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MEMORANDUM

DATE: October 20, 2023

TO: All Institutional Segments

FROM: Parris Jackson, Director, Office of Information Technology, MHEC

CC: Barbara Schmertz, Director, Office of Research and Policy Analysis, MHEC
              Ann Kellogg, Director of Reporting Services, MHEC

SUBJECT: Required changes for Enrollment and Financial Aid Submissions Due soon

This memorandum is to update you on recent important revisions that have occurred based on questions and requests from segments about specific collections and data elements. The two collections affected by these revisions are the Enrollment Information System (EIS) and the Financial Aid information System (FAIS). These are required changes for institutions that are impacted by these revisions. Unfortunately, the timing for this is not ideal because MHEC already is in receipt of preliminary submissions and this would require a repeat of that process. We are acutely aware that some may not be as nimble as others to implement these changes. My office is working to implement the edits as well. To assist with this burden of required changes, I am granting an extension until Friday, December 1st for the submission of final EIS and FAIS files.   If your institution is not impacted by these changes, while the extension is offered to you as well, I am asking that you please make every effort to submit by the normal deadline of November 15th. Please reach out to mac2help.mhec@maryland.gov with questions and requests.

Changes to EIS relate to revised coding for Dual Enrollment and Early/Middle College students. The revision aligns with populations that meet IPEDS definition for enrollment. It is imperative that we begin this year parsing early middle college and dual enrollment students in our collections. See page 2 for specific changes.

For FAIS, guidance is provided for specific aid categories to use for dually enrolled students where an institution's contributions are captured along with other aid already provided to students. In addition (*for select MICUA institutions only. See page 3 for a list of these institutions.*), two new scholarship aid categories (undergraduate and graduate) have been added to capture institutional matching funds for the Teaching Fellows Scholarship. See page 2 for guidance and page 3 for added categories.

We make every effort to accurately include all coding details, revisions, and appropriate guidance for each collection system. Timing is always a concern on our end and I'm sure yours as well. Our goal and challenge next year and in the coming years is to distribute annual updates sooner to offer more lead time ahead of collection due dates for cases where changes

may occur. Again, if you have questions or requests, please email mac2help.mhec@maryland.gov.

On another note *(for public institutions only)*, please stay tuned for updates forthcoming altering the process to collect CIS/SRS/SCRS data, not due until March 15, 2024.

ENROLLMENT INFORMATION SYSTEM CHANGES

Early/Middle College Coding Changes

Was: Degree Sought (DD30) = 49; First-Time Flag (DD37) = 1, 5 upon initial enrollment, 2 thereafter; Term Student Level (DD35) = 1, 2, 3, 4; and Freeze Flag (DD2.1) = 2. *(does not meet IPEDS enrollment definition)*

Changed to: Degree Sought (DD30) = 49; First-Time Flag (DD37) = 0 upon initial enrollment and all terms thereafter; Term Student Level (DD35) = 1, 2, 3, 4; and Freeze Flag (DD2.1) = 1. *(meets IPEDS enrollment definition)*

MHEC Response: MHEC has updated Data Cookbook comments for DD30, DD37, DD35 and program edit code to reflect these revised assigned values.

Dual Enrollment Coding Changes

Was: Degree Sought (DD30) = 47; First-Time Flag (DD37) = 0; Term Student Level (DD35) = 7; and Freeze Flag (DD2.1) = 2. *(does not meet IPEDS enrollment definition)*

Changed to: Degree Sought (DD30) = 47; First-Time Flag (DD37) = 0; Term Student Level (DD35) = 7; and Freeze Flag (DD2.1) = 1. *(meets IPEDS enrollment definition)*

MHEC Response: MHEC has updated Data Cookbook comments for DD30, DD37, DD35 and program edit code to reflect these revised assigned values.

FINANCIAL AID INFORMATION SYSTEM GUIDANCE & CHANGES

How should institutions report their contribution to the aid given to dually enrolled students?
For the FAIS 2023 reporting year, please use the aid codes provided here:

- **1345** - Early College Access Program (ECAP)- ECAP is designed to allow authorized high school students to explore college level coursework. Students eligible for ECAP have a portion/all of their tuition and associated costs for approved course(s) paid by their LEA. *For some students, the remaining portion is paid for by the college in which they are enrolled for their dual enrollment course(s).*
- **1112** - Early College Access Grant - Maryland public high school students who enroll in ECAP (see above) and demonstrate financial need can possibly receive the Early College Access Grant. This $200 grant can help pay for the registration fees, general student fees, lab fees and tuition.

For reporting in FAIS, institutions should:
- Reflect the amount the student was disbursed (both the LEA contribution and the college contribution) in the Early College Access Program aid category code (1345)
- Record the Early College Access Grant disbursement for additional funds from the Grant program in the Early College Access Grant aid category code (1112).

- If a student is disbursed funds for Dual Enrollment through some other funding stream besides the ECAP, please use the ECAP code (1345).

For next year's FAIS reporting (24-25), MHEC will 1) provide more guidance on the use of the aid category codes and 2) ensure there are sufficient codes to capture the aid disbursed to the student as funded by the LEA and the institution.

FINANCIAL AID INFORMATION SYSTEM CHANGES

Select MICUA Institutions only – New FAIS Aid Category Codes

As you are aware, the Teaching Fellows Scholarship (undergraduate and graduate) codes were retired from the grants aid category (1117 & 4607) and two new codes (1346 & 4829) were added to the scholarship aid category to identify the program as a scholarship. **What we did NOT add were two more additional scholarship aid category codes for institutions to post matching funds for the Teaching Fellows Scholarship.** The two new codes are below:

Undergraduate:
New! 1348 – Teaching Fellows Scholarship Match *(MICUA only)*

Graduate:
New! 4831 - Teaching Fellows Scholarship Match *(MICUA only)*

If aid was disbursed using code 1346, then code 1348 should also be reported with the same amount.

Similarly, if aid was disbursed using code 4829, then code 4831 should also be reported with the same amount.

The Teaching Fellows Scholarship MATCH applies to the MICUA institutions and student levels listed below.

	Institution	Student Level
1.	Goucher College	Undergraduate students
2.	Hood College	Undergraduate students
3.	Johns Hopkins University School of Education	Graduate students
4.	Loyola University Maryland	Undergraduate and Graduate Students
5.	Maryland Institute College of Art	Undergraduate and Graduate Students
6.	Notre Dame of Maryland University	Undergraduate and Graduate Students
7.	Stevenson University	Undergraduate and Graduate Students
8.	Washington College	Undergraduate Students