

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 30, 2021 Renamed FAIS layout field DD85 from Aid Category Award Amount to Financial Aid Disbursement Amount. Added CIP Code to both EIS and DIS System Layouts. Both are optional for the 2021-22 Submission. Removed Optional for MAPCS Capstone field, the field is now required.

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.

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 | 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. | Sudent'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. |

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 | 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. 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 |
| 58 | 6 | 6 | Digit | CIP Code | DD168 | Optional for 2021-22 submission. Even if opting out and not reporting, must still include extra comma in each record to accommodate the added field. | Report the CIP code that corresponds to student's major and degree being reported. This CIP code may or may not be the CIP currently listed for the corresponding HEGIS code in the Academic Program Inventory (API). |

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 |
| 31 | 6 | 6 | Digit | CIP Code | DD167 | Optional for 2021-22 submission. Even if opting out and not reporting, must still include extra comma in each record to accommodate the added field. | Report the CIP code that corresponds to student's major and degree being reported. This CIP code may or may not be the CIP currently listed for the corresponding HEGIS code in the Academic Program Inventory (API). The CIP code should reflect the program of graduation specific to the student rather than the current CIP code. |

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 | Financial Aid Disbursement Amount | DD85 | Blank not valid. Amount aligned with Aid Code minimum and maximum. | Report the total award amount disbursed 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 | 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 |