM0C1, CBM0CS, CBM0E1. Senior is a course level reported on the CBM003.

Service Area

Service Area is the geographical area, or target market, for educational delivery by community/junior colleges as defined in the Texas Education Code, Chapter 130, Subchapter J.

Short Course Title

Short Course Title is an abbreviated title of each course which adjusts the title to include not more than a total of 30 characters (letters, symbols, spaces, and punctuation).

Short Course Title is reported on the CBM003.

Skill Standard

Skill Standard is a standard that specifies the level of knowledge and competence required to successfully perform work-related functions within an occupational cluster.

Small Class

Small Class is an undergraduate level organized class with less than 10 registrations and a graduate level class with less than five registrations. Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class and will be defined as a small class if there are less than ten total registrants in the class.

Sophomore

Sophomore is a student who has completed the equivalent of one year of undergraduate work; that is, at least 30 semester hours but less than 60 semester hours in a 120-hour program.

Sophomore is a student classification reported on the CBM001 (HRI, ICUT), CBM00A, CBM00S, CBM00X, CBM0C1, CBM0CS, CBM0E1. Sophomore is a course level reported on the CBM003.

Southern Association of Colleges and Schools

Southern Association of Colleges and Schools (SACS) is the regional organization that accredits postsecondary educational institutions in Texas.

Southern Regional Education Board

Southern Regional Education Board (SREB) is a consortium of 17 southeastern states, including Texas, with offices in Atlanta.

Space Deficit

Space Deficit is the shortage of available space when compared to predicted assignable educational and general space as calculated by factors in the Coordinating Board Space Projection Model.

Space Projection Model

Space Projection Model is a planning tool, adopted by the Coordinating Board, for public universities, technical colleges, and health-related institutions that predicts how much assignable educational and general space is required to fulfill an institution's mission for teaching, research, and public service.

Space Projections

Space Projections are predictions of needed assignable educational and general square feet calculated from factors in the Coordinating Board Space Projection Model.

Space Surplus

Space Surplus is the amount of actual educational and general space which exceeds the predicted amount of space as forecast by the Coordinating Board Space Projection Model.

Space Use Code

Space Use Code, formerly called Room Type Code, is based on the room's exclusive or predominant design or use. There are major categories of room types that should encompass all space found in campus buildings. Architectural features of a room, including its structural design and utility services, are relevant to its primary use and help determine the type of space it is. Categorizing a room space is separate from classifying a room's function or its academic discipline. Placing the focus on a room's relationship may help clarify its definition and code description. The information needed to code a room's type of space may best be obtained by visual inspection but may also be obtained from as-built drawings. A room's space code can change when its physical characteristics are changed or remodeled. See Appendix F in the Appendices for Reporting and Procedures Manual.

Space Use Code is reported on the CBM011.

Special Approval or Unique Need Inventory

Special Approval or Unique Need Inventory is an inventory of special approval or unique need courses. If a community or technical college wishes to offer a course not generically approved in the Academic Course Guide Manual, or for more credit or contact hours than listed in the ACGM, it must request approval for such courses on the basis of unique need.

Special Doctoral Record

Special Doctoral Record identifies semester credit hours attempted in a doctoral-level course funded at the doctoral rate by a doctoral student and reported by funding area. If a student generates semester credit hours in more than one funding area, a special doctoral record must be created for each funding area after the first one. The special records are distinguished by '3' in the Flexible Entry item. See Doctoral Funding Limit for a description of the regulations that necessitate such records.

Special Topics Course

Special Topics Course is a Workforce Education Course Manual course that should be used only when course content does not exist in any other WECM course. The Special Topics course is intended for temporary use or transitional content. Such a course expires after three years.

Specialist Degree

Specialist Degree is a degree program awarded for study beyond the master's degree but below the doctorate that typically requires 60-70 semester credit hours beyond a bachelor's degree (or about 30 beyond a master's degree). It is designed as a terminal degree and reported at the master's level.

Specialist Degree, included with Master's, is an award reported on the CBM009 (UNIV).

Specialty Area or Discipline

Specialty Area or Discipline is the area pursued in residency training. Distinctions exist between medical (non-invasive) and surgical (invasive) specialties, as well as primary care (i.e., family practice, internal medicine, pediatrics) and subspecialty training (i.e., dermatology, ophthalmology, cardiology, etc.).

Specialty Area or Discipline is reported on the CBM00R.

SREB

SREB is an acronym for Southern Regional Education Board.

Start Time

Start Time is the time of day that a class starts based on the 24-hour clock.

Start Time is reported on the CBM005.

State Appropriations

State Appropriations are a source of salary funds that includes all funds from state appropriations including special items, whether funded by general revenue or other educational and general income.

State Appropriations is a source of salary funds reported on the CBM008 (UNIV, HRI).

Status of Continuing Education Student

Status of Continuing Education Student indicates that the student is enrolled in continuing education.

Status of Continuing Education Student is reported on the CBM00A.

Student Financial Aid

Student Financial Aid are funds from various sources awarded to students, generally on the basis of merit or need, to help defray the cost of living, tuition, and other expenses while attending an institution of higher education. Such funds may be in the form of scholarships, grants, loans, or student employment.

Student Identification Number

Student Identification Number is the number used by the institution to identify its students. The number will usually be a Social Security Number but in some cases (foreign nationals, etc.) the institution will create a number. These numbers should not have alphabetic characters in them.

Student Identification Number is reported on the CBM001, CBM002, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

Student Intent

Student Intent identifies the primary reason the student is attending college. This item is solely student-declared beginning in fall 2001.

Student Intent is reported on the CBM001 (CSC), CBM0C1 (CTC), CBM0E1 (CTC).

Student Station Capacity

Student Station Capacity is the number of occupants the space is designed to accommodate (desks, table spaces with chairs, etc.) in a room at the beginning of a semester by actual count. Since the inventory is changed continuously by institutional reporting, room capacity must be changed when the number of stations in a room is altered.

Student Station Capacity is reported on the CBM011.

Student-Faculty Ratio

Student-Faculty Ratio is a calculation determined by dividing student FTE by faculty FTE of the same level.

Study-Abroad Courses

Study-Abroad Courses are off-campus, academic credit courses which are delivered outside the United States, primarily to regular on-campus students.

TCCNS

TCCNS is an acronym for Texas Common Course Numbering System.

Teaching Assistant

Teaching Assistant is a graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (excluded are those who only serve as graders).

Teaching Assistant is a faculty rank reported on the CBM008 (UNIV, HRI).

Teaching Hospital

Teaching Hospital is any hospital, institution, or organization that provides an accredited program of graduate medical education.

Teaching Load Credit

Teaching Load Credit (TLC) is the part of a faculty member's workload that is devoted to a class section. Each institution has an established workload policy. T.E.C. Section 51.402(b) requires each university to adopt rules concerning faculty academic workloads and recognizes that important elements of the workload include classroom teaching, basic and applied research, and professional development. The workload rules and regulations of each institution shall be included in their operation budget that is reported to the Coordinating Board. An institution may have different schedules for non-tenure-track and tenure-track faculty as well as for full-time and part-time faculty and it may vary by department, but it should be at least roughly equivalent throughout the university. An example of a normal workload of a full-time, non-tenure-track faculty may be 12 semester credit hours and for a full-time, tenure-track faculty may be 9 semester credit hours for a long term. Adjustments to workload credits may be allowed for various instructionally related assignments, such as supervision of activity and performance courses, supervision of theses and dissertations, and supervision of student teaching, practica, and internships. Teaching of large classes that involve supervision and coordination of teaching assistants, graders, or of multiple laboratory sections may generate a workload adjustment. Also the development of new degree programs or conducting major curriculum revisions may generate workload equivalencies. Each institution has an established workload policy.

Teaching Load Credit is reported on the CBM008 (UNIV), CBM0C8.

TEC

TEC is an acronym for Texas Education Code.

Tech-Prep

Tech-Prep is a program of study that (a) combines at least two years of secondary education (as determined under State law) and two years of postsecondary education in a non-duplicative sequential course of study; (b) strengthens the applied academic component of vocational and technical education through the integration of academic and vocational and technical instruction; (c) provides technical preparation in an area such as engineering technology, applied science, a mechanical, industrial, or practical art or trade, agriculture, a health occupation, business, or

applied economics; (d) builds student competence in mathematics, science, and communications (including through applied academics) in a coherent sequence of courses; and (e) leads to an associate degree or a certificate in a specific career field, and to high skill, high wage employment or further education.

Tech-Prep is a major type reported on the CBM009 (CTC), CBM0C1 (CTC), CBM0E1(CTC).

Technical Course

Technical Course is a workforce education course for which semester credit hours are awarded.

Technical Course is a course type reported on the CBM00S (CTC), CBM0CS (CTC).

Technical Course Inventory

See Workforce Education Course Manual.

TEKS

TEKS is an acronym for Texas Essential Knowledge and Skills.

Tenure

Tenure is defined as the status of a personnel position, or a person occupying a position or occupation, with respect to permanence of the position. It is the academic tradition of guaranteeing continuing employment to faculty members who have demonstrated a high level of performance in the areas of research, teaching, and service. Tenure decisions are usually made for tenure-track faculty in the fifth year of employment.

Tenure Track

Tenure Track is a position that leads to consideration for tenure.

Tenure Track is included in the definitions for rank reported on the CBM008 (UNIV, HRI).

Term Sought

Term Sought is the expected term of entry for which the student seeks admission (fall or summer).

Term Sought is reported on the CBM00B.

Texas Common Course Numbering System

Texas Common Course Numbering System (TCCNS) is a common system of four-letter prefixes and four-digit numbers for freshman- and sophomore-level academic courses offered in Texas

public community and technical colleges. Originally developed as a joint project by the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) and the Gulf Coast Consortium of Community and Technical Colleges, the system has been voluntarily implemented across the state of Texas in an effort by colleges to facilitate the successful transfer of courses taken by students from one college to another. These courses form the basis for the Lower Division Academic Course Guide manual.

Texas Education Code

Texas Education Code (TEC) are the statutes of the State of Texas dealing with education. In general, the statutes dealing with higher education are within Title III of the code.

Texas Essential Knowledge and Skills

Texas Essential Knowledge and Skills (TEKS) is the curriculum approved by the State Board of Education for all public schools in Texas. It includes a mandated curriculum of English language arts/reading, science, social studies, and math, as well as guidelines for other curricula.

Texas Higher Education Coordinating Board Rules and Regulations

Texas Higher Education Coordinating Board Rules and Regulations are the policies and procedures which regulate the operation of public higher education institutions within the state of Texas. These rules and regulations may be accessed electronically via the Coordinating Board's website.

Texas Success Initiative

Texas Success Initiative (TSI) is a legislatively mandated program effective September 1, 2003. The TSI, which replaced the Texas Academic Skills Program (TASP), gives more flexibility to public higher education institutions in their efforts to ensure that students have the academic skills they need to succeed in higher education. The TSI requires testing of students' academic skills upon entry into public higher education and appropriate counseling, advice, and opportunities--such as developmental education courses or non-course-based education (e.g., computer-based instruction or tutoring)--for improving those skills. Each college or university is responsible for determining when students have the appropriate skills to succeed in college.

Third Year Student

For undergraduate students, see Junior.

Third Year Student is a special-professional student in the third year of a medical or dental degree program.

Third Year Student is one of the classifications reported on the CBM001 (HRI).

TLC

TLC is an acronym for Teaching Load Credit.

Transfer Student

Transfer Student is a student entering the reporting institution for the first time and who is known to have previously attended another institution at the same level (e.g., undergraduate to undergraduate, graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who enter for further education.

Transfer Students are reported on the CBM001 (HRI), CBM0C1, CBM0E1.

Transfer Student or First-Time-in-College

Transfer Student or First-Time-in-College is a CBM report item that identifies the following:

- the first term a student transfers to the institution from another institution of higher education,
- the term a student enters college for the first time,
- the first term a student is accepted into a master's program, or doctoral research/scholarship program, or doctoral professional practice program.

Transfer Student or First-Time-in-College is reported on the CBM001 (HRI), CBM0C1, CBM0E1.

TSI

TSI is an acronym for Texas Success Initiative.

TSI Obligation Waived or Satisfied through Exemption

TSI Obligation Waived or Satisfied through Exemption identifies the waiver or exemption that applies for a student for the subject area (math, reading, or writing).

TSI Obligation Waived or Satisfied through Exemption is reported on the CBM002.

Tuition and Fees (Revenues)

Tuition and Fees (Revenues) are the amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit. Required fees are those fixed sums charged to students for items not covered by tuition and are required of such a large proportion of all students that the student who does not pay the charge is an exception. The base tuition charge should be assessed only once during each term, regardless of the length of the term or the begin date of the class.

Tuition Status

Tuition Status identifies the tuition rate for which the student qualifies (e.g., resident or non-resident, in-district or out-of-district).

Tuition Status is reported on the CBM01 (HRI), CBM0C1, CBM0E1.

Tuition Status of CEU Students

Tuition Status of CEU Students indicates whether the courses in which the student is enrolled are offered in the fulfillment of a contractual agreement between the institution and an external entity.

Tuition Status of CEU Students is reported on the CBM003.

Type Code

Type Code represents the primary use of a building. See Appendices for Reporting and Procedures Manual.

Type Code is reported on the CBM014.

Type Major

Type Major indicates the primary program of study as academic, technical, or Tech-Prep. For students reported on the CBM0C1/CBM0E1, the Tech-Prep declared major definition requires that the students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors. On the CBM00A, a Tech-Prep major has precedence over a Technical major, which has precedence over a Continuing Education Focus.

Type Major is reported on the CBM009 (CTC), CBM00A, CBM00M, CBM0C1 (CTC), CBM0E1 (CTC).

Type of Instruction

Type of Instruction is the principal method (structure) by which instruction is provided to the students of the class, e.g., lecture, lab, independent study, etc.

Type of Instruction is reported on the CBM00C, CBM00S, CBM0CS.

Unassigned Space

Unassigned Space is the sum of building custodial service and mechanical areas, all of which are not assigned directly to support programs. Public restrooms, shell space, or space

mothballed/permanently incapable of use is also unassigned space. Unassigned space is determined by room type and room use data fields. The following are types of unassigned space:

- Building Service Area - Space used for the protection, care, and maintenance of a building.
- Circulation Area – Non-assignable hallway or stairwell space.
- Inactive Area – Space in a building that once was assignable but is permanently no longer in use.
- Mechanical Area – A portion of the facility's space that is designed to house mechanical equipment, utility services, and shaft areas.
- Public Restrooms – Restrooms that are accessible to the public. Private restrooms are service areas.
- Shell Space – Unfinished space designed to be converted into usable space at a later date.

Unclassified (Student)

Unclassified refers to a student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. This could include a transfer student whose earned credits have not been determined at the time of the fall report.

Unclassified is a student classification reported on the CBM00A, CBM00S (CTC), CBM00X (CTC), CBM0C1 (CTC), CBM0CS (CTC), CBM0E1 (CTC).

Undergraduate

Undergraduate is a student enrolled in a four- or five-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

Undergraduate Funding Limitation

Undergraduate Funding Limitation is a Legislative limit placed on the number of undergraduate semester credit hours that an undergraduate may attempt and which the state will use in allocating appropriations to an institution. The following limits are currently in place:

- For students who initially entered a higher education institution in fall 1999 to summer 2006, the limit is 45 hours over and above the number of hours in the student's degree program.
- For students who initially entered a higher education institution in fall 2006 to summer 2023, the limit is 30 hours over and above the number of hours in the student's degree program.
- For students who initially entered a higher education institution in fall 2023 or later, the limit is 30 hours over and above the number of hours in a bachelor's program or 15 hours over the number of hours over and above an associate's program.

Undergraduate Funding Limitation is a status reported on the CBM001 (HRI), CBM0C1, CBM0E1.

Undersized Class

See Small Class.

Unduplicated Headcount

Unduplicated Headcount is the sum of students enrolled with each student counted only once during the reporting period, regardless of when the student enrolled.

Unique Need Course

An academic course approved for a specific college or university and designed to transfer into a baccalaureate program.

Unique Need Inventory

See Special Approval or Unique Need Inventory.

United States Medical Graduate

United States Medical Graduate (USMG) is a graduate of a U.S. medical school which is accredited by the Liaison Committee on Medical Education or the American Osteopathic Association.

University System Center

University System Center (USC) is a higher education center administered by a university system or individual institution in a system. It has minimal administration and locally provided facilities.

Untaught Course List

Untaught Course List is a list of courses from the CB-approved course file which have not been taught for the past four consecutive years. Unless justified, these courses will be deleted from the inventory.

Upper Division Course

Upper Division Course is a course offered at a level of comprehension usually associated with junior and senior students.

Upper Division Student

Upper Division Student is an undergraduate student working toward a baccalaureate degree who has either earned more than 60 semester credit hours or has an associate degree.

Upper-Level Center

Upper-Level Center is a center offering junior, senior, and certain graduate level courses in programs approved by the CB.

USC

USC is an acronym for University System Center.

USMG

USMG is an acronym for United States Medical Graduate.

Waiver (Tuition)

Waiver allows a student to pay a lesser rate of tuition than he/she would normally pay. Waivers usually refer to tuition alone, rather than tuition and fees.

Waiver is a tuition status reported on the CBM0C1, CBM0E1.

WECM

WECM is an acronym for Workforce Education Course Manual.

White

A race of a person having origins in any of the original peoples of Europe, the Middle East or North Africa. See Race and Ethnicity Overview.

White is one of the race categories reported on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0C1, CBM0E1.

Workforce Continuing Education Course

Workforce Continuing Education Course is a course of ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction, as outlined in the Guidelines for Instructional Programs in Workforce Education, with an occupationally-specific objective and supported by state appropriations. Workforce continuing education courses are offered by community and technical colleges and differ from a community service course, which is not eligible for state reimbursement and is offered for recreational or avocational purposes.

Workforce Continuing Education Courses or Programs

Workforce Continuing Education Courses or Programs are workforce education courses or programs which include credit or non-credit continuing education options.

Workforce Education

Workforce Education refers to programs offered primarily by community and technical colleges, including technical courses and programs for which semester hours are awarded and vocational courses and programs for which continuing education units are awarded. Workforce education courses and programs prepare students for immediate employment or job upgrade within specific occupational categories.

Workforce Education Course Manual

Workforce Education Course Manual (WECM) is the Coordinating Board's official statewide inventory of workforce education courses (Technical Course Inventory) for public two-year colleges. Courses appearing on the CBM00C must also appear on this inventory.

Year

Year refers to the reporting year. It is typically the calendar year in which a semester occurs. All CBM reports include year.