Memorandum

To: Chief Reporting Officials and Institutional Research Directors for Public Universities, Health-Related Institutions, Community, State and Technical Colleges

From: Melissa Humphries, Ph.D., Assistant Commissioner for Data Management and Research

Date: April 10, 2024

Subject: Submission of Spring 2024 and Summer 2024 FAST Rosters -Rosters Requested

The Financial Aid for Swift Transfer (FAST) program provides funding to participating public institutions so they can offer dual credit courses to educationally disadvantaged students at no cost. For further details, visit the dedicated FAST webpage and review the available FAQs.

Submission Requirements (Due April 30, 2024):

To determine an institution's funding allocation, THECB requests the submission of the following files by **April 30, 2024**:

1. Spring 2024 Comprehensive Eligibility Roster

Regardless of whether your institution submitted one or multiple spring 2024 Eligibility Rosters, please combine all dual credit students enrolled in the spring 2024 semester into one file using the provided template and submit it via MOVEit. After uploading the file, please complete the certification statement via Qualtrics: https://thecb.gov1.qualtrics.com/jfe/form/SV_0vaAvHBWBvoujtk.

2. Eligibility Roster-Fall 2023 Flex-Entry Students

As the records of fall 2023 flex-entry students are reported in the spring 2024 CBM0CS, please submit the student information of fall 2023 flex-entry students via MOVEit using the provided template. After uploading the file, please complete the certification statement via Qualtrics: https://thecb.gov1.qualtrics.com/jfe/form/SV_bszVLg5mFRUtxb0. If there are no students to report, please email Xiqian Liu at Xiqian.Liu@highered.texas.gov for tracking purposes.

3. Eligibility Roster-Spring 2024 Continuing Education Students

If your institution has high school students enrolled in continuing education courses, please submit their records, including contact hours information, via MOVEit using the provided template. After uploading the file, please complete the certification statement via Qualtrics: https://thecb.gov1.qualtrics.com/jfe/form/SV_6tyUA2NxVdUu6HA. If there are

no students to report, please email Xiqian Liu at Xiqian.Liu@highered.texas.gov for tracking purposes.

Additional Requirement for Summer 2024 (Due July 8, 2024):

To confirm whether dual credit students were reported as educationally disadvantaged on Texas Education Agency (TEA) data, please submit the following file by **July 8, 2024:**

1. Summer 2024 Eligibility Roster

Include student information for dual credit students, continuing education students, as well as flex-entry students using the provided template. After uploading the file, please complete the certification statement via Qualtrics: https://thecb.gov1.qualtrics.com/jfe/form/SV_eyq0GMQYYXCRYxg.

 Important Notes:

Please note that the listed submission requirements apply to the participating institutions in the FAST program for the academic year 2023-2024. The correct data templates and certification statements must be used for each roster. Also, the certification statement must be submitted via applicable Qualtrics links before the rosters are processed. ***Please do not send rosters through email, as this is not a secure method of sharing a student's personally identifiable information (PII).***

Please note that students included in these rosters should be registered for or enrolled in a course defined in 19 Texas Administrative Code, Section 13.501(4) in the specified semester.

For questions about the data submission process, please contact Yughi Kim at Yughi.Kim@highered.texas.gov.

Attachments:
FAST_F23_Flex_001234_InstitutionName

FAST_Spr24_CE_001234_InstitutionName

FAST_Spr24_Comp_001234_InstitutionName

FAST_Sum24_Elig_001234_InstitutionName

C: Institution Liaisons