



UNIVERSITY SYSTEM OF MARYLAND Office of Institutional Research
2015-2016 Reporting Calendar – Updated July 1, 2015

****All Data Files and Reports must be uploaded at: <https://warehouse.usmd.edu/InstRsch/>**

MAC2 & Term Data Files ^a :	Annual File	Summer	Fall	Winter	Spring	USM Staff Contact:
DIS (MAC2) – FY15 Data, New field: Birthdate	July 31	-----	-----	-----	-----	Bell/Muntz
ECS & NTS (MAC2) – FY15 Data	Aug 7	-----	-----	-----	-----	Bell/Muntz
EOTS (MAC2) – FY15 Data	-----	-----	-----	Sep 4	Sep 4	Bell/Muntz
CIS & SRS (MAC2) – FY15 Data	-----	-----	-----	Sep 11	Sep 11	Bell/Muntz
Credit Hours & FTE by Level ^b (USM form) – Updated Form & Process	-----	Sep 25	Sep 25	Feb 26	Feb 26	Bell/Muntz
RC Registrations, RC Courses ^b (USM files) – Updated Instructions & Course File Layout	-----	Aug 28 ^c	Oct 2 ^c	Feb 5	Feb 26 ^c	Bell/Muntz
AIS ^b (USM layout)	-----	-----	Oct 23	-----	-----	Bell/Muntz
FAIS (MAC2)	Nov 6	-----	-----	-----	-----	Bell/Muntz
EIS (MAC2) – New field: Veteran's Status	-----	Nov 6	Nov 6	Mar 25	Mar 25	Bell/Muntz
EDS (MAC2)	-----	-----	Dec 4	-----	-----	Bell/Muntz
CIS & SRS (MAC2) – FY16 Data	-----	Mar 4	Mar 4	-----	-----	Bell/Muntz
EOTS (MAC2) – FY16 Data	-----	Apr 8	Apr 8	-----	-----	Bell/Muntz

a. MAC2 Files – Information & layouts at http://data.mhec.state.md.us/mac2_documentation.asp; <https://community.datacookbook.com/institutions/mhec>

b. Credit Hours & FTE, RC Registrations & Courses, and AIS Files – Information, forms & layouts at www.usmd.edu/usm/adminfinance/IR/IRInfo.html

c. UMCP & UMUC only -- Preliminary Regional Center Summer HC & FTE Aggregated

*** USM requests additional fields or data included and then strips it out before sending to MHEC for the following:**

-EOTS: include +/-'s for First Math & English Grades

-CIS & SRS: include 0 credit hour registrations & courses (labs and other academic courses, not personal development courses)

-FAIS: includes Student Classification and Residency

Other Files/Reports/Surveys:	DUE ON or BEFORE:	USM Staff Contact:	Reported:
1. JCR Enhancement Funding Report	July 17	Foster	
<i>IPEDS Registration (R, RM, ID, IC-H)</i>	<i>Aug 5</i>	-----	
2. JCR Access & Success Programs Report (HBI only)	Sep 4	Wolfe/Muntz	
3. JCR Faculty Workload Report	Sep 4	Passmore	Nov BOR
4. WIA Program Performance file (for institutions participating in WIA)	Sep 25	Bell/Muntz	
5. MFR Due to USM for DBM and MHEC	Sep 25	Foster	TBA DLS
6. Opening Fall Enrollment (MHEC S-7)	Oct 9	Bell/Muntz	Oct/Nov BOR
<i>IPEDS Fall Collection (IC, C, 12E) lock by: (Opens Sep 2, C uploaded by MHEC on Sep 18)</i>	<i>Oct 14</i>	-----	
7. Credit Hours of Fall Enrollment (MHEC S-6)	Oct 30	Bell/Muntz	Oct/Nov BOR

Other Files/Reports/Surveys:	DUE ON or BEFORE:	USM Staff Contact:	Reported:
8. Institutional SAT Profile (except UMB, UMUC) (MHEC S-11)	Oct 30	Bell/Muntz	Mar BOR
9. Interim USM Intercollegiate Athletics Report for Finance – Reference Policy	Oct 30	Page/Muntz	Nov BOR
10. First-Time Undergraduate Student Cohort SSN Change (MHEC S-15)	Nov 6	Bell/Muntz	
11. Peer Performance Measures (Tentative)	Nov 13	Foster	
January 2016			
12. Dashboard Data	Jan 8	Passmore	
13. Distance Education Survey (MHEC DE)	Jan 8	Bell/Muntz	
14. Enrollment Projections	Feb 5	Passmore	Mar BOR
<i>IPEDS Winter Collection (SFA, GR, 200GR, Outcome Measures) lock by: (Opens Dec 9, GR/GR200 uploaded by MHEC on Jan 21)</i>	<i>Feb 10</i>	-----	
15. SGAP Report	Feb 19	Beck	May BOR
16. Mid-Year USM Intercollegiate Athletics Report – Reference Policy	Feb 26	Muntz/Lee	Mar BOR
17. Complete College America (CCA)	Spring	Passmore	
18. Opening Spring Enrollment (MHEC S-7) (Hold if MHEC Request)	Mar 11	Bell/Muntz	
19. Closing the Achievement Gap Report – FY 2015 Update	Apr 1	Wolfe/Acad. Affairs	Sep BOR
20. Cultural Diversity Reports	Apr 1	Wolfe/Acad. Affairs	June BOR
<i>IPEDS Spring Collection (FE, F, HR) lock by: (Opens Dec 9, EF/HR uploaded by MHEC on Mar 10)</i>	<i>Apr 6</i>	-----	
21. Spring USM Intercollegiate Athletics Report – Reference Policy	Apr 29	Muntz/Lee	June BOR
22. Corrections (if needed) to Credit Hour & FTES for FY16 (USM Form) – New Process	May 13	Bell/Muntz	Budget FTE
23. Dream Act - Nonresident Tuition for Undocumented Immigrants (MHEC S-20)	June 10	Bell/Muntz	

NOTE: If a due date is on a holiday or weekend, the following work day will apply. The due dates on this schedule supersede any due dates indicated on individual forms.

JCR Reports to note:

- MHEC Report on Implications of Changing FAFSA Deadline
- MHEC Report on College Access Outreach Plan
- USM/MHEC Financial Aid Categories by Expected Family Contribution Category
- MHEC Report on Best Practices & Progress Toward 55% Completion Goal
- MHEC Report on Recommendations for New Metrics & Program Changes for Nontraditional Students

Contact Info: www.usmd.edu/usm/adminfinance/IR/

Becky Bell, 301-445-2779, rbell@usmd.edu

Pat Kramer, 301-445-1919, pkramer@usmd.edu

Bob Page, 301-445-1946, rpage@usmd.edu

Mark Beck, 301-445-1984, mbeck@usmd.edu

Zakiya Lee, 301-445-1991, zlee@usmd.edu

Ben Passmore, 301-445-1913, passmore@usmd.edu

Anthony Foster, 301-445-1912, afoster@usmd.edu

Chad Muntz, 301-445-2739, cmuntz@usmd.edu

John Wolfe, 301-445-1917, jwolfe@usmd.edu

USM File Transfer Site: <https://warehouse.usmd.edu/InstRsch/> -- DO NOT EMAIL FILES WITH SSNs OR OTHER PERSONALLY IDENTIFIABLE INFORMATION.
(Reports/Forms should be uploaded under General File Upload; When requested, files can be securely sent from USM using Download Files From USM)