

**Last Update July 2020**

**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)

**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.**

April 24, 2020 Added the Cyber Warrior System (CWS) Description to the Workbook

August 14, 2019 MAPCS Layout Revised from Pilot 2018 year - DELETED DIS-MAPCS Match Flag field from the layout, APPENDED CIP CODE DD73 to the end of the layout.

June 5, 2019 Colors are removed for all data collection layouts.

EIS Sending OPEID changed from DD3 to DD152, ECS Source OPEID Changed from DD3 to DD153

October 22, 2018 Updated FAIS Parent 1 & 2 Highest Grade Completed Warning added if FAFSA Application Status is not equal to 1, Parent 1 & 2 Highest Grade must equal 4.

April 23, 2018 Added the New Maryland Approved Completer System (MAPCS) - A Pilot of the system will be launched in 2018 with file submissions due from 22 institutions. File Submission Due Date is December 1, 2018. There will be no edits on the pilot file, it will be just an upload of the file. Due to the launch of MAPCS, the NTS Edit and Record Layouts are no longer included and have been removed from the list of systems above. In addition, the Teacher Candidate Data element (DD144) in the DIS file layout should no longer be used now that Teacher data will be reported in MAPCS. DD144 has been renamed Program Completion Code.

December 12, 2017 Made Corrections only - Added option 4 on the layout (was already on DC) to EDS field for Employment Contract Renewable Flag (12/8/17), added "Include Decimal with no more than 2 trailing zeros" to SRS - Course hours description on layout (was already on DC)

August 19, 2016 EIS Added 2 new SAT fields (SAT Math 2016 DD147 and SAT EBRW 2016 DD148). EOTS Added 1 new field EOTS-EIS Match Flag (DD149)

October 29, 2015 Changed Mother's and Father's Educational Attainment label to Parent 1 and Parent 2 Highest Grade Level Completed (DD142 - 143)

October 23, 2015 EIS Military Status Code (DD145) Switch 3 and 4

August 10, 2015 CIS and SRS Added New Field COURSE SESSION (DD146)

June 19, 2015 EIS Added New Field MILITARY STATUS (DD145)

May 28, 2015 DIS Added New Field BIRTHDATE (DD27)

March 11, 2015 CIS Edit changed to accept 0000 for Unknown Date of Initial Employment of Instructor (DD87)

July 7, 2014 DIS Reverse Transfer Flag Edit changed to agree with DD118. "Y" instead of "1".

May 16, 2014 DIS, ECS and NTS changed to ANNUAL files.

May 22, 2014 DIS Item #20 - DD105 Blank allowed for graduate awards above Master's level if credits undetermined.

May 16, 2014 DIS Item #16 DD115 Added Back as PRIOR DEGREE FLAG. Use new DIS header.

Apr 23-2014 DIS Item#16 REMOVED DD115 Multiple Degree Flag. Use new record layout and new header.

Apr 16-2014 Revised DIS Item#12 First Major Link DD113 replaces Major Flag.

Apr 16-2014 Revised DIS Item#16 Highest Degree Flag DD115 replaces Multiple Degree Flag.

Apr 16-2014 Revised DIS Item#10 Degree Sought DD30 includes "99" a valid code representing a multiple major record.

Apr 16-2014 Additional File layout created for Non-Degree Teacher Candidate (NTS) students

Apr 16-2014 Report DIS and EOTS Cumulative and Term GPA's on 4 point scale. Convert to 4 point scale or report blank if not able to convert.

Mar 26-2014 Revised DIS Item#21 Teacher Candidate field takes up to 4 codes separated by /.

Apr 4 - Mar 26-2014 Revised ECS Item#10 Source OPEIDcode 26009901 (Credit from Foreign Institution) added.

Feb-19-2014 Revised DIS Item#12 Major Flag increased to 6. DIS Edits changed for Item # 12, 14, 15, 20.

Feb-19-2014 Revised EOTS Edits changed for Item # 9, 10, 11, 13, 15.

Feb-19-2014 DIS Item#21 Teacher Candidate Codes expanded to 4 digts DD144.

Oct 10-18-2013 Revised Edit of HS Graduation Date to accept blank if unknown. DD107

[10-15-2013 Please review EIS New Student Entry fields \(Entry fields for graduate student, Concurrent HS student and continuing student leave blank\)](#)

Revised 10/15/2013 EDS Edits Worksheet Added

Revised 9/27/2013 Reference Link to DD4(Sub-Campus Code),DD5(SSN),DD6(ID Number Type) corrected in all systems, FAIS Fall Enrollment(DD33) and Spring Enrollment(DD34), blank not accepted, use 0 for not enrolled,Father' s Education(DD142) and Mother's Education(DD143), blank accepted

Revised 8/20/2013 to add links to Data Dictionary Elements

Revised 8/20/2013 - EIS Edit check revised to allow "00000" for unknown Zipcode

Revised 8/20/2013 - DIS Edit check degree level "75" removed.

**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	<a href="#">DD2</a>	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	<a href="#">DD8</a>	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	<a href="#">DD9</a>	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	3	35	Alphabetic	Last Name	<a href="#">DD10</a>	Must not be blank or numeric	Student's Last Name (no numbers)
10	1	35	Alphabetic	First Name	<a href="#">DD11</a>	Must not be blank or numeric	Student's First Name (no numbers)
11	0	35	Alphabetic	Middle Name	<a href="#">DD12</a>	May be blank	Student's Middle Name (no numbers)
12	0	10	Alphabetic	Generation Suffix	<a href="#">DD13</a>	Must not be Miss, Mr, Mrs,Ms, etc.	May be blank or JR, II, III, IV, etc.
13	1	1	Digit	Gender	<a href="#">DD21</a>	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
14	8	8	Digits	Birthdate	<a href="#">DD27</a>	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	<a href="#">DD28</a>	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	<a href="#">DD28.1</a>	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	<a href="#">DD29</a>	Must be 5 digits, if unknown use 00000.	ZIP Code of current residence of student.
18	0	4	Digits	Current Zip Code + 4	<a href="#">DD29.1</a>	May be blank if unknown otherwise 4 digits	ZIP Code Extension (+4) of current residence of student.

**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
19	3	3	Digits	Geographic Origin	<a href="#">DD23</a>	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	<a href="#">DD110</a>	Must not be blank. Must be 1 or 2.	1 = MD resident, 2 = Non-resident
21	1	1	Digit	US Citizenship	<a href="#">DD24</a>	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	<a href="#">DD25</a>	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
23	0	1	Digit	White	<a href="#">DD26.1</a>	Must be 1 or blank.	Student identifies with White Race category.
24	0	1	Digit	Black/African American	<a href="#">DD26.2</a>	Must be 2 or blank.	Student identifies with Black Race category.
25	0	1	Digit	Asian	<a href="#">DD26.3</a>	Must be 3 or blank.	Student identifies with Asian Race category.
26	0	1	Digit	American Indian/ Native Alaskan	<a href="#">DD26.4</a>	Must be 4 or blank.	Student identifies with Native American Race category.
27	0	1	Digit	Native Hawaiian/ Pac. Is.	<a href="#">DD26.5</a>	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.
28	1	1	Digit	Tuition Status	<a href="#">DD32</a>	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	<a href="#">DD31</a>	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	<a href="#">DD30</a>	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	<a href="#">DD37</a>	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	<a href="#">DD42</a>	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	<a href="#">DD111</a>	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	<a href="#">DD35</a>	Must not be blank. Must be 01, 02, 03 ,04 ,05 ,06 ,07, 08.	Student Level.
35	1	1	Digit	Distance Education Enrollment	<a href="#">DD100</a>	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	<a href="#">DD101</a>	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	<a href="#">High School Code</a>	<a href="#">DD40</a>	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	<a href="#">DD107</a>	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	<a href="#">DD108</a>	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	<a href="#">DD53</a>	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	<a href="#">DD54</a>	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	<a href="#">DD106</a>	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	<a href="#">DD56</a>	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	<a href="#">DD55</a>	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	<a href="#">DD57</a>	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	<a href="#">DD58</a>	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	<a href="#">DD59</a>	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	<a href="#">DD109</a>	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	<a href="#">DD38</a>	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	<a href="#">DD45</a>	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	<a href="#">DD46</a>	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	<a href="#">DD47</a>	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	<a href="#">DD152</a>	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	<a href="#">DD2.1</a>	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	<a href="#">DD145</a>	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	<a href="#">DD147</a>	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	<a href="#">DD148</a>	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	<a href="#">DD2</a>	Must correspond with Term upload selection of Annual code 9.	Use Term Identifier (Annual -9)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	<a href="#">DD8</a>	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	<a href="#">DD9</a>	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	8	8	Digits	Degree Date	<a href="#">DD112</a>	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	<a href="#">DD30</a>	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	<a href="#">DD31</a>	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	<a href="#">DD113</a>	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	<a href="#">DD52</a>	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	<a href="#">DD44</a>	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	<a href="#">DD114</a>	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	<a href="#">DD115</a>	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	<a href="#">DD116</a>	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	<a href="#">DD117</a>	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	<a href="#">DD118</a>	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	<a href="#">DD105</a>	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	<b>DO NOT USE THIS FIELD.</b> 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	<a href="#">DD21</a>	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
23	1	1	Digit	US Citizenship	<a href="#">DD24</a>	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	<a href="#">DD25</a>	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
25	0	1	Digit	White	<a href="#">DD26.1</a>	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	<a href="#">DD26.2</a>	Must be 2 or blank.	Student identifies with Black Race category.
27	0	1	Digit	Asian	<a href="#">DD26.3</a>	Must be 3 or blank.	Student identifies with Asian Race category.
28	0	1	Digit	American Indian/ Native Alaskan	<a href="#">DD26.4</a>	Must be 4 or blank.	Student identifies with Native American Race category.
29	0	1	Digit	Native Hawaiian/ Pac. Is.	<a href="#">DD26.5</a>	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.
30	8	8	Digits	Birthdate	<a href="#">DD27</a>	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	<a href="#">DD2</a>	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	<a href="#">DD8</a>	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	<a href="#">DD9</a>	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	<a href="#">DD134</a>	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	<a href="#">DD135</a>	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	<a href="#">DD136</a>	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	<a href="#">DD137</a>	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	<a href="#">DD44</a>	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	<a href="#">DD52</a>	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	<a href="#">DD138</a>	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	<a href="#">DD139</a>	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	<a href="#">DD48</a>	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	<a href="#">DD50</a>	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	<a href="#">DD149</a>	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	<a href="#">DD2</a>	Must correspond with upload selection for term of Annual code = 9.	Use Term Identifier (Annual -9)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	<a href="#">DD8</a>	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	<a href="#">DD9</a>	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	6	6	Decimal	External Credits Awarded	<a href="#">DD140</a>	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	<a href="#">DD153</a>	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	<a href="#">DD2</a>	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	1	6	Alpha/ Numeric	Course Subject	<a href="#">DD119</a>	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	<a href="#">DD120</a>	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	<a href="#">DD121</a>	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	<a href="#">DD146</a>	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	<a href="#">DD86</a>	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	<a href="#">DD87</a>	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	<a href="#">DD89</a>	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	<a href="#">DD91</a>	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	<a href="#">DD95</a>	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	<a href="#">DD97</a>	Valid codes are 1 or 2. Blank valid if unknown.	1=Permanent 2=Temporary
15	1	1	Digit	Remedial Math	<a href="#">DD122</a>	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	<a href="#">DD123</a>	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	<a href="#">DD124</a>	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	<a href="#">DD125</a>	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	<a href="#">DD126</a>	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	<a href="#">DD2</a>	Must correspond with upload selection for term.	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	<a href="#">DD8</a>	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	<a href="#">DD9</a>	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	1	6	Alpha/ Numeric	Course Subject	<a href="#">DD119</a>	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
10	1	6	Alpha/ Numeric	Course Number	<a href="#">DD120</a>	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
11	1	6	Alpha/ Numeric	Section Number	<a href="#">DD121</a>	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
12	1	3	Alpha/ Numeric	Course Session	<a href="#">DD146</a>	Blank not valid.	Institution's preferred code. Same codes must be used in both CIS and SRS.
13	1	5	Decimal	Course Hours	<a href="#">DD127</a>	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	<a href="#">DD128</a>	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	<a href="#">DD129</a>	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	<a href="#">DD130</a>	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	<a href="#">DD133</a>	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	<a href="#">DD2</a>	Must correspond with upload selection for term.	Use Term Identifier (Annual - 9)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	<a href="#">DD8</a>	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	<a href="#">DD9</a>	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	1	1	Digit	Gender	<a href="#">DD21</a>	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	<a href="#">DD77</a>	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	<a href="#">DD142</a>	Valid codes are 1, 2, 3, or 4. Blank not 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	<a href="#">DD143</a>	Valid codes are 1, 2, 3, or 4. Blank not valid.	As reported on the FAFSA, the level of education achieved by the birth or adoptive Parent 2.
13	1	1	Digit	Fall Attendance	<a href="#">DD33</a>	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	<a href="#">DD34</a>	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	<a href="#">DD78</a>	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	<a href="#">DD79</a>	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	<a href="#">DD80</a>	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	<a href="#">DD81</a>	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	<a href="#">DD82</a>	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	<a href="#">DD83</a>	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	<a href="#">DD85</a>	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	<a href="#">DD84</a>	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	<a href="#">DD24</a>	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	<a href="#">DD25</a>	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
25	0	1	Digit	White	<a href="#">DD26.1</a>	Must be 1 or blank.	Student identifies with White Race category.
26	0	1	Digit	Black/African American	<a href="#">DD26.2</a>	Must be 2 or blank.	Student identifies with Black Race category.
27	0	1	Digit	Asian	<a href="#">DD26.3</a>	Must be 3 or blank.	Student identifies with Asian Race category.
28	0	1	Digit	American Indian/ Native Alaskan	<a href="#">DD26.4</a>	Must be 4 or blank.	Student identifies with Native American Race category.
29	0	1	Digit	Native Hawaiian/ Pac. Is.	<a href="#">DD26.5</a>	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	<a href="#">DD2</a>	Must be fall term.	Use Term Identifier Fall -1
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	1	1	Digit	Gender	<a href="#">DD21</a>	Blank not valid. Valid codes are 1, 2, 3, or 4.	Employee gender or assigned gender if unknown.
8	8	8	Digits	Birthdate	<a href="#">DD27</a>	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	<a href="#">DD86</a>	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	<a href="#">DD87</a>	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	<a href="#">DD88</a>	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	<a href="#">DD89</a>	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	<a href="#">DD90</a>	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	<a href="#">DD91</a>	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	<a href="#">DD92</a>	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	<a href="#">DD102</a>	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	<a href="#">DD103</a>	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	<a href="#">DD104</a>	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	<a href="#">DD93</a>	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	<a href="#">DD94</a>	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	<a href="#">DD95</a>	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	<a href="#">DD96</a>	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	<a href="#">DD97</a>	Must not be blank. Must be 1 or 2.	1=Permanent 2=Temporary
24	1	1	Digit	US Citizenship	<a href="#">DD24</a>	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
25	0	1	Alphabetic	Hispanic/Latino Ethnicity	<a href="#">DD25</a>	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
26	0	1	Digit	White	<a href="#">DD26.1</a>	Must be 1 or blank.	Employee identifies with White Race category.
27	0	1	Digit	Black/African American	<a href="#">DD26.2</a>	Must be 2 or blank.	Employee identifies with Black 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
28	0	1	Digit	Asian	<a href="#">DD26.3</a>	Must be 3 or blank.	Employee identifies with Asian Race category.
29	0	1	Digit	American Indian/ Native Alaskan	<a href="#">DD26.4</a>	Must be 4 or blank.	Employee identifies with Native American Race category.
30	0	1	Digit	Native Hawaiian/ Pac. Is.	<a href="#">DD26.5</a>	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	<a href="#">DD2</a>	Must correspond with Term upload selection of Annual code 8.	Use Term Identifier (Annual MAPCS Cycle - 8)
2	4	4	Digits	Collection Year	<a href="#">DD1</a>	Must correspond with upload selection for year.	Collection Year (4 digits).
3	8	8	Digits	OPEID(FICE + 2)	<a href="#">DD3</a>	Must match 6 digit FICE in UserID plus 2 zeros.	Institution Identifier using OPEID codes
4	0	1	Alpha/ Numeric	Sub-Campus Code	<a href="#">DD4</a>	No edit checks.	For campus use (can be blank)
5	9	9	Digits	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	Must = 1, 2, or 3	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	3	10	Alphanumeric	Local Campus Student ID	<a href="#">DD8</a>	Must not be blank. Expecting at least 3 alphanumeric characters	Campus Assigned Student ID
8	0	10	Digits	SASID	<a href="#">DD9</a>	May be blank if unknown otherwise 10 digits. Must not start with 0.	MSDE assigned Student identifier
9	1	1	Digit	Gender	<a href="#">DD21</a>	Blank not valid. Must be 1, 2, 3, or 4.	Student gender or assigned gender if unknown.
10	1	1	Digit	US Citizenship	<a href="#">DD24</a>	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	<a href="#">DD25</a>	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
12	0	1	Digit	White	<a href="#">DD26.1</a>	Must be 1 or blank.	Student identifies with White Race category.
13	0	1	Digit	Black/African American	<a href="#">DD26.2</a>	Must be 2 or blank.	Student identifies with Black Race category.
14	0	1	Digit	Asian	<a href="#">DD26.3</a>	Must be 3 or blank.	Student identifies with Asian Race category.
15	0	1	Digit	American Indian/ Native Alaskan	<a href="#">DD26.4</a>	Must be 4 or blank.	Student identifies with Native American Race category.
16	0	1	Digit	Native Hawaiian/ Pac. Is.	<a href="#">DD26.5</a>	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.
17	1	1	Digit	Entry Term	<a href="#">DD116</a>	Blank not valid. Must be 1, 2, 3, or 4.	Term of initial enrollment at this institution.
18	4	4	Digits	Entry Year	<a href="#">DD117</a>	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	<a href="#">DD112</a>	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	<a href="#">DD30</a>	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	<a href="#">DD27</a>	Sudent's date of birth. Format: YYYYMMDD	
22	6	6	Decimal	Program Completion Code	<a href="#">DD144</a>	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	<a href="#">DD23</a>	Permanent legal residence of student at time of application and admission.	
24	1	1	Digit	Residency Code	<a href="#">DD110</a>	1 = MD resident, 2 = Non-resident	Indicates whether or not the student is a current resident of Maryland.
25	1	1	Digit	Military Status	<a href="#">DD145</a>	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	<a href="#">DD73</a>	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	<a href="#">DD10</a>	Must not be blank or numeric	Last Name (no numbers)
28	1	35	Character	First Name	<a href="#">DD11</a>	Must not be blank or numeric	First Name (no numbers)
29	3	3	Digit	Capstone Location <b>(optional for 2020 submission)</b>	<a href="#">DD156</a>	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	<a href="#">DD2</a>	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	<a href="#">DD1</a>	Indicate the collection year as defined by the <b>academic year</b> 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)	<a href="#">DD3</a>	Institution identifier using OPEID codes; Blank NOT allowed.
4	9	numeric	Identification Number (SSN)	<a href="#">DD5</a>	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	<a href="#">DD6</a>	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	<a href="#">DD8</a>	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	<a href="#">DD9</a>	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	<a href="#">DD10</a>	Student's last name (no numbers); Blank NOT allowed
9	35	alphabetic	First Name	<a href="#">DD11</a>	Student's first name (no numbers); Blank NOT allowed
10	35	alphabetic	Middle Name	<a href="#">DD12</a>	Student's middle name (no numbers); Blank allowed

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Item #	Field Size	Field Type	Data Element	Data Dictionary Reference	Description
11	1	numeric	Gender	<a href="#">DD21</a>	1=Male, 2=Female; 3 = Unknown, male assigned; 4 = Unknown, female assigned; Blank NOT allowed
12	8	numeric	Birthdate	<a href="#">DD27</a>	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	<a href="#">DD29</a>	Zip code of current residence; 00000 for unknown; 99999 for non-US zip code. Blank NOT allowed
14	1	numeric	Residency	<a href="#">DD110</a>	1=Maryland resident, 2=Non-resident. Blank NOT allowed.
15	1	numeric	US Citizenship	<a href="#">DD24</a>	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	<a href="#">DD25</a>	Y or N; Identifies whether student is of Hispanic or Latino origin. Blank if unknown.
17	1	numeric	White	<a href="#">DD26.1</a>	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	<a href="#">DD26.2</a>	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	<a href="#">DD26.3</a>	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	<a href="#">DD26.4</a>	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	<a href="#">DD26.5</a>	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	<a href="#">DD116</a>	Term of enrollment in CompTIA program. 1= Fall, 2=Winter, 3=Spring, 4=Winter. Blank NOT allowed.
23	4	numeric	Entry Year	<a href="#">DD117</a>	Year of enrollment in CompTIA program. YYYY. Blank NOT allowed.
24	2	numeric	CompTIA Program	<a href="#">DD154</a>	Program of enrollment or completion. 01=CompTIA A+; 02=CompTIA NETWORK; 03=CompTIA SECURITY+. Blank NOT allowed.

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Item #	Field Size	Field Type	Data Element	Data Dictionary Reference	Description
25	8	numeric	CompTIA Program Completion Date	<a href="#">DD155</a>	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)