

PROPOSED RULES PREAMBLE

Brief explanation of proposed rule

The Texas Higher Education Coordinating Board proposes amendments to Section 4.11 of Board rules, concerning the Common Admission Application Forms.

Specifically, the amendments to subsection 4.11(a) and throughout the rule amend the text to reflect there are multiple application forms based on the underlying common application. Other changes to subsection 4.11(a) remove dated language no longer appropriate now that technology allows the Texas Higher Education Coordinating Board (THECB) to provide users electronic access to both paper and electronic application forms.

Amendments to subsection 4.11(b) clarify that participating institutions must accept freshman and transfer applications submitted by applicants who use the common admission forms. They further indicate that the paper and electronic forms are to be made available to users through the THECB website.

Amendments to subsection 4.11(c) updates old language to reflect the participation of two-year public institutions in the Common Admission Application system.

Amendments to subsection 4.11(d) clarify that the subsection's provisions apply to the use of paper applications, and remove redundant uses of the phrase, "general academic teaching." The phrase "inserting [paper applications] into a viewbook" is deleted as unnecessarily narrow in light of new technology.

Old subsection 4.11(f) is split into two parts (f) and (g) to highlight the distinct subject matter of the two parts. Subsequent subsections are renumbered.

New subsection (g) is amended to (1) reflect the use of the most recent fall's enrollment data as a basis for allocating program costs, (2) to reflect the September 1 date for announcing program costs (due to the THECB's need to limit the use of received funds to activities taking place during the fiscal year in which the funds are received), and (3) to provide the THECB leverage in encouraging institutions to submit payments on time.

New subsection (h) provides two definitions relevant to the Common Admission Application system – one for the "Apply Texas Advisory Committee" and one for the Apply Texas System."

CHAPTER 4. RULES APPLYING TO ALL PUBLIC INSTITUTIONS OF HIGHER EDUCATION IN TEXAS
SUBCHAPTER A. GENERAL PROVISIONS

Section 4.11. Common Admission Application Forms.

- (a) Common application forms ~~[A common application form]~~ for freshman and undergraduate transfer applications are ~~[is]~~ hereby adopted by the Coordinating Board pursuant to Texas Education Code, §51.762. ~~[The form is adopted in both a printed format, distributed each August to Texas high schools and available at www.collegeforalltexas.com, and in an electronic format (www.applytexas.org).]~~ The Board, with the assistance of an advisory committee established by, and in accordance with, Board rules, Chapter 1, Subchapter G, §§1.128 - 1.134 of this title (relating to Apply Texas Advisory Committee), will review the forms ~~[form]~~ and recommend any changes for subsequent academic years.
- (b) Public junior colleges, public state colleges, and public technical institutes must accept freshman and undergraduate transfer applications submitted using the electronic common admission application form. General academic teaching institutions must accept freshman and undergraduate transfer applications submitted using either the electronic or printed forms ~~[format]~~. All forms are to be accessible through the Coordinating Board's website.
- (c) Each general academic teaching institution, public junior colleges, public state college, and public technical institute shall collect information regarding gender, race/ethnicity, and date of birth as part of the application process and report this information to the Coordinating Board.
- (d) With regard to printed applications, all ~~[All]~~ general academic teaching institutions shall adhere to the following guidelines:
- (1) No ~~[general academic teaching]~~ institution shall pre-print its own name on the printed common application form, and no ~~[general academic teaching]~~ institution's name or logo shall appear on the form.
 - (2) When sending the common application to a student along with other supplemental information ~~[or when inserting it into a viewbook]~~, the form ~~[it]~~ shall be included with no alterations and shall include the instructions for completing the application, the general application information and the list of deadlines for all general academic teaching institutions.
- (e) The Coordinating Board shall ensure that copies of the freshman common admission application forms ~~[form]~~ and information for their ~~[its]~~ use are available ~~[for distribution]~~ to appropriate personnel at each Texas public high school. The Coordinating Board will work with institutions and high schools to ensure that all high schools have access to either the printed or electronic common application forms ~~[form]~~. Participating institutions may charge a reasonable fee for the filing of a common application form.
- (f) The Coordinating Board shall enter into a contract with a public institution of higher education to maintain the electronic common application system for use by the public in applying for admission to participating institutions and for distribution of the electronic application to the participating institutions designated by the applicant.
- (g) Operating costs of the system will be paid for by all institutions required to use the common application plus independent and health-related institutions that contract to use the electronic application. Each participating institution shall pay a portion of the cost based on the percentage of its enrollment compared to the total enrollment of all participating institutions based on the most recent fall term's ~~[previous year's]~~ certified enrollment data. The Coordinating Board will monitor the cost of the system and notify the institutions on an annual basis of their share of the cost. Billings for the services for the coming year will be calculated and sent to the institutions by September 1 ~~[July 15th]~~ of each fiscal year and payments must be received no later than December 1, of each fiscal year. Failure to submit payment by the December 1 deadline can cause an institution to lose access to new application data until

such time that payment is received.

(h) The following words and terms, when used in this subchapter, shall have the following meanings:

(1) Apply Texas Advisory Committee – an advisory committee composed of representatives of general academic teaching institutions, community college districts, public state colleges, and public technical institutes, authorized by Texas Education code, Section 51.762 to provide the Texas Higher Education Coordinating Board assistance in developing and adopting admissions applications.

(2) Apply Texas System – the state's primary method for applying for admission to Texas public institutions of higher education. The Apply Texas System includes, but is not limited to, common admissions applications; an portal for completing application forms; help desks to provide users assistance; and a portal through which Texas high school counselors gain access to status data regarding their students' progress in applying for admission and financial aid.