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

**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	
	IPEDS Registration (R, RM, ID, IC-H)	*Aug 5*	-------	
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
	IPEDS Fall Collection (IC, C,12E) lock by: (Opens Sep 2, C uploaded by MHEC on Sep 18)	*Oct 14*	-------	
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
IPEDS Winter Collection (SFA, GR, 200GR, Outcome Measures) lock by: *(Opens Dec 9, GR/GR200 uploaded by MHEC on Jan 21)*	*Feb 10*	-------	
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
IPEDS Spring Collection (FE, F, HR) lock by: *(Opens Dec 9, EF/HR uploaded by MHEC on Mar 10)*	*Apr 6*	-------	
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

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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)