



MHEC

MARYLAND HIGHER EDUCATION COMMISSION

DRAFT

Data Element Definitions

for

Maryland Revised Collections

August 2014

Maryland Higher Education Commission
6 North Liberty Street • Ground Suite • Baltimore, MD 21201

www.mhec.state.md.us

Maryland Higher Education Commission
Data Dictionary

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ELEMENT TITLE:

Collection Year

DEFINITION: The year used to identify the data collected.

FORMAT: numeric - 4 digits

CODES:

COMMENTS: CIS, DIS, ECS, EIS, EOTS, SRS – The year of the term for the data collected.
FAIS – The year of the annual collection for the data collected.
EDS – The year of the Fall snapshot.

RELATED TO: Collection Term

GLOSSARY:

SYSTEMS: CIS, DIS, ECS, EDS, EIS, EOTS, FAIS, SRS

SYSNAME: COLYR

DOCUMENTED: 1/10/77 Revised: 10/10/2013

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Data Dictionary

ELEMENT TITLE:

Collection Term

DEFINITION: The period of collection of the data to distinguish different types and time periods.

FORMAT: numeric - 1 digit

CODES: 1 = fall
2 = winter
3 = spring
4 = summer
9 = annual (academic year) used for DIS, ECS, FAIS, and NTS (4 year only)

COMMENTS: Annual period is for academic year includes summer, fall, winter, and spring.

GLOSSARY: Academic year

RELATED TO: Collection year

SYSTEMS: CIS, DIS, ECS, EDS, EIS, EOTS, FAIS, SRS, NTS

SYSNAME: COLTM

DOCUMENTED: 1/10/77 Revised: 5/20/91, 1/27/2013, 10/10/2013, 8/13/2014

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ELEMENT TITLE:

Freeze Flag

DEFINITION: Flag to indicate whether the student is enrolled for credit on the census date of the fall or spring term.

FORMAT: numeric – 1 digit

CODES: 1= Student is enrolled for credit on the census date of fall or spring
Blank = students excluded from census.

COMMENTS: Fall freeze date is determined by the institution. This date must be after the end of the institution's official drop-add period each term. If set to "1", the Fall Term (1) record is included in IPEDS Fall Enrollment as of the institutions official fall reporting date.

RELATED TO: Collection Term

GLOSSARY:

SYSTEMS: EIS

SYSNAME: FSFREZ

DOCUMENTED: 3/20/2013 Revised: 7/3/2013, 10/10/2013

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Data Dictionary

ELEMENT TITLE:

OPEID (FICE+2)

DEFINITION: A unique federal identification code for each institution. These are assigned by the U.S. Department of Education.

FORMAT: numeric - 8 digits

CODES: uses the old Federal Interagency Committee on Education code for institutions see next page

COMMENTS: The U.S. Dept. of Ed. uses 2 different ids for identifying institutions. The National Center for Education Statistics uses the IPEDS unit id. The Office of Program Evaluation uses the OPE number which is based upon the old FICE code. It usually has the old FICE code as the first 6 digits of an 8 digit number with a "00" as the last 2 digits. Institutions with FICE codes starting with 26 are artificial assignments by MHEC. These include codes to designate sources of credit that were not originally awarded by postsecondary institutions. See next page of newly added OPEID (FICE+2) codes.

RELATED TO:

GLOSSARY:

SYSTEMS: CIS, DIS, ECS, EDS, EIS, EOTS, FAIS, SRS

SYSNAME: FICE

DOCUMENTED: 1/10/77 Revised: 6/30/03 Revised: 1/27/201, 10/10/2013, 03/27/14

Maryland Higher Education Commission
Data Dictionary

Listing of Active In-state (OPIED + 2) codes

00205700	Allegany College of Maryland
00205800	Anne Arundel Community College
00206100	Baltimore City Community College
03100700	Carroll Community College
00206300	Community College of Baltimore County
00830800	Cecil Community College
00206400	College of Southern Maryland
00465000	Chesapeake College
00207100	Frederick Community College
01001400	Garrett College
00207400	Hagerstown Community College
00207500	Harford Community College
00817500	Howard Community College
00691100	Montgomery College
00208900	Prince George's Community College
02073900	Wor-Wic Community College
00206200	Bowie State University
00206800	Coppin State University
00207200	Frostburg State University
00209100	Salisbury University
00209900	Towson University
00210200	University of Baltimore
00210400	Univ. of MD - Baltimore City
00210500	Univ. of MD - Baltimore County
00210300	Univ. of MD - College Park
00210600	Univ. of MD - Eastern Shore
01164400	Univ. of MD - University College
00795900	Univ. of MD - System Office
00208300	Morgan State University
00209500	St. Mary's College of Maryland
00206000	Baltimore Hebrew University
02314800	Baltimore International College

* Binah Institute of Advanced Judaic Studies for Women

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Data Dictionary

00143600 Capitol College
00206700 Washington Adventist University
00207300 Goucher College
00766200Hagerstown Business College
 * Harry Lundeberg School Seamanship
00207600 Hood College
 * ITT Technical Institute
00207700 Johns Hopkins University
00207800 Loyola College
00793600 Lincoln College of Technology
02155100 Maryland College of Art & Design
00208000 Maryland Institute College of Art
00210900 McDaniel College
00208600 Mount St. Mary's College
 * National Labor College
00206500 College of Notre Dame of Maryland
 * Sans Institute
00209200 St. John's College
00209600 St. Mary's Seminary and University
00210700 Stevenson University (formerly Villa Julie College)
02127900 Sojourner-Douglass College
02083600 TESST College of Technology
02578400 TAI Sophia Institute
00146200 Washington Bible College
00210800 Washington College
01006500 Washington Theological Union
 * Yeshiva College of the Nation's Capital

* means no federal FICE assigned

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Data Dictionary

MHEC Assigned codes

26001100	Advanced Placement (AP) exams
26001200	International Baccalaureate (IB) exams
260013 00	College-Level Examination Program (CLEP)
260019 00	Exams and certifications from other countries (e.g. General Certificate of Education (GCE) A-level exams from the United Kingdom, Abitur from Germany, etc.)
26002100	Credit by examination at the receiving institution
26003100	Articulation agreements with local education authorities
260051 00	DANTES Subject Standardized Tests (DSST)
26005200	Training experiences within the US Armed Forces
26005300	Service in the US Armed Forces
26006100	Police and fire training
26007100	Excelsior College Exams (ECE)
26008100	Corporate training
26008200	Industry training and certification (e.g. Novell Certification, Uniform Certified Public Accountant Examination)
26009100	Credit for life experience
26009900	All other sources
26009901	Credit from Foreign Institution

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ELEMENT TITLE:

Sub-campus Code

DEFINITION: A code that allows a breakdown within institution or is used to classify students into groups. Usually an institution defined data element for its own needs.

FORMAT: alphanumeric - 1 character

CODES: blank = not used
any letter or number = institution (or MHEC) assigned code

COMMENTS: When necessary, MHEC may require certain institutional breakdown and use of this field.

RELATED TO:

GLOSSARY:

SYSTEMS: DIS, ECS, EIS, EOTS, FAIS, SRS

SYSNAME: SUBCAMP

DOCUMENTED: 1/10/77 Revised: 4/10/92, 10/10/2013

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Data Dictionary

ELEMENT TITLE:

Identification Number

DEFINITION: The student's (or employee's) social security number (SSN), or individual taxpayer identification number (ITIN) when known, is used as student identification number. When actual SSN or ITIN is not known, an institution assigned 9-digit identification must be present (see comments below).

FORMAT: numeric - 9 digits

CODES:

COMMENTS: If assigned number is used, it should always remain unique for student at assigning institution and the same number should be used for all MHEC submissions. The Identification Number Type must be set to "2" in this case.

Identification Number is not reported in CIS.

EDS allows use of employee numbers that are not SSNs as long as the number remains constant for the employee every year.

Some follow-up studies may use a student number that is not SSN based (bachelor's survey at independents).

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service for individuals who do not have, and are not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA). It is a nine-digit number that always begins with the number 9.

RELATED TO: Identification Number Type

GLOSSARY:

SYSTEMS: CIS, DIS, ECS, EDS, EIS, EOTS, FAIS, SRS

SYSNAME: IDN

DOCUMENTED: 1/10/77 Revised: 11/1/04, 2012, 10/10/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Identification Number Type

DEFINITION: An indicator that determines whether the identification number is based upon a valid social security number (SSN), valid individual taxpayer identification number (ITIN) or an institution assigned substitute number in lieu of SSN or ITIN.

FORMAT: numeric - 1 digit

CODES: 1 = Valid social security number (SSN)
2 = Institution assigned student identification number
3 = Valid individual taxpayer identification number (ITIN)
Blank not valid

COMMENTS:

RELATED TO: Identification Number

GLOSSARY:

SYSTEMS: EDS, EIS, DIS, FAIS, EOTS, ECS, SRS

SYSNAME: IDT

DOCUMENTED: 1/10/77 Revised: 11/1/95, 1/27/2013, 10/10/2013

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Data Dictionary

ELEMENT TITLE:

SIC

DEFINITION: A unique state identification (SIC) code for each institution. These are assigned by MHEC.

FORMAT: numeric - 6 digits

CODES: see next page

COMMENTS: The code is a structured code consisting of three elements:

- first-digit
 - sector (SECTOR)
 - - institution ownership:
1=public2=private
- second digit
 - - segment (SEGMENT)
 - - education segment: 1 =community college
 - 2=University of Maryland4=Morgan5=St. Mary's06=independent colleges and universities7=private career schools
- third-sixth digit-institution id (INSTID) - unique 4 digit institution number

RELATED TO: FICE

GLOSSARY:

SYSTEMS: MHEC use only

SYSNAME: SIC

DOCUMENTED: 1/1/80 Revised: 6/30/03, 10/10/2013

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Maryland Higher Education Commission
Data Dictionary

Listing of Active SICs

110100	Allegany College of Maryland
110200	Anne Arundel Community College
110770	Carroll Community College
110900	Cecil Community College
111000	College of Southern Maryland
111100	Chesapeake College
111250	Community College of Baltimore County
111300	Baltimore City Community College
111700	Frederick Community College
111900	Garrett College
112100	Hagerstown Community College
112200	Harford Community College
112400	Howard Community College
111250	Community College of Baltimore County
112970	Montgomery College
113600	Prince George's Community College
115470	Wor-Wic Community College
120600	Bowie State University
121400	Coppin State University
121800	Frostburg State University
123900	Salisbury University
124200	Towson University
124400	University of Baltimore
124500	Univ. of MD – Baltimore
124600	Univ. of MD – Baltimore County
124700	Univ. of MD – College Park
124800	Univ. of MD – Eastern Shore
124900	Univ. of MD – University College
124950	Univ. of MD – System Office
143000	Morgan State University
154000	St. Mary's College of Maryland
260400	Baltimore Hebrew University

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260410	Baltimore International College
260537	Binah Institute of Advanced Judaic Studies for Women
260700	Capitol College
261200	Washington Adventist University
262000	Goucher College
262230	Harry Lundeberg School Seamanship
262300	Hood College
262487	ITT Technical Institute
262500	Johns Hopkins University
262570	Lincoln College of Technology
262600	Loyola University Maryland
262650	Maryland College of Art & Design
262700	Maryland Institute College of Art
263100	Mount St. Mary's University
263124	National Labor College
263300	Notre Dame of Maryland University
263915	Sans Technical Institute
263700	St. John's College
264100	St. Mary's Seminary and University
265000	Stevenson University (formerly Villa Julie College)
264150	Sojourner-Douglass College
264187	TESST College of Technology
264300	Maryland University of Integrative Health
265100	Capital Bible Seminary
265200	Washington College
265400	McDaniel College
265600	Yeshiva College of the Nations Capital
263200	Ner Israel Rabbinical College
265420	Women institute of Torah Seminary
264182	Talmudical Academy of Baltimore
265300	Washington Theological Uniion

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Data Dictionary

ELEMENT TITLE:

Local Campus Student ID

DEFINITION: A unique institution-assigned student identifier for the use of the institution to cross reference individual students.

FORMAT: Alphanumeric and symbolic – up to 10 characters; left-justified, no leading blanks

CODES: blank not valid

COMMENTS: The institution may use this identifier to track the student's progress (enrollment, retention, credits earned and degrees conferred).

RELATED TO: Identification Number, SASID

GLOSSARY:

SYSTEMS: DIS, ECS, EIS, EOTS, FAIS, SRS

SYSNAME: CAMPUSID

DOCUMENTED: 1/27/2013 Revised: 10/10/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

SASID

DEFINITION: A unique state assigned student identifier (SASID) assigned exclusively by the Maryland State Department of Education (MSDE). This SASID is important so that Maryland will have the ability to identify each individual student within the Maryland educational system.

FORMAT: numeric - 10 digits

CODES: blank if not assigned

COMMENTS: May use MSDE batch system to validate or assign a SASID. The value of this ID is to link K-12 records to postsecondary records.

RELATED TO: SSN, CAMPUSID

GLOSSARY:

SYSTEMS: EIS, DIS, EOTS, FAIS, ECS, SRS

SYSNAME: SASID

DOCUMENTED: 1/27/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Last Name

DEFINITION: The last name of the student at the time of the term enrollment.

FORMAT: Alphanumeric– Maximum 35 characters

CODES: blank not valid

COMMENTS:

RELATED TO: First Name, Middle Name, Generational Suffix

GLOSSARY:

SYSTEMS: EIS

SYSNAME: LNAME

DOCUMENTED: 1/27/2013 Revised: 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

First Name

DEFINITION: The first name of the student at the time of the term enrollment.

FORMAT: Alphanumeric– Maximum 35 characters

CODES: blank not valid

COMMENTS:

RELATED TO: Last Name, Middle Name, Generational Suffix

GLOSSARY:

SYSTEMS: EIS

SYSNAME: FNAME

DOCUMENTED: 1/27/2013 Revised: 10/10/2013

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ELEMENT TITLE:

Middle Name

DEFINITION: The middle name of the student at the time of the term enrollment.

FORMAT: - Alphanumeric and symbolic– Maximum 35 characters

Blank is valid

CODES: blank = none

COMMENTS:

RELATED TO: Last Name, First Name, Generational Suffix

GLOSSARY:

SYSTEMS: EIS

SYSNAME: MNAME

DOCUMENTED: 1/27/2013 Revised: 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Generational Suffix

DEFINITION: Generational suffixes are used to distinguish persons who share the same name within a family. Generational suffix at time of student enrollment.

FORMAT: - Alphanumeric – Maximum 10 characters
Blank is valid

CODES: Examples: JR, SR, II, III, IV
blank = none

COMMENTS:

RELATED TO: Last Name, First Name, Middle Name

GLOSSARY:

SYSTEMS: EIS

SYSNAME: GSUFF

DOCUMENTED: 1/27/2013 Revised: 10/10/2013

Maryland Higher Education Commission
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ELEMENT TITLE:

Race/Ethnicity (1977 Standard)

THESE CATEGORIES ARE NO LONGER DETERMINED FOR ALL STUDENTS OR EMPLOYEES AFTER THE 2010 REVISIONS. ALL REPORTING WHICH IS BASED ON THE AY 2010-2011 AND LATER USES THE NEW 1997 STANDARDS ON PAGES 26-26.5. THIS DATA IS CONTINUED TO BE SUBMITTED FOR STUDENTS WHO ENROLLED PRIOR TO 2010 AND REPORTED UNDER 1977 STANDARD.

DEFINITION: Federal 1977 categories used to describe groups to which individuals 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 group. Resident aliens (holders of Form I-551/155), noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.

FORMAT: numeric – 1 digit

CODES:
0 = Unknown
1 = Black (African American), non-Hispanic
2 = American Indian or Alaskan Native
3 = Asian/Pacific Islander
4 = Hispanic
5 = White, non-Hispanic
6 = Foreign (in EDS 6 = All Other)
7 = All Other (in EDS 7 not used)

COMMENTS: In EDS prior to 2010 reporting, citizenship is used to determine foreign employees. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Citizenship

GLOSSARY: UNKNOWN, BLACK NON-HISPANIC (1977), ASIAN OR PACIFIC ISLANDER (1977), HISPANIC (1977), WHITE, NON-HISPANIC (1977), FOREIGN (1977), ALL OTHER (1977), NATIVE AMERICAN, AFRICAN AMERICAN, AMERICAN INDIAN OR ALASKAN NATIVE (1977)

SYSTEMS: EIS,TSS,HGS,DIS,EDS,AGGR,RTN,FAIS

SYSNAME: RACE

DOCUMENTED: 1/10/77 Revised: 1/30/09 [No Future Revisions]
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ELEMENT TITLE:

Gender

DEFINITION: The gender of student as recorded by the institution. Individuals missing this information must be assigned a gender.

FORMAT: numeric – 1 digit

CODES:
1 = Male
2 = Female
3 = Unknown, male assigned
4 = Unknown, female assigned

COMMENTS: Students missing gender should be assigned evenly between codes 3 and 4 by the institution.

RELATED TO:

GLOSSARY:

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: SEX

DOCUMENTED: 1/10/77 Revised:

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ELEMENT TITLE:

Birth Year [NO LONGER USED]

DEFINITION: An individual's year of birth (e.g. 1940) as designated on legal birth registration or certificate.

FORMAT: numeric – 4 digits

CODES: EIS, EDS, RTN, AGGR – use “0000” = unknown
TSS = blank = unknown

COMMENTS: collection year – birth year = individual's age

RELATED TO: Birth Year Qualifier (AGGR)

GLOSSARY:

SYSTEMS: EIS,TSS,EDS,RTN,AGGR

SYSNAME: BIRTHYR

DOCUMENTED: 1/10/77 Revised: 11/1/04

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ELEMENT TITLE:

Geographic Origin

DEFINITION: The county (for Maryland residents) or state which is the student's permanent residence at the time of application.

FORMAT: numeric – 3 digits

CODES:
001 = foreign country
100 = U.S. but state unknown
101-199 = state (see next page)
200 = Maryland but county unknown
201-224 = Maryland county (see next page)
000 = unknown

COMMENTS:

RELATED TO:

SYSTEMS: EIS

SYSNAME: GEORG

DOCUMENTED: 1/10/77 Revised: 11/1/04, 01/04/06, 10/10/2013

Maryland Higher Education Commission
Data Dictionary

Residence:

STATES:

101	Alabama	130	New Hampshire
102	Alaska	131	New Jersey
103	Arizona	132	New Mexico
104	Arkansas	133	New York
105	California	134	North Carolina
106	Colorado	135	North Dakota
107	Connecticut	136	Ohio
108	Delaware	137	Oklahoma
109	District of Columbia	138	Oregon
110	Florida	139	Pennsylvania
111	Georgia	140	Rhode Island
112	Hawaii	141	South Carolina
113	Idaho	142	South Dakota
114	Illinois	143	Tennessee
115	Indiana	144	Texas
116	Iowa	145	Utah
117	Kansas	146	Vermont
118	Kentucky	147	Virginia
119	Louisiana	148	Washington
120	Maine	149	West Virginia
122	Massachusetts	150	Wisconsin
123	Michigan	151	Wyoming
124	Minnesota	152	American Samoa
125	Mississippi	153	Guam
126	Missouri	154	No Marianas
127	Montana	155	Puerto Rico
128	Nebraska	156	Trust Terr. Pacific Island
129	Nevada	157	Virgin Islands

COUNTIES:

201	Allegany	213	Howard
202	Anne Arundel	214	Kent
203	Baltimore	215	Montgomery
204	Calvert	216	Prince George's
205	Caroline	217	Queen Anne's
206	Carroll	218	Saint Mary's
207	Cecil	219	Somerset
208	Charles	220	Talbot
209	Dorchester	221	Washington
210	Frederick	222	Wicomico
211	Garrett	223	Worcester
212	Harford	224	Baltimore City

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ELEMENT TITLE:

US Citizenship

DEFINITION: The identification of whether a student or employee is a U.S. citizen or not (nonresident alien). The determination of U.S. citizen requires the use of a “group” concept that includes several types of individuals including U.S. citizens, U.S. nationals, resident aliens and other eligible non-citizens.

FORMAT: numeric – 1 digit

CODES: 1 = U.S. citizenship group consisting of U.S. citizens, U.S. nationals, resident aliens and other eligible non-citizens
2 = non-resident alien (also known as foreign)

COMMENTS: There is no allowance for unknown citizenship.
See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: RACE/ETHNICITY (1977), MULTI-RACE (1997),
ETHNICITY (1997)

GLOSSARY: U.S. CITIZENSHIP GROUP, RESIDENT ALIEN,
U.S. NATIONAL, NONRESIDENT ALIEN

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: CITIZEN

DOCUMENTED: 1/10/77 **Revised:** 1/30/09, 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Hispanic/Latino Ethnicity (1997 Standard)

DEFINITION: The identification of whether a student or employee is of Hispanic or Latino ethnicity.

FORMAT: alphanumeric – 1 character

CODES: Y = yes to Hispanic or Latino origin
N = no to Hispanic or Latino origin
blank = not answered or declared

COMMENTS: See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Race/Ethnicity (1977), Multi-race 1997, US Citizenship

GLOSSARY: HISPANIC (1997), LATINO

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: HISPANIC

DOCUMENTED: 1/30/09 Revised: 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Multi-race for 1997 Standard

- DEFINITION:** The student's multi-race responses to the race question of the 1997 two-question format. The data can be derived from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.
- FORMAT:** Numeric – 5 digit array may be all blank
- CODES:** The coding is the same in each of the race fields in the array.
a number to reference the specific race category or
blank = not answered or not declared
- COMMENTS:** There is no unknown coding. If the array is blank for all fields the students race is considered to be unknown.
Each individual race field is defined on the pages for:
- 1=White (1997)
 - 2=Black or African American (1997)
 - 3=Asian (1997)
 - 4=American Indian or Alaska Native (1997)
 - 5=Native Hawaiian or Other Pacific Islander (1997)
- RELATED TO:** Citizenship, Hispanic/Latino Ethnicity (1997)
- GLOSSARY:** WHITE (1997), BLACK (1997), AFRICAN AMERICAN, ASIAN (1997), AMERICAN INDIAN OR ALASKA NATIVE (1997), NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (1997)
- SYSTEMS:** DIS, EDS,EIS, FAIS
- SYSNAME:** RACEALL
- DOCUMENTED:** 1/30/09 Revised: 3/20/13, 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

White (1997)

DEFINITION: The student's response to the White question of the multi-race question of the 1997 two-question format. The data can be derived from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: Numeric - 1 digit (may be blank)

CODES: 1 = Race-White race category
blank = not answered or declared

COMMENTS: Only for the one single White race category.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: WHITE (1997)

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: RWHITE

DOCUMENTED: 1/30/09 Revised: 3/20/13, 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Black or African American (1997)

DEFINITION: The student's response to the Race-Black/African American question of the multi-race question of the 1997 two-question format. The data can be derived from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: Numeric - 1 digit (may be blank)

CODES: 2 = Race-Black/African American race category
blank = not answered or declared

COMMENTS: Only for the one single Race-Black/African American race category.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: BLACK (1997), AFRICAN AMERICAN

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: RBLACK

DOCUMENTED: 1/30/09 Revised: 3/20/13, 10/10/2013

-DD26.2-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Asian (1997)

DEFINITION: The student's response to the Race-Asian question of the multi-race question of the 1997 two-question format. The data can be derived from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: Numeric - 1 digit (may be blank)

CODES: 3 = Race-Asian race category
blank = not answered or declared

COMMENTS: Only for the one single Race-Asian race category.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: ASIAN (1997)

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: RASIAN

DOCUMENTED: 1/30/09 Revised: 3/20/13, 10/10/2013

-DD26.3-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

American Indian or Alaskan Native (1997)

DEFINITION: The student's response to the Race- American Indian/Alaskan Native question of the multi-race question of the 1997 two-question format. The data can be derived from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: Numeric - 1 digit (may be blank)

CODES: 4 = Race- American Indian/Alaskan Native race category
blank = not answered or declared

COMMENTS: Only for the one single Race- American Indian/Alaskan Native category

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: AMERICAN INDIAN OR ALASKAN NATIVE (1997)

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: RAIAN

DOCUMENTED: 1/30/09 Revised: 3/20/13

-DD26.4-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Native Hawaiian or Other Pacific Islander (1997)

DEFINITION: The student's response to the Race- Native Hawaiian/Pacific Islander question of the multi-race question of the 1997 two-question format. The data can be derived from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: Numeric - 1 digit (may be blank)

CODES: 5 = Race- Native Hawaiian/Pacific Islander category
blank = not answered or declared

COMMENTS: Only for the one single Race- Native Hawaiian/Pacific Islander category.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (1997)

SYSTEMS: DIS, EDS, EIS, FAIS

SYSNAME: RNHPI

DOCUMENTED: 1/30/09 Revised: 3/20/13

-DD26.5-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Birth Date

DEFINITION: An individual's date of birth (e.g. May 1, 1988) as designated on legal birth registration or certificate.

FORMAT: numeric – 8 digits in the format YYYYMMDD
Example 19880501 is May 1, 1988

CODES: Blank not valid; use "00000000" if unknown
If year is known enter 4 digit year and 00 for month and 00 for day.

COMMENTS:

RELATED TO:

GLOSSARY:

SYSTEMS: EDS, EIS

SYSNAME: BIRTHDT

DOCUMENTED: 12/17/12 **Revised:**

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Application Zip Code

DEFINITION: The US federal zip code which is the student's permanent residence as determined by such evidence as a driver's license or voter registration at the time of application to the institution.

FORMAT: numeric – 5 digits

CODES: 00000 = Unknown
01000 through 99998 US Zip Codes
99999 for Non-US Zip Codes

COMMENTS: Used primarily for matching to other records and for GIS mapping.

RELATED TO: Current Zip Code, Current Zip +4, Application Zip + 4, Geographic Origin

SYSTEMS: EIS

SYSNAME: APZIPCD

DOCUMENTED: 1/27/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Application Zip + 4

DEFINITION: The extended US federal zip code of the student's permanent residence as determined by such evidence as a driver's license or voter registration at the time of application to the institution.

FORMAT: numeric – 4 digits

CODES: Blank if not available

COMMENTS: Used primarily for matching to other records and for GIS mapping.

RELATED TO: Current Zip Code, Current Zip +4, Application Zip Code, Geographic Origin

SYSTEMS: EIS

SYSNAME: APZIP4

DOCUMENTED: 1/27/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Current Zip Code

DEFINITION: The US federal zip code which is the student's Current as determined by such evidence as a driver's license or voter registration.

FORMAT: numeric – 5 digits

CODES: 00000 = Unknown
01000 through 99998 US Zip Codes
99999 for Non-US Zip Codes

COMMENTS: Used primarily for matching to other records and for GIS mapping.

RELATED TO: Current Zip +4, Application Zip Code, Application Zip + 4, Geographic Origin

SYSTEMS: EIS

SYSNAME: CURZIPCD

DOCUMENTED: 1/27/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Current Zip + 4

DEFINITION: The extended US federal zip code of the student's current residence as determined by such evidence as a driver's license or voter registration.

FORMAT: numeric – 4 digits

CODES: Blank if not available

COMMENTS: Used primarily for matching to other records and for GIS mapping.

RELATED TO: Current Zip Code, Application Zip Code, Application Zip + 4, Geographic Origin

SYSTEMS: EIS

SYSNAME: CURZIP4

DOCUMENTED: 1/27/2013

-DD29.1

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Degree Sought

DEFINITION: The student's most recent status in pursuing a formal award indicating either the level of degree being sought or non-degree seeking. This is the 2009 standard.

FORMAT: numeric – 2 digits

CODES: 00 = unknown
01 = private career school diploma/certificate undergraduate
10 = lower division certificate
20 = associate
30 = upper division certificate
40 = bachelors
47 = non-degree undergraduate
50 = post-baccalaureate certificate
60 = masters
65 = post-masters certificate
70 = certificate of advanced study
81 = doctorate research/scholarship
85 = doctorate professional practice
86 = doctorate other
87 = non-degree graduate
99 = multiple major (DIS only)

COMMENTS: This code used in degree sought varies between different MHEC reporting systems prior to 2009. Please review the system manual to determine correct coding or refer to DD30.1. Postmasters certificate added in 2010 collection but not for degrees.

RELATED TO: Program Taxonomy code, together make up academic program code
GLOSSARY: FORMAL AWARD, NON-DEGREE SEEKING, DEGREE SEEKING, ASSOCIATE, BACHELORS, LOWER DIVISION CERTIFICATE, UPPER DIVISION CERTIFICATE, POST-BACCALAUREATE CERTIFICATE, CERTIFICATE OF ADVANCED STUDY, DOCTORATE RESEARCH/SCHOLARSHIP, DOCTORATE PROFESSIONAL PRACTICE, DOCTORATE OTHER, PRIVATE CAREER SCHOOL/DIPLOMA/CERTIFICATE, POST-MASTERS CERTIFICATE

SYSTEMS: DIS, EIS
SYSNAME: DEGREE

DOCUMENTED: 1/10/77 Revised: 1/30/09, 04/16/14

-DD30-

Comparison of the degree sought field coding up to the 2009 collection which is prior to the 2010 revisions starting in 2009. Revised for post-masters certificate in 2010.

Maryland Higher Education Commission
Data Dictionary

Degree Sought	OLD EIS from inst. Prior 09	OLD DIS from inst. Prior 09	TSS and HGS from inst. Unchanged	NEW for all starting in 2009, revised for 2010
Unknown	00	00	00	00
Lower Division Certificate	01	01	10	10
Associate	02	02	20	20
Upper Division Certificate	07	07	30	30
Bachelors	03	03	40	40
Non-Degree undergrad	10	n/a	47	47
Post- Baccalaureate Certificate	08	08	50	50
Masters	04	04	60	60
Post-Masters Certificate	n/a	n/a	n/a	65
Certificate of Advance Study	12	09	n/a	70
Doctorate (OLD single category)	05	05	n/a	n/a
Doctorate (research and scholarship)	n/a	n/a	n/a	81
Doctorate (professional practice)	n/a	n/a	n/a	85
Doctorate (other)	n/a	n/a	n/a	86
Non-degree graduate	11	n/a	n/a	87
First-Professional	06	06	n/a	n/a
First-Professional Certificate	09	10	n/a	n/a
Non-degree first- professional	n/a	n/a	n/a	n/a
Multiple majors	n/a	99	n/a	99

Maryland Higher Education Commission
Data Dictionary

Degree Sought	OLD EIS inst. Prior 09	OLD DIS inst. Prior 09	TSS and HGS from inst. Unchanged	Internal systems coding prior 09	NEW for all starting in 2009	Program Inventory Coding (MASTER)
Unknown	00	00	00	00	00	00
Private Career School Diploma/Certificate	n/a	n/a	n/a	n/a	n/a	01
Lower Division Certificate	01	01	10	01	10	10
Associate	02	02	20	02	20	20
Upper Division Certificate	07	07	30	03	30	30
Bachelors	03	03	40	04	40	40
Non-Degree undergrad	10	n/a	47	11	47	47
Post- Baccalaureate Certificate	08	08	50	05	50	50
Masters	04	04	60	06	60	60
Post-Masters Certificate	n/a	n/a	n/a	n/a	n/a	65
Certificate of Advance Study	12	09	70	07	70	70
Doctorate (OLD single category)	05	05	80	08	n/a	80
Doctorate (research and scholarship)	n/a	n/a	n/a	n/a	81	81
Doctorate (professional practice)	n/a	n/a	n/a	n/a	85	85
Doctorate (other)	n/a	n/a	n/a	n/a	86	86
Non-degree graduate	11	n/a	87	12	87	87
First-Professional	06	06	90	09	n/a	90
First-Professional Certificate	09	10	95	10	n/a	95
Non-degree first- professional	n/a	n/a	97	n/a	n/a	97
Multiple majors	n/a	99	99	99	99	99

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Taxonomy

- DEFINITION:** The MHEC academic program code for the most recent instructional program area of the student.
- FORMAT:** alphanumeric – (6 digits)
- CODES:** published periodically in the Academic Programs at Maryland Colleges and Universities or contact MHEC for current listing
- 909901-- = undeclared, undecided or unknown
- COMMENTS:** Special reporting category exemptions to the academic program code inventory may be granted in writing by MHEC.
- The taxonomy is based upon the HEGIS classification system with Maryland's unique alterations.
- First two digits are called the major discipline (MAJORDS). The first four digits are called the discipline (DISCPLN).
- RELATED TO:** Degree Sought, together make up the academic program code
- GLOSSARY:**
- SYSTEMS:** DIS, EIS
- SYSNAME:** PROGRAM
- DOCUMENTED:** 5/7/80 Revised: 3/31/95, 10/10/2013

Maryland Higher Education Commission
Data Dictionary

Major Disciplines
Disciplines

*SECTION I - Conventional Academic Subdivisions of
Knowledge and Training*

Code starts with

- 01 AGRICULTURE and NATURAL RESOURCES
 - 0101 AGRICULTURE, GENERAL
 - 0102 AGRONOMY
 - 0103 SOILS SCIENCE
 - 0104 ANIMAL SCIENCE
 - 0105 DAIRY SCIENCE
 - 0106 POULTRY SCIENCE
 - 0107 FISH, GAME, AND WILDLIFE MANAGEMENT
 - 0108 HORTICULTURE
 - 0109 ORNAMENTAL HORTICULTURE
 - 0110 AGRICULTURAL AND FARM MANAGEMENT
 - 0111 AGRICULTURAL ECONOMICS
 - 0112 AGRICULTURAL BUSINESS
 - 0113 FOOD SCIENCE AND TECHNOLOGY
 - 0114 FORESTRY
 - 0115 NATURAL RESOURCES MANAGEMENT
 - 0116 AGRICULTURE AND FORESTRY TECHNOLOGIES
 - 0117 RANGE MANAGEMENT
 - 0199 OTHER, AGRICULTURE AND NATURAL SCIENCES
- 02 ARCHITECTURE and ENVIRONMENTAL DESIGN
 - 0201 ENVIRONMENTAL DESIGN, GENERAL
 - 0202 ARCHITECTURE
 - 0203 INTERIOR DESIGN
 - 0204 LANDSCAPE ARCHITECTURE
 - 0205 URBAN ARCHITECTURE
 - 0206 CITY, COMMUNITY, AND REGIONAL PLANNING
 - 0299 OTHER, ARCHITECTURE AND ENVIRONMENTAL DESIGN
- 03 AREA STUDIES
 - 0301 ASIAN STUDIES, GENERAL
 - 0302 EAST ASIAN STUDIES
 - 0303 SOUTH ASIAN STUDIES
 - 0304 SOUTHEAST ASIAN STUDIES
 - 0305 AFRICAN STUDIES
 - 0306 ISLAMIC STUDIES
 - 0307 RUSSIAN AND SLAVIC STUDIES
 - 0308 LATIN AMERICAN STUDIES
 - 0309 MIDDLE EASTERN STUDIES
 - 0310 EUROPEAN STUDIES, GENERAL
 - 0311 EASTERN EUROPEAN STUDIES
 - 0312 WEST EUROPEAN STUDIES
 - 0313 AMERICAN STUDIES

-DD31.1-

Maryland Higher Education Commission
Data Dictionary

- 0314 PACIFIC AREA STUDIES
 - 0399 OTHER, AREA STUDIES
- 04 BIOLOGICAL SCIENCES
 - 0401 BIOLOGY, GENERAL
 - 0402 BOTANY, GENERAL
 - 0403 BACTERIOLOGY
 - 0404 PLANT PATHOLOGY
 - 0405 PLANT PHARMACOLOGY
 - 0406 PLANT PHYSIOLOGY
 - 0407 ZOOLOGY, GENERAL
 - 0408 PATHOLOGY, HUMAN AND ANIMAL
 - 0409 PHARMACOLOGY, HUMAN AND ANIMAL
 - 0410 PHYSIOLOGY, HUMAN AND ANIMAL
 - 0411 MICROBIOLOGY
 - 0412 ANATOMY
 - 0413 HISTOLOGY
 - 0414 BIOCHEMISTRY
 - 0415 BIOPHYSICS
 - 0416 MOLECULAR BIOLOGY
 - 0417 CELL BIOLOGY
 - 0418 MARINE BIOLOGY
 - 0419 BIOMETRICS AND BIOSTATISTICS
 - 0420 ECOLOGY
 - 0421 ENTOMOLOGY
 - 0422 GENETICS
 - 0423 RADIOBIOLOGY
 - 0424 NUTRITION, SCIENTIFIC
 - 0425 NEUROSCIENCES
 - 0426 TOXICOLOGY
 - 0427 EMBRYOLOGY
 - 0499 OTHER, BIOLOGICAL SCIENCES
- 05 BUSINESS and MANAGEMENT
 - 0501 BUSINESS AND COMMERCE, GENERAL
 - 0502 ACCOUNTING
 - 0503 BUSINESS STATISTICS
 - 0504 BANKING AND FINANCE
 - 0505 INVESTMENTS AND SECURITIES
 - 0506 BUSINESS MANAGEMENT AND ADMINISTRATION
 - 0507 OPERATIONS RESEARCH
 - 0508 HOTEL AND RESTAURANT MANAGEMENT
 - 0509 MARKETING AND PURCHASING
 - 0510 TRANSPORTATION AND PUBLIC UTILITIES
 - 0511 REAL ESTATE
 - 0512 INSURANCE
 - 0513 INTERNATIONAL BUSINESS
 - 0514 SECRETARIAL STUDIES
 - 0515 PERSONNEL MANAGEMENT

-DD31.2-

Maryland Higher Education Commission
Data Dictionary

- 0516 LABOR AND INDUSTRIAL RELATIONS
 - 0517 BUSINESS ECONOMICS
 - 0599 OTHER, BUSINESS AND MANAGEMENT
- 06 COMMUNICATIONS
 - 0601 COMMUNICATIONS, GENERAL
 - 0602 JOURNALISM
 - 0603 RADIO, TELEVISION
 - 0604 ADVERTISING
 - 0605 COMMUNICATION MEDIA
 - 0699 OTHER, COMMUNICATIONS
- 07 COMPUTER and INFORMATION SCIENCES
 - 0701 COMPUTER AND INFORMATION SCIENCES, GENERAL
 - 0702 INFORMATION SCIENCES AND SYSTEMS
 - 0703 DATA PROCESSING
 - 0704 COMPUTER PROGRAMMING
 - 0705 SYSTEMS ANALYSIS
 - 0799 OTHER, COMPUTER AND INFORMATION SYSTEMS
- 08 EDUCATION
 - 0801 EDUCATION, GENERAL
 - 0802 ELEMENTARY EDUCATION, GENERAL
 - 0803 SECONDARY EDUCATION, GENERAL
 - 0804 JUNIOR HIGH SCHOOL EDUCATION
 - 0805 HIGHER EDUCATION, GENERAL
 - 0806 JUNIOR AND COMMUNITY COLLEGE EDUCATION
 - 0807 ADULT AND CONTINUING EDUCATION
 - 0808 SPECIAL EDUCATION, GENERAL
 - 0809 ADMINISTRATION OF SPECIAL EDUCATION
 - 0810 EDUCATION OF THE MENTALLY RETARDED
 - 0811 EDUCATION OF THE GIFTED
 - 0812 EDUCATION OF THE DEAF
 - 0813 EDUCATION OF THE CULTURALLY DISADVANTAGED
 - 0814 EDUCATION OF THE VISUALLY HANDICAPPED
 - 0815 SPEECH CORRECTION
 - 0816 EDUCATION OF THE EMOTIONALLY DISTURBED
 - 0817 REMEDIAL EDUCATION
 - 0818 SPECIAL LEARNING DISABILITIES
 - 0819 EDUCATION OF THE PHYSICALLY HANDICAPPED
 - 0820 EDUCATION OF THE MULTIPLE HANDICAPPED
 - 0821 SOCIAL FOUNDATIONS
 - 0822 EDUCATIONAL PSYCHOLOGY
 - 0823 PRE-ELEMENTARY EDUCATION
 - 0824 EDUCATIONAL STATISTICS AND RESEARCH
 - 0825 EDUCATIONAL TESTING, EVAL AND MEASUREMENT
 - 0826 STUDENT PERSONNEL
 - 0827 EDUCATIONAL ADMINISTRATION
 - 0828 EDUCATIONAL SUPERVISION
 - 0829 CURRICULUM AND INSTRUCTION

Maryland Higher Education Commission
Data Dictionary

- 0830 READING EDUCATION
 - 0831 ART EDUCATION
 - 0832 MUSIC EDUCATION
 - 0833 MATHEMATICS EDUCATION
 - 0834 SCIENCE EDUCATION
 - 0835 PHYSICAL EDUCATION
 - 0836 DRIVER AND SAFETY EDUCATION
 - 0837 HEALTH EDUCATION
 - 0838 BUSINESS, COMMERCE, AND DISTRIBUTIVE EDUC
 - 0839 INDUSTRIAL ARTS, VOCATIONAL, AND TECH EDUC
 - 0899 OTHER, EDUCATION
- 09 ENGINEERING
 - 0901 ENGINEERING, GENERAL
 - 0902 AEROSPACE, AERONAUTICAL AND ASTRONAUT ENG
 - 0903 AGRICULTURAL ENGINEERING
 - 0904 ARCHITECTURAL ENGINEERING
 - 0905 BIOENGINEERING AND BIOMEDICAL ENGINEERING
 - 0906 CHEMICAL ENGINEERING
 - 0907 PETROLEUM ENGINEERING
 - 0908 CIVIL, CONSTRUCTION, AND TRANSPORTATION ENG
 - 0909 ELECTRICAL, ELECTRONICS, AND COMMUNICATIONS
 - 0910 MECHANICAL ENGINEERING
 - 0911 GEOLOGICAL ENGINEERING
 - 0912 GEOPHYSICAL ENGINEERING
 - 0913 INDUSTRIAL AND MANAGEMENT ENGINEERING
 - 0914 METALLURGICAL ENGINEERING
 - 0915 MATERIALS ENGINEERING
 - 0916 CERAMIC ENGINEERING
 - 0917 TEXTILE ENGINEERING
 - 0918 MINING AND MINERAL ENGINEERING
 - 0919 ENGINEERING PHYSICS
 - 0920 NUCLEAR ENGINEERING
 - 0921 ENGINEERING MECHANICS
 - 0922 ENVIRONMENTAL AND SANITARY ENGINEERING
 - 0923 NAVAL ARCHITECTURE AND MARINE ENGINEERING
 - 0924 OCEAN ENGINEERING
 - 0925 ENGINEERING TECHNOLOGIES
 - 0999 OTHER, ENGINEERING
- 10 FINE and APPLIED ARTS
 - 1001 FINE ARTS, GENERAL
 - 1002 ART
 - 1003 ART HISTORY AND APPRECIATION
 - 1004 MUSIC PERFORMING AND COMPOSITION
 - 1005 MUSIC ARTS
 - 1006 MUSIC HISTORY AND APPRECIATION
 - 1007 DRAMATIC ARTS
 - 1008 DANCE

Maryland Higher Education Commission
Data Dictionary

- 1009 APPLIED DESIGN
 - 1010 CINEMATOGRAPHY
 - 1011 PHOTOGRAPHY
 - 1099 OTHER, FINE AND APPLIED ARTS
- 11 FOREIGN LANGUAGES
 - 1101 FOREIGN LANGUAGES, GENERAL
 - 1102 FRENCH
 - 1103 GERMAN
 - 1104 ITALIAN
 - 1105 SPANISH
 - 1106 RUSSIAN
 - 1107 CHINESE
 - 1108 JAPANESE
 - 1109 LATIN
 - 1110 GREEK, CLASSICAL
 - 1111 HEBREW
 - 1112 ARABIC
 - 1113 INDIAN (ASIATIC)
 - 1114 SCANDINAVIAN LANGUAGES
 - 1115 SLAVIC LANGUAGES
 - 1116 AFRICAN LANGUAGES
 - 1199 OTHER, FOREIGN LANGUAGES
- 12 HEALTH PROFESSIONS
 - 1201 HEALTH PROFESSIONS, GENERAL
 - 1202 HOSPITAL AND HEALTH CARE ADMINISTRATION
 - 1203 NURSING
 - 1204 DENTISTRY, DDS OR DMD DEGREE
 - 1205 DENTAL SPECIALTIES
 - 1206 MEDICINE, MD DEGREE
 - 1207 MEDICAL SPECIALTIES
 - 1208 OCCUPATIONAL THERAPY
 - 1209 OPTOMETRY
 - 1210 OSTEOPATHIC MEDICINE, DO DEGREE
 - 1211 PHARMACY
 - 1212 PHYSICAL THERAPY
 - 1213 DENTAL HYGIENE
 - 1214 PUBLIC HEALTH
 - 1215 MEDICAL RECORD LIBRARIANSHIP
 - 1216 PODIATRY OR PODIATRIC MEDICINE
 - 1217 BIOMEDICAL COMMUNICATION
 - 1218 VETERINARY MEDICINE
 - 1219 VETERINARY MEDICINE SPECIALTIES
 - 1220 SPEECH PATHOLOGY AND AUDIOLOGY
 - 1221 CHIROPRACTIC
 - 1222 CLINICAL SOCIAL WORK
 - 1223 MEDICAL LABORATORY TECHNOLOGIES
 - 1224 DENTAL TECHNOLOGIES

Maryland Higher Education Commission
Data Dictionary

- 1225 RADIOLOGIC TECHNOLOGIES
 - 1299 OTHER, HEALTH PROFESSIONS
- 13 HOME ECONOMICS
 - 1301 HOME ECONOMICS, GENERAL
 - 1302 HOME DECORATION AND HOME EQUIPMENT
 - 1303 CLOTHING AND TEXTILE
 - 1304 CONSUMER ECONOMICS AND HOME MANAGEMENT
 - 1305 FAMILY RELATIONS AND CHILD DEVELOPMENT
 - 1306 FOODS AND NUTRITION
 - 1307 INSTITUTIONAL MANAGEMENT AND CAFETERIA MGT
 - 1399 OTHER, HOME ECONOMICS
- 14 LAW
 - 1401 LAW, GENERAL
 - 1499 OTHER, LAW
- 15 LETTERS
 - 1501 ENGLISH, GENERAL
 - 1502 LITERATURE, ENGLISH
 - 1503 COMPARATIVE LITERATURE
 - 1504 CLASSICS
 - 1505 LINGUISTICS
 - 1506 SPEECH, DEBATE, AND FORENSIC SCIENCE
 - 1507 CREATIVE WRITING
 - 1508 TEACHING ENGLISH AS FOREIGN LANGUAGE
 - 1509 PHILOSOPHY
 - 1510 RELIGIOUS STUDIES
 - 1599 OTHER, LETTERS
- 16 LIBRARY SCIENCE
 - 1601 LIBRARY SCIENCE, GENERAL
 - 1699 OTHER, LIBRARY SCIENCE
- 17 MATHEMATICS
 - 1701 MATHEMATICS, GENERAL
 - 1702 STATISTICS, MATHEMATICAL AND THEORETICAL
 - 1703 APPLIED MATHEMATICS
 - 1799 OTHER, MATHEMATICS
- 18 MILITARY SCIENCES
 - 1801 MILITARY SCIENCE
 - 1802 NAVAL SCIENCE
 - 1803 AEROSPACE SCIENCE
 - 1899 OTHER, MILITARY SCIENCE
- 19 PHYSICAL SCIENCES
 - 1901 PHYSICAL SCIENCES, GENERAL
 - 1902 PHYSICS, GENERAL
 - 1903 MOLECULAR PHYSICS
 - 1904 NUCLEAR PHYSICS
 - 1905 CHEMISTRY, GENERAL
 - 1906 INORGANIC CHEMISTRY
 - 1907 ORGANIC CHEMISTRY

Maryland Higher Education Commission
Data Dictionary

- 1908 PHYSICAL CHEMISTRY
 - 1909 ANALYTICAL CHEMISTRY
 - 1910 PHARMACEUTICAL CHEMISTRY
 - 1911 ASTRONOMY
 - 1912 ASTROPHYSICS
 - 1913 ATMOSPHERIC SCIENCES AND METEOROLOGY
 - 1914 GEOLOGY
 - 1915 GEOCHEMISTRY
 - 1916 GEOPHYSICS AND SEISMOLOGY
 - 1917 EARTH SCIENCES, GENERAL
 - 1918 PALEONTOLOGY
 - 1919 OCEANOGRAPHY
 - 1920 METALLURGY
 - 1999 OTHER, PHYSICAL SCIENCES
- 20 PSYCHOLOGY
 - 2001 PSYCHOLOGY, GENERAL
 - 2002 EXPERIMENTAL PSYCHOLOGY
 - 2003 CLINICAL PSYCHOLOGY
 - 2004 PSYCHOLOGY FOR COUNSELING
 - 2005 SOCIAL PSYCHOLOGY
 - 2006 PSYCHOMETRICS
 - 2007 STATISTICS IN PSYCHOLOGY
 - 2008 INDUSTRIAL PSYCHOLOGY
 - 2009 DEVELOPMENTAL PSYCHOLOGY
 - 2010 PHYSIOLOGICAL PSYCHOLOGY
 - 2099 OTHER, PSYCHOLOGY
- 21 PUBLIC AFFAIRS and SERVICES
 - 2101 COMMUNITY SERVICES, GENERAL
 - 2102 PUBLIC ADMINISTRATION
 - 2103 PARKS AND RECREATION MANAGEMENT
 - 2104 SOCIAL WORK AND HELPING SERVICES
 - 2105 LAW ENFORCEMENT AND CORRECTIONS
 - 2106 INTERNATIONAL PUBLIC SERVICE
 - 2199 OTHER, PUBLIC AFFAIRS AND SERVICES
- 22 SOCIAL SCIENCES
 - 2201 SOCIAL SCIENCES, GENERAL
 - 2202 ANTHROPOLOGY
 - 2203 ARCHAEOLOGY
 - 2204 ECONOMICS
 - 2205 HISTORY
 - 2206 GEOGRAPHY
 - 2207 POLITICAL SCIENCE AND GOVERNMENT
 - 2208 SOCIOLOGY
 - 2209 CRIMINOLOGY
 - 2210 INTERNATIONAL RELATIONS
 - 2211 AFRO-AMERICAN STUDIES
 - 2212 AMERICAN INDIAN CULTURAL STUDIES

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Maryland Higher Education Commission
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- 2213 MEXICAN-AMERICAN CULTURAL STUDIES
- 2214 URBAN STUDIES
- 2215 DEMOGRAPHY
- 2299 OTHER, SOCIAL SCIENCES
- 23 THEOLOGY
 - 2301 THEOLOGICAL PROFESSIONS, GENERAL
 - 2302 RELIGIOUS MUSIC
 - 2304 RELIGIOUS EDUCATION
 - 2399 OTHER, THEOLOGY
- 49 INTERDISCIPLINARY STUDIES and COMMUNITY COLLEGE TRANSFER PROGRAMS
 - 4901 GENERAL LIBERAL ARTS AND SCIENCES
 - 4902 BIOLOGICAL AND PHYSICAL SCIENCES
 - 4903 HUMANITIES AND SOCIAL SCIENCES
 - 4904 ENGINEERING AND OTHER DISCIPLINES
 - 4910 ARTS AND SCIENCES TRANSFER
 - 4920 BIOLOGICAL SCIENCES TRANSFER
 - 4930 HUMANITIES AND SOCIAL SCIENCE TRANSFER
 - 4940 ENGINEERING TRANSFER
 - 4950 GENERAL STUDIES TRANSFER
 - 4960 TEACHER EDUCATION TRANSFER
 - 4970 BUSINESS ADMINISTRATION TRANSFER
 - 4980 COMPUTER SCIENCE TRANSFER
 - 4999 OTHER, INTERDISCIPLINARY/TRANSFER STUDIES

Maryland Higher Education Commission
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**SECTION II -Technological and Occupational Specialties Related to Curriculums Leading to
Associate Degrees and Lower Division Certificates**

Code starts with

- 50 BUSINESS and COMMERCE TECHNOLOGIES
 - 5001 BUSINESS AND COMMERCE TECHNOLOGIES, GENERAL
 - 5002 ACCOUNTING TECHNOLOGIES
 - 5003 BANKING AND FINANCE TECHNOLOGIES
 - 5004 MARKETING, DISTRIB, PURCH, BUSINESS TECH
 - 5005 SECRETARIAL TECHNOLOGIES
 - 5006 PERSONAL SERVICE TECHNOLOGIES
 - 5007 PHOTOGRAPHY TECHNOLOGIES
 - 5008 COMMUNICATIONS AND BROADCASTING TECHNOLOGIES
 - 5009 PRINTING AND LITHOGRAPHY TECHNOLOGIES
 - 5010 HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGIES
 - 5011 TRANSPORTATION AND PUBLIC UTIL TECHNOLOGIES
 - 5012 APPLIED ARTS, GRAPHIC ARTS, FINE ARTS TECH
 - 5099 OTHER, BUSINESS AND COMMERCE TECHNOLOGIES
- 51 DATA PROCESSING TECHNOLOGIES
 - 5101 DATA PROCESSING TECHNOLOGIES, GENERAL
 - 5102 KEY PUNCH OPERATOR AND OTHER INPUT PREP
 - 5103 COMPUTER PROGRAMMER TECHNOLOGIES
 - 5104 COMPUTER OPERATOR AND PERIPHERAL EQUIPMENT
 - 5105 DATA PROCESSING EQUIPMENT MAINTENANCE
 - 5199 OTHER, DATA PROCESSING TECHNOLOGIES
- 52 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES
 - 5201 HEALTH SERVICES ASSISTANT
 - 5202 DENTAL ASSISTANT TECHNOLOGIES
 - 5203 DENTAL HYGIENE TECHNOLOGIES
 - 5204 DENTAL LABORATORY TECHNOLOGIES
 - 5205 MEDICAL OR BIOLOGICAL LABORATORY ASSISTANCE
 - 5206 ANIMAL LABORATORY ASSISTANT TECHNOLOGIES
 - 5207 RADIOLOGIC TECHNOLOGIES
 - 5208 NURSING, RN
 - 5209 NURSING, PRACTICAL
 - 5210 OCCUPATIONAL THERAPY TECHNOLOGIES
 - 5211 SURGICAL TECHNOLOGIES
 - 5212 OPTICAL TECHNOLOGIES
 - 5213 MEDICAL RECORD TECHNOLOGIES
 - 5214 MEDICAL ASSISTANT AND MEDICAL OFFICE ASSIST
 - 5215 INHALATION THERAPY TECHNOLOGIES
 - 5216 PSYCHIATRIC TECHNOLOGIES
 - 5217 ELECTRO DIAGNOSTIC TECHNOLOGIES
 - 5218 INSTITUTIONAL MGT TECH, (REST HOME, ETC)
 - 5219 PHYSICAL THERAPY TECHNOLOGIES
 - 5299 OTHER, HEALTH SERVICES AND PARAMEDICAL TECH

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- 53 MECHANICAL and ENGINEERING TECHNOLOGIES
 - 5301 MECHANICAL AND ENGINEERING TECH, GENERAL
 - 5302 AERONAUTICAL AND AVIATION TECHNOLOGIES
 - 5303 ENGINEERING GRAPHICS
 - 5304 ARCHITECTURAL DRAFTING TECHNOLOGIES
 - 5305 CHEMICAL TECHNOLOGIES
 - 5306 AUTOMOTIVE TECHNOLOGIES
 - 5307 DIESEL TECHNOLOGIES
 - 5308 WELDING TECHNOLOGIES
 - 5309 CIVIL TECHNOLOGIES
 - 5310 ELECTRONICS AND MACHINE TECHNOLOGIES
 - 5311 ELECTROMECHANICAL TECHNOLOGIES
 - 5312 INDUSTRIAL TECHNOLOGIES
 - 5313 TEXTILE TECHNOLOGIES
 - 5314 INSTRUMENTATION TECHNOLOGIES
 - 5315 MECHANICAL TECHNOLOGIES
 - 5316 NUCLEAR TECHNOLOGIES
 - 5317 CONSTRUCTION AND BUILDING TECHNOLOGIES
 - 5399 OTHER, MECHANICAL AND ENGINEERING TECH
- 54 NATURAL SCIENCE TECHNOLOGIES
 - 5401 NATURAL SCIENCE TECHNOLOGIES, GENERAL
 - 5402 AGRICULTURE TECHNOLOGIES
 - 5403 FORESTRY AND WILDLIFE TECHNOLOGIES
 - 5404 FOOD SERVICES TECHNOLOGIES
 - 5405 HOME ECONOMICS TECHNOLOGIES
 - 5406 MARINE AND OCEANOGRAPHIC TECHNOLOGIES
 - 5407 LABORATORY TECHNOLOGIES, GENERAL
 - 5408 SANITATION AND PUB HEALTH INSPECTION TECH
 - 5499 OTHER, NATURAL SCIENCE TECHNOLOGIES
- 55 PUBLIC SERVICE RELATED TECHNOLOGIES
 - 5501 PUBLIC SERVICE TECHNOLOGIES, GENERAL
 - 5502 BIBLE STUDY OR RELIGION-RELATED OCCUPATIONS
 - 5503 EDUCATION TECHNOLOGIES
 - 5504 LIBRARY ASSISTANT TECHNOLOGIES
 - 5505 POLICE, LAW ENFORCEMENT, CORRECTIONS TECH
 - 5506 RECREATION AND SOCIAL WORK RELATED TECH
 - 5507 FIRE CONTROL TECHNOLOGY
 - 5508 PUBLIC ADMINISTRATION AND MANAGEMENT TECH
 - 5599 OTHER, PUBLIC SERVICE RELATED TECHNOLOGIES
- 56 DIRECTED TECHNOLOGY
 - 5601 DIRECTED TECHNOLOGY

SECTION III – Miscellaneous

Code starts with

- 90 UNDECLARED, UNDECIDED, OR UNKNOWN
 - 9099 UNDECIDED, UNDECLARED, UNKNOWN

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Tuition Status

DEFINITION: The basis on which the student pays fees to the institution for the collection term.

FORMAT: numeric – 1 digit

CODES:

- 1 = County resident (community colleges only)
- 2 = Maryland resident
- 3 = Non-Maryland resident
- 4 = Non-applicable (Independent Colleges and University of Maryland University College only)
- 5 = Employee of institution and/or employee's family receiving tuition waiver

COMMENTS:

RELATED TO:

GLOSSARY:

SYSTEMS: EIS

SYSNAME: TSTATUS

DOCUMENTED: 1/10/77 Revised: 12/5/89, 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Fall Attendance

DEFINITION: The classification level of student's fall attendance by the institution as full-time or part-time based on total semester hour load.

FORMAT: numeric – 1 digit

CODES:
0 = not enrolled, only used in FAIS
1 = full-time, FT
2 = part-time, PT

COMMENTS:

RELATED TO:

GLOSSARY: SEMESTER HOUR, FULL-TIME, PART-TIME

SYSTEMS: FAIS

SYSNAME: FATTEND

DOCUMENTED: 09/30/2013 Revised: 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Spring Attendance

DEFINITION: The classification level of student's spring attendance by the institution as full-time or part-time based on total semester hour load.

FORMAT: numeric – 1 digit

CODES: 0 = not enrolled, only used in FAIS
1 = full-time, FT
2 = part-time, PT

COMMENTS:

RELATED TO:

GLOSSARY: SEMESTER HOUR, FULL-TIME, PART-TIME

SYSTEMS: FAIS

SYSNAME: SATTEND

DOCUMENTED: 09/30/2013 Revised: 10/10/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term Student Level

DEFINITION: The student's level of enrollment as of the term freeze date. Student level is based upon cumulative credit hours earned as of term freeze date.

FORMAT: numeric – 2 digits

CODES: Undergraduate Student
01 = first-year – freshman-normally <30 credits earned
02 = second-year – sophomore-normally ≥ 30 and <60 credits earned
03 = third-year – junior-normally ≥ 60 and <90 credits earned
04 = fourth-year and beyond – senior-normally \geq credits earned
07 = unclassified-see glossary

Graduate Student
05 = first-year graduates -less than 1 full year of study
06 = one or more full years of graduate
08 = unclassified graduate

COMMENTS:

RELATED TO: First-Time Flag, Cumulative Native Credit Hours Earned + Cumulative Transfer Credit Hours Earned, Program Level

GLOSSARY: UNDERGRADUATE STUDENT, GRADUATE STUDENT, FIRST-YEAR, SECOND-YEAR, THIRD-YEAR, FOURTH-YEAR AND BEYOND, UNCLASSIFIED, FIRST-PROFESSIONAL, CREDIT HOURS

SYSTEMS: EIS

SYSNAME: FLEVEL (in EIS)

DOCUMENTED: 1/10/77 Revised: 2/20/92 10/16/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

First Time Flag

DEFINITION: A flag that indicates the student is enrolled within the collection term for the first time at any institution at the appropriate program level (Undergraduate or Graduate).

FORMAT: numeric – 1 digit

CODES:
0 = concurrently enrolled in high school
1 = first-time undergraduate
2 = continuing undergraduate
3 = first-time graduate
4 = continuing graduate
5 = undergraduate transfer-in
Blank not valid

COMMENTS: Undergraduate students enrolled in the fall term who attended college for the first time the preceding summer, should be considered as first-time fall term students. Students who entered college for the first time after high school graduation with advanced standing (college credits earned before graduation from high school or placement testing) should be reported as first-time in the appropriate term regardless of entering undergraduate student level. High school students concurrently enrolled before graduation from high school are not considered to be first-time. A transfer-in student is an undergraduate student entering the reporting institution as a new student but known to have previously attended another undergraduate postsecondary institution. The student may transfer with or without credit.

RELATED TO: Term Student Level

GLOSSARY: FIRST-TIME UNDERGRADUATE, FIRST-TIME GRADUATE

SYSTEMS: EIS

SYSNAME: FIRTIME

DOCUMENTED: 1/10/77 Revised: 11/1/04 2/16/09 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Admission Exemption Flag

DEFINITION: This flag defines all first-time undergraduate students admitted as exemptions to the regular admission standards in the collection term.

FORMAT: numeric – 1 digit
Blank is valid

CODES: blank = not admission exempted student or N/A
1 = admission exempted student

COMMENTS: Only required for first-time undergraduate students. Required only from 4 year public institutions (except UMAB, UMUC).

RELATED TO: First-Time Flag, Term Student Level

GLOSSARY: FIRST-TIME UNDERGRADUATE

SYSTEMS: EIS

SYSNAME: EXEMPT

DOCUMENTED: 12/5/85 Revised: 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Code (College Board)

DEFINITION: The identity of the high school from which the student graduated.

FORMAT: numeric – 6 digits – blank valid

CODES: Codes are based on College Board School Codes
blank = unknown
210000-219000 = Maryland high school (see report from HS system)
219100 = unknown Maryland high school
219120 = unknown public Maryland high school
219150 = unknown private Maryland high school
219200 = Maryland G.E.D.
219250 = Maryland External Degree Program
219300 = out-of-state high school
out-of-state high school codes can be provided by the institution but
must conform to College Board coding
219400 = out-of-state G.E.D.
219501 = Home-schooled

The code list report is available by running the high school report program which uses the high school inventory file.

COMMENTS: Any codes provided for out-of-state high schools (start with a number other than 21) will be analyzed by MHEC as equal to code 219300.
Use 219100 only if public or private is not known.

Maryland high schools that have been discontinued (closed) for which no code exists in file should be coded as unknown Maryland high school (219100).

RELATED TO: High School Name, High School Graduation Date

GLOSSARY:

SYSTEMS: EIS

SYSNAME: CBSC

DOCUMENTED: 6/3/91 Revised: 2/2/93; 6/5/2000, 10/10/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Prior Year Graduation Flag

DEFINITION: A flag reported for each fall enrollment that indicates whether a student either graduated from high school or received a G.E.D in the preceding year (prior 12 months).

FORMAT: numeric – 1 digit

CODES: The coding of this field follows:
1 = yes – Student graduated from high school or received GED in the preceding year (prior 12 months) to their fall enrollment.
0 = no – Student did not graduate from high school or receive GED in the preceding year (prior 12 months).
9 = unknown – Student for which the high school graduation period is not available or unknown

COMMENTS:

RELATED TO: High School Code

GLOSSARY:

SYSTEMS: EIS

SYSNAME: HSPGYR

DOCUMENTED: 1/30/09 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term Credit Hours Attempted

DEFINITION: The credit hours attempted by the student in the collection term. Usually the number of credits student was registered for at the institution's freeze date (end of drop-add period).

FORMAT: numeric – with no more than 2 significant decimal places.
Include decimal point.
Blank not valid.

CODES:

COMMENTS: Under special circumstances, when a student is still enrolled to complete degree requirements but not taking any credit courses, the use of a zero filled field is allowed. These will still need to be verified by the institution during editing process. Include remedial/developmental credits attempted. Do not include students who are exclusively auditing courses.

RELATED TO:

GLOSSARY: CREDIT HOURS

SYSTEMS: EIS

SYSNAME: FCRHRA

DOCUMENTED: 1/10/77 Revised: 11/01/04, 10/10/2013, 06/03/2014

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Cumulative Native Credit Hours Earned

DEFINITION: The current number of credit hours completed in credit courses at the reporting institution (excluding transfer credits) as of the collection period at a grade level satisfactory for degree requirements.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point.

CODES: minimum value zero

COMMENTS: These are only those credit hours earned at reporting institution. Transfer credit hours, regardless of their status, should not be included. Remedial courses should not be included.

RELATED TO: Fall Credit Hours Attempted, Term Student Level, First-Time Flag

GLOSSARY: CREDIT HOURS, CREDIT COURSE

SYSTEMS: EOTS

SYSNAME: CNCRHRE

DOCUMENTED: 6/3/91 Revised: 4/10/92, 10/10/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Math Remedial Assessment

DEFINITION: An indicator of whether (1) the student has been assessed in math for remediation and the result of that assessment or (2) took remedial math work and assessment information was not available.

FORMAT: numeric – 1 digit – blank valid

CODES:
blank = not assessed
1 = assessed and remediation not needed
2 = assessed to need remedial math work
3 = unavailable assessment status but took remedial math work

COMMENTS: Required for first-time and transfer undergraduate students. Do not report for concurrent, continuing or graduate students.

Institutions should use the coding combination of blank, 1, 2 when assessment status information is known and kept at the institution level (usually at community colleges). In the case when this is not done (usually at 4-year), the coding combination of blank, 3 should be used. This later combination should only be used when the institution cannot provide information on whether the student was assessed (use codes, 1,2) but was known to have taken remedial math work. Institutions should make an effort to improve their systems to provide assessment status and use code 1 or 2.

RELATED TO:

GLOSSARY: REMEDIAL

SYSTEMS: EIS

SYSNAME: MATHRA

DOCUMENTED: 6/3/91 Revised: 4/10/92, 10/16/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

English Remedial Assessment

DEFINITION: An indication of whether (1) the student has been assessed in English for remediation and the result of that assessment or (2) took remedial English work and assessment information was not available.

FORMAT: numeric – 1 digit – blank valid

CODES: blank = not assessed
1 = assessed and remediation not needed
2 = assessed to need remedial English work
3 = unavailable assessment status but took remedial English work

COMMENTS: Required for first-time and transfer undergraduate students. Do not report for concurrent, continuing or graduate students.

Institutions should use the coding combination of blank, 1, 2 when assessment status information is known and kept at the institution level (usually at community colleges). In the case when this is not done (usually at 4-year), the coding combination of blank, 3 should be used. This later combination should only be used when the institution cannot provide information on whether the student was assessed (use codes 1,2) but was known to have taken remedial English work. Institutions should make an effort to improve their systems to provide assessment status and use code 1 or 2.

RELATED TO:

GLOSSARY: REMEDIAL

SYSTEMS: EIS

SYSNAME: ENGLRA

DOCUMENTED: 6/3/91 Revised: 4/10/92, 10/16/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Reading Remedial Assessment

DEFINITION: An indication of whether (1) the student has been assessed in reading for remediation and the result of that assessment or (2) took remedial reading work and assessment information was not available.

FORMAT: numeric – 1 digit – blank valid

CODES:
blank = not assessed
1 = assessed and remediation not needed
2 = assessed to need remedial reading work
3 = unavailable assessment status but took remedial reading work

COMMENTS: Required for first-time and transfer undergraduate students. Do not report for concurrent, continuing or graduate students.

Institutions should use the coding combination of blank, 1, 2 when assessment status information is known and kept at the institution level (usually at community colleges). In the case when this is not done (usually at 4-year), the coding combination of blank, 3 should be used. This later combination should only be used when the institution cannot provide information on whether the student was assessed (use codes 1,2) but was known to have taken remedial reading work. Institutions should make an effort to improve their systems to provide assessment status and use code 1 or 2.

GLOSSARY: REMEDIAL

SYSTEMS: EIS

SYSNAME: READRA

DOCUMENTED: 6/3/91 Revised: 4/10/92, 10/16/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

First Math Grade

DEFINITION: The final grade in the first math credit course taken for which a student can earn credit towards a formal award. Generally the content would include college algebra. If a student takes more than one math credit course simultaneously, the grade for the lowest level credit course should be provided.

FORMAT: alphanumeric – 1 character – blank valid

CODES: blank = not available, not taken
A = letter grade of A
B = letter grade of B
C = letter grade of C
D = letter grade of D
P = letter grade of P (for use as pass in pass/fail)
F = letter grade of F

COMMENTS: Only required for undergraduate students. “I” (Incomplete) and “W” (Withdraw) are not final grades.

If a student withdraws from the Math course and receives a “W” the First Math Grade should be reported as Blank (not available).

For community colleges, this course must be transferable.

RELATED TO:

GLOSSARY: CREDIT COURSE

SYSTEMS: EOTS

SYSNAME: FSTMATHG

DOCUMENTED: 3/5/91 Revised: 4/10/92, 10/16/2013, 03/27/14

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

First English Grade

DEFINITION: The final grade in the first English credit course taken for which a student can earn credit toward a formal award. Generally this would be an English composition course. If a student takes more than one English credit course simultaneously, the grade for the lowest level credit course should be provided.

FORMAT: alphanumeric – 1 character – blank valid

CODES: blank = not available, not taken
A = letter grade of A
B = letter grade of B
C = letter grade of C
D = letter grade of D
P = letter grade of P (for use as pass in pass/fail)
F = letter grade of F

COMMENTS: Only required for undergraduate students. “I” (Incomplete) and “W” (Withdraw) are not final grades.

If a student withdraws from the English course and receives a “W” the First English Grade should be reported as Blank (not available).

For community colleges, this course must be transferable.

RELATED TO:

GLOSSARY: CREDIT COURSE

SYSTEMS: EOTS

SYSNAME: FSTENGLG

DOCUMENTED: 3/5/91 Revised: 4/10/92, 10/16/2013, 03/27/14

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Cumulative Grade Point Average

DEFINITION: The student's cumulative grade point average (as defined by the institution) as of the end of the collection term.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point
Do not report “+” or “-“as part of the GPA field.

CODES: blank is valid

COMMENTS: Based upon a 4.0 scale as defined or converted to 4.0 by the institution. Cumulative Grade Point Average is blank when GPA has not been converted to 4.0 scale or when the student has none available (e.g. taken only remedial courses, taken only pass/fail courses, had all incompletes, exclusively auditors or withdrawn from all courses). If the field is zero-filled, this is interpreted to mean the student has a zero cumulative GPA (i.e. failed all courses attempted).

RELATED TO: Cumulative Native Credit Hours Earned

GLOSSARY:

SYSTEMS: DIS, EOTS

SYSNAME: CUMGPA

DOCUMENTED: 3/5/91 Revised: 5/01/93, 04/16/14

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

SAT Math Score

DEFINITION: The SAT math score as reported to the institution by the College Board. If more than one score has been reported, the institution should include the score used for admission purposes. The SAT scoring changed with the 1996 collection submissions.

FORMAT: numeric – 3 digits – blank valid

CODES: blank = not available
001-800 = SAT math score

COMMENTS: Either SAT or ACT required for first-time undergraduate students and undergraduate transfer students. (first-time flag set to 1 or 5).

RELATED TO: ACT Scores, First-Time Flag

GLOSSARY: FIRST-TIME UNDERGRADUATE STUDENTS
TRANSFER UNDERGRADUATE STUDENT

SYSTEMS: EIS

SYSNAME: SATMATH

DOCUMENTED: 3/5/91 Revised: 5/20/91, 10/16/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

SAT Verbal Score

DEFINITION: The SAT verbal score as reported to the institution by the College Board. If more than one score has been reported, the institution should include the score used for admission purposes. The SAT scoring changed with the 1996 collection submissions.

FORMAT: numeric – 3 digits – blank valid

CODES: blank = not available
001 - 800 = SAT verbal score

COMMENTS: Either SAT or ACT required for first-time undergraduate students and undergraduate transfer students (first-time flag set to 1 or 5).

RELATED TO: ACT Scores, First-Time Flag

GLOSSARY: FIRST-TIME UNDERGRADUATE STUDENTS
TRANSFER UNDERGRADUATE STUDENT

SYSTEMS: EIS

SYSNAME: SATVERB

DOCUMENTED: 3/5/91 Revised: 5/20/91, 10/16/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

ACT English Score

DEFINITION: The ACT (American College Testing) English score as reported to the institution by American College Testing. If more than one score has been reported, the institution should include the score used for admissions purposes.

FORMAT: numeric – 2 digits – blank valid

CODES: blank = not available
00-36 = test score

COMMENTS: Either SAT or ACT required for first-time undergraduate students and undergraduate transfer students (first-time flag set to 1 or 5).

RELATED TO: SAT Scores, First-Time Flag

GLOSSARY: FIRST-TIME UNDERGRADUATE STUDENTS
TRANSFER

SYSTEMS: EIS

SYSNAME: ACTENGL

DOCUMENTED: 3/5/91 Revised: 4/10/92, 10/16/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

ACT Math Score

DEFINITION: The ACT (American College Testing) math score as reported to the institution by American College Testing. If more than one score has been reported, the institution should include the score used for admissions purposes.

FORMAT: numeric – 2 digits – blank valid

CODES: blank = not available
00-36 = test score

COMMENTS: Either SAT or ACT required for first-time undergraduate students and undergraduate transfer students (first-time flag set to 1 or 5).

RELATED TO: SAT Scores, First-Time Flag

GLOSSARY: FIRST-TIME UNDERGRADUATE STUDENTS
TRANSFER UNDERGRADUATE STUDENT

SYSTEMS: EIS

SYSNAME: ACTMATH

DOCUMENTED: 3/5/91 Revised: 4/10/92, 10/16/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

ACT Reading Score

DEFINITION: The ACT (American College Testing) reading score as reported to the institution by American College Testing. If more than one score has been reported, the institution should include the score used for admissions purposes.

FORMAT: numeric – 2 digits – blank valid

CODES: blank = not available
00-36 = test score

COMMENTS: Either SAT or ACT required for first-time undergraduate students and undergraduate transfer students (first-time flag set to 1 or 5).

RELATED TO: SAT Scores, First-Time Flag

GLOSSARY: FIRST-TIME UNDERGRADUATE STUDENTS
TRANSFER UNDERGRADUATE STUDENT

SYSTEMS: EIS

SYSNAME: ACTREAD

DOCUMENTED: 3/5/91 Revised: 4/10/92, 10/16/2013

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

ACT Science Reading Score

DEFINITION: The ACT (American College Testing) science reading score as reported to the institution by American College Testing. If more than one score has been reported, the institution should include the score used for admissions purposes.

FORMAT: numeric – 2 digits – blank valid

CODES: blank = not available
00-36 = test score

COMMENTS: Either SAT or ACT required for first-time undergraduate students and undergraduate transfer students (first-time flag set to 1 or 5).

RELATED TO: SAT Scores, First-Time Flag

GLOSSARY: FIRST-TIME UNDERGRADUATE STUDENTS
TRANSFER UNDERGRADUATE STUDENT

SYSTEMS: EIS

SYSNAME: ACTSCIR

DOCUMENTED: 3/5/91 Revised: 4/10/92, 10/16/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

ACT Composite Score

DEFINITION: The ACT (American College Testing) composite score as reported to the institution by American College Testing. If more than one score has been reported, the institution should include the score used for admissions purposes.

FORMAT: numeric – 2 digits – blank valid

CODES: blank = not available
00-36 = test score

COMMENTS: Either SAT or ACT required for first-time undergraduate students and undergraduate transfer students (first-time flag set to 1 or 5).

RELATED TO: SAT Scores, First-Time Flag

GLOSSARY: FIRST-TIME UNDERGRADUATE STUDENTS
TRANSFER UNDERGRADUATE STUDENT

SYSTEMS: EIS

SYSNAME: ACTCOMP

DOCUMENTED: 3/5/91 Revised: 4/10/92, 10/16/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Type

DEFINITION: This defines the type of program inventory record. The records are either program/reporting category or area of concentration.

FORMAT: numeric – 1 digit

CODES:
1 = program
2 = area of concentration
3 = reporting category

COMMENTS: Area of concentration records have no use in systems except for printing of program inventory institution ALL version report and the institution program inventory file.

Programs are approved and recognized by the Commission. Reporting categories are changed upon written request by institution to meet special needs for gathering information.

RELATED TO: Program Status

GLOSSARY:

SYSTEMS: PINV,IPINV

SYSNAME: PTYPE

DOCUMENTED: 4/17/81 Revised: 5/1/09

-DD63-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Status

- DEFINITION:** Program Status provides information on the current status of program inventory records.
- FORMAT:** alphanumeric – 2 characters
- CODES:**
A = active program/concentration
R= re-designated program/concentration/reporting category (as result of first-professional elimination)
D = discontinued program/concentration/reporting category
M = moved program /concentration/reporting category (as result of first-professional elimination)
I = inactive (currently not used)
N = not a program, enrollment reporting category only
- COMMENTS:** Moved “M” program/concentration/reporting category records are considered the same as discontinued. These were “discontinued” as the result of the federal first-professional degree eliminations. The records was moved to a new degree category.
- Each one of the moved programs has a corresponding “active” program record in the inventory in the new proper new federal degree category. These are the re-designated (“R”) records.
- These changes were made as part of the 2010 Reporting Revisions and are discussed in that document. The reporting of the institutions to these new codes is implemented in the 2009 collection for all collection systems.
- “N” can only be used with a program type 3 record.
- RELATED TO:** Program Type
- GLOSSARY:**
- SYSTEMS:** PINV
- SYSNAME:** PSTATUS
- DOCUMENTED:** 4/17/81 Revised: 5/1/09

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Implementation Date

DEFINITION: The calendar year and term in which the program was scheduled to start.

FORMAT: numeric – 3 digits, blank valid

CODES: blank = started prior to 1976
TTY = term implementation (PIMPT) and calendar year (PIMPYY) where term
(T) is:
1 = summer
2 = fall
3 = spring
and YY is calendar year

COMMENTS: “R” status records preserve original program information in the moved “M”
record.

RELATED TO: Program Approval Date, Program Status

GLOSSARY:

SYSTEMS: PINV

SYSNAME: PIMPDT

DOCUMENTED: 4/17/81 Revised: 5/1/09

-DD65-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Approval Date

DEFINITION: The month and year that program was approved by the Commission.

FORMAT: numeric – 4 digits, blank valid

CODES: blank = in existence prior to 1976
MMYY = month and year of approval where:

MM

01-12 = month of secretary, board, commission approval

blank = administrative approval (month omitted) if year present

00 = retroactive approval to program implementation year

YY

blank = in existence prior to 1977

77-99 = calendar year of approval

COMMENTS: “R” status records preserve original program information in the moved “M” record.

RELATED TO: Program Implementation Year, Program Status

GLOSSARY:

SYSTEMS: PINV

SYSNAME: PAPPDT

DOCUMENTED: 4/17/81 Revised: 5/1/09

-DD66-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Discontinue Date

DEFINITION: The month and year that program was discontinued by the Commission.

FORMAT: numeric – 4 digits, blank valid

CODES: blank = not applicable
MMYY = month and year of discontinuance approved where:

MM
01-12 = month of secretary, board, commission discontinuance approved
blank = administrative discontinuance (month omitted) if year present
00 = retroactive discontinuance to program implementation year

YY
blank = not applicable
77-99 = calendar year discontinuance approved

COMMENTS: Status “M” program records will have a “bb09” (where b=blank) in this field.

RELATED TO: Program Status

GLOSSARY:

SYSTEMS: PINV

SYSNAME: PDISCDT

DOCUMENTED: 4/17/81 Revised: 5/1/09

-DD67-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Title

DEFINITION: The institution title used for the program.

FORMAT: alphanumeric – 49 characters

CODES:

COMMENTS: Title consists of two components:
program name (PNAME) – 40 characters
program area designation (PAREA) – 9 characters where REGIONAL or
STATEWIDE is used when applicable

RELATED TO: Program Taxonomy

GLOSSARY:

SYSTEMS: PINV,IPINV

SYSNAME: PTITLE

DOCUMENTED: 4/17/81 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Change Flag

DEFINITION: An element that indicates a program change after 1976. Approval and discontinuances are indicated with calendar year.

FORMAT: alphanumeric – 3 characters, blank valid

CODES: blank = not applicable (program active prior to 1976)
XYY = program change where:

X = A (approved) or D (discontinued) or M (moved) or
R (re-designated) (PCHGACT)
YY = original calendar year of approval or discontinuance or
moved if after 1976 (PCHGY Y)

COMMENTS: Discontinued records are a “D” or “M”.
Active records are “A” or “R” or “N” for reporting categories.
Re-designated records are marked with “R” and will have the
approval year blank if before 1976 or the approval year
of original program if after 1976

RELATED TO: Program Status, Program Approval Date, Program Discontinuance Date

GLOSSARY:

SYSTEMS: IPINV

SYSNAME: PCHGFLG

DOCUMENTED: 3/1/92 Revised: 5/1/09

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Code (MSDE)

DEFINITION: The Maryland State Department of Education code number for high schools.

FORMAT: numeric – 4 digits, blank valid

CODES: Codes are MSDE assigned. Codes can be found in the high school file.

COMMENTS:

RELATED TO: High School Code (College Board)

GLOSSARY:

SYSTEMS: HS

SYSNAME: MSDE

DOCUMENTED: 6/3/91 Revised:

-DD70-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Name

DEFINITION: The current name for a Maryland high school or for other high school categories.

FORMAT: alphanumeric – 32 characters

CODES:

COMMENTS: See high school file for names.

RELATED TO: High School Code (College Board)

GLOSSARY:

SYSTEMS: HS

SYSNAME: HSNAME

DOCUMENTED: 6/3/91 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Address Line

DEFINITION: A single line of free form mailing address information.

FORMAT: alphanumeric – 32 characters, blank valid

CODES:

COMMENTS: There are up to 3 lines of address available for use.

RELATED TO: High School Code (College Board), High School Name

GLOSSARY:

SYSTEMS: HS

SYSNAME: HSADDRn

DOCUMENTED: 6/3/91 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

CIP Taxonomy

DEFINITION: The Classification of Instructional Programs is an U.S. Department of Education developed subject taxonomy system for programs.

FORMAT: numeric – 6 digits, blank valid

CODES: blank = unknown
See the Classification of Instructional Programs 2000 Edition publication.

COMMENTS:

RELATED TO: Program Taxonomy

GLOSSARY:

SYSTEMS: PINV

SYSNAME: CIP

DOCUMENTED: 2/3/84 Revised: 6/1/05

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

SOAR Mail

DEFINITION: This is a flag to indicate that high school receives a SOAR feedback report.

FORMAT: alphanumeric – 1 character

CODES: blank = not sent report
Y = receives SOAR report

COMMENTS: Used to control mailing of feedback to certain high schools on the high school file.

RELATED TO:

GLOSSARY:

SYSTEMS: HS

SYSNAME: SOARMAIL

DOCUMENTED: 3/18/92 Revised: 2/2/93

-DD74-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Principal Name

DEFINITION: A single line of free form information containing principal's name or the title "PRINCIPAL".

FORMAT: alphanumeric – 32 characters, blank valid

CODES:

COMMENTS: The data element typically contains the title "PRINCIPAL". The principal's name may be present only for public high schools.

RELATED TO: High School Code (College Board), High School Name

GLOSSARY:

SYSTEMS: HS

SYSNAME: HSPRIN

DOCUMENTED: 2/2/93 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Graduate Count

DEFINITION: The count of graduates from the high school from prior year.

FORMAT: alphanumeric – 4 characters, blank valid

CODES:

COMMENTS: Count is updated each year with the number of graduates in the prior year corresponding to the high school graduation year in the current HGS collection.

RELATED TO: High School Code (College Board)

GLOSSARY:

SYSTEM: HS

SYSNAME: HSGRADS

DOCUMENTED: 2/2/93 Revised:

-DD76-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Financial Aid Application Status

DEFINITION: The status indicating whether the student has applied for financial aid by filing the Free Application for Federal Student Aid (FAFSA) form.

FORMAT: numeric – 1 digit

CODES: 0 = did not apply for financial aid by filing a FAFSA
1 = applied for financial aid by filing a FAFSA
Blank not valid

COMMENTS:

RELATED TO:

SYSTEMS: FAIS

SYSNAME: FAASTAT

DOCUMENTED: 4/28/04 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Family Size

DEFINITION: Indicate the number of people the student's family supported during the most recent academic year. The variable as defined by the FAFSA: anyone in the immediate family who receives more than 50 percent support from the dependent student's parents, or the independent student and spouse, may be counted in the household size even if that person does not reside in the house, as in the case of a sibling who is over 24 but still in college and receiving the majority of support from parents. Siblings who are dependent as of the application date are also included; regardless of whether they received at least 20 percent of their support from their parents. Any other person who resides in the household and receives more than 50 percent support from the parents may also be counted (aunt, cousin, etc) as long as the support is expected to continue throughout the award year. An unborn child who will be born during the award year may also be counted in the household size.

FORMAT: numeric – 2 digits

CODES: Enter two-digit family size using leading zeros.
If family size is unknown, set to 0 (zero).

COMMENTS:

RELATED TO:

GLOSSARY:

SYSTEMS: FAIS

SYSNAME: FAMSIZE

DOCUMENTED: 04/28/04 Revised: 08/10/04

-DD78-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Dependency Status

DEFINITION: The federal definition of dependent or independent student status is used to determine whether the student is dependent upon his/her parents for support. The codes and definitions below are consistent with the federal definition in the Free Application for Federal Student Aid (FAFSA).

FORMAT: numeric – 1 digit

CODES:

- 0 = Dependency status is unknown
- 1 = Dependent: A student is financially dependent if the student did not meet any of the criteria for independent students.
- 2 = Independent: A student is considered independent if they meet one of the following criteria:
 - Is 24 or older as of 12/31/1979
 - Is a veteran;
 - Is an orphan or ward of the court;
 - Has legal dependents, other than a spouse;
 - Is married; or Is a graduate student

COMMENTS: When a student has unusual family circumstances, a financial aid administrator may use professional judgment to determine a student's dependency status.

RELATED TO: Expected Family Contribution (EFC), Family Income (AGI)

GLOSSARY:

SYSTEMS: FAIS

SYSNAME: DEPSTAT

DOCUMENTED: 04/28/04 Revised: 08/10/04

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Commuter Status

DEFINITION: The status indicating a student's living arrangements while enrolled. The federal definition in the FAFSA is used for on campus, off campus, and with parents/other relatives to report a student's residence while enrolled.

FORMAT: numeric – 1 digit

CODES:

- 0 = Campus residence status is unknown.
- 1 = On Campus: Student lives in institution-owned living quarters for students. These are typically institution-owned dormitories, residence halls or other facilities.
- 2 = Off Campus: Student lives off campus in non-institution-owned housing, but not with his or her parents or other relatives.
- 3 = With parents/other relatives: Student lives at home with parents or other relatives.

COMMENTS:

RELATED TO:

GLOSSARY:

SYSTEMS: FAIS

SYSNAME: COMMSTAT

DOCUMENTED: 04/28/04 Revised:

-DD80-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Expected Family Contribution (EFC)

DEFINITION: The EFC is the amount of money the family of a student is expected to contribute toward college expenses. The family includes the student and the student's parents in the case of a dependent student, or the student (and spouse if any) in the case of an independent student. Using Federal Methodology and individual family size and finances, report the expected family contribution (EFC) that was used in the calculation of the student's need. This figure is established to set an available income that can be used by a family for the student's education. The amount the family is expected to contribute is calculated by a standardized formula that takes into account the family's financial resources (income and assets), family size, and basic living expenses.

FORMAT: numeric – 7 digits Whole Number Only
No decimal

CODES: Enter an EFC amount that is rounded to the nearest full dollar with leading zeros. If the EFC or dependency status is unknown, the field should be set to 9999999. If the EFC is actually zero, the field should contain zeros.

COMMENTS:

RELATED TO: Dependency Status

GLOSSARY:

SYSTEMS: FAIS

SYSNAME: EFC

DOCUMENTED: 04/28/04 Revised: 08/10/04

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Cost of Attendance

DEFINITION: This is the budget (e.g., campus based budget) used by your campus to package financial aid. The institution should report this variable according to Federal Title IV regulations and should include, in addition to tuition, room and board (on or off campus), books, supplies, transportation and miscellaneous fees. In addition, this budget should reflect the attendance and commuter status of the student.

FORMAT: numeric – 6 digits – Whole number only
No Decimal
Blank or ‘0’ not valid

CODES: Enter the cost of attendance budget at your institution
A default budget may be used for students who have not filed a FAFSA with your institution.
This field must not be “0” or blank.

COMMENTS:

RELATED TO: Fall or Spring Attendance Status and Commuter Status

GLOSSARY:

SYSTEMS: FAIS

SYSNAME: COA

DOCUMENTED: 04/28/04 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Adjusted Gross Income

DEFINITION: This is the adjusted gross income (AGI) received by the student and his/her parents as reported on the FAFSA. Depending upon the student's dependency status, the field should include, the AGI of the student and his/her parents if the student is dependent; or the AGI of the student and/or spouse if the student is independent.

FORMAT: numeric – 8 digits Whole numbers only

CODES: Enter Adjusted Gross Income rounded to the nearest full dollar and right adjusted with leading zeros.
If the income or dependency status is unknown, the field should = 99999999.
If the income is actually zero or a negative value, the field should = 00000000.

COMMENTS:

RELATED TO: Dependency Status

GLOSSARY:

SYSTEMS: FAIS

SYSNAME: AGI

DOCUMENTED: 04/28/04 Revised: 06/07/06

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Aid Category Award Amount

DEFINITION: Report the total amount of the award received for a given aid category code. Each year an award range chart is published detailing the award maximum and minimum amounts. A sample chart follows DD85. If the student received more than one award that falls within the same aid category, the awards and amounts should be reported as separate records. The amount should be rounded to the nearest full dollar, no leading zeroes, 999999. The amount must not be zero or blank.

FORMAT: numeric maximum – 8 digits Whole Number only
No decimal
Blank not valid – Cannot not be Blank

CODES:

COMMENTS: Must check Award Range Chart each year to ensure award amount is within the proper range for a given year.

RELATED TO: Aid Category Code

GLOSSARY: GRANT, LOAN, SCHOLARSHIP, WORK-STUDY

SYSTEMS: FAIS

SYSNAME:

DOCUMENTED: 06/15/09 Revised: 09/26/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Aid Category Code

DEFINITION: This code corresponds to the award program in which the student receives aid. It details what specific type of financial award was awarded to the student in the academic year including: grants; loans; work-study; and scholarships. Each year a category code chart is published detailing current award programs and codes for the reporting year. The chart also outlines whether the code can be used multiple times for the same student.

FORMAT: numeric – 4 digits
Blank not Valid – Cannot be Blank

CODES: Must review award code range chart each year for updated codes.

COMMENTS: Award Range Chart is updated each year. Must check Award Range Chart each year to ensure program code is active.

RELATED TO: Aid Category Award Amount

GLOSSARY:

SYSTEMS: FAIS

SYSNAME:

DOCUMENTED: 06/15/09 Revised: 09/26/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Full-Time/Part-Time Employment Status

- DEFINITION:** Full-Time – Include persons who are classified by the institution as full-time employees. This would normally involve a person whose appointment(s) at that institution/branch is equivalent to a full-time budget position (such as professor, professional/administrator) and/or is paid a 35.5/40 hour work week
- Part-Time – Include all employees who work for a length of time in a day, week, etc. defined by the institution as part-time. This would normally include persons whose appointment at that campus/branch is not equivalent to a full-time position or those who are paid for less than 35+ hours.
- FORMAT:** Numeric - 1 digit
- CODES:** 1 = Full-Time Status
2 = Part-Time Status
blank = allowed only for CIS
- COMMENTS:** Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) are not considered part-time staff.
- RELATED TO:** Date of Initial Employment
- GLOSSARY:** As defined by the institution. The type of appointment at the snapshot date determines whether an employee is full time or part time. The employee's term of contract is not considered in making the determination of full or part time.
- SYSTEMS:** EDS, CIS
- SYSNAME:** FULLPART
- DOCUMENTED:** 1995 Revised: 7/3/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Date of Initial Employment

DEFINITION: Month and year when employee was first employed by the institution.

FORMAT: alphanumeric – mmyy = 2-digit month and 2-digit year
0978 = September, 1978
0000 = Unknown

CODES: 01-12 = month
00-99 = year
0000 = Unknown

COMMENTS: Month and year employed as full-time or part-time employee at the institution

RELATED TO: Employment date.

GLOSSARY: As defined by the institution. The start date of employment at an institution for the Full-Time Employee.

SYSTEMS: EDS, CIS

SYSNAME: INITEMP

DOCUMENTED: 1995 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Date Employed in Current Faculty Rank/Position

DEFINITION: Effective date of appointment to current faculty rank/position.

FORMAT: Numeric – mmyy = 2-digit month and 2-digit year
0380 = March, 1980
0000 = Unknown
0009 = Not Applicable (Not Faculty)

CODES: 01-12 = month
00-99 = year
0000 = Unknown

COMMENTS: Month and year employed as full-time or part-time employee at the institution

RELATED TO: Employment of Full-time/Part-Time faculty.

GLOSSARY: As defined by the institution. The date the employee was employed in current faculty/rank position of employment at an institution.

SYSTEMS: EDS

SYSNAME: CURPOS

DOCUMENTED: 1995 Revised:

-DD88-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Principal Occupational Assignment

DEFINITION: The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity.

FORMAT: Numeric – 2 digits

CODES: New Principal Occupational Assignments as of 2012 Submission (Do not use codes 01 – 10 previously used)

- 00 = Unknown**
- 11 = Management Occupations**
- 12 = Business and Financial Operations Occupations**
- 13 = Computer, Engineering, and Sciences Occupations**
- 14 = Community Service, Legal, Arts, and Media Occupations**
- 15 = Instruction**
- 16 = Instruction combined with research and/or public service (I/R/PS)**
- 17 = Research**
- 18 = Public Service**
- 19 = Graduate Assistants – Teaching**
- ~~**20 = Graduate Assistants – Research (I/R/PS)**~~ removed by IPEDS
- 21 = Archivists, Curators, and Museum Technicians**
- 22 = Librarians**
- 23 = Library Technicians**
- 24 = Other Teachers and Instructional Support Staff (revised: November 2012)**
- 25 = Healthcare Practitioners and Technical Occupations**
- 26 = Service Occupations**
- 27 = Sales and Related Occupations**
- 28 = Office and Administrative Support Occupations**
- 29 = Natural Resources, Construction, and Maintenance Occupations**
- 30 = Production, Transportation, and Material Moving Occupations**
- 31 = Military Staff (MHEC will collect although not required by IPEDS)**

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Maryland Higher Education Commission
Data Dictionary

CODES PRIOR to 2012 are no longer used:

- 01 = Executive/Administrative/Managerial,
- 02 = Faculty/Instructional,
- 03 = Faculty/Research,
- 04 = Faculty/Public Service,
- 05 = Teaching (or Research) Assistants or Associates-Typically graduate students
- 06 = Professional (Other than Executive/Administrative/Managerial and Faculty)
- 07 = Clerical and Secretarial,
- 08 = Technical and Paraprofessional,
- 09 = Skilled Crafted
- 10 = Service/Maintenance

- COMMENTS:** For IPEDS purposes, Graduate Assistants are considered part-time only and are only collected in the following categories:
(11) Management
(12) Business and Financial Operations
(13) Computer, Engineering and Science
(14) Community Service, Legal, Arts and Media
(17) Research
(19) Teaching
(22,23,24) Librarians, Library Technicians, Other Teachers and Instructional Support Staff
(11) Healthcare Practitioners and Technical
- RELATED TO:** Academic Rank
- GLOSSARY:** The principal activity that a staff member is assigned to support the mission of the institution.
- SYSTEMS:** EDS, CIS
- SYSNAME:** PRINOCC
- DOCUMENTED:** 1995 Revised: November 2012

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Academic Rank

DEFINITION: Institution's criteria used to classify all faculty with academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or equivalent.

FORMAT: Alphanumeric – 1 digit

CODES:
1 = Professor
2 = Associate Professor
3 = Assistant Professor
4 = Instructor
5 = Lecturer
6 = Rank Unknown, but faculty
7 = Not Applicable – Non-faculty position
Blank = Invalid Rank

COMMENTS: Include all faculty, all “administrative/executive/managerial” and “Other Professionals” who also hold an academic rank.

RELATED TO: Academic Tenure

SYSTEMS: EDS

SYSNAME: RANK

DOCUMENTED: 1995 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Academic Tenure Status

- DEFINITION:** Tenure Status of all Faculty, all Administrative/Executive/Managerial and all Other Professional Personnel with Academic Rank as related to permanence of the position.
- FORMAT:** Numeric – 1 digit
- CODES:**
- 1 = Tenured Faculty. Use the institution's criteria or requirements notwithstanding that the policy used by the institution may be different from that which meets or refers to a national set of principles.
 - 2 = Non-Tenured Faculty On Track. Persons who are non-tenured, but are in positions which lead to consideration for tenure.
 - 3 = Other Non-Tenured Faculty. Persons who are in non-tenure earning faculty positions.
 - 4 = Not Applicable/Non-Faculty. Employees who are not faculty and who do not have academic tenure.
 - Blank = Unknown/unassigned faculty in CIS only
- COMMENTS:** Administrators, etc., in non-faculty positions, but who have faculty rank or who are eligible for faculty tenure should be included in codes 1 through 3. Otherwise, they should be coded 4 (not applicable).
- RELATED TO:** Faculty rank
- GLOSSARY:** Status of a personnel position with respect to permanence of the position.
- SYSTEMS:** EDS, CIS
- SYSNAME:** TENURE
- DOCUMENTED:** 1995 Revised: 7/3/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Assignment

DEFINITION: Instructional/Research/Public Service Program or Department to which faculty are principally assigned. Employees with faculty codes 15 through 20 in Principal Occupational Assignment should be coded according to the standard HEGIS “2 digit” taxonomy of the program or department to which they are assigned.

96 = Continuing Education

97 = Faculty, Unknown Program or Department

98 = Preclinical and Clinical Medicine Faculty

99 = Non-Faculty Employee

Note. Faculty with split appointments across these program divisions should be coded in the major program or n department assignment.

FORMAT: HEGIS Numeric – 2 digit Subdivisions

CODES:

- 01 = Agriculture and Natural Resources
- 02 = Architecture and Environmental Design
- 03 = Area Studies
- 04 = Biological Studies
- 05 = Business and Management
- 06 = Communications
- 07 = Computer and Information Sciences
- 08 = Education
- 09 = Engineering
- 10 = Fine and Applied Arts
- 11 = Foreign Languages
- 12 = Health Professions
- 13 = Home Economics
- 14 = Law
- 15 = Letters
- 16 = Library Sciences
- 17 = Mathematics
- 18 = Military Sciences
- 19 = Physical Sciences
- 20 = Psychology
- 21 = Public Affairs and Services
- 22 = Social Sciences
- 23 = Theology
- 49 = Interdisciplinary Studies

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Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Assignment (continued)

CODES: 50 = Business and Commercial Technology
 51 = Data Processing Technologies
 52 = Paramedical Technologies
 53 = Mechanical and Engineering Technologies
 54 = Natural Science Technologies
 55 = Public Service Related Technologies
 56 = Arts and Science
 96 = Continuing Education
 97 = Faculty-Unknown Program or Department
 98 = Preclinical and Clinical medicine
 99 = Non-faculty Employees

COMMENTS:

RELATED TO: Principal Occupational Assignment

GLOSSARY: A specific instructional program that can be identified by a 2-digit Institutional HEGIS Programs.

SYSTEMS: EDS

SYSNAME: PROGASGN

DOCUMENTED: 1995 Revised: 2012

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:
Contract

FORMAT: Numeric – 1 digit

CODES:

New contract codes as of 2012 submission (Do not use Pre -2012 codes 1-3 any longer)

4 = 9- Month Contract

5 = 10- Month Contract

6 = 11-Month Contract

7 = 12-Month Contract

9 = Less than 9-Month Contract or Other (no contract at all)

COMMENTS: Include faculty on sabbatical leave (with or without pay) and persons on leave if they remain on the payroll.

RELATED TO: Salary

GLOSSARY:

SYSTEMS: EDS, CIS

SYSNAME: CONTRACT

DOCUMENTED: 1995 Revised: 5/4/2012

-DD93-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Salary/Wage

- DEFINITION:** Total yearly salary to the nearest whole dollar, right justified. This should include the employee's base rate of pay (exclusive of overtime, overload or extra payments for special assignments).
- FORMAT:** Numeric – 6 digits
- CODES:** “017450” = \$17,450 CURRENT salary.
000001 = Unknown
000007 = Faculty on leave without pay
000008 = An employee is a member of a military organization, paid on a different scale than civilian employees
000009 = An employee (such as members of religious orders) whose services are valued by bookkeeping entries rather than by full cash transactions
000005 = Workstudy, Undergraduate students, Graduate students receiving stipends
- COMMENTS:** Cumulative Salaries of Full-Time Employees, overlays and average salaries are used in IPEDS uploads and NCES-2300.3 “Salaries”.
- RELATED TO:** Contract
- GLOSSARY:** Amounts paid as compensation for services to all employees—faculty, staff, part time, full time, regular employees, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.).
- SYSTEMS:** EDS
- SYSNAME:** SALARY
- DOCUMENTED:** 1995 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Highest Degree Attained

DEFINITION: The Highest award conferred by a college, university, or other postsecondary education postsecondary institution as official recognition for the successful completion of a program of studies. The highest award must be given for all Faculty (Instructional, Research and Public Service); Management Occupations; Business and Financial Operations Occupations; Archivist, Curators, and Museum Technicians; and Other Professionals (Librarians; Library Technicians; Other Teachers and Instructional Support Staff; Computer, Engineering, and Science Occupations; Community Service, Legal, Arts, and Media Occupations; Specified Healthcare Practitioners and Technical Occupations.

FORMAT: Numeric – 1 digit

CODES: 0 = Not Applicable (non-faculty)
1 = Less than Bachelors
2 = Bachelors
3 = Post Baccalaureate Certificate
4 = Masters
5 = First-Professional
6 = Certificate of Advanced Study/Advanced Graduate Specialist or Equivalent
7 = Doctorate
8 = Other
9 = Unknown

COMMENTS:

RELATED TO: Principal Occupational Assignment, Program Assignment, Academic Rank, Academic Tenure

GLOSSARY: The highest award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

SYSTEMS: EDS, CIS

SYSNAME: HIDEG

DOCUMENTED: 1995 Revised:

-DD95-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Promotion

DEFINITION: Was this professional employee promoted during the past 12 months?

FORMAT: Numeric – 1 digit

CODES: 1 = Yes
2 = No
3 = Non-Professional Employee
(Use 3 for employees who are Clerical and Secretarial, Technical and
Paraprofessional, Skilled Crafts and Service/Maintenance)
9 = Unknown

COMMENTS: Professional employees with Principal Occupational Assignment (Code 11-25)
should be coded 1 or 2; Non-Professional with Principal Occupational Assignment
(Codes 25-30) should be coded 3.

RELATED TO: Principal Occupational Assignment, Academic Rank, Academic Tenure

GLOSSARY: .

SYSTEMS: EDS

SYSNAME: PROMO

DOCUMENTED: 1995 Revised:

-DD96-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Appointment Status

DEFINITION: May be permanent or temporary

FORMAT: Numeric – 1 digit

CODES: 1 = Permanent (or continuing)
2 = Temporary (for a pre-designated short period of time up to
and including one year)
blank = Unknown/unassigned faculty for CIS only

COMMENTS: IPEDS uploads capture the new hire counts of employees who are permanent and
hired within a specified freeze date

RELATED TO:

GLOSSARY: .

SYSTEMS: EDS, CIS

SYSNAME: APPTSTAT

DOCUMENTED: 1995 Revised: 7/3/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Distance Education Enrollment Code

DEFINITION: Students enrollment in distance education courses at freeze date.
Any course in which the instructional content is delivered exclusively via distance education.

FORMAT: Numeric – 1 digit

CODES:
1 = enrolled exclusively in distance education
2 = enrolled in some but not all distance education
3 = not enrolled in any distance education

COMMENTS: Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

RELATED TO: Distance Education Location Code (DD101)

GLOSSARY:

SYSTEMS: EIS

SYSNAME: DECRSE

DOCUMENTED: 2012 Revised: 10/17/2013

-DD100-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Distance Education Location Code

DEFINITION: Indicates the location (residence) of the student who is **exclusively** enrolled in distance education courses at freeze date.

FORMAT: Numeric – 1 digit (blank valid)

CODES:

1 = Located in the state of Maryland

2 = Located in the U.S. but not in Maryland

3 = Located in the U.S. but state unknown

4 = Located outside the U.S.

Blank = unknown or student not exclusively enrolled in distance education courses

COMMENTS: Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

RELATED TO: Distance Education Enrollment Code (DD100)

GLOSSARY:

SYSTEMS: EIS

SYSNAME: DELOC

DOCUMENTED: 2012 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Graduate Assistant Flag

DEFINITION: The flag defines if an employee is a graduate assistant.

FORMAT: Numeric – 1 digit

CODES: 1 = Graduate assistant
Blank = not a graduate assistant
Blank is valid

COMMENTS: If the employee is a graduate assistant, the flag must be set to “1” indicating that status, otherwise is should be blank.

For IPEDS purposes, Graduate Assistants are considered part-time only and are only collected in the following categories:

- (11) Management
- (12) Business and Financial Operations
- (13) Computer, Engineering, and Science
- (14) Community Service, Legal, Arts and Media
- (17) Research
- (19) Teaching
- (22, 23, 24) Librarians, Librarian Technicians, Other Teachers and Instructional Support Staff
- (25) Healthcare Practitioners and Technical

RELATED TO: Principal Occupational Assignment

GLOSSARY:

SYSTEMS: EDS

SYSNAME: GRADASST

DOCUMENTED: 2012 Revised:

-DD102-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Instruction Sub-Code

DEFINITION: Faculty who are primarily instruction should be reported with an instruction sub-code to indicate whether the employee teaches credit courses, not-for-credit courses or both.

FORMAT: Numeric – 1 digit (blank is valid)

CODES:
1 = Exclusively Credit courses
2 = Exclusively not-for-credit courses
3 = Combination credit/not-for-credit courses
Blank = employee not primarily instruction

COMMENTS:

RELATED TO: Principal Occupational Assignment

GLOSSARY:

SYSTEMS: EDS

SYSNAME: PRINST

DOCUMENTED: 2012 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Employment Contract Renewable Flag

DEFINITION: The employment contract flag specifies a contract or employment agreement which is in effect for (1) more than one year or more than 365 days where subsequent years of the contract may be contingent upon other factors such as the appropriation of funds or the multi-year contract renewable, (2) an annually renewable contract or employment that is in effect for a stated annual period of 365 days or an annual contract status which includes employment agreements covering 9-months, 10-months, 11-months, and 12-months, or (3) other.

FORMAT: Numeric – 1 digit

CODES: 1 = Multi-year contract renewable or at will or continuing
2 = Annual contract renewable
3 = Other
Blank not valid

COMMENTS: Use the flag to indicate the appropriate employment agreement either multi-year renewable or annual renewable.

RELATED TO: Contract and Salary

GLOSSARY:

SYSTEMS: EDS

SYSNAME: MYRCONT

DOCUMENTED: 2012 Revised: 2013 (Replaces Multi-year Contract Flag)

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Credit Hours Required to Earn Award

DEFINITION: The number of credit hours required to complete the certificate or degree earned.

FORMAT: Numeric – no decimal point
Whole Number Only
Blank valid only for degree sought higher than a Master's degree

CODES:

COMMENTS: A blank is allowed only when credits are undetermined for a degree sought is higher than a Master's degree. This applies typically to medical programs and doctoral/professional level programs. Credits that can be determined for a master's program should be submitted.

RELATED TO:

GLOSSARY: CREDIT HOURS, CREDIT COURSE

SYSTEMS: DIS

SYSNAME: RQCRHR

DOCUMENTED: 1/27/2013, revised 06/03/2014

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

SAT Writing Score

DEFINITION: The SAT writing score as reported to the institution by the College Board.

FORMAT: Numeric – no decimal point
Blank is valid

CODES: Blank = not available
001 - 800 = SAT Writing score

COMMENTS: Either SAT or ACT required for first-time undergraduate students or transfer undergraduate students (first-time flag set to 1 or 5).

RELATED TO: ACT Scores, First-Time Flag, SAT Verbal Score, SAT Math Score

GLOSSARY: SYSTEMS: EIS

SYSNAME: SATWRIT

DOCUMENTED: 1/27/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Graduation Date

DEFINITION: The date on which the student graduated from high school and received a diploma or received a G.E.D.

FORMAT: numeric – 8 digits

CODES: The four digit year YYYYMMDD
If day is unknown, use YYYYMM00
If month and day are unknown, use YYYY0000
If all are unknown, use Blank report for first-time Undergraduate students and Undergraduate transfer (First-time flag = 1 or 5)
Leave blank for concurrent high school students, continuing undergraduate students, continuing Undergraduate students, and Graduate students (First-time Flag = 0, 2, 3 or 4).

COMMENTS:

RELATED TO: High School Code

GLOSSARY:

SYSTEMS: EIS

SYSNAME: HSGYR

DOCUMENTED: 1/27/2013 Revised: 10/17/2013

-DD107-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

High School Grade Point Average

DEFINITION: The High School Grade Point Average used by the institution to determine eligibility for admission.

FORMAT: numeric – decimal format with no more than 2 significant decimal places. Include decimal point.

CODES: Blank if not known or not used
Use a 4.0 scale.
Leave blank for concurrent high school students, continuing undergraduate students, continuing Undergraduate students, and Graduate students (First-time Flag = 0, 2, 3 or 4). If the high school uses another scale, convert to 4.0 scale.

COMMENTS:

RELATED TO: High School Code, High School Graduation Date

GLOSSARY:

SYSTEMS: EIS

SYSNAME: HSGPA

DOCUMENTED: 1/27/2013 Revised: 10/17/2013

-DD108-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Admission Test Flag

DEFINITION: Flag to indicate whether SAT or ACT or institution test required for student admission.

FORMAT: numeric – 1 digit

CODES: 0 = No Test Required for Admission
1 = SAT Test Required
2 = ACT Test Required
3 = Either ACT or SAT Required
4 = Institution Test Required
5 = Test Not Required because of Admission Exemption
6 = Institution determines Admission Test requirement for transfer student

Leave blank for concurrent high school students, continuing undergraduate students, continuing Undergraduate students, and Graduate students (First-time Flag = 0, 2, 3 or 4).

COMMENTS:

RELATED TO: Admission Exemption

GLOSSARY:

SYSTEMS: EIS

SYSNAME: ADMFL

DOCUMENTED: 1/27/2013 Revised:7/03/2013, 10/17/2013

-DD109-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Residency Code

DEFINITION: Indicates whether or not the student is a current resident of Maryland.

FORMAT: numeric – 1 digit

CODES: 1=Maryland Resident
2=Non-Maryland Resident

COMMENTS:

RELATED TO: Geographic Origin

SYSTEMS: EIS

SYSNAME: MDRES

DOCUMENTED: 1/27/2013

-DD110-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term Attendance

DEFINITION: The classification level of student's term attendance by the institution as full-time or part-time based on total semester hour load.

FORMAT: numeric - 1 digit

CODES:

blank = not allowed

1 = full-time, FT

2 = part-time, PT

COMMENTS:

RELATED TO:

GLOSSARY: SEMESTER HOUR, FULL-TIME, PART-TIME

SYSTEMS: EIS

SYSNAME: TATTEND

DOCUMENTED: 1/27/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Degree Date

DEFINITION: Date on which the degree was conferred.

FORMAT: numeric – 8 digits
Blank not allowed

CODES: YYYYMMDD
01 – January thru 12 – December

COMMENTS: If the institution cannot report a day, enter YYYYMM00.

RELATED TO:

GLOSSARY:

SYSTEMS: DIS

SYSNAME: DEGDATE

DOCUMENTED: 1/25/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

First Major Link

DEFINITION: Used for linking a multiple major record to a degree record. This 8-character data element is the combination of the 2-character degree sought code and the 6-character program taxonomy of the degree record for which the multiple major was conferred. This element will be populated only when the degree sought code is “99” which means it is a multiple major record not a degree record. All other fields in the record must be reported appropriately.

FORMAT: numeric - 8 characters – Blank is valid

First 2 positions – valid non-certificate degree sought code

Last 6 positions – valid program taxonomy

CODES: See Degree Sought codes – DD30

See Program Taxonomy codes – DD31

COMMENTS: Typically, community colleges do not offer degrees with multiple majors so this element may not be applicable and should be left blank. This field will only be reported when degree sought = 99, otherwise it will always be blank.

To determine the matching degree record for a multiple major record, two entries must be linked. The “First Major Link” field of the multi-major record (99) will be linked using the combined degree sought and program taxonomy of the degree record. The related records would look like this:

	Degree Sought (DD30)	Program Taxonomy (DD31)	First Major Link (DD113)
Degree Record	40	070100	(blank)
Multiple Major Record	99	080100	40070100

(All other fields in the “99” record must be reported appropriately.)

RELATED TO: Degree Month, Degree Year, Degree Sought, Program Taxonomy

GLOSSARY:

SYSTEMS: DIS

SYSNAME: MAJORLK

DOCUMENTED: 1/25/2013 Revised: 04/16/2014

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Cumulative Degree Credit Hours Awarded

- DEFINITION:** Cumulative Credit Hours awarded by reporting institution, including native credit hours as well as transfer credit, AP, IB, ACE, CLEP, etc., in decimal format. Include only credit hours that are applied toward the total number of credit hours needed for completing the requirements of the degree, certificate, or other formal award received by the student.
- FORMAT:** Numeric – with no more than two significant decimal places
Include decimal point.
- CODES:**
- COMMENTS:** For a program leading to the conferral of multiple degrees, determine whether the degrees are awarded simultaneously or sequentially. For simultaneous awards, report the combined credit hour total with both degrees (i.e. double count all credits); for sequential awards, report the amount of credit hours awarded by the time of the first degree with the first degree and then all subsequent credit hours with the second degree (i.e. double count no credits).
- For example, consider a student enrolled in a 150-credit program leading to both a BA and MA, and who earns 30 credits each academic year. If the student earns both a BA and MA on May 15, 2014, report 150 credits for the BA and 150 credits for the MA. If the student earns a BA on May 15, 2013 and an MA on May 15, 2014, report 120 credits for the BA and 30 credits for the MA.
- RELATED TO:** Prior Degree Flag
- GLOSSARY:**
- SYSTEMS:** DIS
- SYSNAME:** CUMCRED
- DOCUMENTED:** 1/25/2013 Revised: 05/20/2014

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Prior Degree Flag

DEFINITION: An indicator that this award (degree or certificate) has credits applied from a previous award earned at the same award level at the same institution.

FORMAT: alphabetic – 1 character

CODES: Y = Prior degree or certificate
Blank is valid

COMMENTS: The Prior Degree Flag should be used for a student returning from a previous year to earn an award at the same level or for a student earning two awards at the same degree level within the same year. For example, if a student completed 60 credits in 2005-2007 and earned an associate's degree, then returned in 2010-2011 to complete an additional 18 credits and earn a second associate's degree, the institution would have to report 78 Cumulative Degree Credit Hours Awarded (DD114) toward the degree. In the case of a student earning two awards at the same level within the same collection year, credits should be reported just as previously described, for example, the fall award should be reported with 60 credits and the spring award with an additional 18 credits should be reported as 78 cumulative credits with the flag set to "Y" for the spring award only. The Prior Degree flag should be set to 'Y' if the student has earned a prior degree at the same degree level **at the same institution**. If the student is returning for a degree at a different degree level for example, a student who has earned a certificate and is returning to pursue an associate's degree, or a student who has earned a bachelor's degree and is returning to pursue a master's degree the Prior Degree flag should be left blank. If there is a multiple major, the flag need only be set on the degree record not the multiple major degree record (99).

RELATED TO: Cumulative Degree Credit Hours Awarded

GLOSSARY:

SYSTEMS: DIS

SYSNAME: PDFLG

DOCUMENTED: 05/20/2014, 08/13/2014

-DD115-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Entry Term

DEFINITION: Term of initial enrollment at institution as a degree-seeking student.

FORMAT: numeric - 1 digit

FORMAT: numeric - 1 digit

CODES: 1 = fall
2 = winter
3 = spring
4 = summer

COMMENTS: This data element is intended to help determine time to degree. It relates to the term of the student's undergraduate or graduate status as a degree-seeking student.

RELATED TO: Entry Year

GLOSSARY:

SYSTEMS: DIS

SYSNAME: ENTRM

DOCUMENTED: 1/25/2013 Revised: 7/3/2013, 8/13/14

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Entry Year

DEFINITION: Calendar year of initial enrollment at institution as a degree-seeking student.

FORMAT: numeric - 4 digits

CODES: YYYY

COMMENTS: Exclude terms in which the student was principally enrolled at a high school and was enrolled at the institution through a dual-enrollment arrangement. This data element is intended to help determine time to degree. It relates to the year of the student's undergraduate or graduate status as a degree-seeking student.

RELATED TO: Entry Term

GLOSSARY:

SYSTEMS: DIS

SYSNAME: ENTYR

DOCUMENTED: 1/25/2013 Revised: 7/3/2013, 8/13/14

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Reverse Transfer Flag

DEFINITION: Flag to indicate if a student receiving an associate's degree is identified by the institution as a reverse-transfer student.

FORMAT: alphanumeric – 1 character

CODES: Y or blank

COMMENTS: This is a student who transfers from a 4-year institution to a 2-year institution. Only the 2-year institution awarding the associate's degree should flag the student. 4-year institutions should report blank.

RELATED TO:

GLOSSARY:

SYSTEMS: DIS

SYSNAME: REVTRN

DOCUMENTED: 1/25/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Course Subject

DEFINITION: The code used by the institution to describe and classify educational areas of study.

FORMAT: alphanumeric - 6 characters

CODES: Example: Computer Science/Information Technology 210 section 03,
designated CSIT 210 03
CSIT is the course subject

COMMENTS: Cannot be blank. Codes must match in Course Registration System and Student Registration System. Cross-listed relationships do not need to be identified, but all versions of the cross-listed course must be included. (For example, if the course Social Science Statistics can be either Political Science 254 or Anthropology 254, both versions must be included.)

RELATED TO: Course Number, Section Number, Course Credit Value

GLOSSARY:

SYSTEMS: CIS, SRS

SYSNAME: CORSUB

DOCUMENTED: 1/25/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Course Number

DEFINITION: The code used by the institution to differentiate each course offering.

FORMAT: alphanumeric - 6 characters

CODES: Example: Computer Science/Information Technology 210 section 03,
designated CSIT 210 03
210 is the course number

COMMENTS: Cannot be blank. Codes must match in Course Registration System and Student Registration system

RELATED TO: Course Subject, Section Number, Credit Value

GLOSSARY:

SYSTEMS: CIS, SRS

SYSNAME: CORNUM

DOCUMENTED: 1/25/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Section Number

DEFINITION: The code used by the institution to differentiate among multiple sections of a specific course.

FORMAT: alphanumeric - 6 characters

CODES: Example: Computer Science/Information Technology 210 section 03,
designated CSIT 210 03
03 is the section number

COMMENTS: May be blank if none assigned

RELATED TO: Course Subject, Course Number, Course Credit Value

GLOSSARY:

SYSTEMS: CIS, SRS

SYSNAME: CORSEC

DOCUMENTED: 1/25/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Remedial Math

DEFINITION: A course designed for remedial or developmental purposes to prepare the student for credit-bearing undergraduate college-level work in this subject. Credits for this course cannot be counted toward the degree, but may be counted as a credit course for purposes of tuition and financial aid eligibility.

FORMAT: numeric - 1 digit

CODES: 1=indicates a remedial or developmental course
0=not a remedial or developmental course

COMMENTS:

.

RELATED TO:

GLOSSARY:

SYSTEMS: CIS

SYSNAME:

DOCUMENTED: 1/27/2013 **Revised:**

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Remedial English

DEFINITION: A course designed for remedial or developmental purposes to prepare the student for credit-bearing undergraduate college-level work in this subject. Credits for this course cannot be counted toward the degree, but may be counted for purposes of tuition and financial aid eligibility.

FORMAT: numeric - 1 digit

CODES: 1=indicates a remedial or developmental course
0=not a remedial or developmental course

COMMENTS:

.

RELATED TO:

GLOSSARY:

SYSTEMS: CIS

SYSNAME:

DOCUMENTED: 1/27/2013 **Revised:**

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Remedial Reading

DEFINITION: A course designed for remedial or developmental purposes to prepare the student for credit-bearing undergraduate college-level work in this subject. Credits for this course cannot be counted toward the degree, but may be counted for purposes of tuition and financial aid eligibility.

FORMAT: numeric - 1 digit

CODES: 1=indicates a remedial or developmental course
0=not a remedial or developmental course

COMMENTS: Comments

RELATED TO:

GLOSSARY:

SYSTEMS: CIS

SYSNAME:

DOCUMENTED: 1/27/2013 **Revised:**

-DD124-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Instruction Type

DEFINITION: Indicates whether the instructional modality is traditional face-to-face or includes significant mediation via technology.

FORMAT: alphabetic - 1 letter

CODES: A = traditional instruction, including web-enhanced
B = blended hybrid (at least 51% of instruction offered via distance)
C = online (100% offered via online)
D = site-to-site instruction, two-way audio/video
E = All other technology-mediated distance education (e.g. telecourses, CD-ROM, broadcast radio, videotape, email, etc.)
F = correspondence
G = other

COMMENTS: In conjunction with Instructional Location, this code is related to S-6 Credit Hours of Enrollment report and Distance Education Report

RELATED TO:

GLOSSARY:

SYSTEMS: CIS

SYSNAME: INSTYPE

DOCUMENTED: 1/27/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Instructional Location

DEFINITION: Identifies whether the course is offered at the main campus, a branch campus, a Regional Higher Education Center (RHEC), another off-campus site, or through distance learning.

FORMAT: alphanumeric - 2 characters

CODES: 01=main campus
02=branch campus
11=RHEC: The Universities at Shady Grove (Rockville)
12=RHEC: University System of Maryland Hagerstown (Washington Co.)
13=RHEC: Higher Education & Applied Technology Center (HEAT), Aberdeen
14=RHEC: Southern Maryland Higher Education Center, California
15=RHEC: Waldorf Center for Higher Education (Charles Co.)
16=RHEC: Anne Arundel Community College at Arundel Mills
17=RHEC: Laurel College Center (Prince George's Co.)
18=RHEC: Eastern Shore Higher Education Center, Wye Mills
31=other off-campus site
51=fully online

COMMENTS: In conjunction with Instruction Type, this code is related to S-6 Credit Hours of Enrollment report and Distance Education Report.

RELATED TO:

GLOSSARY: BRANCH CAMPUS, MAIN CAMPUS CREDIT HOURS, OFF-CAMPUS PROGRAM

SYSTEMS: CIS

SYSNAME: REGCENT

DOCUMENTED: 1/27/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Course Hours

DEFINITION: The number of registered course hours attempted for this course, even if the course will not be acceptable toward a formal award (such as audited and developmental or remedial coursework).

FORMAT: numeric - with no more than two significant decimal places
Include decimal point.

CODES:

COMMENTS: Include all registered hours regardless of whether the student will earn degree credit for this course.

RELATED TO: Course Subject, Course Number, Section Number

GLOSSARY:

SYSTEMS: SRS

SYSNAME: COURHRS

DOCUMENTED: 1/27/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Course Hour Type Flag

DEFINITION: Indicates whether this student is enrolled for degree credit for this course (e.g. audited courses are non-credit bearing even if the course can be credit bearing).

FORMAT: numeric – 1 digit

CODES: 1 = Credit-Bearing
2 = Non-Credit Bearing
3 = Credit Bearing Course, but Non-Credit for student (e.g., auditor)

COMMENTS:

RELATED TO: Course Credit Value

GLOSSARY:

SYSTEMS: SRS

SYSNAME: CREDTYP

DOCUMENTED: 1/27/2013 Revised: 7/3/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Entry –Level Credit-Bearing Math

DEFINITION: Indicates the first course in mathematics taken by the student for which a student can earn credit towards a formal award. If a student takes more than one math credit course simultaneously, the lowest level credit course should be identified.

FORMAT: alphabetic - 1 character

CODES: N (default) = not an entry-level credit-bearing math course
Y = entry-level credit-bearing math course
Blank not valid

COMMENTS: Excludes remedial coursework and audited coursework. In general, a course meeting this definition is ordinarily open to students without prerequisites and will satisfy a general education requirement in mathematics.

Required for undergraduate students only.

For community colleges, courses thus designated must be transferable to a public Maryland four-year institution.

RELATED TO: Entry-Level Credit Bearing English

GLOSSARY:

SYSTEMS: SRS

SYSNAME: ELCBMA

DOCUMENTED: 1/27/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Entry-Level Credit-Bearing English

DEFINITION: Indicates the first course in English taken by the student for which a student can earn credit towards a formal award. If a student takes more than one English credit course simultaneously, the lowest level credit course should be identified.

FORMAT: alphabetic - 1 character

CODES: N (default) = not an entry-level credit-bearing English course
Y = entry-level credit-bearing English course
Blank not valid

COMMENTS: Excludes remedial coursework and audited coursework. In general, a course meeting this definition is ordinarily open to students without prerequisites and will satisfy a general education requirement in English or composition.

Required for undergraduate students only.

For community colleges, courses thus designated must be transferable to a public Maryland four-year institution.

RELATED TO: Entry-Level Credit Bearing Math

GLOSSARY:

SYSTEMS: SRS

SYSNAME: ELCBEN

DOCUMENTED: 1/27/2013

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Course Outcome

DEFINITION: Indicates whether course is Passed (any grade that qualifies for earning credit), Failed, Audit, Withdrawn, or Incomplete.

FORMAT: alphanumeric – 1 character

CODES: P = Passed
F = Failed
A = Audit
W = Withdrawn
I = Incomplete
Z = Any course unresolved because of institutional action

COMMENTS:

RELATED TO:

GLOSSARY:

SYSTEMS: SRS

SYSNAME: CORCOMP

DOCUMENTED: 1/27/2013 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term Native Credit Hours Registered

DEFINITION: The total number of credit hours for which the student is registered at the reporting institution during the term.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point.
Blank not valid.

CODES: minimum value zero

COMMENTS: Includes all credit hours for which the student is registered at the reporting institution during the term. May be greater than the number of credit hours reported in EIS. Does not include credit hours for courses which were entirely dropped from the transcript and for which no full or partial payments were collected.

Must include courses that may not earn credit toward an award, such as audited and remedial or developmental courses.

RELATED TO:

GLOSSARY:

SYSTEMS: EOTS

SYSNAME: TCRHRRG

DOCUMENTED: 1/27/2013, 06/03/2014

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term Degree Credit Hours Attempted

DEFINITION: The total number of credit hours for which the student attempts to earn degree credit at the reporting institution during the term.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point.
Blank not valid.

CODES: minimum value zero

COMMENTS: Includes all credit hours for which the student is registered during the term that can be applied to a formal award. Does not include credit hours for courses which were entirely dropped from the transcript and for which no full or partial payments were collected. Does NOT include courses for which degree credit cannot be earned, such as audited and remedial or developmental courses.

RELATED TO:

GLOSSARY:

SYSTEMS: EOTS

SYSNAME: TDCRHRAT

DOCUMENTED: 1/27/2013, 06/03/2014

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term Native Degree Credit Hours Earned

DEFINITION: The number of credit hours completed in credit courses at the reporting institution (excluding transfer credits) as of the collection period at a grade level satisfactory for degree requirements.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point.

CODES: minimum value zero

COMMENTS: Include only those credit hours earned at reporting institution. Transfer credit hours, regardless of their status, should not be included. Audited and developmental or remedial courses should not be included.

RELATED TO: Cumulative Native Credit Hours Earned

GLOSSARY: CREDIT HOURS, CREDIT COURSE

SYSTEMS: EOTS

SYSNAME: TNDCRHRE

DOCUMENTED: 1/27/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term GPA

DEFINITION: The student's grade point average (as defined by the institution) earned during the collection period in courses for which degree credit has been earned.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point.
Do not report “+” or “-“ as part of the GPA field.

CODES: Blank is valid.

COMMENTS: For public institutions only. Independent institutions do not report.

Based upon a 4.0 scale as defined or converted to 4.0 by the institution. Term Grade Point Average is blank when GPA has not been converted to 4.0 scale or when the student has none available (e.g. taken only remedial courses, taken only pass/fail courses, had all incompletes, exclusively auditors or withdrawn from all courses). If the field is zero-filled, this is interpreted to mean the student has a zero cumulative GPA (i.e. failed all courses attempted).

RELATED TO: Term Native Credit Hours Earned, Cumulative Grade Point Average

GLOSSARY:

SYSTEMS: EOTS

SYSNAME: TGPA

DOCUMENTED: 1/27/2013, 10/17/13, 04/16/14

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Cumulative Credit Hours Awarded

DEFINITION: The current number of credit hours awarded by the reporting institution (including transfer credits and all other sources of credit) as of the end of the collection term at a grade level satisfactory for degree requirements.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point.

CODES: minimum value zero

COMMENTS: Includes all credit hours awarded by the reporting institution that can be applied toward the requirements for a formal award. This includes native credit, transfer credit, credit by examination, and all other forms of credit.

RELATED TO: Cumulative Native Credit Hours Earned, Term Native Credit Hours Earned, Credits Awarded for Work Completed at Another Postsecondary Institution, Other Credits Awarded

GLOSSARY: CREDIT HOURS, CREDIT COURSE

SYSTEMS: EOTS

SYSNAME: CCRHRA

DOCUMENTED: 1/27/13, Revised: 10/17/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Term Academic Standing

DEFINITION: The student's academic standing, as defined by the institution at the end of the reporting period, based on the grades earned during the collection term in courses for which degree credit has been earned.

FORMAT: alphanumeric – 1 character

CODES: G = good standing, eligible to continue program
P = probation
N = not eligible to continue program
Blank valid only for public institutions

COMMENTS: For Independents Institutions only. Blank for Public institutions.

RELATED TO: Term Native Credit Hours Earned, Cumulative Grade Point Average

GLOSSARY:

SYSTEMS: EOTS

SYSNAME: TACADST

DOCUMENTED: 1/27/2013 Revised: 10/16/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

External Credits Awarded

DEFINITION: The number of credit hours awarded for course work, examinations, or other learning experiences administered by another postsecondary institution or other entity.

FORMAT: numeric – with no more than 2 significant decimal places
Include decimal point.

CODES: DD3 - OPEID codes (FICE+2)

COMMENTS: For Public Institutions Only

RELATED TO: SIC Sending

GLOSSARY: CREDIT HOURS, INSTITUTION OF POSTSECONDARY EDUCATION

SYSTEMS: ECS

SYSNAME: CRPI

DOCUMENTED: 1/27/2013 Revised: 8/5/2013, 10/16/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Mother's Educational Attainment

DEFINITION: As reported on the FAFSA, the level of education achieved by the mother.

FORMAT: numeric - 1 digit

CODES: 1 = Middle School/Junior High
2 = High School
3 = College or Beyond
4 = Other/unknown
Blank is Valid

COMMENTS:

RELATED TO: Father's Educational Attainment, Financial Aid Application Status

GLOSSARY:

SYSTEMS: FAIS

SYSNAME:

DOCUMENTED: 1/25/2013 Revised: 10/17/13

-DD142-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Father's Educational Attainment

DEFINITION: As reported on the FAFSA, the level of education achieved by the father.

FORMAT: numeric - 1 digit

CODES: 1 = Middle School/Junior High
2 = High School
3 = College or Beyond
4 = Other/unknown
Blank is Valid

COMMENTS:

RELATED TO: Mother's Educational Attainment, Financial Aid Application Status

GLOSSARY:

SYSTEMS: FAIS

SYSNAME:

DOCUMENTED: 1/25/2013 Revised: 10/16/13

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Teacher Candidate

DEFINITION: Identifies a student who has completed an approved teacher education program that leads to eligibility for teacher certification. Code indicates the level and field of certification to be sought.

FORMAT: numeric - 4 digits
Can be up to 4 teacher candidate codes separated by '/'

For example: 1300/1328/1215/1230

CODES: 0000 = not a teacher candidate (Community Colleges should report 0000)
9999 = teacher certification area is not on the current list
Blank is not valid

Please see codes for certification types below.

COMMENTS: Teacher Candidate Codes reflect the agreed upon list of codes from the Maryland State Department of Education (MSDE) that will be used for postsecondary reporting. It is likely this list will change from year-to-year to reflect current codes. These codes should be used to identify all individuals who completed approved programs that lead to eligibility for teacher education.

The code populated in this field must appear on the MSDE list. If a certification area sought is not present on the list, then use code "9999."

If student is not a degree recipient then the record should NOT be reported in the degree file. Instead, the record should be reported in the Non-degree Teacher Candidate System (NTS).

RELATED TO:

GLOSSARY:

SYSTEMS: DIS, NTS

SYSNAME:

DOCUMENTED: 4/26/2013 Revised: 02/24/2014, 04/16/14, 07/17/2014

Maryland Higher Education Commission
Data Dictionary

TEACHER CANDIDATE CODES:

Reporting Year 2013-14

Certification Area	Level	Code
Administration	Not Applicable	0517
Agriculture	7-12	0300
American Sign Language	PreK-12	1561
Arabic	PreK-12	1580
Art	PreK-12	1303
Audiology	Not Applicable	9999
Biology	7-12	1213
Business Education	7-12	1305
Chemistry	7-12	1214
Chinese	PreK-12	1581
Computer Science	7-12	1250
Dance	Not Applicable	1335
Early Childhood Education	PreK-Grade 3	0104
Earth/Space Science	7-12	1215
Elementary Education	1-6	1559
English	7-12	1242
English for Speakers of Other Languages	PreK-12	0249
Family and Consumer Sciences Education	7-12	1312
French	PreK-12	1200
German	PreK-12	1202
Gifted and Talented Specialist	Not Applicable	1557
Guidance Counselor	Not Applicable	9999
Health Education	7-12	1311
History	7-12	1232
Italian	PreK-12	1582
Japanese	PreK-12	1583
Latin	PreK-12	1584
Library Media Specialist	Not Applicable	0421
Mathematics	7-12	1244
Mathematics Instructional Leader	PreK-6	1564
Music	PreK-12	1316
Physical Education	PreK-12	1319
Physical Science	7-12	1222
Physics	7-12	1223
Reading Specialist	Not Applicable	9999
Russian	PreK-12	1207
School Psychologist	Not Applicable	0428
School Psychologist (Level II)	Not Applicable	0428
School Superintendent	Not Applicable	9999
Social Studies	7-12	1234
Spanish	PreK-12	1205
Special Education: Generic	1-8	0383

Maryland Higher Education Commission
Data Dictionary

Special Education: Generic	Birth -grade 3	0381
Special Education: Generic	6-12	0383
Special Education: Hearing Impaired	Not Applicable	0334
Special Education: Severely & Profoundly Handicapped	Birth-grade3; 1-8; 6-12	0340
Special Education: Visually Impaired	Not Applicable	0346
Speech Pathology	Not Applicable	9999
Technology Education	7-12	1313
Theater	7-12	1241
NOTE: For any certification area not found, use code 9999.		

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Birth Year Qualifier

DEFINITION: A qualifier used to indicate that the associated birth year represents a range of years.

FORMAT: alphanumeric - 1 character

CODES: blank = no qualifier to birth year
B = birth year also includes all years before (up to and including)
L = birth year also includes all years after (year plus all later)

COMMENTS: This is used in the S9 aggregate file only

RELATED TO: Birth Year

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: BIRTHYRQ

DOCUMENTED: 6/10/87 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Program Level

DEFINITION: The level of students and programs as classified either undergraduate, graduate or first-professional.

FORMAT: numeric - 1 digit

CODES:
1 = undergraduate
2 = graduate
3 = first-professional
4 = combined graduate and first-professional

COMMENTS: Element used in aggregate summary files

RELATED TO: Fall student Level, Spring Student Level, Degree Sought

GLOSSARY: UNDERGRADUATE, FIRST-PROFESSIONAL

SYSTEMS: AGGR

SYSNAME: PLEVEL

DOCUMENTED: 1/1/80 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S4 Page

DEFINITION: The aggregate grouping category used for statewide residence by county file (S4 aggregate). This combines program level, attendance and first-time categories.

FORMAT: numeric - 1 digit

CODES:

- 1 = undergraduate, full-time
- 2 = undergraduate, part-time
- 3 = undergraduate, full-time, first-time
- 4 = undergraduate, part-time, first-time
- 5 = graduate, full-time
- 6 = graduate, part-time
- 7 = first-professional, full-time (eliminated CY 2009)
- 8 = first-professional, part-time (eliminated CY 2009)

COMMENTS: Starting in CY 2009 First-Professional degree and certificate programs are moved to doctoral degrees and certificates of advanced study and are counted in the graduate program level.

RELATED TO: Program Level, Fall Attendance First-Time Flag

GLOSSARY: UNDERGRADUATE, GRADUATE, FIRST-PROFESSIONAL, FIRST-TIME
UNDERGRADUATE, FULL-TIME, PART-TIME

SYSTEMS: AGGR

SYSNAME: S4PAGE

DOCUMENTED: 1/1/80 Revised: 6/23/92

-DD502-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S4 Line

DEFINITION: The aggregate grouping category used for statewide residence by county file (S4 aggregate). It is a simplification of the geographic origin data element.

FORMAT: numeric - 2 digit

CODES: see next page

COMMENTS: The relation to geographic origin to S4 Line is as follows:
MD county - geographic origin (201 thru 224) minus 200
Unknown MD county - 200 is 25
Foreign - 001 is 28
Non-MD - 100 thru 199 is 27
Unknown - blank is 29

The S4 Line data element enforces strong relationship of the data elements Race/Ethnicity and Geographic origin. Race/Ethnicity overrules the geographic origin to create S4 Line.

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: S4LINE

DOCUMENTED: 1/1/80 Revised:

-DD503-

Maryland Higher Education Commission
Data Dictionary

S4 Line

- 1 Allegany
- 2 Anne Arundel
- 3 Baltimore
- 4 Calvert
- 5 Caroline
- 6 Carroll
- 7 Cecil
- 8 Charles
- 9 Dorchester
- 10 Frederick
- 11 Garrett
- 12 Harford
- 13 Howard
- 14 Kent
- 15 Montgomery
- 16 Prince George's
- 17 Queen Anne's
- 18 Saint Mary's
- 19 Somerset
- 20 Talbot
- 21 Washington
- 22 Wicomico
- 23 Worcester
- 24 Baltimore City
- 25 UNKNOWN COUNTY
- 27 Out-of-State Students
- 28 Foreign Students
- 29 Residence Unknown

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S8 Line

DEFINITION: The aggregate grouping category used for statewide residence by state file (S8 aggregate). It is a simplification of the geographic origin data element.

FORMAT: numeric - 2 digit

CODES: see next page

COMMENTS: The relation to geographic origin to S8 Line is as follows:
MD county - 201 thru 224 is 21
Unknown MD County - 200 is 21
Foreign - 001 is 58
Non-MD - out-of-state (101 thru 157) minus 100
Unknown Non-MD - 100 is 59
unknown - blank is 60

RELATED TO: Geographic Origin

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: S8LINE

DOCUMENTED: 1/1/80 Revised:

-DD504-

Maryland Higher Education Commission
Data Dictionary

S8 Line

- 1 Alabama
- 2 Alaska
- 3 Arizona
- 4 Arkansas
- 5 California
- 6 Colorado
- 7 Connecticut
- 8 Delaware
- 9 District of Columbia
- 10 Florida
- 11 Georgia
- 12 Hawaii
- 13 Idaho
- 14 Illinois
- 15 Indiana
- 16 Iowa
- 17 Kansas
- 18 Kentucky
- 19 Louisiana
- 20 Maine
- 21 Maryland
- 22 Massachusetts
- 23 Michigan
- 24 Minnesota
- 25 Mississippi
- 26 Missouri
- 27 Montana
- 28 Nebraska
- 29 Nevada
- 30 New Hampshire
- 31 New Jersey
- 32 New Mexico
- 33 New York
- 34 North Carolina

Maryland Higher Education Commission
Data Dictionary

S8 Line

- 35 North Dakota
- 36 Ohio
- 37 Oklahoma
- 38 Oregon
- 39 Pennsylvania
- 40 Rhode Island
- 41 South Carolina
- 42 South Dakota
- 43 Tennessee
- 44 Texas
- 45 Utah
- 46 Vermont
- 47 Virginia
- 48 Washington
- 49 West Virginia
- 50 Wisconsin
- 51 Wyoming
- 52 American Samoa
- 53 Canal Zone
- 54 Guam
- 55 Puerto Rico
- 56 Trust Terr. Pacific Island
- 57 Virgin Islands
- 58 Foreign Countries
- 59 UNKNOWN STATE, BUT U.S.
- 60 UNKNOWN ORIGIN

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S5 Aid Category (Pre 2003)

DEFINITION: The student financial aid categories used to collect award amounts and student numbers.

FORMAT: alphanumeric - 4 characters

CODES: see next page

COMMENTS: Aid Categories are not consistent between public colleges, independent colleges and private career schools.

Certain employment section categories were dropped starting with 1994 Collection (AY 1993-94). Undergraduate categories of C and D dropped from collecting. Graduate categories of D also dropped.

RELATED TO: S5 Aid Reference

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: S5AIDC

DOCUMENTED: 1/1/82 Revised: 6/20/94

-DD505-

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

I. Public Colleges

UNDERGRADUATE AID

01 GRANTS

01A\$	Pell - Total dollars
01A#	Pell - Number of awards
01B\$	Supplemental Ed. Opportunity Grants-Total dollars
01B#	Supplemental Ed. Opportunity Grants-Number of awards
01C\$	Vocational Rehabilitation Grants-Total dollars
01C#	Vocational Rehabilitation Grants-Number of awards
01D\$	Grants from Private Sources-Total dollars
01D#	Grants from Private Sources-Number of awards
01E\$	Institutional Grants-Total dollars
01E#	Institutional Grants-Number of awards
01F\$	Other Federal Grants-Total dollars
01F#	Other Federal Grants-Number of awards
01G#	Unduplicated Number of Grant Recipients

02 LOANS (Undergraduate)

02A\$	Perkins - Total dollars
02A#	Perkins - Number of awards
02B\$	Stafford - Total dollars
02B#	Stafford - Number of awards
02C\$	PLUS - Total dollars
02C#	PLUS - Number of awards
02D\$	SLS and Other Federal - Total dollars
02D#	SLS and Other Federal - Number of awards
02E\$	Institutional - Total dollars
02E#	Institutional - Number of awards
02F\$	Loans from Private Sources - Total dollars
02F#	Loans from Private Sources - Number of awards
02G#	Unduplicated Number of Loan Recipients

-DD505.1-

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

03 SCHOLARSHIPS (Undergraduate)

03A\$	General State - Total dollars
03A#	General State - Number of awards
03B\$	House of Delegates - Total dollars
03B#	House of Delegates - Number of awards
03C\$	Senatorial Scholarships - Total dollars
03C#	Senatorial Scholarships - Number of awards
03D\$	State Distinguished Scholars - Total dollars
03D#	State Distinguished Scholars - Number of awards
03E\$	All Other Scholarships from Commission-Total dollars
03E#	All Other Scholarships from Commission-Number awards
03F\$	Other Race/Desegregation - Total dollars
03F#	Other Race/Desegregation - Number of awards
03G\$	Federal Scholarships - Total dollars
03G#	Federal Scholarships - Number of awards
03H\$	Institutional High Ability - Total dollars
03H#	Institutional High Ability - Number of awards
03I\$	Institutional Athletic - Total dollars
03I#	Institutional Athletic - Number of awards
03J\$	Other Institutional - Total dollars
03J#	Other Institutional - Number of awards
03K\$	Private High Ability - Total dollars
03K#	Private High Ability - Number of awards
03L\$	Private Athletic - Total dollars
03L#	Private Athletic - Number of awards
03M\$	Other Private School - Total dollars
03M#	Other Private School - Number of awards
03N\$	Tuition Waivers, fees remission (Employees & Deps.) - Total dollars
03N#	Tuition Waivers, fees remission (Employees & Deps.) - Number of awards

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

03O\$ Tuition Waivers, fees remission (Sr. Cit. disabled) - Total dollars
03O# Tuition Waivers, fees remission (Sr. Cit. disabled) - Number of awards

03P\$ Tuition Waivers, fees remission (Students) - Total dollars
03P# Tuition Waivers, fees remission (Students) - Number of awards

03Q# Unduplicated Number of recipients

04 STUDENT EMPLOYMENT (Undergraduate)

04A\$ College Work Study - Total dollars
04A# College Work Study - Number of awards

04B\$ Institutional Work Study - Total dollars
04B# Institutional Work Study - Number of awards

Category C Not Collected After 1993.
04C\$ Other Institutional Student Employment-Total dollars
04C# Other Institutional Student Employment-Number of award

Category D Not Collected After 1993.
04D\$ Tuition Waivers to Students in Exchange for Work - total dollars
04D# Tuition Waivers to Students in Exchange for Work - Number of awards

04E# Unduplicated Number of Employment/Study Program
Recipients

05 TOTAL UNDERGRADUATE AID - ALL CATEGORIES

05A\$ Total Dollar Amounts (sum of \$ lines)
05B# Total Number of Awards (sum of # lines)
05C# Total Unduplicated Number of Recipients for All Types of Aid

GRADUATE/FIRST PROFESSIONAL AID

07 GRANTS/SCHOLARSHIPS/FELLOWSHIPS

07A\$ Federal Sources - Total dollars
07A# Federal Sources - Number of awards

07B\$ Other Race/Desegregation - Total dollars
07B# Other Race/Desegregation - Number of awards

07C\$ State Scholarships from Commission - Total dollars
07C# State Scholarships from Commission - Number of awards

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Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

07D\$	Tuition Waivers/fees remission (Students) - Total dollars
07D#	Tuition Waivers/fees remission (Students - Number of awards
07E\$	Tuition Waivers/fees remission (Employees, deps.) - Total dollars
07E#	Tuition Waivers/fees remission (Employees, deps.) - Number of awards
07F\$	Tuition Waivers/fees remission (Sr. Citizens, Disabl.) -Total dollars
07F#	Tuition Waivers/fees remission (Sr. Citizens, Disabl.) -Number of awards
07G\$	Institutional Sources - Total dollars
07G#	Institutional Sources - Number of awards
07H\$	Private Sources - Total dollars
07H#	Private Sources - Number of awards
07I\$	Unduplicated Number of Recipients of Grants/Scholarships/Fellowships

08 LOANS (Graduate/First Professional)

08A\$	Perkins Loans - Total dollars
08A#	Perkins Loans - Number of awards
08B\$	Stafford Loans - Total dollars
08B#	Stafford Loans - Number of awards
08C\$	PLUS Loans - Total dollars
08C#	PLUS Loans - Number of awards
08D\$	SLS and Other Federal Student Loans - Total dollars
08D#	SLS and Other Federal Student Loans - Number of awards
08E\$	Institutional Loans - Total dollars
08E#	Institutional Loans - Number of awards
08F\$	Loans from Private Sources - Total dollars
08F#	Loans from Private Sources - Number of awards
08G#	Unduplicated Number of Recipients of Loans

09 STUDENT EMPLOYMENT (Graduate/First Professional)

09A\$	Assistantships (Teaching or Research) - Total dollars
09A#	Assistantships (Teaching or Research) - Number awards

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

09B\$	College Work-Study - Total dollars
09B#	College Work-Study - Number of awards
09C\$	Institutional Work Study - Total dollars
09C#	Institutional Work Study - Number of awards
	Category D Not Collected After 1993.
09D\$	Other Institutional Student Employment - Total dollars
09D#	Other Institutional Student Employment - Number awards
09E\$	Tuition Waivers/fees remission (Graduate Students) - Total dollars
09E#	Tuition Waivers/fees remission (Graduate Students) - Number of awards
09F\$	Tuition Waiver/fees remission (other student emply) - Total dollars
09F#	Tuition Waiver/fees remission (other student emply) - Number of awards
09G#	Unduplicated Number of Recipients

10 TOTAL ALL CATEGORIES (Graduate/First Professional)

10A\$	Total Dollars (sum of records with \$)
10B#	Total Awards (sum of records with #)
10C#	Total Unduplicated Number of Recipients for All Types of Aid

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

II. INDEPENDENT INSTITUTIONS

UNDERGRADUATE AID

01 NEED-BASED GRANTS

01A\$	PELL - Total dollars
01A#	PELL - Number of awards
01B\$	Supplemental Ed. Opp. Grants (SEOG) - Total dollars
01B#	Supplemental Ed. Opp. Grants (SEOG) - Number of awards
01C\$	Vocational Rehab. Grants - Total dollars
01C#	Vocational Rehab. Grants - Number of awards
01D\$	Grants from Private Sources - Total dollars
01D#	Grants from Private Sources - Number of awards
01E\$	Institutional Grants - Total dollars
01E#	Institutional Grants - Number of awards
01F\$	Other Federal Grants - Total dollars
01F#	Other Federal Grants - Number of awards
01G#	Unduplicated Number of Grant Recipients

02 LOANS

02A\$	Perkins/Direct Loans - Total dollars
02A#	Perkins/Direct Loans - Number of awards
02B\$	Stafford - Total dollars
02B#	Stafford - Number of awards
02C\$	PLUS - Total dollars
02C#	PLUS - Number of awards
02D\$	Supplemental Loans for Stud. and Other - Total dollars
02D#	Supplemental Loans for Stud. and Other - Number awards
02E\$	Institutional Loans - Total dollars
02E#	Institutional Loans - Number of awards

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Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

02F\$ Loans from Private Sources - Total dollars
02F# Loans from Private Sources - Number of awards

02G# Unduplicated Number of Loan Recipients

03 SCHOLARSHIPS (Undergraduate)

03A\$ General State Scholarships - Total dollars
03A# General State Scholarships - Number of awards

03B\$ House of Delegates Scholarships - Total dollars
03B# House of Delegates Scholarships - Number of awards

03C\$ Senatorial Scholarships - Total dollars
03C# Senatorial Scholarships - Number of awards

03D\$ State Distinguished Scholarships - Total dollars
03D# State Distinguished Scholarships - Number of awards

03E\$ All Other Scholarships from the Commission - Total dollars
03E# All Other Scholarships from the Commission - Number of awards

03F\$ Federal Scholarships - Total dollars
03F# Federal Scholarships - Number of awards

03G\$ Institutional High Ability Scholarships-Total dollars
03G# Institutional High Ability Scholarships-Number awards

03H\$ Institutional Athletic Scholarships - Total dollars
03H# Institutional Athletic Scholarships - Number awards

03I\$ Other Institutional Scholarships - Total dollars
03I# Other Institutional Scholarships - Number of awards

03J\$ Private High Ability Scholarships - Total dollars
03J# Private High Ability Scholarships - Number of awards

03K\$ Private Athletic Scholarships - Total dollars
03K# Private Athletic Scholarships - Number of awards

03L\$ Other Private Scholarships - Total dollars
03L# Other Private Scholarships - Number of awards

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

03M\$	Tuition Waivers/Remission of Fees to Employees and Dependents - Total dollars
03M#	Tuition Waivers/Remission of Fees to Employees and Dependents - Number of awards
03N\$	Tuition Waivers/Remission of Fees to Senior Citizens and Disabled - Total dollars
03N#	Tuition Waivers/Remission of Fees to Senior Citizens and Disabled - Number of awards
03O\$	Tuition Waivers/Remission of Fees to Students - Total dollars
03O#	Tuition Waivers/Remission of Fees to Students - Number of awards
03P#	Unduplicated Number of Scholarship Recipients

04 STUDENT EMPLOYMENT

04A\$	College Work-Study (CWS) - Total dollars
04A#	College Work-Study (CWS) - Number of awards
04B\$	Institutional Work-Study - Total dollars
04B#	Institutional Work-Study - Number of awards
	Category C Not Collected After 1993.
04C\$	Other Institutional Student Employment - Total dollars
04C#	Other Institutional Student Employment - Number awards
	Category D Not Collected After 1993.
04D\$	Tuition Waivers to Students in Exchange for Work - Total dollars
04D#	Tuition Waivers to Students in Exchange for Work - Number of awards
04E#	Unduplicated Number of Employment, Work-Study Program Recipients

05 TOTAL UNDERGRADUATE AWARDS (All Categories)

05A\$	Total Dollar Amounts (Sum of dollars awarded to undergraduates under all programs)
05B#	Total Number of Awards (Sum of number of undergraduate awards)
05C#	Total Unduplicated Number of Recipients for All Types of Aid

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

GRADUATE/FIRST-PROFESSIONAL AWARDS

06 GRANTS/SCHOLARSHIPS/FELLOWSHIPS

06A\$	Federal Sources - Total dollars
06A#	Federal Sources - Number of awards
06B\$	State Scholarships from the Commission - Total dollars
06B#	State Scholarships from the Commission - Number awards
06C\$	Tuition Waivers/Remission of Fees to Students - Total dollars
06C#	Tuition Waivers/Remission of Fees to Students - Number of awards
06D\$	Tuition Waivers/Remission of Fees to Employees and Dependents - Total dollars
06D#	Tuition Waivers/Remission of Fees to Employees and Dependents - Number of awards
06E\$	Tuition Waivers/Remission of Fees to Senior Citizens and Disabled - Total dollars
06E#	Tuition Waivers/Remission of Fees to Senior Citizens and Disabled - Number of awards
06F\$	Institutional Sources - Total dollars
06F#	Institutional Sources - Number of awards
06G\$	Private Sources - Total dollars
06G#	Private Sources - Number of awards
06H#	Unduplicated Number of Recipients of Grants/Scholarships/Fellowships

07 LOANS

07A\$	Perkins Loans/Direct Loans (formerly National Direct Student Loans) - Total dollars
07A#	Perkins Loans/Direct Loans (formerly National Direct Student Loans) - Number of awards
07B\$	Stafford Loans (formerly Guaranteed Student Loans) - Total dollars
07B#	Stafford Loans (formerly Guaranteed Student Loans) - Number of awards
07C\$	PLUS Loans - Total dollars
07C#	PLUS Loans - Number of awards

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

07D\$	Supplemental Loans for Students (SLS) and Other Federal Student Loans - Total dollars
07D#	Supplemental Loans for Students (SLS) and Other Federal Student Loans - Number of awards
07E\$	Institutional Loans - Total dollars
07E#	Institutional Loans - Number of awards
07F\$	Loans from Private Sources - Total dollars
07F#	Loans from Private Sources - Number of awards
07G#	Unduplicated Number of Loan Recipients

08 STUDENT EMPLOYMENT

08A\$	Assistantships (Teaching or Research) - Total dollars
08A#	Assistantships (Teaching or Research) - Number awards
08B\$	College Work-Study (CWS) - Total dollars
08B#	College Work-Study (CWS) - Number of awards
08C\$	Institutional Work-Study - Total dollars
08C#	Institutional Work-Study - Number of awards
	Category D Not Collected After 1993.
08D\$	Other Institutional Student Employment - Total dollars
08D#	Other Institutional Student Employment - Number awards
08E\$	Tuition Waivers/Remission of Fees to Graduate Assistants - Total dollars
08E#	Tuition Waivers/Remission of Fees to Graduate Assistant - Number of awards
08F\$	Tuition Waivers/Remission of Fees for Other Student Employment - Total dollars
08F#	Tuition Waivers/Remission of Fees for Other Student Employment - Number of awards
08G#	Unduplicated Number of Employment, Work-Study Program Recipients

09 TOTAL GRADUATE/FIRST-PROFESSIONAL AWARDS ALL CATEGORIES

09A\$	Total Dollar Amounts (Sum of dollars awarded under all programs)
09B#	Total Number of Awards (Sum of number of awards)
09C#	Total Unduplicated Number of Recipients for All Types of Aid

Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

III. Private Career Schools

01 NEED-BASED GRANTS

01A\$	PELL - Total dollars
01A#	PELL - Number of awards
01B\$	Supplemental Ed. Opp. Grants (SEOG) - Total dollars
01B#	Supplemental Ed. Opp. Grants (SEOG) - Number of awards
01C\$	Vocational Rehabilitation Grants - Total dollars
01C#	Vocational Rehabilitation Grants - Number of awards
01D\$	Grants from Private Sources - Total dollars
01D#	Grants from Private Sources - Number of awards
01E\$	Institutional Grants - Total dollars
01E#	Institutional Grants - Number of awards
01F\$	Other Federal Grants - Total dollars
01F#	Other Federal Grants - Number of awards
01G#	Unduplicated Number of Grants Recipients

02 LOANS

02A\$	Perkins Loans (Formerly NSDL) - Total dollars
02A#	Perkins Loans (Formerly NSDL) - Number of awards
02B\$	Stafford Loans - Total dollars
02B#	Stafford Loans - Number of awards
02C\$	PLUS Loans - Total dollars
02C#	PLUS Loans - Total of awards
02D\$	Supplemental Loans for Students (SLS) - Total dollars
02D#	Supplemental Loans for Students (SLS) - Number awards
02E\$	Institutional Loans - Total dollars
02E#	Institutional Loans - Number of awards
02F\$	Loans from Private Sources - Total dollars
02F#	Loans from Private sources - Number of awards
02G#	Unduplicated Number of Loan Recipients

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Maryland Higher Education Commission
Data Dictionary

S5 Aid Category – Pre 2003

03 SCHOLARSHIPS

03A\$ Private Career Sch. Grants (Tolbert) - Total dollars
03A# Private Career Sch. Grants (Tolbert) - Number awards

03B\$ All Other Commission Scholarships - Total dollars
03B# All Other Commission Scholarships - Number of awards

03C\$ Federal Scholarships - Total dollars
03C# Federal Scholarships - Number of awards

03D\$ Institutional Scholarships - Total dollars
03D# Institutional Scholarships - Number of awards

03E\$ Scholarships from Private Sources - Total dollars
03E# Scholarships from Private Sources - Number of awards

NO 03F AVAILABLE FOR PCS

03G# Unduplicated Number of Scholarship Recipients

04 STUDENT EMPLOYMENT

04A\$ College Work-Study (CWS) - Total dollars
04A# College Work-Study (CWS) - Number of awards

04B\$ Institutional Work-Study - Total dollars
04B# Institutional Work-Study - Number of awards

04C\$ Category C Not Collected After 1993.
Other Institutional Student Employment - Total dollars
04C# Other Institutional Student Employment - Number awards

04D# Unduplicated Number of Employment, Work-Study, Program Recipients

05 TOTAL (ALL CATEGORIES)

05A\$ Total Dollars Awarded (Sum of \$ records)

05B# Total Number of Awards (Sum of # records)

05C# Total Unduplicated Number of Recipients for All Types of Aid

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S5 Aid Category (Post 2003)

DEFINITION: The student financial aid categories used to collect award amounts and student numbers. There are two records for each code. One record represents the award (\$) dollar amount and the following record represents the (#) number of awards.

FORMAT: alphanumeric - 4 characters

CODES: see chart on following pages

COMMENTS: PCS Schools are labeled (PCS) Aid category codes that are no longer used bear a strike-through on the chart below.

RELATED TO:

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: S5AIDC

DOCUMENTED: 06/15/09 Revised:

Maryland Higher Education Commission
Data Dictionary

CODE

UNDERGRADUATE AID CATEGORIES

Type 1 – Grants	
1101	Federal Pell Grants
1102	Federal Supplemental Educational Opportunity Grants
1103	Other Federal Grants
1104	Educational Assistance Grant
1105	Guaranteed Access Grant
1106	Part-Time Grant
1107	Grants from Private Sources
1108	Institutional Grants
1109	Jack F. Tolbert Memorial Student Grant Program
1110	Academic Competitiveness Grant
1111	National SMART Grant
1112	Early College Access Grant
1113	TEACH Grant
Type 2 – Loans	
1201	Federal Perkins Loans
1202	Federal Subsidized Stafford Loans
1203	Federal Unsubsidized Stafford Loans
1204	Federal Parent Loans for Undergraduate Students (PLUS Loans)
1205	Other Federal Loans
1206	Institutional Loans
1207	Loans from Private Sources
Type 3 – Scholarships	
1301	Child Care Provider Scholarship
1302	Developmental Disabilities, Mental Health, Child Welfare, and Juvenile Justice Workforce Tuition Assistance Program
1303	Distinguished Scholar Award
1304	Delegate Scholarship
1305	Senatorial Scholarship
1306	HOPE Community College Transfer Scholarship
1307	HOPE (General) Scholarship
1308	Distinguished Scholar Teacher Education Award
1309	Maryland Teacher Scholarship
1310	Sharon Christa McAuliffe Memorial Teacher Education Award
1311	State Nursing Scholarship and Living Expenses Grant
1312	Physical and Occupational Therapists and Assistants Grant Program
1313	Science and Technology Scholarship
1314	Edward T. Conroy Memorial Scholarship
1315	Diversity Grants
1316	Federal Scholarships
1317	Institutional Athletic Scholarships
1318	Other Institutional Scholarships
1319	Private Athletic Scholarships
1320	Other Private Scholarships
1321	Tuition Waivers/Remission of Fees to Employees and Dependents
1322	Tuition Waivers/Remission of Fees to Senior Citizens and Disabled

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Maryland Higher Education Commission
Data Dictionary

1323	Tuition Waivers/Remission of Fees to Student
1324	Institutional Scholarships (PCS Schools only)
1325	Scholarships from Private Sources (PCS Schools only)
1326	Distinguished Scholar Community College Transfer Award
1327	Teach For the Health of It
1328	William Donald Schaefer Scholarship
1329	GEAR UP Scholarship
1330	Workforce Shortage Student Assistance Grant
1331	Veterans of Afghanistan and Iraq Conflict Scholarship
	Type 4 – Work Study
1401	Federal Work-Study
1402	Institutional Work-Study/Student Employment

CODE

GRADUATE AID CATEGORIES

	Type 6 – Grants
4601	Federal Sources
4602	Graduate and Professional School Scholarship
4603	Grants from Private Sources
4604	Institutional Grants
4605	TEACH Grant
	Type 7 – Loans
4701	Federal Perkins Loans
4702	Federal Subsidized Stafford Loans
4703	Federal Unsubsidized Stafford Loans
4704	Other Federal Loans
4705	Institutional Loans
4706	Loans from Private Sources
4707	PLUS Loans for Graduate Students
	Type 8 – Scholarships
4801	Developmental Disabilities, Mental Health, Child Welfare, and Juvenile Justice Workforce Tuition Assistance Program
4802	Delegate Scholarship
4803	Senatorial Scholarship
4804	Maryland Teacher Scholarship
4805	Sharon Christa McAuliffe Memorial Teacher Education Award
4806	State Nursing Scholarship and Living Expenses Grant
4807	Physical and Occupational Therapists and Assistants Grant Program
4808	Edward T. Conroy Memorial Scholarship
4809	Diversity Grants
4810	Federal Scholarships
4811	Institutional Athletic Scholarships
4812	Other Institutional Scholarships
4813	Private Athletic Scholarships
4814	Other Private Scholarships
4815	Tuition Waivers/Remission of Fees to Employees and Dependents
4816	Tuition Waivers/Remission of Fees to Senior Citizens and Disabled
4817	Tuition Waivers/Remission of Fees to Student

Maryland Higher Education Commission
Data Dictionary

4818	Teach For the Health of It
4819	William Donald Schaefer Scholarship
4820	Graduate Nursing Faculty Scholarship
4821	Workforce Shortage Student Assistance Grant
	Type 9 – Work Study
4901	Assistantships (Research or Teaching)
4902	Federal Work-Study
4903	Institutional Work-Study/Student Employment

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S5 Aid Reference (Pre 2003)

DEFINITION: A uniform code structure used to categorize aid across public colleges, independent colleges, and private career schools.

FORMAT: numeric - 3 digits

CODES: see next page

COMMENTS: This provides the ability to examine aid across different segments easily. It resolves the differences in aid categories due to the use of three collection forms.

See notes on collection changes in S5 Aid Category.

RELATED TO: S5 Aid Category (Pre 2003)

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: S5AIDREF

DOCUMENTED: 1/1/82 Revised: 6/20/94

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Maryland Higher Education Commission
Data Dictionary

S5 Aid Reference – Pre-2003

UNDERGRADUATE
Grants

	<u>PUB</u>	<u>IND</u>	<u>PCS</u>		
2031	01A\$	01A\$	01A\$	Pell Grants	Dollars
2032	01A#	01A#	01A#	Pell Grants	Award
2051	01B\$	01B\$	01B\$	Suppl. Ed. Opp. Grants	Dollars
2052	01B#	01B#	01B#	Suppl. Ed. Opp. Grants	Award
2071	01C\$	01C\$	01C\$	Voc. Rehab. Grants	Dollars
2072	01C#	01C#	01C#	Voc. Rehab. Grants	Award
2191	01D\$	01D\$	01D\$	Grants (Private Svcs.)	Dollars
2192	01D#	01D#	01D#	Grants (Private Svcs.)	Award
2171	01E\$	01E\$	01E\$	Institutional Grants	Dollars
2172	01E#	01E#	01E#	Institutional Grants	Award
2151	01F\$	01F\$	01F\$	Other Federal Grants	Dollars
2152	01F#	01F#	01F#	Other Federal Grants	Award
2903	01G#	01G#	01G#	Unduplicated Grant Recipients	

Loans

3091	02A\$	02A\$	02A\$	Perkins Loans	Dollars
3092	02A#	02A#	02A#	Perkins Loans	Award
3111	02B\$	02B\$	02B\$	Stafford	Dollars
3112	02B#	02B#	02B#	Stafford	Award
3131	02C\$	02C\$	02C\$	PLUS	Dollars
3132	02C#	02C#	02C#	PLUS	Award
3151	02D\$	02D\$	02D\$	SLS	Dollars
3152	02D#	02D#	02D#	SLS	Award
3171	02E\$	02E\$	02E\$	Institutional Loans	Dollars
3172	02E#	02E#	02E#	Institutional Loans	Award
3191	02F\$	02F\$	02F\$	Loans from Private Services	Dollars
3192	02F#	02F#	02F#	Loans from Private Services	Award
3903	02G#	02G#	02G#	Unduplicated Loan Recipients	

Maryland Higher Education Commission
Data Dictionary

S5 Aid Reference – Pre-2003

				Scholarships	
	<u>PUB</u>	<u>IND</u>	<u>PCS</u>		
4251	03A\$	03A\$		General State Scholarship	Dollars
4252	03A#	03A#		General State Scholarship	Award
4271	03B\$	03B\$		House of Delegates	Dollars
4272	03B#	03B#		House of Delegates	Award
4291	03C\$	03C\$		Senatorial	Dollars
4292	03C#	03C#		Senatorial	Award
4311	03D\$	03D\$		State Distinguished	Dollars
4312	03D#	03D#		State Distinguished	Award
4331			03A\$	Tolbert	Dollars
4332			03A#	Tolbert	Award
4351	03E\$	03E\$	03B\$	Other Commission Scholarships	Dollars
4352	03E#	03E#	03B#	Other Commission Scholarships	Award
4371	03F\$	03F\$	03F\$	Other Race/Deseg	Dollars
4372	03F#	03F#	03F#	Other Race/Deseg	Award
4391	03G\$	03G\$	03C\$	Federal Scholarships	Dollars
4392	03G#	03G#	03C#	Federal Scholarships	Award
4411	03H\$	03H\$		Inst. High Ability	Dollars
4412	03H#	03H#		Inst. High Ability	Award
4431	03I\$	03I\$		Inst. Athletic	Dollars
4432	03I#	03I#		Inst. Athletic	Award
4451	03J\$	03J\$		Other Inst. Scholarships	Dollars
4452	03J#	03J#		Other Inst. Scholarships	Award
4471	03K\$	03K\$		Private High Ability	Dollars
4472	03K#	03K#		Private High Ability	Award
4491	03L\$	03L\$		Private Athletic	Dollars
4492	03L#	03L#		Private Athletic	Award
4511	03M\$	03M\$		Other Private Scholarships	Dollars
4512	03M#	03M#		Other Private Scholarships	Award
4551	03N\$	03N\$		Tuition Waivers, Employees	Dollars
4552	03N#	03N#		Tuition Waivers, Employees	Award

Maryland Higher Education Commission
Data Dictionary

S5 Aid Reference – Pre-2003

	<u>PUB</u>	<u>IND</u>	<u>PCS</u>		
4571	03O\$	03O\$		Tuition Waivers, Svs.	Dollars
4572	03O#	03O#		Tuition Waivers, Svs.	Award
4591	03P\$	03P\$		Tuition Waivers, Students	Dollars
4592	03P#	03P#		Tuition Waivers, Students	Award
4903	03Q#	03Q#	03G#	Unduplicated Number of Scholarship Recipients	

Student Employment

5211	04A\$	04A\$	04A\$	College Work-Study	Dollars
5212	04A#	04A#	04A#	College Work-Study	Award
5231	04B\$	04B\$	04B\$	Institutional Work-Study	Dollars
5232	04B#	04B#	04B#	Institutional Work-Study	Award

Category C Not Collected After 1993.

5451	04C\$	04C\$	04C\$	Other Inst. Student Emp.	Dollars
5452	04C#	04C#	04C#	Other Inst. Student Emp.	Award
5631	04D\$	04D\$		Tuition Waivers in Exch for Work	Dollars
5632	04D#	04D#		Tuition Waivers in Exch for Work	Award
5903	04E#	04E#	04D#	Unduplicated Number of Employment Work-Study Program Recipients	

Total Undergraduate Awards - All Categories

6931	05A\$	05A\$	05A\$		Total Dollars (sum of dollars awarded to all ugrads)
6942	05B#	05B#	05B#		Total Awards (sum of # of ugrad awards)
6953	05C#	05C#	05C#		Total Undup- licated # of Recip- ients for All Types of Aid

Maryland Higher Education Commission
Data Dictionary

S5 Aid Reference – Pre-2003

**GRADUATE/FIRST PROFESSIONAL
Grants/Scholarships/Fellowships**

	<u>PUB</u>	<u>IND</u>		
1391	07A\$	07A\$	Federal Sources	Dollars
1392	07A#	07A#	Federal Sources	Award
1371	07B\$	07B\$	Other Race/Deseg. Grants	Dollars
1372	07B#	07B#	Other Race/Deseg. Grants	Award
1531	07C\$	07C\$	State Scholarships from Commission	Dollars
1532	07C#	07C#	State Scholarships from Commission	Award
1591	07D\$	07D\$	Tuition Waivers (Students)	Dollars
1592	07D#	07D#	Tuition Waivers (Students)	Award
1551	07E\$	07E\$	Tuition Waivers (Employees)	Dollars
1552	07E#	07E#	Tuition Waivers (Employees)	Award
1571	07F\$	07F\$	Tuition Waivers (Sr. Citiz.)	Dollars
1572	07F#	07F#	Tuition Waivers (Sr. Citiz.)	Award
1171	07G\$	07G\$	Institutional Sources	Dollars
1172	07G#	07G#	Institutional Sources	Award
1191	07H\$	07H\$	Private Sources	Dollars
1192	07H#	07H#	Private Sources	Award
1903	07I#	07I#	Unduplicated Number of Recipients of Grants/Scholarships/Fellowships	

Loans

3091	08A\$	08A\$	Perkins	Dollars
3092	08A#	08A#	Perkins	Dollars
3111	08B\$	08B\$	Stafford	Dollars
3112	08B#	08B#	Stafford	Award
3131	08C\$	08C\$	PLUS	Dollars
3132	08C#	08C#	PLUS	Award
3151	08D\$	08D\$	Supplemental (SLS)	Dollars
3152	08D#	08D#	Supplemental (SLS)	Award

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Maryland Higher Education Commission
Data Dictionary

S5 Aid Reference – Pre-2003

	<u>PUB</u>	<u>IND</u>		
3171	08E\$	08E\$	Institutional	Dollars
3172	08E#	08E#	Institutional	Award
3191	08F\$	08F\$	Loans from Private Sources	Dollars
3192	08F#	08F#	Loans from Private Sources	Award
3903	08G#	08G#	Unduplicated Number of Loan Recipients	

Student Employment

5011	09A\$	09A\$	Assistantships	Dollars
5012	09A#	09A#	Assistantships	Award
5211	09B\$	09B\$	College Work Study	Dollars
5212	09B#	09B#	College Work-Study	Award
5231	09C\$	09C\$	Institutional Work-Study	Dollars
5232	09C#	09C#	Institutional Work-Study	Award
5451	09D\$	09D\$	Other Student Employment	Dollars
5452	09D#	09D#	Other Student Employment	Award
5611	09E\$	09E\$	Tuition Waivers Grad. Asst.	Dollars
5612	09E#	09E#	Tuition Waivers Grad. Asst.	Award
5631	09F\$	09F\$	Tuition Waivers-Other Stu. Emp.	Dollars
5632	09F#	09F#	Tuition Waivers-Other Stu. Emp.	Award
5903	09G#	09G#	Unduplicated Number of Employment Work-Study Program Recipients	

**TOTAL GRADUATE/FIRST PROFESSIONAL AWARDS
(ALL CATEGORIES)**

6931	10A\$	10A\$	Total Dollars (sum of dollars awarded)	
6942	10B#	10B#	Total Awards (sum of number of awards)	
6953	10C#	10C#	Total Unduplicated Number of Recipients	

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S1 Line

DEFINITION: The element is used to indicate breakdown of enrollment into a combination of first-time and student level.

FORMAT: numeric - 2 digits

CODES: see following page

COMMENTS: In certain years (77, 79, 81, 83 and 85) a short version was used for independents, collected only totals lines (07 and 14) with no race or sex breakdowns.

RELATED TO: First-time Flag, Fall Student Level

GLOSSARY: FIRST-TIME UNDERGRADUATE, FIRST-TIME GRADUATE, FIRST-TIME FIRST-PROFESSIONAL

SYSTEMS: AGGR

SYSNAME: S1LINE

DOCUMENTED: 1/1/77 Revised 1/1/86, 3/11/2011

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Maryland Higher Education Commission
Data Dictionary

S1 Line

Used through CY 2008

Undergraduate

01 first-time students (freshman/unclassified)
02 other first year (not included in 01)
03 second year
04 third year
05 fourth year and beyond
06 unclassified (not included in 01)
07 total students see comments

Graduate and First-Professional

10 first-time students
11 not used after '87, completed < 1 year (not included in line 01)
12 after '87 all other students (not included in line 01), completed > 1 year
13 not used after '87, unclassified
14 total students see comments

Revised CY 2009

Undergraduate

01 First-time to a college students (freshman/unclassified)
02 Transfer-in students (not included in 01)
03 Continuing Students
04 Concurrent High School students

Graduate

10 first-time graduate students
12 all other students (not included in line 01)

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S3 Page

DEFINITION: Major reporting categories of student applicant data for the S3 collection.

FORMAT: numeric - 1 digit

CODES:

- 1 = undergraduate first-time
- 2 = undergraduate transfer
- 3 = undergraduate first-time MD residents enrolled
- 4 = undergraduate transfer MD residents enrolled
- 5 = graduate first-time
- 6 = graduate transfer
- 7 = first-professional first-time
- 8 = first-professional transfer

additional information is in the S3 collection form and instructions

RELATED TO: S3 Line

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: S3PAGE

DOCUMENTED: 5/1/86 Revised: 9/25/87

-DD508-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

S3 Line

DEFINITION: The element is a combination of geographic origin, attendance, with application, acceptance and enrollment information.

FORMAT: numeric - 2 digits

CODES: see next page

COMMENTS: Additional information is in the S3 collection form and instructions.

RELATED TO: S3 Page

GLOSSARY:

SYSTEMS: AGGR

SYSNAME: S3LINE

DOCUMENTED: 5/1/86 Revised: 9/25/87

-DD509-

Maryland Higher Education Commission
Data Dictionary

S3 Line

I. Undergraduate

- A. Applicants for first-time admission (not previously enrolled in any institution)
 - 1. From within County
 - 1 a. Number who applied
 - 2 b. Number who were accepted
 - 3 c. Number who were actually enrolled
 - 2. From outside of County, but within State
 - 4 a. Number who applied
 - 5 b. Number who were accepted
 - 6 c. Number who were actually enrolled
 - 3. From outside of State
 - 7 a. Number who applied
 - 8 b. Number who were accepted
 - 9 c. Number who were actually enrolled
 - 4. Foreign
 - 10 a. Number who applied
 - 11 b. Number who were accepted
 - 12 c. Number who were actually enrolled
- B. Applicants for transfer from other institutions
 - 1. From within County
 - 13 a. Number who applied
 - 14 b. Number who were accepted
 - 15 c. Number who were actually enrolled
 - 2. From outside of County, but within State
 - 16 a. Number who applied
 - 17 b. Number who were accepted
 - 18 c. Number who were actually enrolled
 - 3. From outside of State
 - 19 a. Number who applied
 - 20 b. Number who were accepted
 - 21 c. Number who were actually enrolled

Maryland Higher Education Commission
Data Dictionary

S3 Line

- 22 4. Foreign
- 23 a. Number who applied
- 24 b. Number who were accepted
- 25 c. Number who were actually enrolled
- 26 C. First-Time Md. Residents actually enrolled. Sum of lines 3 & 6 on
- 27 page 1
- 28 1. Number who were actually enrolled full-time
- 29 a. Number who received formal high school completion (diploma)
- 30 during previous academic year
- 31 b. Number who received high school equivalency (GED) during
- 32 previous academic year
- 33 2. Number who were enrolled part-time
- 34 a. Number who received formal high school completion (diploma)
- 35 during previous academic year
- 36 b. Number who received high school equivalency (GED) during
- 37 previous academic year
- 38 D. Transfer Md. Residents actually enrolled. Sum of lines 15 & 18 on
- 39 page 2
- 40 1. Number who were actually enrolled full-time
- 41 a. Number who graduated from a Maryland community college in the
- 42 previous academic year
- 43 b. All others
- 44 2. Number who were actually enrolled part-time
- 45 a. Number who graduated from a Maryland community college in the
- 46 previous academic year
- 47 b. All others

II. Graduates

- 48 A. Applicants for first-time admission (not previously enrolled at any institution at this
- 49 level)
- 50 1. Previously enrolled in this institution
- 51 a. Number who applied
- 52 b. Number who were accepted
- 53 c. Number who were actually enrolled

Maryland Higher Education Commission
Data Dictionary

S3 Line

- B. Not previously enrolled in this institution
 - 1. From within County
 - 42 a. Number who applied
 - 43 b. Number who were accepted
 - 44 c. Number who were actually enrolled
 - 2. From outside of County, but within State
 - 45 a. Number who applied
 - 46 b. Number who were accepted
 - 47 c. Number who were actually enrolled
 - 3. From outside of State
 - 48 a. Number who applied
 - 49 b. Number who were accepted
 - 50 c. Number who were actually enrolled
 - 4. Foreign
 - 51 a. Number who applied
 - 52 b. Number who were accepted
 - 53 c. Number who were actually enrolled
- B. Applicants for transfer from other institutions
 - 1. From within County
 - 54 a. Number who applied
 - 55 b. Number who were accepted
 - 56 c. Number who were actually enrolled
 - 2. From outside of County, but within State
 - 57 a. Number who applied
 - 58 b. Number who were accepted
 - 59 c. Number who were actually enrolled
 - 3. From outside of State
 - 60 a. Number who applied
 - 61 b. Number who were accepted
 - 62 c. Number who were actually enrolled
 - 4. Foreign
 - 63 a. Number who applied
 - 64 b. Number who were accepted
 - 65 c. Number who were actually enrolled

Maryland Higher Education Commission
Data Dictionary

S3 Line

III. First-Professional (Not used starting in CY 2009)

A. Applicants for first-time admission (not previously enrolled at any institution at this level)

1. Previously enrolled in this institution

- 66 a. Number who applied
- 67 b. Number who were accepted
- 68 c. Number who were actually enrolled

B. Not previously enrolled in this institution

1. From within county

- 69 a. Number who applied
- 70 b. Number who were accepted
- 71 c. Number who were actually enrolled

2. From outside of County, but within State

- 72 a. Number who applied
- 73 b. Number who were accepted
- 74 c. Number who were actually enrolled

3. From outside of State

- 75 a. Number who applied
- 76 b. Number who were accepted
- 77 c. Number who were actually enrolled

4. Foreign

- 78 a. Number who applied
- 79 b. Number who were accepted
- 80 c. Number who were actually enrolled

B. Applicants for transfer from other institutions

1. From within county

- 81 a. Number who applied
- 82 b. Number who were accepted
- 83 c. Number who were actually enrolled

2. From outside of County, but within State

- 84 a. Number who applied
- 85 b. Number who were accepted
- 86 c. Number who were actually enrolled

Maryland Higher Education Commission
Data Dictionary

S3 Line

- 3. From outside of State
 - 87 a. Number who applied
 - 88 b. Number who were accepted
 - 89 c. Number who were actually enrolled

- 4. Foreign
 - 90 a. Number who applied
 - 91 b. Number who were accepted
 - 92 c. Number who were actually enrolled