

MHEC MAC2 Revised Data Collection

Last Update April 23, 2018

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)

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 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	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.

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
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.
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.

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
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.
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.

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
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.
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(FICE)	DD3	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(FICE) for UG transfer student.
54	0	1	Digit	Freeze Flag	DD2.1	Blank or 1 is valid.	Flag set to 1 to indicate student is enrolled for credit on the census date of fall or spring. If set to "1", the Fall Term (1) record is included in IPEDS Fall Enrollment as of institution's official fall reporting date. For students excluded from the census leave blank.
55	1	1	Digit	Military Status	DD145	Must not be blank. Must be 1, 2, 3, 4 , or 5.	Identifies whether student is: 1 = Active duty member of any of the US Armed Forces 2 = Veteran or former active duty member of any of the US Uniformed Forces 3 = Reserve duty member of any of the US Armed Forces, including the National Guard 4 = Spouse or dependent child of an active, reserve, or former member of the US Uniformed Forces 5 = None of the above
56	0	3	Digits	SAT Math Score 2016	DD147	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	Revised College Board SAT Math score starting 2016. Minimum Score = 200, Maximum Score = 800.
57	0	3	Digits	SAT EBRW Score 2016	DD148	Report for New UG Student (First-time or transfer), blank if unknown. Leave blank for graduate students, continuing UG students, and concurrent HS students.	New College Board SAT Evidence-Based Reading and Writing score starting 2016. Minimum Score = 200, Maximum Score = 800

MAC2 Enrollment Information System (EIS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	EIS		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	EIS		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	EIS		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	EIS		9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	EIS		1	Digit	Identification Number Type	DD6	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	MAC2		10	Alphanumeric	Local Campus Student ID	DD8	Campus Assigned Student ID
8	MAC2		10	Digits	SASID	DD9	MSDE assigned Student identifier
9	MAC2		35	Alphabetic	Last Name	DD10	Student's Last Name (no numbers)
10	MAC2		35	Alphabetic	First Name	DD11	Student's First Name (no numbers)
11	MAC2		35	Alphabetic	Middle Name	DD12	Student's Middle Name (no numbers)
12	MAC2		10	Alphabetic	Generation Suffix	DD13	

MAC2 Enrollment Information System (EIS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
13	EIS		1	Digit	Gender	DD21	Student gender or assigned gender if unknown.
14	MAC2		8	Digits	Birthdate	DD27	Student's date of birth. Format: YYYYMMDD
15	MAC2		5	Digits	Application Zip Code	DD28	ZIP Code of permanent legal residence of student at time of application and admission.
16	MAC2		4	Digits	Application Zip Code + 4	DD28.1	ZIP Code Extension (+4) of permanent legal residence of student at time of application and admission.
17	MAC2		5	Digits	Current Zip Code	DD29	ZIP Code of current residence of student.
18	MAC2		4	Digits	Current Zip Code + 4	DD29.1	ZIP Code Extension (+4) of current residence of student.
19	EIS		3	Digits	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.
20	MAC2		1	Digit	Residency Code	DD110	1 = MD resident, 2 = Non-resident
21	EIS		1	Digit	US Citizenship	DD24	Identifies whether student is in the US Citizenship group or not.
22	EIS		1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Identifies whether student is of Hispanic or Latino origin.
23	EIS		1	Digit	White	DD26.1	Student identifies with White Race category.
24	EIS		1	Digit	Black/African American	DD26.2	Student identifies with Black Race category.

MAC2 Enrollment Information System (EIS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
25	EIS		1	Digit	Asian	DD26.3	Student identifies with Asian Race category.
26	EIS		1	Digit	American Indian/ Native Alaskan	DD26.4	Student identifies with Native American Race category.
27	EIS		1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Student identifies with Native Hawaiian/ PI category.
28	EIS		1	Digit	Tuition Status	DD32	Tuition basis on which student pays fees.
29	EIS		6	Digits	Program Taxonomy	DD31	MHEC academic program code student is enrolled.
30	EIS		2	Digits	Degree Sought	DD30	Degree code associated with program taxonomy that student is seeking or non-degree.
31	EIS		1	Digit	First-time Flag	DD37	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	EIS		5	Decimal	Term Credit Hours Attempted	DD42	Number of credit hours student is registered for term. Numeric, no more than two significant decimal places, include decimal point.
33	EIS		0	Digit	Term Attendance	DD111	Full or part-time status of student for term reported.
34	EIS		2	Digits	Term Student Level	DD35	Student Level.

MAC2 Enrollment Information System (EIS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
35	EIS		1	Digit	Distance Education Enrollment	DD100	Student distance education enrollment: 1-All courses; 2-Some; 3-None.
36	EIS		1	Digit	Distance Education Location	DD101	Student Location if enrolled exclusively in Distance Education
37	HGS		6	Digits	High School Code	DD40	The identity of the high school from which the student graduated. (College Board)
38	MAC2		8	Digits	High School Graduation Date	DD107	Date that student graduated from HS. YYYYMMDD
39	MAC2		4	Decimal	High School GPA	DD108	High school GPA used by institution to determine eligibility for admission. Decimal format, no more than two significant decimal places, include decimal point.
40	HGS		3	Digits	SAT Math Score	DD53	College Board SAT Math score.
41	HGS		3	Digits	SAT Verbal Score	DD54	College Board SAT Reading/Critical Reasoning score.
42	MAC2		3	Digits	SAT Writing Score	DD106	College Board SAT Writing score.
43	HGS		2	Digits	ACT Math Score	DD56	ACT Math score as reported to institution.
44	HGS		2	Digits	ACT English Score	DD55	ACT English score as reported to institution.
45	HGS		2	Digits	ACT Reading Score	DD57	ACT Reading score as reported to institution.
46	HGS		2	Digits	ACT Science Score	DD58	ACT Science score as reported to institution.

MAC2 Enrollment Information System (EIS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
47	HGS		2	Digits	ACT Composite Score	DD59	ACT Composite score as reported to institution.
48	MAC2		1	Digit	Admission Test Flag	DD109	Flag to indicate whether SAT/ACT is required for admission.
49	HGS		1	Digit	Admission Exemption	DD38	Code to indicate how student first admitted in reporting.
50	HGS		1	Digit	Math Remedial Assessment	DD45	Standard remedial code - 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	HGS		1	Digit	English Remedial Assessment	DD46	Standard remedial code.
52	HGS		1	Digit	Reading Remedial Assessment	DD47	Standard remedial code.
53	TSS		8	Digits	Sending OPEID(FICE)	DD3	Sending OPEID(FICE) for UG transfer student.
54	MAC2		1	Digit	Freeze Flag	DD2.1	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.

MAC2 Enrollment Information System (EIS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
55	MAC2		1	Digit	Military Status	DD145	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	MAC2		3	Digits	SAT Math Score 2016	DD147	New College Board SAT Math score starting in 2016. Min-Max Score 200-800.
57	MAC2		3	Digits	SAT EBRW Score 2016	DD148	New College Board SAT Evidence-Based Reading and Writing score starting in 2016. Min-Max Score 200-800.

MAC2 Degree Information System (DIS)

Field Edit Checks

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

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

MAC2 Degree Information System (DIS)

Field Edit Checks

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

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

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
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.
30	8	8	Digits	Birthdate	DD27	Must be 8 digits. Can be 4 digit year and 0000 for unknown month and day(19890000). Can be 00000000 if unknown.	Sudent's date of birth. Format: YYYYMMDD

MAC2 Degree Information System (DIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier (Annual -9)
2	MAC		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	DIS		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	DIS		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	DIS		9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	DIS		1	Digit	Identification Number Type	DD6	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	MAC2		10	Alphanumeric	Local Campus Student ID	DD8	Campus Assigned Student ID
8	MAC2		10	Digits	SASID	DD9	MSDE assigned Student identifier
9	MAC2		8	Digits	Degree Date	DD112	Calendar Date in which the degree was conferred. (YYYYMMDD)
10	DIS		2	Digits	Degree Sought	DD30	MHEC code of degree conferred or multiple major(99).
11	DIS		6	Digits	Program Taxonomy	DD31	MHEC taxonomy for program associated with degree conferred or multiple major.

MAC2 Degree Information System (DIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
12	MAC2		8	Digits	First Major Link	DD113	Used for linking a multiple major(99) to a specific degree conferred.
13	DIS		4	Decimal	Cumulative GPA	DD52	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).
14	MAC		6	Decimal	Cumulative Native Credits Earned	DD44	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	MAC2		6	Decimal	Cumulative Degree Credits Hours Awarded	DD114	Total credits earned toward this degree from all sources. Decimal format, two decimal places (include decimal point).
16	MAC2		1	Alphabetic	Prior Degree Flag	DD115	Y (YES) or blank. Y (YES) if a prior degree by date degree was conferred at the same level at the same institution.
17	MAC2		1	Digit	Entry Term	DD116	Term of initial enrollment at this institution as degree-seeking student.
18	MAC2		4	Digits	Entry Year	DD117	Year of initial enrollment at this institution as degree-seeking student.
19	MAC2		1	Digit	Reverse Transfer Flag	DD118	Indicates a degree awarded through reverse transfer. Y= Reverse transfer, all others blank.

MAC2 Degree Information System (DIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
20	MAC2		3	Digits	Credit Hours Required to Earn Award	DD105	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	MAC2	Revised 4/1/2018	19	Digits	DO NOT USE THIS FIELD. Teacher Candidate (As of 2018-19 reporting year, 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).
22	DIS		1	Digit	Gender	DD21	Student gender or assigned gender if unknown.
23	DIS		1	Digit	US Citizenship	DD24	Identifies whether student is in the US Citizenship group or not.
24	DIS		1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Identifies whether student is of Hispanic or Latino origin.
25	DIS		1	Digit	White	DD26.1	Student identifies with White Race category.
26	DIS		1	Digit	Black/African American	DD26.2	Student identifies with Black Race category.
27	DIS		1	Digit	Asian	DD26.3	Student identifies with Asian Race category.
28	DIS		1	Digit	American Indian/ Native Alaskan	DD26.4	Student identifies with Native American Race category.

MAC2 Degree Information System (DIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
29	DIS		1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Student identifies with Native Hawaiian/ PI category.
30	MAC2		8	Digits	Birthdate	DD27	Student's date of birth. Format: YYYYMMDD

**MAC2 End-of-Term System (EOTS)
Field Edit Checks**

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)

**MAC2 End-of-Term System (EOTS)
Field Edit Checks**

Item #	Minimum Field Length	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Edit Checks	Description
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).
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 End-of-Term System (EOTS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	MAC		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	MAC		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	MAC		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	MAC		9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	MAC		1	Digit	Identification Number Type	DD6	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	MAC2		10	Alphanumeric	Local Campus Student ID	DD8	Campus Assigned Student ID
8	MAC2		10	Digits	SASID	DD9	MSDE assigned Student identifier
9	MAC2		5	Decimal	Term Native Credit Hours Registered	DD134	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	MAC		5	Decimal	Term Native Degree Credit Hours Attempted	DD135	Number of credit hours student is registered for term that can apply to an award. Max 99.99 (2 decimal places include decimal point).

MAC2 End-of-Term System (EOTS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
11	MAC2		5	Decimal	Term Native Degree Credit Hours Earned	DD136	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	MAC2		4	Decimal	Term GPA	DD137	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).
13	MAC2		6	Decimal	Cumulative Native Credit Hours Earned	DD44	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	MAC2		4	Decimal	Cumulative GPA	DD52	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	MAC2		6	Decimal	Cumulative Credit Hours Awarded	DD138	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	MAC2		1	Alphabetic	Term Academic Standing	DD139	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	HGS		1	Alphabetic	First Math Grade	DD48	The final grade in the first math credit course taken for which a student can earn credit towards a formal award.

MAC2 End-of-Term System (EOTS)

File Format Specification

One record per student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
18	HGS		1	Alphabetic	First English Grade	DD50	The final grade in the first English credit course taken for which a student can earn credit towards a formal award.
19	MAC2		1	Digit	EOTS-EIS Match Flag	DD149	A flag that indicates whether or not end-of-term data is associated with an EIS record that was reported for the same student from the same institution for the same term.

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 FICE(OPEID)	DD3	Blank not valid. Must be 8 digits. Validate OPEID in MHEC and federal code table.	FICE (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 External Credit System (ECS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier (Annual -9)
2	MAC		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	MAC		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	MAC		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	MAC		9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	MAC		1	Digit	Identification Number Type	DD6	1 = SSN, 2= Institution Assigned Identifier, 3=ITIN
7	MAC2		10	Alphanumeric	Local Campus Student ID	DD8	Campus Assigned Student ID
8	MAC2		10	Digits	SASID	DD9	MSDE assigned Student identifier
9	MAC2		6	Decimal	External Credits Awarded	DD140	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.

MAC2 External Credit System (ECS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
10	TSS		8	Digits	Source FICE(OPEID)	DD3	FICE (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 Course Information System (CIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	MAC		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	MAC		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	MAC		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	MAC2		6	Alpha/ Numeric	Course Subject	DD119	Institution's preferred code. Same codes must be used in both CIS and SRS.
6	MAC2		6	Alpha/ Numeric	Course Number	DD120	Institution's preferred code. Same codes must be used in both CIS and SRS.
7	MAC2		6	Alpha/ Numeric	Section Number	DD121	Institution's preferred code. Same codes must be used in both CIS and SRS.
8	MAC2		3	Alpha/ Numeric	Course Session	DD146	Institution's preferred code. Same codes must be used in both CIS and SRS.
9	EDS		1	Digit	Full-time or Part-time Status Instructor	DD86	Number of hours worked per week.
10	EDS		4	Digits	Date of Initial Employment of Instructor	DD87	Month and year when hired. (MMYY)

MAC2 Course Information System (CIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
11	EDS		2	Digits	Principal Occupational Assignment of Instructor	DD89	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
12	EDS		1	Digit	Academic Tenure Status of Instructor	DD91	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	EDS		1	Digit	Highest Degree Attained by Instructor	DD95	The highest award conferred to employee by an institution of higher education.
14	EDS		1	Digit	Appointment Status of Instructor	DD97	1=Permanent 2=Temporary
15	MAC2		1	Digit	Remedial Math	DD122	1=remedial course in Math 0=Not a remedial course in Math
16	MAC2		1	Digit	Remedial English	DD123	1=remedial course in English 0=Not a remedial course in English
17	MAC2		1	Digit	Remedial Reading	DD124	1=remedial course in Reading 0=Not a remedial course in Reading
18	MAC2		1	Alphabetic	Instruction Type	DD125	Indicates whether the instructional modality is traditional face-to-face or includes significant mediation via technology. See data dictionary for codes.
19	MAC2		2	Digits	Instructional Location	DD126	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).

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
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)
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 Student Registration System (SRS)

File Format Specification

One record per course section and session per undergraduate student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier (Fall - 1, Winter - 2, Spring - 3, Summer - 4)
2	MAC		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	MAC		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	MAC		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	MAC		9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	MAC		1	Digit	Identification Number Type	DD6	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	MAC2		10	Alphanumeric	Local Campus Student ID	DD8	Campus Assigned Student ID
8	MAC2		10	Digits	SASID	DD9	MSDE assigned Student identifier
9	MAC2		6	Alpha/ Numeric	Course Subject	DD119	Institution's preferred code. Same codes must be used in both CIS and SRS.
10	MAC2		6	Alpha/ Numeric	Course Number	DD120	Institution's preferred code. Same codes must be used in both CIS and SRS.
11	MAC2		6	Alpha/ Numeric	Section Number	DD121	Institution's preferred code. Same codes must be used in both CIS and SRS.

MAC2 Student Registration System (SRS)

File Format Specification

One record per course section and session per undergraduate student per term

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
12	MAC2		3	Alpha/ Numeric	Course Session	DD146	Institution's preferred code. Same codes must be used in both CIS and SRS.
13	MAC2		5	Decimal	Course Hours	DD127	Number of hours attempted for this course. (numeric, no more than 2 decimal places, include decimal point).
14	MAC2		1	Digit	Course Hour Type Flag	DD128	1=Credit Bearing 2=Non-Credit Bearing 3=Credit Bearing Course but Non-Credit for Student(eg. Auditor)
15	MAC2		1	Alphabetic	Entry-Level Credit Bearing Math	DD129	N=not an entry-level credit bearing math course Y=entry-level credit bearing math course
16	MAC2		1	Alphabetic	Entry-Level Credit Bearing English	DD130	N=not an entry-level credit bearing English course Y=entry-level credit bearing English course
17	MAC2		1	Alphabetic	Course Outcome	DD133	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 or blank.	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 or blank.	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.

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
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)
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	DD85	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	DD84	Blank not valid. Amount matched with Aid Code minimum and maximum.	Report the total award amount for each unique aid category. (Whole dollars)
23	1	1	Digit	US Citizenship	DD24	Must not be blank. Must be 1 or 2.	Identifies whether student is in the US Citizenship group or not.
24	0	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Must be Y or N or blank if unknown.	Identifies whether student is of Hispanic or Latino origin.
25	0	1	Digit	White	DD26.1	Must be 1 or blank.	Student identifies with White Race category.
26	0	1	Digit	Black/African American	DD26.2	Must be 2 or blank.	Student identifies with Black Race category.
27	0	1	Digit	Asian	DD26.3	Must be 3 or blank.	Student identifies with Asian Race category.
28	0	1	Digit	American Indian/ Native Alaskan	DD26.4	Must be 4 or blank.	Student identifies with Native American Race category.
29	0	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Must be 5 or blank.	Student identifies with Native Hawaiian/ PI category.

MAC2 Financial Aid Information System (FAIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier (Annual - 9)
2	FAIS		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	FAIS		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	FAIS		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	FAIS		9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	FAIS		1	Digit	Identification Number Type	DD6	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	MAC2		10	Alphanumeric	Local Campus Student ID	DD8	Campus Assigned Student ID
8	MAC2		10	Digits	SASID	DD9	MSDE assigned Student identifier
9	FAIS		1	Digit	Gender	DD21	Student gender or assigned gender if unknown.
10	FAIS		1	Digit	Financial Aid Application Status	DD77	Code that indicates whether student applied for aid by completing FAFSA.
11	MAC2		1	Digit	Parent 1 Highest Grade Level Completed	DD142	As reported on the FAFSA, the level of education achieved by the birth or adoptive Parent 1.
12	MAC2		1	Digit	Parent 2 Highest Grade Level Completed	DD143	As reported on the FAFSA, the level of education achieved by the birth or adoptive Parent 2.

MAC2 Financial Aid Information System (FAIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
13	FAIS		1	Digit	Fall Attendance	DD33	Full or part-time status of student for term reported.
14	FAIS		1	Digit	Spring Attendance	DD34	Full or part-time status of student for term reported.
15	FAIS		2	Digits	Family Size	DD78	Number of people the student's family supported in the past year.
16	FAIS		1	Digit	Dependency Status	DD79	Federal definition of dependency status.
17	FAIS		1	Digit	Commuter Status	DD80	Federal definition of commuter status while enrolled.
18	FAIS		7	Digits	Expected Family Contribution	DD81	Report the amount of money the student's family is expected to contribute toward college. (Whole dollars)
19	FAIS		6	Digits	Cost of Attendance	DD82	Report the cost of attending your institution. (Whole dollars)
20	FAIS		8	Digits	Adjusted Gross Income	DD83	Report the adjusted gross income received by students and parents as reported on the FAFSA. (Whole dollars)
21	FAIS		4	Digits	Aid Category Code	DD84	Report the aid category code that corresponds to the type of aid received.
22	FAIS		6	Digits	Amount of Award	DD85	Report the total award amount for each unique aid category. (Whole dollars)
23	FAIS		1	Digit	US Citizenship	DD24	Identifies whether student is in the US Citizenship group or not.
24	FAIS		1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Identifies whether student is of Hispanic or Latino origin.

MAC2 Financial Aid Information System (FAIS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
25	FAIS		1	Digit	White	DD26.1	Student identifies with White Race category.
26	FAIS		1	Digit	Black/African American	DD26.2	Student identifies with Black Race category.
27	FAIS		1	Digit	Asian	DD26.3	Student identifies with Asian Race category.
28	FAIS		1	Digit	American Indian/ Native Alaskan	DD26.4	Student identifies with Native American Race category.
29	FAIS		1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	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.

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
16	0	1	Digit	Graduate Assistant Flag	DD102	Valid codes are blank or 1.	1=Graduate Assistant blank if not graduate assistant
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 student 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 student is of Hispanic or Latino origin.

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
26	0	1	Digit	White	DD26.1	Must be 1 or blank.	Employee identifies with White Race category.
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 Employee Data System (EDS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2		1	Digit	Collection Term	DD2	Use Term Identifier Fall -1
2	EDS		4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	EDS		8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	EDS		1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	EDS		9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative employee identifier (9 digits required, blank not valid)
6	EDS		1	Digit	Identification Number Type	DD6	1 = SSN, 2=Institution Assigned Identifier, 3=ITIN
7	EDS		1	Digit	Gender	DD21	Employee gender or assigned gender if unknown.
8	MAC2		8	Digits	Birthdate	DD27	Employee's date of birth. (YYYYMMDD)
9	EDS		1	Digit	Full-time / Part-time Status	DD86	Number of hours worked per week.
10	EDS		4	Digits	Date of Initial Employment	DD87	Month and year when hired.

MAC2 Employee Data System (EDS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
11	EDS		4	Digits	Date Employed in Current Faculty Rank/Position	DD88	Effective date of appointment to current faculty position. (MMYY)
12	EDS		2	Digits	Principal Occupational Assignment	DD89	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
13	EDS		1	Digit	Academic Rank	DD90	Institution's criteria for classifying faculty as professor, assistant professor, associate professor, Instructor, and Lecturer
14	EDS		1	Decimal	Academic Tenure Status	DD91	Status of staff having academic rank as related to permanence of position.
15	EDS		2	Digits	Program Assignment	DD92	Institution's "2 digit" taxonomy of the HEGIS program or department to which staff is assigned.
16	EDS		1	Digit	Graduate Assistant Flag	DD102	1=Graduate Assistant, blank if not graduate assistant
17	EDS		1	Digit	Instruction Sub-Code	DD103	1 = Exclusively Credit 2 = Exclusively not-for-credit 3 = Combination credit/not-for-credit Blank = employee not primarily instruction
18	EDS		1	Digit	Employment Contract Renewable Flag	DD104	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	EDS		1	Digit	Contract	DD93	Employee's salary contract type.

MAC2 Employee Data System (EDS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
20	EDS		6	Digit	Salary/Wage	DD94	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	EDS		1	Digit	Highest Degree Attained	DD95	The highest award conferred to employee by an institution of higher education.
22	EDS		1	Digit	Promotion	DD96	Professional employee promoted during the last 12 months.
23	EDS		1	Digit	Appointment Status	DD97	1=Permanent 2=Temporary
24	EDS		1	Digit	US Citizenship	DD24	Identifies whether student is in the US Citizenship group or not.
25	EDS		1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Identifies whether student is of Hispanic or Latino origin.
26	EDS		1	Digit	White	DD26.1	Employee identifies with White Race category.
27	EDS		1	Digit	Black/African American	DD26.2	Employee identifies with Black Race category.
28	EDS		1	Digit	Asian	DD26.3	Employee identifies with Asian Race category.

MAC2 Employee Data System (EDS)

File Format Specification

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

Item #	System	New/ Revised Date	Max Field Length	Field Type	Data Element	Data Dictionary Reference	Description
29	EDS		1	Digit	American Indian/ Native Alaskan	DD26.4	Employee identifies with Native American Race category.
30	EDS		1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	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.

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
18	4	4	Digits	Entry Year	DD117	Blank not valid. Must be 4 digit year.	Year of initial enrollment at this institution.
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	Student's date of birth. Format: YYYYMMDD	
22	4	4	Digits	Program Completion Code	DD144	Blank not valid. The file should include one row per program completion code.	Identifies the Maryland State Approved Professional Education program completed by each student. Code list is maintained by MHEC and is updated annually or as needed.
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	DIS-MAPCS Match Flag	DD150	Blank not valid. 1= Record contains MAPCS data and is matched to a record in the aligned DIS year submission 2=Record contains MAPCS data and is NOT record in the aligned DIS year submission.	A flag that indicates whether or not the MAPCS data is associated with a DIS record that was reported for the same student from the same institution for the aligned collection year. The DIS cycle runs from July 1 to June 30 of each year but the MAPCS cycle runs from September 1 to August 31. For cases where the program completer earns a degree after the corresponding DIS file collection closes (e.g. August 15, 2018), include the record in MAPCS but use the code "2" for the Match Flag because the record IS NOT in the 2018 DIS file.
26	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

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 #	System	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Description
1	MAC2	1	Digit	Collection Term	DD2	Use Term Identifier (Annual MAPCS Cycle - 8)
2	MAC2	4	Digits	Collection Year	DD1	Collection Year (4 digits).
3	MAC2	8	Digits	OPEID(FICE + 2)	DD3	Institution Identifier using OPEID codes
4	MAC2	1	Alpha/ Numeric	Sub-Campus Code	DD4	For campus use (can be blank)
5	MAC2	9	Digits	Identification Number (SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number or alternative student identifier (9 digits required, blank not valid)
6	MAC2	1	Digit	Identification Number Type	DD6	1 = SSN, 2= Institution Assigned Identifier, 3=ITIN
7	MAC2	10	Alphanumeric	Local Campus Student ID	DD8	Campus Assigned Student ID
8	MAC2	10	Digits	SASID	DD9	MSDE assigned Student identifier
9	MAC2	1	Digit	Gender	DD21	Student gender or assigned gender if unknown.
10	MAC2	1	Digit	US Citizenship	DD24	Identifies whether student is in the US Citizenship group or not.
11	MAC2	1	Alphabetic	Hispanic/Latino Ethnicity	DD25	Identifies whether student is of Hispanic or Latino origin.
12	MAC2	1	Digit	White	DD26.1	Student identifies with White Race category.
13	MAC2	1	Digit	Black/African American	DD26.2	Student identifies with Black Race category.
14	MAC2	1	Digit	Asian	DD26.3	Student identifies with Asian Race category.
15	MAC2	1	Digit	American Indian/ Native Alaskan	DD26.4	Student identifies with Native American Race category.
16	MAC2	1	Digit	Native Hawaiian/ Pac. Is.	DD26.5	Student identifies with Native Hawaiian/ PI category.
17	MAC2	1	Digit	Entry Term	DD116	Term 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 #	System	Maximum Field Length	Field Type	Data Element	Data Dictionary Reference	Description
18	MAC2	4	Digits	Entry Year	DD117	Year of initial enrollment at this institution.
19	MAC2	8	Digits	Degree Date	DD112	Calendar Date in which the degree was conferred or the program was completed (if no degree conferred). (YYYYMMDD)
20	MAC2	2	Digits	Degree Sought	DD30	Valid bachelor degree (40) or master's degree (60) code or non-degree code undergraduate(47), non-degree graduate (87) or unknown (00).
21	MAC2	8	Digits	Birthdate	DD27	
22	MAC2	4	Digits	Program Completion Code	DD144	Identifies the Maryland State Approved Professional Education program completed by each student. Code list is maintained by MHEC and is updated annually or as needed.
23	MAC2	3	Digits	Geographic Origin	DD23	
24	MAC2	1	Digit	Residency Code	DD110	Indicates whether or not the student is a current resident of Maryland.
25	MAC2	1	Digit	DIS-MAPCS Match Flag	DD150	A flag that indicates whether or not the MAPCS data is associated with a DIS record that was reported for the same student from the same institution for the aligned collection year. The DIS cycle runs from July 1 to June 30 of each year but the MAPCS cycle runs from September 1 to August 31. For cases where the program completer earns a degree after the corresponding DIS file collection closes (e.g. August 15, 2018), include the record in MAPCS but use the code "2" for the Match Flag because the record IS NOT in the 2018 DIS file.
26	MAC2	1	Digit	Military Status	DD145	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