Wes Moore
Governor

Aruna Miller
Lt. Governor

Cassie Motz
Chair

Sanjay Rai, Ph.D.
Secretary

June 28, 2024

Dear Colleagues,

You are receiving this email because you are the point-of-contact as designated by your institution for all MHEC Data collection activities. As such, please forward this information to your colleagues and other campus offices as necessary. This email is a courtesy to convey annual data collection updates. Please refer to the Data Website for further updates. Collections identified with "Details coming," updates will be made to the website.

Revisions were made to update collections to capture additional data required to enhance MHEC's research agenda, to more accurately report on institutional data, and to prepare for Maryland's Blueprint future implementation. Additional edits were coded to assist with identifying and eliminating errors in file submissions. Please note that variables that were optional to report for 2023-24 are required for the 2024-25 collection year. The required variables are identified on the layouts. Due to ongoing validations, not every 2024-25 layout is posted at this time. Updated layouts will be posted when validations are complete. The "posted" date on the documentation page will be updated. Clarifications are intended to offer more detailed guidance for certain data elements that tend to frequently trigger errors because of inaccurate reporting or formatting.

All data cookbook changes are complete. All new elements are optional to report for the 2024-25 year and required for the 2025-26 collection year. Although the field may be optional, a value for the field is still required, unless noted otherwise.

The Maryland Annual Data Collection calendars are posted for each segment on the Data Website. Direct links to the calendars are below.

Data Collection Segment Calendars
Community College Calendar
Four-Year Public Calendar
Independent Institution Calendar
Private Institution Calendar

2024-25 Unit Record Revisions, Updated Edits, and Clarifications
Revisions, edits, and clarifications were deployed across collections. A summary of the most notable changes are the following:

1. A new field, Institution-Assigned Student Identifier (DD194), was appended to each data collection system. It is a 20-character zero-padded field, and is optional to report for 2024-

25 (can be blank) and required for 2025-26. This new field replaces, Local Campus Student ID (DD8), which remains in the layout for use in 2024-25, but must be blank for 2025-26.

2. New this year, MHEC will inform each institution point of contact when internal validations are complete for each data collection. This is notification that the collection is closed and subsequent submissions will not be accepted or processed.

3. Community colleges only – There has been a data collection name change from Noncredit Workforce Completer System (NWCS) to Workforce Training Completer System (WTCS). Details about this collection are coming separately.

4. Community colleges only – Starting 2024-25 a new data collection system will be officially launched, Workforce Training Registration System (WTRS). Details about this new system are coming separately.

5. Public institutions only – The Course Registration System (CRS) and Student Registration System (SRS) are no longer required and have been replaced with the annual Student Course Registration System (SCRS).

All detailed additions, revisions, edits, and clarifications are below.

Data Collection System	Announcement
1. **All Collections**	**New Data Element:** Institution-Assigned Student Identifier (DD194). This new data element is optional for 2024-25 and if not reporting in 2024-25, then blank is allowed. This new data element replaces Local Campus Student ID (DD8), which will be retired in 2024-2025. DD194 must have 20 characters and must be padded with leading 0s if the institutionally assigned number is not 20 characters. If the institutionally assigned student identifier is more than 20 characters, institutions are responsible for ensuring the values reported in DD194 are: 1) consistent over time and throughout all collections and 2) unique to the student so there is no risk of duplicates. In 2024-2025, institutions may continue to populate DD8, and the new DD194 is optional. In 2025-2026, DD8 must be blank and DD194 must be populated.
2. **All Collections**	**Notiication of Closed Collections:** MHEC will inform each institution point of contact via email when internal validations are complete for each data collection. This will be notification that the collection is closed and subsequent submissions will not be accepted or processed.
3. **Community Colleges**	**Announcement #1** **Name Change for Noncredit Workforce Completer System (NWCS)** The word "noncredit" will be dropped from the collection name. NWCS will now be known as **Workforce Training Completers System (WTCS)**. This decision was made based upon the general consensus of the work groups charged with developing the two data collections. Details for WTCS will be issued separately from this announcement. Despite the name change, MHEC will still reference "non-credit" when necessary to distinguish it from credit programs/courses.

		Announcement #2 Starting 2024-25 the new Workforce Training Registration System (WTRS) data collection will be officially launched. Details for WTRS will be issued separately from this announcement.
4.	**Most Collections:** **Enrollment Information System (EIS)** **Financial Aid Information System (FAIS)** **End-of-Term System (EOTS)** **Maryland Approved Program Completer System (MAPCS)** **Workforce Training Completer System (WTCS)** *formerly NWCS* **Student Course Registration System (SCRS)** **Cyber Warrior System (CWS)**	**Revision:** Last name (DD10) may be 2 characters and First Name (DD11) may be 1 character.
5.	**Degree Information System (DIS)**	**New DIS data element:** Advanced Standing (DD170) has been added to DIS. It is optional (9 = optional) for 2024-2025 and required for 2025-2026. The existing definition has been updated with the following comment: For DIS, if the degree being reported was conferred upon a student who began the degree where their EIS First-time Flag = 1, then report either 1 or 2 for DD170. For all other students, report DD170 as 3. **DIS Data Elements no longer required:** These data elements are no longer required for DIS: • Cumulative Degree Credits Hours Awarded (DD114) • Cumulative Native Credit Hours Earned (DD44) • Credit Hours Required to Earn Award (DD105) Effective with 2024-2025 these fields may continue to be populated. Effective with 2025-2026 these fields must be blank.
6.	**Employee Data System (EDS)** **(Public Institutions only)**	**EDS Revision:** Employee Campus ID (DD176). This field size has been increased to 20 characters. It must have 20 characters and must be padded with leading 0's if the employee ID is not 20 characters. If the employee ID is more than 20 characters, institutions are responsible for ensuring the values reported in DD176 are: 1) consistent over time and throughout all collections and 2) unique to the employee so there is no risk of duplicates. This field is optional and can be blank for 2024-25, but required for 2025-26.
7.	**Enrollment Information System (EIS)**	**New EIS Edit Check:** Advanced Standing (DD170) If First-Time Flag (DD37) = 1, DD170 must be 1 or 2. If First-Time Flag = 0, 2, 3, 4, 5, or 6, DD170 must be 3. If neither conditions are met, a fatal error will occur. **EIS Revision:**

	Freeze Flag ([DD2.1](#)). The requirement for distinguishing freeze flag by IPEDS and non-IPEDS populations has been removed. The new coding definitions are: 1= Student is enrolled on the census date (freeze date) for fall or spring 2= Discontinued (effective July 1, 2024) 3= Student enrolled AFTER census date for fall or spring 4= Not applicable 5= Winter or Summer Session, do not report Blank not allowed See DD30, DD31, DD37, DD35, DD168 and DD173 for more details on required coding combinations. **EIS Clarification #1:** Degree Sought (DD 30). The intent of - *48 = Undeclared, degree-seeking student (EIS only)* - is to code a student who is degree seeking at the undergraduate level but the degree-level is unknown. It is not intended to code students who are pursuing degrees (for example, a Bachelor's degree) but their MAJOR is unknown. When the major is unknown, report *909901-- = undeclared, undecided or unknown*, in the Program Taxonomy (DD31). For example, at a community colleges, if the degree level (certificate or Associate's) is not known at the time of reporting but the it is known that the intent of the student is to seek a degree, report the student with the degree sought = 48 with a student term level of 1, 2 or 7, and report the appropriate Program Taxonomy or 909901 if the major/program is also unknown. If the degree level (certificate or Associate's) is not known at the time of reporting and it is NOT known if the student intends to be degree seeking, then report the student with the degree code of 47. The Program Taxonomy for these students should be 909901 and the term student level should be 7. Continue to use the combination of 47-909901-7 for dual enrollment students, use the degree code of 48 only for those students enrolled in a dedicated early/middle college program. **EIS Clarification #2:** Any workforce training (noncredit) students taking credit-based courses should be included in the EIS and EOTS files with their credit-based course data only (do not include noncredit workforce training courses when reporting enrollment status, credits, GPA, etc.). Use the following codes for noncredit workforce training students: DD30 Degree Sought should be 47 or 87.
8. **End of Term System (EOTS)**	**EOTS Clarification #1:** For first English Grade ([DD50](#)) and First Math Grade ([DD48](#)), the following comment will be added to each DD: For courses offered pass/fail, when the fail grade does NOT factor into the GPA report the grade as F. **EOTS Clarification #2:** Any workforce training (noncredit) students taking credit-based courses should be included in the EOTS and EIS files with their credit-based course data only (do not include noncredit workforce training courses when reporting enrollment status, credits, GPA, etc.). Use the

	following codes for noncredit workforce training students: DD30 Degree Sought should be 47 or 87.
9. External Credit System (ECS)	**ECS Clarification #1:** The credits reported in External Credits Awarded (DD140) are only those credits that are attributed to the Source OPEID (DD153). This will be added to comments for both data elements.
10. Financial Aid Information System (FAIS)	**FAIS Acknowledgement:** MHEC acknowledges that changes are required to FAIS based upon changes to the FAFSA data element as well as potential data restrictions imposed by the FTI (IRS tax data) for reporting Family Size (DD78), Dependency Status (DD79) and Adjusted Gross Income (DD83). MHEC will not be making changes to FAIS this year but institutions should anticipate significant changes to the file layout next year. **FAIS Category Codes Added:** Updated codes. The following codes have been added to Aid Category Award Code (DD84): Promise (decentralized) NonCredit Promise (decentralized) (Note: 1115 and 1116 will be retained for FY25 and retired for FY26) Educator Shortage Act Teaching Stipends (Initial Funds) Educator Shortage Act Teaching Stipends (Annual Funds) Educator Shortage Act Teaching Stipends (Internship Funds) New Waiver: Tuition Waiver for the parent of a deaf or hard of hearing child **FAIS COVID Category Codes Removed:** The following codes previously used for COVID funds will be removed from Aid Category Award Code (DD84): 1119, 1120, 1121, 1122, 1123, 1125, 1126, 1208, 1209, 1210, 1211, 1339, 1340, 1341, 1342, 1343, 1403, 1404, 1405, 1406, 4609, 4610, 4611, 4612, 4613, 4614, 4615, 4708, 4709, 4710, 4711, 4824, 4825, 4826, 4827, 4828, 4904, 4905, 4906, and 4907. If an institution is still awarding funds from COVID select either 1103 (other federal grants) or 1108 (other institutional grants).
11. Student Course Registration System (SCRS)	**MHEC acknowledgement:** The Sub-Campus code (DD4) was intentionally omitted from SCRS. MHEC does not believe this element is necessary for new data collections. **SCRS New Code:** New code. Student Academic Level. DD177. The code of 08 has been added to identify workforce training (non-credit) students taking credit courses.

	SCRS Clarification #1 The population scope for this file includes all students with the following degree sought codes: 10, 15, 20, 30, 40, 43, 44, 46, 47, 48, 49, 50, 60, 65, 68, 70 and 87. This means that any workforce training (noncredit) students registered for credit-based courses should be included in the SCRS submission. Workforce training courses (noncredit) taken by students enrolled in credit-based programs (degree or nondegree seeking) should NOT be included. Those courses should be included in the WTRS collection with all other noncredit workforce training courses. **SCRS Clarification #2** Course Grade or Outcome (DD183) - The following Comment will be added: For courses offered pass/fail or satisfactory/unsatisfactory when the fail/unsatisfactory does NOT factor into the GPA report the grade as F. **SCRS Clarification #3** Course Academic Level (DD181) The descriptions for Codes 12 and 22 have been revised as follows: Revise note for 12 - Undergraduate College-Level - MAY fulfill General Education Math Revise note for 22 - Undergraduate College-Level - MAY fulfill General Education English In addition, a new comment has been added: If a course is at an academic level that is sufficient to fulfill general education math and English, select 12 and 22 respectively. This response is about the academic level and subject area of the course NOT how the course applies to a student's degree requirements. **SCRS Clarification #4** Section Number (DD121): The following clarifying comment has been added: Discussion sections (often called recitation sections) are not considered "courses" and should not need to be included unless they are independently graded. If the discussion section receives a grade but that grade is incorporated into the final grade issued in the main course, do not include the discussion section in the SCRS file.
12. Workforce Training Completer System (WTCS) *formerly Noncredit Workforce Completer system (NWCS)*	Details are coming soon!
13. Workforce Training Registration System (WTRS)	Details are coming soon!

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All data cookbook changes are complete. All new elements are optional to report for the 2024-25 year and required for the 2025-26 collection year. Although the field may be optional, a value for the field is still required, unless noted otherwise.

Other Important Notes

- MHEC will no longer accept collection files with spaces between commas. If a data element is not reported, there should be successive commas in the csv file, NOT a space between the commas. The file will be promptly returned to the institution for corrections.

- MHEC will classify all state mandated tuition waivers or tuition exemptions according to the codes listed in the FAIS Aid Category Code chart. State mandated tuition waivers must be reported under the correct code rather than as generic "institutional grants" or "institutional scholarships." When reporting aid by institution, MHEC will include the waivers in the institutional aid category as a state mandated tuition waiver or tuition exemptions. These include Foster Care Tuition Waivers/Tuition Exemptions, Homeless Youth Tuition Waivers/Exemptions, Senior Citizen Tuition Waivers/Exemptions; Student Tuition Waivers/Exemptions; Employees and Dependents Tuition Waivers/Exemptions. These tuition exemptions/waivers CANNOT be classified as institutional aid or other forms of aid for FAIS reporting purposes.

- For the new Point of Contact user, there is an introductory page that discusses data collection websites, emails, and Institutional Point-of-Contact and MHEC responsibilities as it relates to file submissions.

- IPEDS 2024-25 Updates – For your convenience, attached is an IPEDS PowerPoint presentation describing changes expected for the 2024-25 collection year.

Please submit questions to mac2help.mhec@maryland.gov.

Thank you for your partnership as we begin a new data collection year.

Regards,
Parris Jackson

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Maryland Higher Education Commission