

U N I V E R S I T Y *of* H O U S T O N
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs
AREA: Institutional Research

Number: 12.02.01

<p>SUBJECT: Data Coordination, Verification and Submission to the Office Of Institutional Research (IR)</p>
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I. PURPOSE AND SCOPE

Texas uses funding formulas to allocate state appropriations among institutions of higher education. Formula funding constitutes a significant portion of state appropriations to the University of Houston. Much of that revenue is derived from funding driven by semester credit hours. State statutes, General Appropriations Act riders and the Texas Higher Education Coordinating Board's (THECB) rules and regulations govern the funding process. The basis for appropriations is the enrollment information that universities are required to report to THECB.

This document assigns responsibilities and assists university personnel in reporting accurate and complete information to THECB and other regulatory entities, as appropriate.

II. POLICY STATEMENT

The university is responsible for submitting accurate and complete data to THECB and other regulatory entities.

The primary responsibility of the Office of Institutional Research (IR) is reporting student, class and faculty information to THECB for each enrollment period (spring, summer and fall semesters). IR is also responsible for promulgating guidelines to ensure that all data reported to THECB and other entities is accurate, complete and timely. IR fulfills this responsibility in cooperation with academic and administrative personnel throughout the university.

Each college or entity providing information as required by IR guidelines will designate an IR data coordinator and notify IR of their designation. The Deans/Division Heads will approve these designations.

All IR data coordinators must comply with IR guidelines.

IR will notify Deans, Division Heads and the Senior Vice President for Academic Affairs and Provost of any instances of non-compliance with IR guidelines.

III. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President for Planning and University Outreach

Review: Every three years, on or before January 1

IV. APPROVAL

Randy J. Harris

Vice President for Administration and Finance

Edward P. Sheridan

Senior Vice President for Academic Affairs and Provost

Arthur K. Smith

President

Date of President's Approval: 11/8/01

V. REFERENCES

Institutional Research web page (<http://www.uh.edu/oppa/>)

Enrollment Services ADMINQ (Admissions Inquiry) application documentation screens

RARCAS application documentation screen