

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #6

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE.**

AGENCY: UNIVERSITY SYSTEM BOARD OF TRUSTEES TITLE NUMBER: 128

AMENDMENT TO AN EXISTING RULE: YES , NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: 16

TITLE OF RULE BEING PROPOSED: HIGHER EDUCATION REPORT CARD

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 352

SECTION 18B-17-2(a), PASSED ON March 7, 1992

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON

THE FOLLOWING DATE: April 3, 1992

John Raines

3.90

TITLE 128
LEGISLATIVE RULE
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES
SERIES 16

FILED
1992 APR -3 PM 3: 47

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

TITLE: HIGHER EDUCATION REPORT CARD

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TITLE 128
LEGISLATIVE RULE
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES
SERIES 16

TITLE : HIGHER EDUCATION REPORT CARD

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes definitions, guidelines and procedures which will direct the development of the database and the comparable information to be included in the annually published higher education report card.
- 1.2 Authority - West Virginia Code 18-B-1-6, 18B-1-8a
- 1.3 Filing Date - April 3, 1992
- 1.4 Effective Date - April 3, 1992

SECTION 2. PURPOSE

- 2.1 The primary purposes of this report are to:
 - 2.1.1 Provide basic data to be used in ensuring the accountability of the University System and its member institutions;
 - 2.1.2 Serve as a source of information available to parents, students, faculty, staff, state policy-makers, and the general public on the quality and performance of public higher education;
 - 2.1.3 Provide a basis for comparing institutional and system performance and quality with regional and national norms;
 - 2.1.4 Provide information to assist the governing board in assessing institutional and system progress toward goals, five-year plans, and the resource allocation model; and
 - 2.1.5 Provide additional information to assist the governing board in developing trend information and assessing

institutional and system progress relative to regional and national trends.

SECTION 3. GUIDELINES

- 3.1 The following will guide the further development of the existing higher education database and the collection of data which will comprise the report card:
 - 3.1.1 All data reported will be based on the uniform definitions incorporated in Sections 4 , 6, and 8 for the various indicators of student and institutional performance.
 - 3.1.2 Institutional requirements for recordkeeping and reporting will be minimized.
 - 3.1.3 Data element collection procedures and report timelines will be established by the Central Office of the State College and University Systems (hereinafter referred to as the Central Office). The Central Office shall be responsible for assembling the report card from information relating to the University System and its member institutions.
 - 3.1.4 The report card shall be brief and in concise, non-technical language.
 - 3.1.5 The preparation, printing, and distribution of the report card will follow a schedule determined by the Central Office so that the final report card will be prepared by December 1 each year, beginning December 1, 1992. The Central Office, shall provide technical assistance (as needed) in data collection and reporting.
 - 3.1.6 The report card will include institutional, system, and statewide data and an explanation thereof. It shall include data for each institution for each listed applicable indicator and the aggregate of the data for institutions in the University System and for institutions in the State College System.
 - 3.1.7 The report card shall be based upon information for the preceding academic school year, or for the most recent complete school year for which such information is

available. It shall be prepared using actual institutional, system, state, regional and national data as applicable and available indicating performance of the individual institutions and the University System. Goals and trends for the institutions and the University System shall also be indicated in relation to previously adopted board goals, five-year plans, regional and national higher education trends and the resource allocation model.

- 3.1.8 Integrated Postsecondary Education Data System (IPEDS) reports and Southern Regional Education Board (SREB) data will serve as primary sources for peer data comparisons. Other relevant data comparisons will be used as appropriate.
- 3.1.9 Report card data elements and comparative data will be reported as available and applicable.
- 3.2 The president or chief executive officer of each public college, university, or regional campus shall be responsible for ensuring that all requested data are submitted annually to the Central Office and shall certify that the data submitted are accurate.

SECTION 4. DEFINITIONS OF PERFORMANCE INDICATORS FOR ALL UNIVERSITY SYSTEM INSTITUTIONS

- 4.1 To ensure meaningful reporting of comparable information, the following definitions are to be used in reporting various indicators of student and institutional performance:
 - 4.1.1 Academic rank- One of the following ranks (as described by the applicable rule of the University System of West Virginia Board of Trustees) held by faculty and major administrators with academic rank: professor, associate professor, assistant professor, instructor, or lecturer.
 - 4.1.2 Academic research - Any sponsored activity, grant or contract which is designed to advance or produce new knowledge.
 - 4.1.3 ACT score - The composite score on the American College Test (ACT).

- 4.1.4 Adjunct or part-time faculty- An instructional faculty member not employed on a full-time basis.
- 4.1.5 Arrests for crimes on campus- The number of arrests for crimes, defined in federal reporting guidelines, which occurred on campus during the preceding year.
- 4.1.6 Athletic grants-in-aid- The fiscal dollar amount of non-repayable scholarships and grants awarded on the basis of athletic ability. It should include only non-repayable monetary awards which are institutionally administered and supported through college funds or institutional foundations.
- 4.1.7 Athletic participation- Membership on intercollegiate teams designated in federal legislation.
- 4.1.8 Criminal offenses reported to campus security or police- The number of criminal offenses reported, according to federal guidelines, to campus security or local police during the preceding year.
- 4.1.9 Developmental classes- Courses designed to prepare students for participation in a college-level curriculum and which do not result in the award of credit toward graduation.
- 4.1.10 Educational and general expenditures - Total expenditures for educational and general purposes by the following functional categories: instruction, research, public service, academic support, student services, institutional support, and physical plant and average expenditures per student for educational and general purposes as defined by the sum of those functional categories directly related to numbers of students.
- 4.1.11 Expenditure by fund (source) - Total revenues available for expenditure for educational and general purposes by source (student fees, state appropriations, government grants and contracts, private gifts, grants and contracts, sales and services, and other).
- 4.1.12 Faculty turnover- Full-time instructional faculty who were employed in an institution in the fall and who do not return to the same institution for employment in the subsequent fall.

- 4.1.13 First-time professional student- A student who has not been previously enrolled at any college or university for work creditable toward a first professional degree in fields such as law, dentistry, or medicine and who is enrolled for credit for work applicable toward such a degree.
- 4.1.14 Freshman transfer in- A student who has attended another institution from which credit is acceptable and who has not attained sophomore status as defined by the institution.
- 4.1.15 Full-time equivalent student (FTE)- A student count based on credit hours. FTE is calculated according to policies of the University System Board of Trustees which establishes the full-time academic load by student level.
- 4.1.16 Gender- The classification of an individual by sex.
- 4.1.17 Grade-point average- The average numerical grade, on a four-point scale, achieved by a student in coursework at the collegiate level.
- 4.1.18 Graduate- A student who completes an approved program leading to a degree and is awarded a degree by the institution.
- 4.1.19 Graduate programs - Academic programs leading to a certificate, diploma, degree or specific institutional recognition at the graduate level for which an undergraduate degree is a general prerequisite.
- 4.1.20 Graduation or Completion Rate- Percentage of students who graduate or complete a program within the time parameters outlined in 4.1.27 of this rule.
- 4.1.21 Incoming freshman- A first-time, full-time freshman who has not previously attended any college. This includes students enrolled in the fall semester who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduation from high school).

- 4.1.22 Instructional faculty- Those members of the instructional faculty, according to the rule or rules of the University System Board of Trustees, who are employed full-time as defined by the institution and whose major, regular assignment is instruction, including those faculty with release time for research.
- 4.1.23 Licensure and certification examinations- Normed examinations which are governed by licensing and certifying boards and which students must pass in order to practice a vocation or profession.
- 4.1.24 Major administrator- An administrator holding a major policy-making, decision-making position within the institution, as determined by the president.
- 4.1.25 Minority - An individual who falls into one of the following categories: Black (non-Hispanic), Hispanic, Asian or Pacific Islander, Native American or Alaskan native. The student classification includes only those with U.S. citizenship or resident alien status.
- 4.1.26 Professional programs- Academic programs leading to a first professional degree such as law, dentistry, or medicine in which licensing is normally required and for which an undergraduate degree is a general prerequisite.
- 4.1.27 Program completion- The completion of an approved program leading to a certificate, diploma, degree, or specific institutional recognition within 150% of the time normally taken by a full-time student to complete the program. The applicable rules and/or procedures of the University System Board of Trustees will be used as a basis for defining an approved program.
- 4.1.28 Rate of passage for licensure/certification exams- The percentage of students taking the examinations who receive licensure/certification by passing the examination and whose scores are reported to their home institution.
- 4.1.29 Residency- A student's residence as reported by the institution for tuition and fee payment purposes. Those classified as residents would not include non-resident students who are permitted to pay in-state fees based on contractual or special agreements authorized by

the West Virginia Code or by the University System Board of Trustees.

- 4.1.30 SAT score- The combined scores on the Scholastic Aptitude Test (SAT).
- 4.1.31 Scores for incoming freshmen- The composite ACT score or the combined SAT score.
- 4.1.32 Standardized entrance examination- A nationally normed examination used as part of the selection criteria for admission to a college or university.
- 4.1.33 Student headcount enrollment- The total number of part-time and full-time students enrolled for credit.
- 4.1.34 Transfer in- An undergraduate student who has attended another institution from which credit is acceptable.
- 4.1.35 Transfer out- An undergraduate student who has transferred out of one West Virginia public institution of higher education and transferred into another West Virginia public institution of higher education.
- 4.1.36 Tuition and fee waiver- Waiver of tuition and fees authorized by the West Virginia Code and the applicable rule of the University System Board of Trustees.
- 4.1.37 Withdrawal- An undergraduate student who formally exits from West Virginia public higher education.
- 4.1.38 Years of experience of faculty- The number of years of full-time teaching experience in regionally accredited institutions of higher education.
- 4.1.39 Years of experience of major administrators- The number of years of experience in West Virginia institutions of higher education or state agencies. Additional years of experience at regionally accredited institutions of higher education or higher education systems may also be reported as available and applicable.

SECTION 5. INDICATORS OF STUDENT AND INSTITUTIONAL PERFORMANCE

- 5.1 The president or chief executive officer of each public college, university or regional campus having undergraduate students and undergraduate programs shall be responsible for ensuring that the following are reported as available and applicable:
- 5.1.1 Average scores of incoming freshmen and transfer students on the American College Test (ACT) or Scholastic Aptitude Test (SAT);
 - 5.1.2 Percentage of incoming freshmen enrolled in developmental classes;
 - 5.1.3 Student performance as measured by grade point average and/or appropriate testing measures;
 - 5.1.4 Graduation or completion rate for the student body as a whole and separately for students who were enrolled at the institution and who received athletically-related student aid categorized by sex and athletic program;
 - 5.1.5 Rate at which individuals who complete or graduate from the program of an institution pass applicable licensure or certification examinations required for employment in a particular vocation, trade or professional field;
 - 5.1.6 Student mobility (transfers in, transfers out and withdrawals);
 - 5.1.7 Number and percentage of student body receiving tuition and fee waivers; and
 - 5.1.8 Number, percentage and dollar value of tuition and fee waivers categorized by whether such waiver is for athletic participation or is an academic waiver and by whether the recipient is a resident or non-resident.
- 5.2 The president or chief executive officer of each public college, university, or regional campus having professional programs shall be responsible for ensuring that the following are reported as available and applicable:

- 5.2.1 Average scores of beginning students on standardized entrance examinations;
 - 5.2.2 Number and percentage of student body receiving tuition and fee waivers;
 - 5.2.3 Number, percentage and dollar value of tuition and fee waivers categorized by whether the recipient is a resident or non-resident;
 - 5.2.4 Number of degrees granted;
 - 5.2.5 Graduation or completion rate;
 - 5.2.6 Percentage of students who complete or graduate from the program of an institution and who pass applicable licensure or certification examinations required for employment in the particular professional field;
 - 5.2.7 Total number of students in each program, including the percentage of those students who are state residents, the percentage of students who are non-residents, percentage who are women, and the percentage of students who are minorities; and
 - 5.2.8 Ratio of expenditures per student directly attributable to students enrolled in the professional school as compared to expenditures per student calculated as to students enrolled in the institution as a whole.
- 5.3 The president or chief executive officer of each public college, university or regional campus having graduate programs shall be responsible for ensuring that the following are reported as available and applicable:
- 5.3.1 Average scores of beginning students on standardized entrance examinations;
 - 5.3.2 Number and percentage of student body receiving tuition and fee waivers;
 - 5.3.3 Number, percentage and dollar value of tuition and fee waivers categorized by whether the recipient is a resident or non-resident;

- 5.3.4 Number of degrees granted;
 - 5.3.5 Graduation or completion rate;
 - 5.3.6 Rate at which individuals who complete or graduate from the program of an institution pass applicable licensure or certification examinations required for employment in the particular professional field; and
 - 5.3.7 Total number of students in each program, including the percentage of those students who are state residents, the percentage of students who are non-residents, the percentage of students who are women, and the percentage of students who are minorities.
- 5.4. The president or chief executive officer of each public college, university or regional campus shall be responsible for ensuring that the following indicators are reported to the Central Office which shall compare such data with the aggregate of all other institutions in the state, region, and nation as applicable and to the extent comparison data are available:
- 5.4.1 Student-faculty ratio by institution;
 - 5.4.2 Student-administrator ratio by institution;
 - 5.4.3 Faculty turnover ratio by institution;
 - 5.4.4 Educational and general expenditure per FTE student, and expenditure by fund in graphic display;
 - 5.4.5 Academic rank and years of experience of the faculty and administrators at the institution;
 - 5.4.6 Percentage of faculty and the percentage of major administrators who are women, the percentage of faculty and the percentage of major administrators who are minorities;
 - 5.4.7 Percentage of classes taught by adjunct or part-time faculty;
 - 5.4.8 Statistics concerning the occurrence on campus of criminal offenses, as defined by federal reporting requirements for institutions of higher education, reported to campus security authorities or local police during the

most recent school year and during the preceding school years for which data are available; and

- 5.4.9 Statistics concerning the number of arrests for crimes, as defined by federal reporting requirements for institutions of higher education, occurring on campus during the most recent school year and during the preceding school years for which data are available.
- 5.5 The president or chief executive officer of each public college, university, or regional campus shall be responsible for ensuring the reporting of the number and gross dollar amount of grants received for academic research; a review of research projects including a brief description of each project; and the numbers of faculty, graduate and undergraduate students involved in these projects.
- 5.6 The reporting format and data transmission of the above-referenced indicators shall be transmitted in a form and manner to be determined by the Central Office.

SECTION 6. DEFINITIONS OF HEALTH SCIENCES PERFORMANCE INDICATORS

- 6.1 Each medical school and, where applicable, each health sciences school shall report the information as required in Section 7 as available and applicable based upon the following definitions:
 - 6.1.1 Annual audit- A yearly audit of the financial status of all non-profit and for-profit entities associated with a medical school or health sciences center. Reports prepared by an independent auditor should be used whenever available.
 - 6.1.2 Clinical health care delivery- Health care provided to the residents of West Virginia by medical faculty by medical interns and residents, and by medical students incidental to the medical education of those students, interns and residents.
 - 6.1.3 Contractual arrangement - A written agreement defining any distribution of educational funds to an entity for which mutually agreed upon services are to be rendered.

- 6.1.4 Intern and resident- A person who has completed the Doctor of Medicine or Doctor of Osteopathy degree and has been accepted into an accredited post-graduate training program.
- 6.1.5 Mission- The written statement of an institution outlining its educational purpose and approved by the University System Board of Trustees.
- 6.1.6 Placement of residents and interns- The name of the institution, state of location, and specialty choice of initial internships and/or residencies chosen by its most recent graduates.
- 6.1.7 Primary care specialties- The practice of family medicine, internal medicine, pediatrics, or obstetrics/gynecology.
- 6.1.8 Recruitment programs- Special programs developed by an institution to recruit students to medical education, recruit students to primary care specialties, or recruit health providers to practice in the state.
- 6.1.9 Retention rates in state- The number of graduates of a medical school who have completed all post-graduate training programs, are actively practicing medicine, and are currently practicing medicine in West Virginia divided by the total number of living graduates of the school.
- 6.1.10 Retention rates in underserved areas- The number of graduates of a medical school who have completed all post-graduate training programs, are actively practicing medicine, and are practicing medicine in areas of West Virginia which have been defined as underserved by the Division of Health divided by the total number of living graduates of the school.

SECTION 7. INDICATORS OF HEALTH SCIENCES PERFORMANCE

- 7.1 In addition to applicable information required by Section 5 of this rule, each medical school shall annually:

- 7.1.1 Describe all recruitment programs in place to recruit students to medical school and physicians to underserved areas of West Virginia;
 - 7.1.2 Describe any curriculum innovations, peer counseling programs, or other initiatives to encourage and direct graduates to the primary care specialities;
 - 7.1.3 Provide the following minimum information on the most recent graduates (and periodic information on prior graduates) which includes but is not limited to: specialty choice of initial practice; anticipated type of practice (private, academic, group); anticipated location of practice; reasons why graduates stayed in West Virginia; reasons why graduates left the state; and incentives which would encourage graduates to return and practice in the state;
 - 7.1.4 Report on sites used for educational training of students and indicate if the site is a state supported entity (e.g. state hospital, health department, or clinic). Institutions shall also report the site, type of clinical services offered by faculty of that institution and indicate if the site is a state-supported entity;
 - 7.1.5 Submit a report outlining how the medical school's mission is affected by its budget; and
 - 7.1.6 Submit information pertinent to health sciences education such as programs developed to direct graduates into primary care practices and speciality shortage areas in the state and ways in which health science schools intend to assist in meeting the state's projected health care needs, including speciality and sub-speciality health care professional needs and where such needs are expected to arise.
- 7.2 In addition to applicable information required by Section 5 of this rule, each health sciences school shall annually:
- 7.2.1 Report all contractual and/or financial agreements with non-profit and for-profit entities receiving monies from the health sciences schools;
 - 7.2.2 Submit for review audits of the expenditures of each health sciences school and any audit received from such

non-profit and for-profit entities determined by the University System Board of Trustees to have a significant affiliation to the health sciences school; and

- 7.2.3 Submit a report projecting capital projects, operating expenses, and anticipated areas of expansion.
- 7.3 Information required in Sections 7.1 and 7.2 shall be submitted to the Vice-Chancellor for Health Sciences who shall compile the information for inclusion in the report card.
- 7.4 In addition to any and all information required in Sections 5 and 7, the following shall occur:
 - 7.4.1 The vice-chancellor shall review each institution's yearly report required in subsection 7.2.3 of this rule, and will prepare an annual, comprehensive review and recommendations for allocation of state or other tax support for health sciences.
 - 7.4.2 The vice-chancellor shall review each institution's accreditation report. Accreditation reviews are conducted on a schedule set by the appropriate accreditation agency. The vice-chancellor's review will depend on the institution's accreditation schedule.
 - 7.4.3 The vice-chancellor shall review each year the role and mission of each medical school and, based on outcome measures developed jointly with each school, submit an evaluation of each school's performance to the legislature and also report on the quality of health sciences education.
 - 7.4.4 The vice-chancellor shall review the yearly audits as required by 7.2.2. and shall provide a report regarding financial management and operation of medical schools including proposals and barriers to improving efficiency and generating cost savings.
- 7.5 Each health sciences school shall assist the Vice-Chancellor for Health Sciences in meeting the requirements of Section 7.4.
- 7.6 Other information deemed necessary or helpful by the University System Board of Trustees or the Vice-Chancellor for Health Sciences may be requested at any time.

SECTION 8. DEFINITIONS OF RURAL HEALTH INITIATIVE INDICATORS

- 8.1 Each medical school, and where applicable, each health sciences school or allied health care education program shall report the information as required in Section 9 based upon the following definitions.
- 8.1.1 Advisory panel or panel - The rural health initiative advisory panel created under the Rural Health Initiative Act of 1991.
 - 8.1.2 Allied health care - Health care programs other than those provided by physicians, dentists and mid-level providers and includes, but is not limited to, care provided by clinical laboratory personnel, physical therapists, occupational therapists, respiratory therapists, medical records personnel, dietetic personnel, radiologic personnel, speech-language-hearing personnel and dental hygienists.
 - 8.1.3 Mid-level Provider- Includes, but is not limited to, advanced nurse practitioners, nurse midwives, and physician assistants.
 - 8.1.4 Primary Care- Basic or general health care which emphasizes the point when the patient first seeks assistance from the medical care system and the care of the simpler and more common illnesses. This type of care is generally rendered by family practice physicians, general practice physicians, general internists, obstetricians, pediatricians, psychiatrists, and mid-level providers.
 - 8.1.5 Primary health care education site or sites - Rural health care facilities established for the provision of educational and clinical experiences pursuant to the Rural Health Initiative Act of 1991.

SECTION 9. RURAL HEALTH INITIATIVE INDICATORS

- 9.1 In order to effectively implement the rural health initiative, the Vice Chancellor, with the guidance and recommendations of the advisory panel, shall develop performance indicators for inclusion in the report card in addition to the applicable information required by Sections 5 and 7 of this rule. The performance indicators shall include, but are not limited to, the following.

- 9.1.1 An analysis of the health care needs of the targeted areas;
- 9.1.2 The number of persons served and the nature of the services provided;
- 9.1.3 The number of full-time and part-time faculty, students, interns and residents, by discipline, participating in the health science and allied health care education programs in the rural health care education sites;
- 9.1.4 The number of health providers in each community served by primary health care education sites;
- 9.1.5 The financial, social and health status changes in each community served by primary health care education sites during the last fiscal year; and
- 9.1.6 The extent to which the plans and policies of the Office of Rural Health and the Health Care Planning Commission are being effectuated.
- 9.2 The Vice Chancellor shall report in detail to the Board of Trustees on the expenditure and planned expenditure of rural health initiative funds to the schools of medicine.
- 9.3 The Vice Chancellor shall also report to the Board of Trustees on the number of State College System allied health care programs, the number of students, by discipline and by institution, and the number of State College System institutions that are participating in the rural health initiative. Such report shall also include expenditure and planned expenditure of rural health initiative funds to the State College System.
- 9.4 The Board of Trustees shall report Sections 9.2 and 9.3 findings as part of the higher education report card.

SECTION 10. HEALTH PROFESSIONALS STUDENT LOAN PROGRAM

10.1 The Senior Administrator of the Central Office, of the State College and University Systems shall prepare and submit a report to the Board of Trustees no later than thirty days following the end of each fiscal year or upon availability of the applicable information. Such information, to be annually included in the statewide report card, shall include at a minimum the following.

- 10.1.1 The number of health education loans awarded during the previous fiscal year;
- 10.1.2 The total amount of the loans awarded during the previous fiscal year;
- 10.1.3 The amount of any unexpended moneys in the fund; and
- 10.1.4 The rate of default during the previous fiscal year on the repayment of previously awarded loans.

SECTION 11. PRESENTATION OF REPORT CARD

- 11.1 The report card shall be presented annually at a regular board meeting the University System Board of Trustees.
- 11.2 The report card shall be completed and disseminated with copies to the Legislative Oversight Commission on Education Accountability prior to or by December 1, 1992, and each year thereafter.



KEN HECHLER
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(Plus all the volunteer
help we can get)

STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770

TO: Pam Steelhammer

AGENCY: Board of Trustees

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: January 29, 1993

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 16 TITLE: 128 Board of Trustees

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Pamela G. Steelhammer

TITLE OF PERSON SIGNING: ASSISTANT TO THE CHANCELLOR

DATE: March 3, 1993

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.