



**UNIVERSITY SYSTEM OF MARYLAND Office of Institutional Research**  
**2014-2015 Reporting Calendar – Updated June 30, 2014**

**\*\*All Data Files and Reports must be uploaded at: <http://warehouse.usmd.edu/InstRsch/index.php/>**

<b>MAC2 &amp; Term Data Files<sup>a</sup>: DUE ON or BEFORE:</b>	<b>Annual File (for FY14 Data)</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>USM Staff Contact:</b>
DIS, ECS, NTS <sup>b</sup> (MAC2) – FY14 Data	Aug 1	-----	-----	-----	-----	Bell/Muntz
EOTS (MAC2) – FY14 Data	-----	-----	-----	Sep 5	Sep 5	Bell/Muntz
Credit Hours & FTE by Level (see below -- #14 CY due Jan 9)	July 18	Aug 8	Sep 26	Jan 30	Feb 27	Bell/Muntz
RC Registrations, RC Courses (USM files) – <b>Updated Layout</b>	-----	Aug 29 <sup>c</sup>	Oct 3 <sup>c</sup>	Feb 6	Feb 27 <sup>d</sup>	Bell/Muntz
AIS (USM file) – <b>Updated Layout</b>	-----	-----	Oct 24	-----	-----	Bell/Muntz
FAIS (MAC2)	Nov 7	-----	-----	-----	-----	Bell/Muntz
EIS (MAC2)	-----	Nov 7	Nov 7	Mar 27	Mar 27	Bell/Muntz
EDS (MAC2)	-----	-----	Dec 5	-----	-----	Bell/Muntz
DA - Mid-Year Degree & Formal Awards (MAC2)	-----	Feb 6	Feb 6	-----	-----	Bell/Muntz
CIS, SRS (MAC2) – Required for FY15	-----	Mar 6	Mar 6	July 24, 2015	July 24, 2015	Bell/Muntz
EOTS (MAC2) – FY15 Data	-----	Apr 10	Apr 10	Aug 7, 2015	Aug 7, 2015	Bell/Muntz

- a. MAC2 Files – Information & layouts at <http://data.mhec.state.md.us/MAC2Pilot/MAC2Revisions.asp>; RC & AIS Files – Information & layouts at [www.usmd.edu/usm/adminfinance/IR/IRInfo.html](http://www.usmd.edu/usm/adminfinance/IR/IRInfo.html)
- b. Non-Degree Teacher Candidate System – **NEW** (reports Teacher Candidates NOT in the DIS)
- c. UMCP & UMUC only -- Preliminary Regional Center Summer HC & FTE Aggregated
- d. UMUC only – Preliminary

<b>Other Files/Reports/Surveys:</b>	<b>DUE ON or BEFORE:</b>	<b>USM Staff Contact:</b>	<b>Reported:</b>
1. JCR Enhancement Funding Report – FY14 Initial Draft	July 17	Foster	
2. Actual Annualized Credit Hour & FTES by Level – FY14 <i>IPEDS Registration (R, RM, ID, IC-H)</i>	July 18 <i>Aug 6</i>	Bell/Muntz -----	Budget FTE
3. WIA Program Performance file (for institutions participating in WIA)	Aug 22	Bell/Muntz	
4. Access to Success Report (HBI only)	Sep 3	Wolfe/Muntz	
5. Faculty Workload Report	Sep 5	Passmore	Nov BOR
6. MFR Due to USM for DBM and MHEC	Sep 26	Foster	TBA DLS
7. Opening Fall Enrollment ( <i>MHEC S-7</i> )	Oct 10	Bell/Muntz	Oct/Nov BOR
8. Credit Hours of Fall Enrollment ( <i>MHEC S-6</i> )	Oct 24	Bell/Muntz	Oct/Nov BOR
<i>IPEDS Fall Collection (IC, C, 12E) lock by: (Opens Sep 3, C uploaded by MHEC on Sep 19)</i>	<i>Oct 15</i>	-----	

Other Files/Reports/Surveys:	DUE ON or BEFORE:	USM Staff Contact:	Reported:
9. Institutional SAT Profile (except UMB, UMUC) (MHEC S-11)	Oct 31	Bell/Muntz	Mar BOR
10. Interim USM Intercollegiate Athletics Report for Finance – Reference Policy	Oct 31	Page/Muntz	Nov BOR
11. First-Time Undergraduate Student Cohort SSN Change (MHEC S-15)	Nov 7	Bell/Muntz	
12. Peer Performance Measures	Nov 15	Foster	
13. Dashboard Data	Dec 5	Passmore	
<b>January 2015</b>			
14. Credit Hours & FTE by Level for Calendar Yr 2014 – Winter, Spring, Summer, Fall	Jan 9	Bell/Muntz	Budget FTE
15. Distance Education Survey (MHEC DE)	Jan 9	Bell/Muntz	
16. Enrollment Projections	Feb 6	Passmore	Mar BOR
<i>IPEDS Winter Collection (SFA, GR, 200GR) lock by: (Opens Dec 10, GR/GR200 uploaded by MHEC on Jan 21)</i>	<i>Feb 11</i>	-----	
17. SGAP Report	Feb 23	Beck	May BOR
18. Mid-Year USM Intercollegiate Athletics Report – Reference Policy	Feb 27	Muntz/Lee	Mar BOR
19. Complete College America (CCA)	Spring	Passmore	
20. Opening Spring Enrollment (MHEC S-7)	Mar 13	Bell/Muntz	
21. Closing the Achievement Gap Report – FY 2014 Update	Mar 31	Wolfe/Acad. Affairs	Sep BOR
22. Cultural Diversity Reports	Apr 2	Wolfe/Acad. Affairs	June BOR
<i>IPEDS Spring Collection (FE, F, HR) lock by: (Opens Dec 10, EF/HR uploaded by MHEC on Mar 10)</i>	<i>Apr 8</i>	-----	
23. Spring USM Intercollegiate Athletics Report – Reference Policy	May 1	Muntz/Lee	June BOR
24. Dream Act - Nonresident Tuition for Undocumented Immigrants (MHEC S-20)	May 29	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:**

- July—MHEC Report on Preparing to Implement the Performance Based Funding Model.
- November/December—USM/MHEC Institutional Aid, Pell, and Loan Data by Expected Family Contribution Category
- Nov/December—USM Report on Expanding the Achieving Collegiate Excellence and Success Program (ACES)
- November/December—MHEC Report on Best Practices Toward 55% Completion Goal
- November/December—MHEC Report on Improving State Need-based Financial Aid Programs.

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**USM Upload Sites:**

Upload all Data Files at: <http://warehouse.usmd.edu/InstRsch/index.php>

If the above link is not working, upload files at: <https://www.acaff.usmh.usmd.edu/instresupload/>