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This email message is sent on behalf of David W. Gardner, Deputy Commissioner, Academic Planning and Policy, and Chief Academic Officer, Texas Higher Education Coordinating Board

MEMORANDUM

September 23, 2019

To: Presidents, Chancellors, Reporting Officials, IR Officers, 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 Tropical Storm Imelda

Tropical Storm Imelda has affected higher education institutions and students in Eastern Texas. Governor Greg Abbott's disaster declaration included the following counties: Brazoria, Galveston, Harris, Jefferson, Montgomery, and Orange. A list of institutions located in these counties is attached.

Students who live in affected areas and attend institutions outside of those areas may also have been impacted. The Governor identified Brazoria, Chambers, Galveston, Hardin, Harris, Jasper, Jefferson, Liberty, Matagorda, Montgomery, Newton, Orange, and San Jacinto counties on his list of affected areas.

The following guidance is provided to public institutions of higher education that were directly impacted by the storm:

Requests for Census Date and CBM Reporting Extensions

Institutions that had their fall semester interrupted due to the storm may, but are not required to, extend their Census Date for up to two weeks. In most cases, this would only apply to Census Dates affiliated with flex entry or late start courses. 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 initial fall CBM reporting deadlines for up to two weeks and their final certification deadlines for up to two weeks from the posted deadlines.

If your institution chooses to extend a Census Date or would like to take advantage of the CBM reporting deadline extension, please email your request to Victor Reyna, Director of the 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 how your institution was affected by the storm and/or any other circumstances that warrant an extension. Other circumstances may include allowances made for students from affected areas that will affect reporting.

Cancelled Classes and Adjustments to Length of Semester

Institutions negatively affected by the storm are not required to adjust their fall semester end date, if fewer than 3 contact hours of classes have been cancelled. If more contact hours/days have been cancelled, make up classes should be scheduled, or the semester end data should be extended, or students should be provided with sufficient supplemental materials and assignments to make up the lost student learning outcomes. Institutions that are unable to re-open within one week of initial storm closures should notify Victor Reyna at the email address provided above.

20th Class Day Reporting

A memorandum regarding collection and refund of tuition and fees will be forthcoming. The memorandum will also include information about 20th class day reporting related to state aid.

If your institution or students were impacted by Tropical Storm Imelda and you need additional information or assistance, please do not hesitate to contact me at David.Gardner@thecb.state.tx.us or 512-427-6155.

Attachment

c: Jacob Fraire, Texas Association of Community Colleges
 Rissa McGuire, Council of Public University Presidents and Chancellors
 Universities and Health-Related Institutions Institutional Liaisons
 Community, State and Technical College Liaisons
 Coordinating Board Members and Executive Officers/Staff

- [09 23 Memo Reporting Instructions for Institutions affected by Tropical Storm Imelda.pdf](#)
- [09 23 Inst affected by Tropical Storm Imelda.pdf](#)