



Texas Higher Education
COORDINATING BOARD
Academic Planning and Policy

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M E M O R A N D U M

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To: Presidents, Chancellors, Reporting Officials, IR Officers, Liaisons (copied), Chief Academic Officers, Chief Instructional Officers, Chief Financial Aid Officers, and Registrars at Texas Public Institutions of Higher Education

From: David W. Gardner

RE: Reporting Instructions for Institutions affected by Hurricane Harvey

Hurricane Harvey has affected a large number of higher education institutions and students across southern, eastern, and central Texas and may potentially impact more over the next several days. The following guidance is provided to public institutions of higher education that were impacted by the storm. If your institution is 1) not included on the list of schools located in affected areas (see attachment), but did suffer damage or disruption; or 2) has had other issues arise regarding reporting or any other aspects of operation for which the Texas Higher Education Coordinating Board can be of assistance, please contact me at David.Gardner@thehb.state.tx.us or 512-427-6155.

Requests for Census Date and CBM Reporting Extensions

Institutions that have delayed their semester start date or had their fall semester interrupted due to the storm may, but are not required to, extend their Census Date for up to two weeks. The day that an institution chooses for a new Census Date must be a day that the bursar's office has regularly scheduled hours. Institutions affected by the storm may also extend their fall CBM reporting deadline for up to two weeks.

If your institution chooses to extend your Census Date or would like to take advantage of the CBM reporting deadline extension, please email your request to Victor Reyna, Assistant Director, Educational Data Center, at Victor.Reyna@thehb.state.tx.us with "Census Date/CBM Reporting Extension Request" in the subject line. In the email, please include the current Census Date and the new Census Date, if applicable, and a brief explanation of the circumstances for the census and/or reporting extension.

Length of Semester and Reporting Class Begin Dates

Institutions negatively affected by Hurricane Harvey are not required to adjust their fall semester end date, if they are able to resume normal operations by September 6, 2017. Institutions that are unable to re-open by September 6 should notify Dr. Rex Peebles, Assistant Commissioner for Academic Quality and Workforce, of their status and provide an update on their fall schedule change. Dr. Peebles can be reached at Rex.Peebles@thehb.state.tx.us or 512-427-6520. Memorandum, Texas Public Institutions of Higher Education

20th Class Day Reporting

To be counted for state aid, 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 for a regular semester. For institutions that have extended the Census Date, the 20th class day should be adjusted accordingly.

We will provide additional guidance on matters relating to storm impacts as soon as we are able. Please let us know if there are other ways that we can be of assistance during this challenging time.

c: Raymund Paredes
 Rissa McGuire
 Jacob Fraire
 Julie Eklund