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	
	IPEDS Registration (R, RM, ID, IC-H)	*Aug 10*	-------	
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
	IPEDS Fall Collection (IC, C,12E) lock by: *(Opens Sep 7, C uploaded by MHEC in Sep)*	*Oct 19*	-------	
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
	IPEDS Winter Collection (SFA, GR, 200GR, A, Outcome Measures) lock by: *(Opens Dec 14, GR/GR200 uploaded by MHEC in Jan)*	*Feb 15*	-------	
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
	IPEDS Spring Collection (FE, F, HR) lock by: *(Opens Dec 14, EF/HR uploaded by MHEC in Mar)*	*Apr 12*	-------	
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)