



UNIVERSITY SYSTEM OF MARYLAND Office of Institutional Research
2016-2017 Reporting Calendar – Updated - August 24, 2016

****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) – FY16 Data	July 29	-----	-----	-----	-----	Muntz
ECS & NTS (MAC2) – FY16 Data	Aug 5	-----	-----	-----	-----	Muntz
EOTS (MAC2) – FY16 Data	-----	-----	-----	Sep 9	Sep 9	Muntz
RC Registrations, RC Courses ^b (USM files)	-----	Sep 2 ^c	Sep 30 ^c	Feb 3	Feb 24 ^c	Muntz
CIS & SRS (MAC2) – FY16 Data	-----	-----	-----	Oct 7	Oct 7	Muntz
Credit Hours & FTE by Level ^b (USM 4-term form)	-----	Sep 23	Sep 23	Feb 24	Feb 24	Muntz
AIS ^b (USM layout)	-----	-----	Oct 21	-----	-----	Muntz/Wilson/Kramer
FAIS (MAC2)	Nov 4	-----	-----	-----	-----	Muntz/Wilson/Kramer
EIS (MAC2)	-----	Nov 4	Nov 4	Mar 24	Mar 24	Muntz
EDS (MAC2)	-----	-----	Dec 2	-----	-----	Muntz
CIS & SRS (MAC2) – FY17 Data	-----	Mar 3	Mar 3	-----	-----	Muntz
EOTS (MAC2) – FY17 Data	-----	Apr 7	Apr 7	-----	-----	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 SLOAR to USM AA & MHEC	Aug 1	Acad. Affairs	
<i>IPEDS Registration (R, RM, ID, IC-H)</i>	<i>Aug 10</i>	-----	
2 MFR Due to USM for DBM and MHEC	Aug 19	Foster	TBA DLS
3 JCR Enhancement Funding Report	TBD	Foster	DLS/DBM
4 JCR Access & Success Programs Report (HBI only)	Sep 2	Wolfe/Muntz	
5 JCR Faculty Workload Report	Sep 16	Passmore	Nov BOR
6 WIA Program Performance file (for institutions participating in WIA)	Sep 23	Muntz	
7 Opening Fall Enrollment (MHEC S-7)	Oct 7	Muntz	Oct/Nov BOR
<i>IPEDS Fall Collection (IC, C, 12E) lock by: (Opens Sep 7, C uploaded by MHEC in Sep)</i>	<i>Oct 19</i>	-----	
8 Credit Hours of Fall Enrollment (MHEC S-6)	Oct 28	Muntz	Oct/Nov BOR

Other Files/Reports/Surveys:		DUE ON or BEFORE:	USM Staff Contact:	Reported:
9	Institutional SAT Profile (except UMB, UMUC) (MHEC S-11) Note Format Change	Oct 28	Muntz	Mar BOR
10	Interim USM Intercollegiate Athletics Report for Finance – Reference Policy	Oct 28	Muntz	Nov BOR
11	NEW MHEC Report on Students Receiving Disabilities	TBD	Muntz	MHEC
12	First-Time Undergraduate Student Cohort SSN Change (MHEC S-15)	Nov 4	Muntz	
13	Peer Performance Measures (Tentative)	Nov 11	Foster	
January 2017				
14	Dashboard Data	Jan 6	Passmore	MAR BOR
15	Distance Education Survey (MHEC DE)	Jan 13	Muntz	
16	Enrollment Projections	Feb 3	Passmore	Mar BOR
	<i>IPEDS Winter Collection (SFA, GR, 200GR, A, Outcome Measures) lock by: (Opens Dec 14, GR/GR200 uploaded by MHEC in Jan)</i>	<i>Feb 15</i>	-----	
17	SGAP Report	Feb 17	Beck	May BOR
18	Mid-Year USM Intercollegiate Athletics Report – Reference Policy	Feb 24	Hess/Lee/Muntz	Mar BOR
19	Opening Spring Enrollment (MHEC S-7)	Mar 10	Muntz	
20	Tentative Closing the Achievement Gap Report – FY 2016 Moved to PAR; May not be included in future ?	March 31	Wolfe/Acad. Affairs	Sep BOR
21	Cultural Diversity Reports	March 31	Wolfe/Acad. Affairs	June BOR
	<i>IPEDS Spring Collection (FE, F, HR) lock by: (Opens Dec 14, EF/HR uploaded by MHEC in Mar)</i>	<i>Apr 12</i>	-----	
22	Spring USM Intercollegiate Athletics Report – Reference Policy	Apr 28	Hess/Lee/Muntz	June BOR
23	Corrections (if needed) to Credit Hour & FTES for FY16 (USM 4-term Form)	May 12	Muntz	Budget FTE
24	4-Year Graduate Follow-up Survey Every 3 Years	May 12	Muntz	MFR
25	Dream Act - Nonresident Tuition for Undocumented Immigrants (MHEC S-20)	June 9	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
- USM/MHEC Financial Aid Categories by Expected Family Contribution Category
- MHEC Report on Recommendations for New Metrics & Program Changes for Nontraditional Students
- * MHEC Report on College Access Outreach Plan
- * MHEC Report on Best Practices & Progress Toward 55% Completion Goal

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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)