

MHEC MAC2 Revised Data Collection

Last Update June 2021

Data Layouts and Edits for the following systems:

Enrollment Information System (EIS)

Degree Information System (DIS)

End of Term System (EOTS)

External Credit System (ECS)

Course Information System (CIS)

Student Registration System (SRS)

Financial Aid Information System (FAIS)

Employee Data System (EDS)

Maryland Approved Program Completer System (MAPCS)

Cyber Warrior System (CWS)

Noncredit Workforce Completers System (NWCS)

June 18, 2021 Corrected EDS fields DD24 & DD25 changing from "student" to "employee."

April 28, 2021 Corrected DD links AID Category Code and Amount for FAIS layout.

February 25, 2021 FAIS Parent 1 & 2 Highest Grade Level Completed (DD142 & DD143) updated. If FAFSA Aid Application Status (DD77) = 0, then Parent 1 & 2 Highest Grade Completed should both equal BLANK. If FAFSA Aid Application Status (DD77) = 1, then Parent 1 & 2 Highest Grade Completed should equal 1, 2, 3 or 4.

October 7, 2020 Added NWCS layout to this workbook. This is a new system that is due on a pilot basis for selected community colleges on December 1, 2020. See pilot schedule on the data website.

July 3, 2020 Added NCI layout to this workbook. Expanded MAPCS program code field from 4 to 6 digits with a decimal (9999.99), added last name, first name and Capstone Location (Capstone is optional for 2020) to MAPCS. Corrected EIS and CWS last name field to link to proper DD10 Data Cookbook item.

MAC2 Enrollment Information System (EIS)

Field Edit Checks

One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 00000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	3	35	Alphabetic	Last Name	DD10	Must not be blank or numeric	Student's Last Name (no numbers)
10	1	35	Alphabetic	First Name	DD11	Must not be blank or numeric	Student's First Name (no numbers)
11	0	35	Alphabetic	Middle Name	DD12	May be blank	Student's Middle Name (no numbers)
12	0	10	Alphabetic	Generation Suffix	DD13	Must not be Miss, Mr, Mrs,Ms, etc.	May be blank or JR, II, III, IV, etc.
13	1	1	Digit	Gender	DD21	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
14	8	8	Digits	Birthdate	DD27	Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day(19890000). Can be 00000000 if unknown.	Student's date of birth. Format: YYYYMMDD
15	5	5	Digits	Application Zip Code	DD28	Must be 5 digits, if unknown use 00000.	ZIP Code of permanent legal residence of student at time of application and admission.
16	0	4	Digits	Application Zip Code + 4	DD28.1	May be blank if unknown otherwise 4 digits	ZIP Code Extension (+4)of permanent legal residence of student at time of application and admission.
17	5	5	Digits	Current Zip Code	DD29	Must be 5 digits, if unknown use 00000.	ZIP Code of current residence of student.
18	0	4	Digits	Current Zip Code + 4	DD29.1	May be blank if unknown otherwise 4 digits	ZIP Code Extension (+4) of current residence of student.

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Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
19	3	3	Digits	Geographic Origin	DD23	Must not be blank. Use "000" for Unknown.	Permanent legal residence of student at time of application and admission.
20	1	1	Digit	Residency Code	DD110	Must not be blank. Must be 1 or 2.	1 = MD resident, 2 = Non-resident
21	1	1	Digit	US Citizenship	DD24	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
22	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
23	0	1	Digit	White	DD26.1	Must be 1 or blank.	Student identifies with White Race category.
24	0	1	Digit	Black/African American	DD26.2	Must be 2 or blank.	Student identifies with Black Race category.
25	0	1	Digit	Asian	DD26.3	Must be 3 or blank.	Student identifies with Asian Race category.
26	0	1	Digit	American Indian/ Native Alaskan	DD26.4	Must be 4 or blank.	Student identifies with Native American Race category.
27	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.
28	1	1	Digit	Tuition Status	DD32	Must be 1, 2, 3, 4, 5 for public. Must be 4 for independent.	Tuition basis on which student pays fees.
29	6	6	Digits	Program Taxonomy	DD31	Must be found in the program inventory with degree level. Must be 6 digits. Blank not allowed.	MHEC academic program code student is enrolled.
30	2	2	Digits	Degree Sought	DD30	Must be found in the program inventory with program taxonomy. Must be 2 digits. Blank not allowed. If HS student must be "47" non-degree.	Degree code associated with program taxonomy that student is seeking or non-degree.
31	1	1	Digit	First-time Flag	DD37	Blank not valid. If 1 (First-time undergraduate students) report admission data fields(37-52). If 5 (New transfer) report data fields (37-53) . If 3 or 4 (Graduate students) or if 0 (Concurrent HS students) or if 2 (Continuing UG student) do not report data fields(37-53).	Identifies whether student is: (0) concurrent/dual High School student; (1) first-time to college; (2) continuing Undergraduate; (3) first-time to Graduate school; (4) continuing Graduate student; (5) Undergraduate transfer .
32	1	5	Decimal	Term Credit Hours Attempted	DD42	Must not be blank. Warning if 0.00.	Number of credit hours student is registered for term. (numeric, no more than 2 decimal places, include decimal point).
33	1	1	Digit	Term Attendance	DD111	Must not be blank. Must 1 or 2.	Full or part-time status of student for term reported.
34	2	2	Digits	Term Student Level	DD35	Must not be blank. Must be 01, 02, 03 ,04 ,05 ,06 ,07, 08.	Student Level.
35	1	1	Digit	Distance Education Enrollment	DD100	Must not be blank. Must be 1, 2, or 3.	Student distance education enrollment: 1-All courses; 2-Some; 3-None.

MAC2 Enrollment Information System (EIS)

Field Edit Checks

One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
36	0	1	Digit	Distance Education Location	DD101	Report only If DE enrollment (DD100) is 1(Enrolled exclusively in distance education courses). Valid codes are 1, 2, 3, 4 or blank.	Student Location if enrolled exclusively in Distance Education
37	0	6	Digits	High School Code	DD40	If New Student HS College Board code requested. Blank if Unknown. If MD HS must match code in HS file. Notify MHEC of new MD codes. Leave blank for graduate students, continuing UG students, and concurrent HS students.	The identity of the high school from which the student graduated. (College Board)
38	0	8	Digits	High School Graduation Date	DD107	If New Student enter YYYYMMDD. If MMDD unknown enter YYYY0000. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Date that student graduated from HS. YYYYMMDD
39	0	4	Decimal	High School GPA	DD108	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	High school GPA used by institution to determine eligibility for admission. Numeric, no more than two significant decimal places, include decimal point.
40	0	3	Digits	SAT Math Score	DD53	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	College Board SAT Math score.
41	0	3	Digits	SAT Verbal Score	DD54	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	College Board SAT Reading/Critical Reasoning score.
42	0	3	Digits	SAT Writing Score	DD106	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	College Board SAT Writing score.
43	0	2	Digits	ACT Math Score	DD56	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Math score as reported to institution.
44	0	2	Digits	ACT English Score	DD55	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT English score as reported to institution.
45	0	2	Digits	ACT Reading Score	DD57	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Reading score as reported to institution.
46	0	2	Digits	ACT Science Score	DD58	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Science score as reported to institution.
47	0	2	Digits	ACT Composite Score	DD59	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	ACT Composite score as reported to institution.
48	0	1	Digit	Admission Test Flag	DD109	If New Student (first-time or transfer) use code 0 thru 6 . Leave blank for graduate students, continuing UG students, and concurrent HS students.	Flag to indicate whether SAT/ACT is required for admission.
49	0	1	Digit	Admission Exemption	DD38	If New Student blank or 1 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Code to indicate how student first admitted in reporting.

MAC2 Enrollment Information System (EIS)

Field Edit Checks

One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
50	0	1	Digit	Math Remedial Assessment	DD45	If New Student (first-time or transfer) blank, 1, 2, 3 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Standard remedial 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)
51	0	1	Digit	English Remedial Assessment	DD46	If New Student (first-time or transfer) blank, 1, 2, 3 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Standard remedial code.
52	0	1	Digit	Reading Remedial Assessment	DD47	If New Student (first-time or transfer) blank, 1, 2, 3 is valid. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Standard remedial code.
53	0	8	Digits	Sending OPEID	DD152	For UG transfer student enter OPEID of most recent college. Validate OPEID in federal code table. For unknown use code 26009900. Leave blank for graduate students, first-time students, concurrent HS students, and continuing students.	Sending OPEID for UG transfer student.
54	0	1	Digit	Freeze Flag	DD2.1	Blank or 1 is valid.	Flag set to 1 to indicate student is enrolled for credit on the census date of fall or spring. If set to "1", the Fall Term (1) record is included in IPEDS Fall Enrollment as of institution's official fall reporting date. For students excluded from the census leave blank.
55	1	1	Digit	Military Status	DD145	Must not be blank. Must be 1, 2, 3, 4, or 5.	Identifies whether student is: 1 = Active duty member of any of the US Armed Forces 2 = Veteran or former active duty member of any of the US Uniformed Forces 3 = Reserve duty member of any of the US Armed Forces, including the National Guard 4 = Spouse or dependent child of an active, reserve, or former member of the US Uniformed Forces 5 = None of the above
56	0	3	Digits	SAT Math Score 2016	DD147	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Revised College Board SAT Math score starting 2016. Minimum Score = 200, Maximum Score = 800.
57	0	3	Digits	SAT EBRW Score 2016	DD148	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	New College Board SAT Evidence-Based Reading and Writing score starting 2016. Minimum Score = 200, Maximum Score = 800

MAC2 Degree Information System (DIS)

Field Edit Checks

One record per award per major per student submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with Term upload selection of Annual code 9.	Use Term Identifier (Annual -9)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	8	8	Digits	Degree Date	DD112	Must be valid date, or if DD in unknown use YYYYMM00.	Calendar Date in which the degree was conferred. (YYYYMMDD)
10	2	2	Digits	Degree Sought	DD30	Blank not valid. Valid codes are 10, 20, 30, 40, 50, 60, 65,70, 81, 85, 86, 99.	MHEC code of degree conferred or multiple major(99).
11	6	6	Digits	Program Taxonomy	DD31	Blank not valid. Must be 6 digit code with degree code in program inventory.	MHEC taxonomy for program associated with degree conferred or multiple major.
12	0	8	Digits	First Major Link	DD113	Must be link to degree conferred (valid degree code and program taxonomy in institution's approved program inventory). Leave blank if not a multiple major.	2 digit degree code and 6 digit program taxonomy of the degree conferred.
13	0	4	Decimal	Cumulative GPA	DD52	Blank valid. Valid Range is 0.00 through 4.90	Student's current grade point average on a 4 point scale as defined by institution. For students not on a 4 point scale, convert the GPA to a 4 point scale or report blank. 2 Decimal places (include decimal point).

MAC2 Degree Information System (DIS)

Field Edit Checks

One record per award per major per student submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
14	2	6	Decimal	Cumulative Native Credits Earned	DD44	Blank not valid. Credit range from 3-400.	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. Decimal format, two decimal places (include decimal point).
15	2	6	Decimal	Cumulative Degree Credits Hours Awarded	DD114	Blank not valid.	Total credits earned toward this degree from all sources. Decimal format, two decimal places (include decimal point).
16	0	1	Alphabetic	Prior Degree Flag	DD115	Must be Y or blank.	Y (YES) if a prior degree by date degree was conferred at the same level at the same institution.
17	1	1	Digit	Entry Term	DD116	Blank not valid. Must be 1, 2, 3, or 4.	Term of initial enrollment at this institution as degree-seeking student.
18	4	4	Digits	Entry Year	DD117	Blank not valid. Must be 4 digit year.	Year of initial enrollment at this institution as degree-seeking student.
19	0	1	Digit	Reverse Transfer Flag	DD118	Must be blank or Y.	Indicates a degree awarded through reverse transfer. Y= Reverse transfer, all others blank.
20	2	3	Digits	Credit Hours Required to Earn Award	DD105	Edits Minimum 12 - Certificates, 60 - Associate, 120 - Bachelor's. Blank valid only for graduate awards above Master's if credits undetermined.	Number of credits required to complete the certificate or degree earned. NO Decimal point, whole numbers only. Blank valid only for graduate awards above Master's level if credits undetermined.
21	4	19	Digits	DO NOT USE THIS FIELD. Teacher Candidate (As of reporting year 2018-19, data element no longer in use)	DD144	As of 2018-19 reporting year, data element no longer in use however, cvs file must still account for the field as blank with two commas and no space between (,,). Teacher Education data are now reported in the Maryland Approved Program Completer System (MAPCS).	As of 2018-19 reporting year, data element no longer in use however, cvs file must still account for the field as blank with two commas and no space between (,,). Teacher Education data are now reported in the Maryland Approved Program Completer System (MAPCS).
22	1	1	Digit	Gender	DD21	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
23	1	1	Digit	US Citizenship	DD24	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
24	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
25	0	1	Digit	White	DD26.1	Must be 1 or blank.	Student identifies with White Race category.

MAC2 Degree Information System (DIS)

Field Edit Checks

One record per award per major per student submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
26	0	1	Digit	Black/African American	DD26.2	Must be 2 or blank.	Student identifies with Black Race category.
27	0	1	Digit	Asian	DD26.3	Must be 3 or blank.	Student identifies with Asian Race category.
28	0	1	Digit	American Indian/ Native Alaskan	DD26.4	Must be 4 or blank.	Student identifies with Native American Race category.
29	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.
30	8	8	Digits	Birthdate	DD27	Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day(19890000). Can be 00000000 if unknown.	Sudent's date of birth. Format: YYYYMMDD

MAC2 End-of-Term System (EOTS)

Field Edit Checks

One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	1	5	Decimal	Term Native Credit Hours Registered	DD134	Blank not valid.	Number of credit hours student is registered for term. Include courses that may not earn credit towards award such as audited and remedial courses. (2 decimal places include decimal point).
10	1	5	Decimal	Term Native Degree Credit Hours Attempted	DD135	Blank not valid.	Number of credit hours student is registered for term that can apply to an award. (2 decimal places include decimal point).
11	1	5	Decimal	Term Native Degree Credit Hours Earned	DD136	Blank not valid.	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.(include decimal point)
12	0	4	Decimal	Term GPA	DD137	Blank valid. Valid Range is 0.00 through 4.90	Student's current grade point average on a 4 point scale as defined by institution. For students not on a 4 point scale, convert the GPA to a 4 point scale or report blank. 2 Decimal places (include decimal point).

MAC2 End-of-Term System (EOTS)

Field Edit Checks

One record per student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
13	1	6	Decimal	Cumulative Native Credit Hours Earned	DD44	Blank not valid.	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.
14	0	4	Decimal	Cumulative GPA	DD52	Blank valid. Valid Range is 0.00 through 4.90	Student's current grade point average on a 4 point scale as defined by institution. For students not on a 4 point scale, convert the GPA to a 4 point scale or report blank. 2 Decimal places (include decimal point).
15	1	6	Decimal	Cumulative Credit Hours Awarded	DD138	Blank not valid. Must be >= Cumulative Native Credit Hours Earned.	Current credit hours awarded by reporting institution including native credit hours as well as transfer credit, AP, IB, ACE, CLEP, etc. in decimal format, two decimal places, include decimal point.
16	0	1	Alphabetic	Term Academic Standing	DD139	Blank valid for public institutions. Independents valid codes are G, P, N.	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 period in courses for which degree credit has been earned.
17	0	1	Alphabetic	First Math Grade	DD48	Valid codes are A, B, C, D, F, P and blank.	The final grade in the first math credit course taken for which a student can earn credit towards a formal award.
18	0	1	Alphabetic	First English Grade	DD50	Valid codes are A, B, C, D, F, P and blank.	The final grade in the first English credit course taken for which a student can earn credit towards a formal award.
19	0	1	Digit	EOTS-EIS Match Flag	DD149	1= Record contains EOTS data and is matched to a record in EIS 2= Record contains EOTS data and is NOT matched to a record in EIS 3= Record is a placeholder that contains no EOTS data and is matched to a record in EIS	The EOTS-EIS Match Flag is used to identify enrollment patterns as well as to assist in managing and validating file submissions. For most record the flag will be set to 1. For an EOTS record without and matching EIS record the flag should be set to 2. When set to 3 only student identification data is reported all other fields are reported as 0 or blank as appropriate.

MAC2 External Credit System (ECS)

Field Edit Checks

One record per undergraduate student receiving award per source of credit submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term of Annual code = 9.	Use Term Identifier (Annual -9)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	6	6	Decimal	External Credits Awarded	DD140	Blank not valid. Check range from 1.00 to 200.00.	The number of credit hours awarded for course work, examinations, or other learning experiences administered by another postsecondary institution or other entity. 2 decimal places, include decimal point.
10	8	8	Digits	Source OPEID	DD153	Blank not valid. Must be 8 digits. Validate OPEID in MHEC and federal code table.	OPEID Code for the postsecondary institution or source of credit. Consult DD3 codes for institutions and codes for other sources of credit: AP, IB, CLEP, etc.

MAC2 Course Information System (CIS)

Field Edit Checks

One record per session per section per course per term (Undergraduate Level)

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	1	6	Alpha/ Numeric	Course Subject	DD119	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
6	1	6	Alpha/ Numeric	Course Number	DD120	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
7	1	6	Alpha/ Numeric	Section Number	DD121	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
8	1	3	Alpha/ Numeric	Course Session	DD146	Blank not valid. Must match SRS coding.	Institution's preferred code. Same codes must be used in both CIS and SRS.
9	0	1	Digit	Full-time or Part-time Status Instructor	DD86	Valid codes are 1 and 2. Blank valid if unknown.	Number of hours worked per week.
10	0	4	Digits	Date of Initial Employment of Instructor	DD87	Use valid MM is 01-12 and valid 2 digit year . If unknown use 0000.	Month and year when hired. (MMYY)
11	2	2	Digits	Principal Occupational Assignment of Instructor	DD89	Valid codes are 11-19 and 21-31. Blank not valid, if unknown use 00.	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
12	0	1	Digit	Academic Tenure Status of Instructor	DD91	Valid codes are 1, 2, 3, or 4. Blank valid if unknown.	Status of staff having academic rank as related to permanence of the position. Code "1" for tenured. Code "2" for tenure-track. Code "3" for non-tenure-track. Code "4" for not applicable or non-faculty.
13	0	1	Digit	Highest Degree Attained by Instructor	DD95	Valid codes are 0 through 9. Blank valid if unknown.	The highest award conferred to employee by an institution of higher education.

MAC2 Course Information System (CIS)

Field Edit Checks

One record per session per section per course per term (Undergraduate Level)

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
14	0	1	Digit	Appointment Status of Instructor	DD97	Valid codes are 1 or 2. Blank valid if unknown.	1=Permanent 2=Temporary
15	1	1	Digit	Remedial Math	DD122	Blank not valid. Must be 1 or 0.	1=remedial course in Math 0=Not a remedial course in Math
16	1	1	Digit	Remedial English	DD123	Blank not valid. Must be 1 or 0.	1=remedial course in English 0=Not a remedial course in English
17	1	1	Digit	Remedial Reading	DD124	Blank not valid. Must be 1 or 0.	1=remedial course in Reading 0=Not a remedial course in Reading
18	1	1	Alphabetic	Instruction Type	DD125	Blank not valid. Must be A, B, C, D, E, F, or G.	Indicates whether the instructional modality is traditional face-to-face or includes significant mediation via technology. See data dictionary for codes.
19	2	2	Digits	Instructional Location	DD126	Blank not valid. Must be 01, 02, 11-18, 31 or 51.	Identifies whether the course is offered at the main campus, a branch campus, a Regional Higher Education Center, off-campus site, or through distance learning.

MAC2 Student Registration System (SRS)

Field Edit Checks

One record per course session per undergraduate student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	1	6	Alpha/ Numeric	Course Subject	DD119	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
10	1	6	Alpha/ Numeric	Course Number	DD120	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
11	1	6	Alpha/ Numeric	Section Number	DD121	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
12	1	3	Alpha/ Numeric	Course Session	DD146	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
13	1	5	Decimal	Course Hours	DD127	Blank not valid. Valid range > 0 and < 99.99	Number of hours attempted for this course. (numeric, no more than 2 decimal places, include decimal point).
14	1	1	Digit	Course Hour Type Flag	DD128	Blank not valid. Valid codes are 1, 2 or 3.	1=Credit Bearing 2=Non-Credit Bearing 3=Credit Bearing Course but Non-Credit for Student(eg. Auditor)

MAC2 Student Registration System (SRS)

Field Edit Checks

One record per course session per undergraduate student per term

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
15	1	1	Alphabetic	Entry-Level Credit Bearing Math	DD129	Blank not valid. Valid codes are Y or N.	N=not an entry-level credit bearing math course Y=entry-level credit bearing math course
16	1	1	Alphabetic	Entry-Level Credit Bearing English	DD130	Blank not valid. Valid codes are Y or N.	N=not an entry-level credit bearing English course Y=entry-level credit bearing English course
17	1	1	Alphabetic	Course Outcome	DD133	Blank not valid. Valid codes are P, F, A, W, I, or Z.	Indicates whether the course is Passed(P), Failed(F), Audit(A), Withdrawn(W), Incomplete(I) or Unresolved(Z).

MAC2 Financial Aid Information System (FAIS)

Field Edit Checks

One record per student per award type and amount submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with upload selection for term.	Use Term Identifier (Annual - 9)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	1	1	Digit	Gender	DD21	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
10	1	1	Digit	Financial Aid Application Status	DD77	Blank not valid. Must be 0 or 1.	Code that indicates whether student applied for aid by completing FAFSA.
11	0	1	Digit	Parent 1 Highest Grade Level Completed	DD142	Valid codes are 1, 2, 3, or 4. Blank valid.	As reported on the FAFSA, the level of education achieved by the birth or adoptive Parent 1.
12	0	1	Digit	Parent 2 Highest Grade Level Completed	DD143	Valid codes are 1, 2, 3, or 4. Blank valid.	As reported on the FAFSA, the level of education achieved by the birth or adoptive Parent 2.
13	1	1	Digit	Fall Attendance	DD33	Valid codes are 1 (full-time), 2 (part-time) and 0(not enrolled).	Full or part-time status of student for term reported.
14	1	1	Digit	Spring Attendance	DD34	Valid codes are 1 (full-time), 2 (part-time) and 0(not enrolled).	Full or part-time status of student for term reported.
15	1	2	Digits	Family Size	DD78	Blank not valid, use 0 for unknown. Warning if > 15.	Number of people the student's family supported in the past year.
16	1	1	Digit	Dependency Status	DD79	Blank not valid, use 0 for unknown, 1 for dependent, and 2 for Independent.	As reported on the FAFSA, report Federal definition of dependency status.
17	1	1	Digit	Commuter Status	DD80	Blank not valid, use 0 for unknown, 1 for on campus, and 2 for with parents/other relatives, 3 Off Campus.	As reported on the FAFSA, report Federal definition of commuter status while enrolled.
18	1	7	Digits	Expected Family Contribution	DD81	Blank not valid. Full dollar amount (no decimals). If unknown enter 9999999. If Federal Aid received or FAFSA filed EFC cannot be unknown.	As reported on the FAFSA, report the amount of money the student's family is expected to contribute toward college. (Whole dollars)

MAC2 Financial Aid Information System (FAIS)

Field Edit Checks

One record per student per award type and amount submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
19	1	6	Digits	Cost of Attendance	DD82	Blank not valid. Full dollar amount (no decimals). Valid range >0 and < 999999. Warnings for High or Low cost of attendance.	Report the cost of attending your institution. (Whole dollars)
20	1	8	Digits	Adjusted Gross Income	DD83	Blank not valid. Full dollar amount (no decimals). If unknown enter 99999999. If negative enter 0. Valid Range 0 to 99999999.	As reported on the FAFSA, report the adjusted gross income received by students and parents as reported on the FAFSA. (Whole dollars)
21	4	4	Digits	Aid Category Code	DD84	Must be 4 digits. Code must exist in FA table.	Report the aid category code that corresponds to the type of aid received.
22	1	6	Digits	Amount of Award	DD85	Blank not valid. Amount matched with Aid Code minimum and maximum.	Report the total award amount for each unique aid category. (Whole dollars)
23	1	1	Digit	US Citizenship	DD24	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
24	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
25	0	1	Digit	White	DD26.1	Must be 1 or blank.	Student identifies with White Race category.
26	0	1	Digit	Black/African American	DD26.2	Must be 2 or blank.	Student identifies with Black Race category.
27	0	1	Digit	Asian	DD26.3	Must be 3 or blank.	Student identifies with Asian Race category.
28	0	1	Digit	American Indian/ Native Alaskan	DD26.4	Must be 4 or blank.	Student identifies with Native American Race category.
29	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.

MAC2 Employee Data System (EDS)

File Edit Checks

One record per employee as of specified date submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must be fall term.	Use Term Identifier Fall -1
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative employee identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	1	1	Digit	Gender	DD21	Blank not valid. Valid codes are 1, 2, 3, or 4.	Employee gender or assigned gender if unknown.
8	8	8	Digits	Birthdate	DD27	Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day(19890000). Report 00000000 if unknown.	Employee's date of birth. (YYYYMMDD)
9	1	1	Digit	Full-time / Part-time Status	DD86	Blank not valid. Valid codes are 1 (Full-time) or 2 (Part-time).	Number of hours worked per week.
10	4	4	Digits	Date of Initial Employment	DD87	Blank not valid. Must be valid 2 digit month and 2 digit year (MMYY).	Month and year when hired.
11	4	4	Digits	Date Employed in Current Faculty Rank/Position	DD88	Blank not valid. Must be valid 2 digit month and 2 digit year (MMYY).	Effective date of appointment to current faculty position. (MMYY)
12	2	2	Digits	Principal Occupational Assignment	DD89	Blank not valid. Valid codes are 2 digits (00 and 11 thru 19 and 21 thru 31).	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
13	1	1	Digit	Academic Rank	DD90	Blank not valid. Valid codes are 1 digit (1 thru 7).	Institution's criteria for classifying faculty as professor, assistant professor, associate professor, Instructor, and Lecturer
14	1	1	Decimal	Academic Tenure Status	DD91	Blank not valid. Valid codes are 1, 2, 3, or 4.	Status of staff having academic rank as related to permanence of position.
15	2	2	Digits	Program Assignment	DD92	Blank not valid. Must be 2 digits (01-23, 49-56, 96-99). Crosschecked with Field 12 Principal Occupational Assignment.	Institution's "2 digit" taxonomy of the HEGIS program or department to which staff is assigned.
16	0	1	Digit	Graduate Assistant Flag	DD102	Valid codes are blank or 1.	1=Graduate Assistant blank if not graduate assistant

MAC2 Employee Data System (EDS)

File Edit Checks

One record per employee as of specified date submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
17	0	1	Digit	Instruction Sub-Code	DD103	Valid codes are 1, 2, 3 or blank.	1 = Exclusively Credit 2 = Exclusively not-for-credit 3 = Combination credit/not-for-credit Blank = employee not primarily instruction
18	1	1	Digit	Employment Contract Renewable Flag	DD104	Blank not valid. Valid codes are 1, 2, 3 or 4.	1 = Multi-year contract renewable 2 = Annual contract renewable 3 = Less than annual Contract/Other/no contract at all 4 = Indefinite duration contract (continuing or at-will) Blank not valid
19	1	1	Digit	Contract	DD93	Blank not valid. Valid codes are 4, 5, 6, 7, 9.	Employee's salary contract type. 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)
20	6	6	Digit	Salary/Wage	DD94	Blank not valid. 6 digits - Full dollar amount (no decimals).	Total yearly salary to nearest whole dollar or 000001 = Unknown 000007 = Faculty on leave without pay 000008 = An employee on military pay scale 000009 = members of religious orders whose services are valued by bookkeeping entries
21	1	1	Digit	Highest Degree Attained	DD95	Blank not valid. Valid codes are 0 through 9.	The highest award conferred to employee by an institution of higher education.
22	1	1	Digit	Promotion	DD96	Blank not valid. Valid codes are 1, 2, 3 or 9.	Professional employee promoted during the last 12 months. 1 = Yes 2 = No 3 = Non-Professional Employee 9 = Unknown
23	1	1	Digit	Appointment Status	DD97	Must not be blank. Must be 1 or 2.	1=Permanent 2=Temporary
24	1	1	Digit	US Citizenship	DD24	Must not be blank. Must be 1 or 2.	Identifies whether employee is in the US Citizenship group or not.
25	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Must be Y or N or blank if unknown.	Identifies whether employee is of Hispanic or Latino origin.
26	0	1	Digit	White	DD26.1	Must be 1 or blank.	Employee identifies with White Race category.

MAC2 Employee Data System (EDS)

File Edit Checks

One record per employee as of specified date submitted 1 time a year.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
27	0	1	Digit	Black/African American	DD26.2	Must be 2 or blank.	Employee identifies with Black Race category.
28	0	1	Digit	Asian	DD26.3	Must be 3 or blank.	Employee identifies with Asian Race category.
29	0	1	Digit	American Indian/ Native Alaskan	DD26.4	Must be 4 or blank.	Employee identifies with Native American Race category.
30	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Must be 5 or blank.	Employee identifies with Native Hawaiian/ Pacific Islander category.

MAC2 Maryland Approved Program Completer System (MAPCS)

One record per student per completion of a Maryland State Approved Professional Education Program submitted 1 time per year.

This collection should contain data on students who complete a Maryland State Approved Professional Education Program (degree and non-degree) in the collection period.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
1	1	1	Digit	Collection Term	DD2	Must correspond with Term upload selection of Annual code 8.	Use Term Identifier (Annual MAPCS Cycle - 8)
2	4	4	Digits	Collection Year	DD1	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	DD3	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	DD4	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	DD5	Must be 9 digits. Must not be 000000000 or 999999999.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	1	1	Digit	Identification Number Type	DD6	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	DD8	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	DD9	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	1	1	Digit	Gender	DD21	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
10	1	1	Digit	US Citizenship	DD24	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
11	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
12	0	1	Digit	White	DD26.1	Must be 1 or blank.	Student identifies with White Race category.
13	0	1	Digit	Black/African American	DD26.2	Must be 2 or blank.	Student identifies with Black Race category.
14	0	1	Digit	Asian	DD26.3	Must be 3 or blank.	Student identifies with Asian Race category.
15	0	1	Digit	American Indian/ Native Alaskan	DD26.4	Must be 4 or blank.	Student identifies with Native American Race category.
16	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.
17	1	1	Digit	Entry Term	DD116	Blank not valid. Must be 1, 2, 3, or 4.	Term of initial enrollment at this institution.
18	4	4	Digits	Entry Year	DD117	Blank not valid. Must be 4 digit year.	Year of initial enrollment at this institution.

MAC2 Maryland Approved Program Completer System (MAPCS)

One record per student per completion of a Maryland State Approved Professional Education Program submitted 1 time per year.

This collection should contain data on students who complete a Maryland State Approved Professional Education Program (degree and non-degree) in the collection period.

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
19	8	8	Digits	Degree Date	DD112	Must be valid date, or if DD unknown use YYYYMM00.	Calendar Date in which the degree was conferred or the program was completed (if no degree conferred). (YYYYMMDD)
20	2	2	Digits	Degree Sought	DD30	Blank not valid. Valid codes are 40, 60, 47, 87 or 00.	Valid bachelor degree (40) or master's degree (60) code or non-degree code undergraduate(47), non-degree graduate (87) or unknown (00).
21	8	8	Digits	Birthdate	DD27	Sudent's date of birth. Format: YYYYMMDD	
22	6	6	Decimal	Program Completion Code	DD144	Blank not valid. Element expanded to 6 digits. 9999.99 Include decimal. Please see list of codes.	Identifies the Maryland State Approved Professional Education program completed by each student. Code list is maintained by MHEC. Include decimal. See List of Codes.
23	3	3	Digits	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.	
24	1	1	Digit	Residency Code	DD110	1 = MD resident, 2 = Non-resident	Indicates whether or not the student is a current resident of Maryland.
25	1	1	Digit	Military Status	DD145	Blank not valid. Must be 1, 2, 3, 4 , or 5.	Identifies whether student is: 1 = Active duty member of any of the US Armed Forces 2 = Veteran or former active duty member of any of the US Uniformed Forces 3 = Reserve duty member of any of the US Armed Forces, including the National Guard 4 = Spouse or dependent child of an active, reserve, or former member of the US Uniformed Forces 5 = None of the above
26	6	6	Digit	CIP Code	DD73	Use 13.9999 for MAPCS 9999.00	The Classification of Instructional Programs (CIP) code for the instructional program area of the student. Report the CIP code that corresponds to that on the Academic Program Inventory.
27	3	35	Character	Last Name	DD10	Must not be blank or numeric	Last Name (no numbers)
28	1	35	Character	First Name	DD11	Must not be blank or numeric	First Name (no numbers)
29	3	3	Digit	Capstone Location (optional for 2020 submission)	DD156	Blank not valid. Numeric.	Identifies the county or state where the student completed an edTPA and/or final internship to fulfill requirements for the MPACS program code being reported. See List of Codes.

Cyber Warrior System (CWS)
Due annually by December 1st
One row per student per enrollment or completion
BCCC, BSU, CSU, MSU, UMES only

Item #	Field Size	Field Type	Data Element	Data Dictionary Reference	Description
1	1	numeric	Collection Term	DD2	For the Cyber Warrior System, please select "7". It is important to select this option for an annual collection rather than 8 or 9 as both 8 and 9 are tied to specific date ranges that apply to all institutions. The date range for data to be included in CWS collection (code of 7) is: December 2nd to December 1st. For example, the 2020 collection will contain enrollments and completions between December 2, 2019 and December 1, 2020. Blank NOT allowed.
2	4	numeric	Collection Year	DD1	Indicate the collection year as defined by the academic year at your institution. YYYY. Blank NOT allowed. For example, the 2019-2020 collection year (2019-2020 academic year) should be recorded as 2020.
3	8	numeric	OPEID (FICE+2)	DD3	Institution identifier using OPEID codes; Blank NOT allowed.
4	9	numeric	Identification Number (SSN)	DD5	The student'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. Blank NOT allowed
5	1	numeric	Identification Number Type	DD6	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. Use Codes: 1= Valid social security number (SSN) 2= Institution assigned student identification number 3= ITIN (nine digit number that begins with the number 9) Blank NOT allowed
6	10	alpha-numeric	Local Campus Student ID	DD8	A unique institution-assigned student identifier for the use of the institution to cross reference individual students. Alphanumeric and symbolic - up to 10 characters. Blank allowed if not issued at institution.
7	10	numeric	State Assigned Student Identifier	DD9	A unique state assigned student identifier (SASID) assigned exclusively by the Maryland State Department of Education (MSDE). The SASID is important so that Maryland has the ability to identify each individual student within the Maryland educational system. Blank allowed.
8	35	alphabetic	Last Name	DD10	Student's last name (no numbers); Blank NOT allowed
9	35	alphabetic	First Name	DD11	Student's first name (no numbers); Blank NOT allowed
10	35	alphabetic	Middle Name	DD12	Student's middle name (no numbers); Blank allowed

Cyber Warrior System (CWS)
Due annually by December 1st
One row per student per enrollment or completion
BCCC, BSU, CSU, MSU, UMES only

Item #	Field Size	Field Type	Data Element	Data Dictionary Reference	Description
11	1	numeric	Gender	DD21	1=Male, 2=Female; 3 = Unknown, male assigned; 4 = Unknown, female assigned; Blank NOT allowed
12	8	numeric	Birthdate	DD27	Student's date of birth (YYYYMMDD). Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day(19890000). Can be 00000000 if unknown. Blank NOT allowed
13	5	numeric	Current Zip Code	DD29	Zip code of current residence; 00000 for unknown; 99999 for non-US zip code. Blank NOT allowed
14	1	numeric	Residency	DD110	1=Maryland resident, 2=Non-resident. Blank NOT allowed.
15	1	numeric	US Citizenship	DD24	The identification of whether a student is a US citizen. The determination 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. 1=US citizenship group, including US citizens, US nationals, resident aliens, and other eligible non-citizens; 2=non-resident alien (aka "foreign"). Blank NOT allowed.
16	1	alphabetic	Hispanic/Latino Ethnicity	DD25	Y or N; Identifies whether student is of Hispanic or Latino origin. Blank if unknown.
17	1	numeric	White	DD26.1	Enter 1 if student identifies with White race category. Blank if unknown or student does not identify with the race category.
18	1	numeric	Black	DD26.2	Enter 2 if student identifies with Black race category. Blank if unknown or student does not identify with the race category.
19	1	numeric	Asian	DD26.3	Enter 3 if student identifies with Asian race category. Blank if unknown or student does not identify with the race category.
20	1	numeric	American Indian/ Native Alaskan	DD26.4	Enter 4 if student identifies with American Indian/Native Alaskan race category. Blank if unknown or student does not identify with the race category.
21	1	numeric	Native Hawaiian/ Pacific Islander	DD26.5	Enter 5 if student identifies with Native Hawaiian/Other Pacific Islander race category. Blank if unknown or student does not identify with the race category.
22	1	numeric	Entry Term	DD116	Term of enrollment in CompTIA program. 1= Fall, 2=Winter, 3=Spring, 4=Winter. Blank NOT allowed.
23	4	numeric	Entry Year	DD117	Year of enrollment in CompTIA program. YYYY. Blank NOT allowed.
24	2	numeric	CompTIA Program	DD154	Program of enrollment or completion. 01=CompTIA A+; 02=CompTIA NETWORK; 03=CompTIA SECURITY+. Blank NOT allowed.

Cyber Warrior System (CWS)
Due annually by December 1st
One row per student per enrollment or completion
BCCC, BSU, CSU, MSU, UMES only

Item #	Field Size	Field Type	Data Element	Data Dictionary Reference	Description
25	8	numeric	CompTIA Program Completion Date	DD155	Date program completed. YYYYMMDD. Must be valid date, or if DD in unknown use YYYYMM00. If program is not complete 00000000. Blank NOT allowed.

Near Completer Initiative (NCI)
One row per student (.csv file)

Item #	Data Element	Description
1	Insitution Name	Please provide your Institution's full name not acronym.
2	Insitution OPEID	Please provide the 8-digit OPEID for your institution. (FICE+2)
3	First Name	Provide Student's First Name (No numbers)
4	Last Name	Provide Student's Last Name (No numbers)
5	Non-Campus Email Address	Provide Student's last known non-campus email address
6	Last Known Street Address1	Provide last known address
7	Last Known Street Address2	Provide last known address
8	Last Known City	Provide last known City
9	Last Known State	Provide last known 2 character State ID (ie. MD)
10	Last Known Zip Code	Provide last known 5-digit zip code
11	Name of the Academic Program of Study	Provide the name of the last academic program of study. Do NOT use the numeric value.
12	Most Recent Date of Enrollment (YYYYMMDD)	Provide the most recent date of enrollment using the YYYYMMDD format (ie. 20200601)

Noncredit Workforce Completers System (NWCS)
Field Edit Checks
One record per course or course sequence completion

Item #	Minimum Field Length	Maximum Field Length	Field Type	Header Row	Data Element	Element Code	DD	Edit Checks	Description	Definition	Priority Year 1 of Pilot 1=must have; 2=plan to have for Year 2 of pilot and beyond
1	1	1	Digit	Collection_Term	Collection Term	coltm	DD2	Must correspond with upload selection for term	9 = Annual	Fiscal period July - June	1
2	4	4	Digits	Collection_Year	Collection Year	colyr	DD1	Must correspond with upload selection for year	Final year of collection year (4 digits).	The year used to identify the data collected	1
3	8	8	Digits	OPEID	OPEID(FICE + 2)	fice	DD3	Must match 6 digit FICE in UserID plus 2 zeros	Institution Identifier using OPEID codes	A unique federal identification code for each institution	1
4	9	9	Digits	Identification_Number_SSN	Identification Number (SSN)	idn	DD5	Must be 9 digits. Must not be 000000000 or 999999999. Blank not valid.	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)	The student'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	1
5	1	1	Digit	Identification_Number_Type	Identification Number Type	idt	DD6	Must = 1, 2 or 3. Blank not valid.	1= Valid social security number (SSN) 2= Institution assigned student identification number 3= ITIN (nine digit number that begins with the number 9) Blank not valid	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	1
6	3	10	Alphanumeric	Local_Campus_Student_Identifier	Local Campus Student ID	campusid	DD8	Blank not valid. Expecting at least 3 alphanumeric characters.	Campus Assigned Student ID	A unique institution-assigned student identifier for the use of the institution to cross reference individual students	1
7	3	35	Alphabetic	Last_Name	Last Name	lname	DD10	Must not be blank or numeric	Student's Last Name (no numbers)	The last name of the student at the time of term enrollment	1
8	1	35	Alphabetic	First_Name	First Name	fname	DD11	Must not be blank or numeric	Student's First Name (no numbers)	The first name of the student at the time of the term enrollment	1
9	0	35	Alphabetic	Middle_Name	Middle Name	mname	DD12	May be blank	Student's Middle Name (no numbers)	The middle name of the student at the time of the term enrollment	1
10	1	1	Digit	Gender	Gender	sex	DD21	Blank not valid. Must be 1, 2, 3 or 4	1 = Male; 2 = Female; 3 = Unknown, male assigned; 4 = Unknown, female assigned;	The gender of student as recorded by the institution. Individuals missing this information must be assigned a gender	1
11	8	8	Digits	Birthdate	Birthdate	birthdt	DD27	Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day. Can be 00000000 if unknown.	Student's date of birth. Format: YYYYMMDD Format if month/date not known: YYYY0000	An individual's date of birth as designated on legal birth registration, certificate or other source document.	1
12	5	5	Digits	Current_Zip_Code	Current Zip Code	curzip	DD29	Must be 5 digits, if unknown use 00000, if a non US zip code, use 99999 for Non-US Zip Codes	Zip code of current residence of student	The US federal zip code which is the student's current zip code as determined by such evidence as driver's license, voter registration or other source document.	1
13	1	1	Digit	Residency_Code	Residency Code	mdres	DD110	Blank not valid. Must be 1 or 2	1 = MD resident 2 = Non-resident	Indicates whether or not the student is a current resident of Maryland	2
14	1	1	Digit	Citizenship_Indicator	Citizenship Indicator	citind	DD165	1, 2, 3, or 9. Blank not valid	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) 3 = not collected 9 = not disclosed	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.	2
15	0	1	Alphabetic	Hispanic_Latino_Ethnicity	Hispanic/Latino Ethnicity	hispanic	DD25	Must be Y or N blank if unknown	Identifies whether student is of Hispanic or Latino origin (Y, N or blank)	The identification of whether a student is of Hispanic or Latino ethnicity	2
16	0	1	Digit	White	White	rwhite	DD26.1	Must be 1 or blank	Student identifies with White Race category (1)	The student's response to the Race-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	2

17	0	1	Digit	Black_African_American	Black/African American	rblack	DD26.2	Must be 2 or blank	Student identifies with Black Race category (2)	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	2
18	0	1	Digit	Asian	Asian	rasian	DD26.3	Must be 3 or blank	Student identifies with Asian Race category (3)	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	2
19	0	1	Digit	American_Indian_Native_Alaskan	American Indian/Native Alaskan	raian	DD26.4	Must be 4 or blank	Student identifies with American Indian/Native Alaskan Race category (4)	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	2
20	0	1	Digit	Native_Hawaiian_Pacific_Islands	Native Hawaiian/Pac. Is.	rnhipi	DD26.5	Must be 5 or blank	Student identifies with Native Hawaiian/ PI category (5)	The student's response to the Race-Native Hawaiian or Other 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	2
21	3	100	Alphabetic	Course_Or_Sequence_Name	Course or Sequence Name	csname	DD157	Must not be blank	Name of the workforce training course or sequence	Name does not have to conform to a set name across all colleges. Provides context to otherwise numeric representation of data.	1
22	5	5	Digit	Subject_Area	Subject Area	cscip	DD166	Must not be blank.	4-Digit CIP Code. Use 4 Digit CIP Code and include decimal point, which equals 5 positions ###.##	A numeric code identifying the general subject of the sequence. Institutions should assign codes following the four-digit CIP code of the predominant type of course in the sequence, as identified on the CC-10 for that course.	1
23	8	8	Digit	Course_Or_Sequence_Start_Date	Course or Sequence Start Date	csbeg	DD158	Must be 8 digits. YYYYMMDD. If the institution cannot report a day, enter YYYYMM00. Must not be blank.	Start date of a workforce training course or sequence of courses.	Start date is the date of the earliest required course completed in the sequence. This course may have been completed as part of another sequence.	1
24	8	8	Digit	Course_Or_Sequence_Date_Completed	Course or Sequence Date Completed	csend	DD159	Must be 8 digits. YYYYMMDD. If the institution cannot report a day, enter YYYYMM00. Must not be blank.	The end date of the last required course completed in a workforce training program.	Date upon which the student successfully completed all the requirements of the course or sequence of courses	1
25	8	8	Digit	Date_Conferred	Date Conferred	csconfer	DD160	Must be 8 digits. If the institution cannot report a day, enter YYYYMM00. 99999999 – if course or course sequence does not have a conferral date	Add confer date if used by the college. If no confer date, use 99999999.	The Conferred Date is the date that the institution confers an award, e.g. Certificate, if appropriate.	1
26	7	7	Digit	Instructional_Hours	Instructional Hours	cshours	DD161	Must not be blank.	Numeric - with no more than 2 significant decimal places for a total of 7 positions: ####.##. Add leading zeros if less than four left-hand digits or trailing zeros if less than two right-hand digits.	Number of instructional hours required to complete the sequence.	1
27	1	1	Digit	Hours_Type	Hours Type	cshty	DD162	Must not be blank.	1=Contact 2=State	The type of hours reported in Instructional Hours (DD161)	1

28	1	1	Digit	Licensure_Or_Certification	Licensure or Certification	cslicert	DD163	Must not be blank.	1 = Industry exam external/third-party to course/sequence 2 = Industry exam internal to course/sequence 3 = Concurrent with course work 4 = Not applicable 9 = None of the above	Identify if the sequence prepares the student for licensure or industry certification? 1 -Yes, industry certification/licensure exam is external to the requirements for completion of the course or sequence, 2 - Yes, if passing of an industry certification/licensure exam is required for successful completion of the course or sequence, 3 - Yes, if industry certification/licensure is awarded upon completion of coursework, 4 - Licensure and certification not applicable component of course(s), 9 - none of the above.	1
29	1	2	Digit	Course_Or_Sequence_Type	Course or Sequence Type	cstype	DD164	Numeric, two digits Blank not allowed	01: Business & Professional 02: Education 03: Health Care 04: Information Technology 05: Public Safety 06: Trades, Communications & Manufacturing 07: Transportation 08: Animal & Plant Services 09: Culinary, Entertainment & Personal Services 10: Recreational and Fitness Professionals 11: Other 99: Not Applicable	Each course or sequence should have a Course or Sequence Type. Locate the Course or Sequence type by first choosing the 2-digit CIP code for the course or sequence, then refer to the crosswalk to identify the Course or Sequence Type. The list is reviewed and updated annually. The list is available on the MHEC secure data web.	2