

MARYLAND HIGHER EDUCATION COMMISSION  
MHEC Form D Instructions  
DEGREES AND OTHER FORMAL AWARDS

**INSTRUCTIONS:**

This form provides information on degrees and other formal awards for your institution to both the Maryland Higher Education Commission and the U.S. Department of Education.

The number of awards are requested each fall for the preceding yearly period. Only those degrees and formal awards which were actually conferred between July 1 of the previous year and June 30 of the current year must be reported. Degrees earned but not yet conferred during this time period should be reported in next year's survey. The degree and formal awards report is designed to collect totals of all formal awards conferred. If a student receives more than one formal award in the reporting period, each award should be reported. Multiple or dual majors are not to be counted separately when only one formal award is conferred. Students receiving a multiple or dual major award should only be counted once in the most appropriate category as selected by your institution. If there are students whose gender is not known, divide them evenly between the male and female categories.

Use the Excel workbook for Degrees and Other Formal Awards provided at MHEC Secure Data Web <http://data.mhec.state.md.us>. Download and complete the workbook.

**NEW WAY TO RETURN SURVEYS** - Once you have completed the workbook, please return to the data web site at <http://data.mhec.state.md.us> and Select "[Maryland Annual Collection Surveys](#)". You will be asked to log-in. If you do not have the MHEC UserID assigned to your institution please email [helpdesk.mhec@maryland.gov](mailto:helpdesk.mhec@maryland.gov). After you log-in, a secure web page will allow you to upload [Submit] an Excel file.

A separate worksheet is provided for each formal award level offered at your institution. On each worksheet a line is provided to report awards conferred in each program. The programs of study follow the Commission's Inventory of Academic Programs. The total line for each formal award level is automatically calculated. Please match the totals with your internal degree count as a check of the form completion.

The workbook must be returned even if no entries are necessary. Workbooks with no entries should be returned with a message indicating no enrollment, not applicable or degree level discontinued in the workbook.

Starting in 2009 first-professional awards were removed and students counted in the appropriate new graduate program. Starting in 2011 new 1997 race and ethnicity codes are collected as described below.

For definitions of terms used in this form please refer to the Maryland Annual Data Collection Glossary available online at <http://data.mhec.state.md.us/macinfo/glossary.pdf>

## **1997 RACE/ETHNICITY CATEGORIES:**

Starting in collection year 2011 the Maryland Annual Collection is using 1997 Race/Ethnicity categories. Categories are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one of these aggregation groups.

**United States Citizenship (Group)** - Consists of U.S citizens, U.S. nationals, resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

### **Non-Hispanic or Non-Latino categories:**

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American:** A person having origins in any of the black racial groups of Africa.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races:** A multiracial person with two or more of the five races (White, Black, Asian, American Indian or Alaska Native, and Hawaiian) in their heritage or origin.

**Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

**Non-Resident Alien.** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

**Race and Ethnicity Unknown** A person from races not included above or whose race is unknown.