

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Academic Affairs**  
**AREA: Institutional Research**

**Number: 12.02.01**

<b>SUBJECT: Data Coordination, Verification and Submission to the Office Of Institutional Research (IR)</b>
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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.

Offices and staff entering data in the database are responsible for maintaining business processes that ensure completeness and accuracy of data at all times, following guidelines and training provided by the Office of Academic and Institutional Information.

Offices and staff entering data in PeopleSoft are responsible for maintaining business processes that ensure completeness and accuracy of data at all times.

Each college or entity providing data to external entities will notify IR of the information being requested, and follow IR guidelines completing it.

Each college 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 March 1

IV. APPROVAL

John Antel  
Senior Vice President for Academic Affairs and Provost

Renu Khator  
President

Date of President's Approval: June 9, 2009

V. REFERENCES

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