

Frequently Asked Questions End-of-Term System (EOTS)

Q: 2013 Winter/Spring end of term files (DIS, EOTS, course and registration) will NOT be collected this summer.

A: [Correct.](#)

Meaning, the first semester and files under the new collection begin for Summer 2013 and Fall 2013.

[Yes, this is correct.](#)

Q: S-6 and S-7—are those covered by the new collection? Or, will the institutions still need to provide?

A: [The S-6 and S-7 must still be provided by institutions.](#)

Credit hours (S-6), I think MHEC will derive for the EIS or EOTS?

[No. We are required by COMAR to continue collecting this information, and to have institutions have the data audited by independent auditors before submitting it. It cannot be derived from the EOTS or EIS because the information must be submitted in October/November, well before EOTS will be complete.](#)

Q: State Stat BOT and EOT summary collections—are we still doing?

A: [No, MHEC will use the S-7 and EOTS to derive these numbers for State Stat summary collections.](#)

Q: We wanted to double check the methodology or consistency of the fall term:
In addition, it will be the case that the EIS files will have fewer students in the term than the EOTS files. This was purposeful because the EOTS would capture those mini-terms that might be outside of the reporting window necessary for IPEDS or other BOT type of issues.

A: [This is true, yes, there will likely be more students in the EOTS file than EIS due to mini-terms. Remember, the EIS file will include numbers from the summer term as well.](#)

Is it understood that fall numbers might be different?

[Yes, we are aware that the numbers will be different. We will need to be clear in our reporting to include what the numbers will represent.](#)

Are there any comments you might offer to this topic?

No, not at this time.

[Items 10 (DD135) and 11 (DD136): Term Degree Credit Hours Attempted and Earned]

Q: Include non-degree students?

A: Yes.

Q: Include Pass / Fail courses used to pad credit hours of enrollment to satisfy federal financial aid eligibility requirements (e.g. ABGA at UMB)?

A: Report all credit-bearing courses.

Q: What about courses more than one term in length where grade is not applied until last term?

A: In these cases, when the credit is not awarded until the final term, then in the initial term(s) the course should be included in "credit hours attempted" but not in "credit hours earned." In the final term, the hours for the course in that term can be included in both "credit hours attempted" and "credit hours earned," and the previous terms' credits can now be included in "cumulative hours earned."

Q: Credits earned will not be reported for courses with No Mark (Some grades take additional months or years to be provided to Registrar) as of the data extraction date

A: Correct.

[Items 12 (DD137) and 16 (DD139): GPA and Academic Standing]

Q: Grades for Fall terms may not be available in time to meet submission deadlines (e.g. March 15 submission date for Summer / Fall data)

A: Submit data accurate as of the submission date.

Q: How is GPA and Academic Standing calculated for dual-degree students?

A: Note that GPA is reported "as defined by institution." However, only one Term GPA, one Cumulative GPA, and one Academic Standing status should be reported for each student.

[Items 17 – 18 (DD48 & 50): Grade in First Math / English Course]

Q: Who defines these courses?

A: The institution determines the course, guided by the definition in the Data Dictionary.

Q: Why is First Reading Course not included (is in SRS)?

A: No courses in Reading should be reported. This element has been deleted.

Q: Does it make a difference if course is taken as an elective?

A: No.

Q: We have several study-abroad programs in which most students will not have received grades in time for EOTS. We will already have reported in EIS that the student is taking a full-time load, but we won't be able to report completion in EOTS. Will we be able to go back and report it? Could you add a field to flag students in this situation? How should we address this?

A: This will be handled through our edit-check process. In this situation you should exclude this student from EOTS. MHEC will then send an edit check report that says, Based on your enrollment file, we are expecting a record for This Student. You will then respond that this is a study-abroad student, and submit the record later.

Q: In EOTS, items 17 & 18 (first math and English grades for which the student can earn credit toward a degree), the source is shown as HGS. Do we include these grades for all students, or only for those in HGS?

A: Our IT person is beginning to write the program for the EOTS reporting requirements and has a few questions.

NOT SURE HOW TO FORMAT (NJ)

Term Native Credit Hours Registered and Term Degree Credit Hours Attempted indicate '2 significant decimal places'. However, it is not clear if the decimal point is implied or if it needs to be included as is specified for the Term GPA and Cumulative GPA. Please clarify.

MAC2 Revision and Pilot Guidelines, #5. Data Collection File Format (.cvs), Header Record #2: what file headings should be used? Do we use column names like: 'OPEID(FICE+2)' and 'Identification Number (SSN)' and 'Term Native Credit Hours Registered'? If not, what should be used for column headings?

I have yet another question for the EOTS format. If number of credit hours is a single digit (i.e. 3.00) should it read 03.00?

Data Definition DD48 - First Math Grade - includes in the comments the following: "Each institution will identify this course for the Commission." DD49 is the First Math Course ID. Both of these items are listed only for HGS, although DD48 is included in EOTS. We understand that HGS will no longer be submitted. DD49 does not appear in any of the MAC2 file layouts. Because many math courses can serve as a student's first credit math course, it is not possible to identify a single course as the "first". We want to verify that we will not be required to identify the "first course for the Commission". This applies to DD50 and DD51, First English Grade/Course.

Also, for DD48 and DD50, "I" (Incomplete) and "W" (Withdrew) are not final grades. For students with these grades, should the entry be blank?