# Degree Information System

# (DIS)

# Special Instructions for Independent Higher Education Institutions

**(Includes Cumulative Errata Sheet and Special 2010 Reporting Revision Addendum)**

## Degree Information System (DIS)
## Addendum for the 2010 Reporting Revisions
## (covers changes during the collection year 2009 and 2011)
### February, 2009

**Summary of changes:**

In the past data collection standards allowed individuals to be identified in only one racial category.  The federal government has developed new ethnic and racial categories to provide a more accurate picture of the nation's diversity.  The new categories enable individuals to be identified in both ethnicity and race. They also allow more than one race to be identified

This addendum provides specific instructions for the DIS system including a revised file format and data dictionary changes.  It was recommended by the State-wide workgroup that the schedule for 2010 reporting revisions be oriented around the federally mandatory academic year of AY 2010-2011.  Since DIS collects data for the prior academic year 2010-2011, a fully modified DIS file containing the new race/ethnicity fields will be required in **August of 2011**.

For additional clarification see the 2010 Reporting Revisions Statewide Workgroup "Final Recommendations" available on the web at:
http://data.mhec.state.md.us/MACInfo/Final%202010%20Workgroup%20Recommendations.pdf

**Collection Year 2009 –**
    **Changes to the existing five Degree Sought fields**
- **Degree Sought – Highest (positions 24-25)**
- **Degree Sought – Second**     **(positions 32-33)**
- **Degree Sought – Third**     **(positions 40-41)**
- **Degree Sought – Fourth**     **(positions 48-49)**
- **Degree Sought – Fifth**     **(positions 56-57)**
- **New Degree codes.  See new degree code table** (**DD30 and DD30.1**).

**Collection Year 2011 –**
    **Additional 7 New Fields to be reported in collection year 2011**
ethnicity and race (**positions 67-73**) are collected in seven new fields.  Each student record has an indicator for Hispanic/Latino ethnic origin and five race categories under 1997 standards.

- **US Citizenship**     **(position 67)**     **DD24**
- **Hispanic/Latino Ethnicity**     **(position 68)**     **DD25**
- **White**     **(position 69)**     **DD26.1**
- **Black/African American**     **(position 70)**     **DD26.2**
- **Asian**     **(position 71)**     **DD26.3**
- **American Indian/Alaskan Native (position 72)**     **DD26.4**
- **Native Hawaiian/Pacific Islander (position 73)**     **DD26.5**

A revised DIS file format below shows the new fields highlighted in purple and the fields revised for 2009 in yellow.  The revised format includes an additional column labeled, "MAC Year Required" to note the collection year the new fields are to be reported.

**Degree Information System (DIS) File Version 2 Specification Format**

| Record Position | Field Length | Data Element | Data Dictionary Reference | Description | MAC Year |
|---|---|---|---|---|---|
| 1-2 | 2 | Highest Degree Month | See DIS Manual | Calendar Month the highest degree was conferred. | |
| 3-4 | 2 | Highest Degree Year | DIS Manual | Calendar Year the highest degree was conferred. | |
| 5-10 | 6 | FICE Code | DD3 | Institution identifier using FICE codes. | |
| 11 | 1 | Sub-campus Code | DD4 | An identifier to define students within institution. Optional | |
| 12-20 | 9 | Identification | DD5 | Social Security Number or alternative identifier or Individual Taxpayer Identification Number (ITIN) | |
| 21 | 1 | Identification Type | DD6 | Code "blank" if the identification number is a Real SSN or ITIN. Code "2" to indicate that the identifier is NOT a real SSN or ITIN. | |
| 22 | 1 | Gender | DD21 | Employee's gender or assigned gender if unknown | |
| 23 | 1 | Race/Ethnic (1997 Standard) | DD20 | The 1977 standards for single category race/ethnicity. Required through 2009 collection and reported if available after 2010 and beyond | |
| 24-25 | 2 | Degree Sought (Highest) | DD30 | Highest degree awarded during the reporting period. If single degree report it here. | 2009 |
| 26-31 | 6 | Program Taxonomy (Highest) | DD31 | MHEC academic program code for the degree specified in highest degree field above. | |
| 32-33 | 2 | Degree Sought (Second) | DD30 | Degree conferred in addition to the highest degree during reporting period. If highest degree was a single degree but covered multiple majors a code of "99" optimally can be placed here. | 2009 |
| 34-39 | 6 | Program Taxonomy (Second) | DD31 | MHEC academic program code for the second degree or for multiple major (if "99" specified above). | |
| 40-41 | 2 | Degree Sought (Third) | DD30 | Degree conferred in addition to the highest degree during reporting period. If highest degree was a single degree but covered multiple majors a code of "99" optimally can be placed here. | 2009 |
| 42-47 | 6 | Program Taxonomy (Third) | DD31 | MHEC academic program code for the second degree or for multiple major (if "99" specified above). | |
| 48-49 | 2 | Degree Sought (Fourth) | DD30 | Degree conferred in addition to the highest degree during reporting period. If highest degree was a single degree but covered multiple majors a code of "99" optimally can be placed here. | 2009 |
| 50-55 | 6 | Program Taxonomy (Fourth) | DD31 | MHEC academic program code for the second degree or for multiple major (if "99" specified above). | |
| 56-57 | 2 | Degree Sought (Fifth) | DD30 | Degree conferred in addition to the highest degree during reporting period. If highest degree was a single degree but covered multiple majors a code of "99" optimally can be placed here. | 2009 |
| 58-63 | 6 | Program Taxonomy (Fifth) | DD31 | MHEC academic program code for the second degree or for multiple major (if "99" specified above). | |
| 64-66 | 3 | Cumulative GPA | See DIS Errata Sheet | Grade Point Averages required for 2-year publics; not required for independents and 4-year publics | |

| 67 | 1 | US Citizenship | DD24 | Identifies whether student is in the U.S. Citizenship Group or not | 2011 |
|----|---|----------------|------|-------------------------------------------------|------|
| 68 | 1 | Hispanic Latino Ethnicity (1997 Standard) | DD25 | Identifies whether student is of Hispanic or Latino origin under 1997 standards | 2011 |
| 69 | 1 | White (1997 Standard) | DD26.1 | Multi-race identification for indicator under 1997 standards | 2011 |
| 70 | 1 | Black/African American (1997 Standard) | DD26.2 | Multi-race identification for indicator under 1997 standards | 2011 |
| 71 | 1 | Asian (1997 Standard) | DD26.3 | Multi-race identification for indicator under 1997 standards | 2011 |
| 72 | 1 | American Indian (1997 Standard) | DD26.4 | Multi-race identification for indicator under 1997 standards | 2011 |
| 73 | 1 | Native Hawaiian (1997 Standard) | DD26.5 | Multi-race identification for indicator under 1997 standards | 2011 |
| 74-80 | 16 | Reserved for future | | Must be blank | |

## 2009 Degree Sought Coding Changes

MHEC has identified a new uniform degree coding system to be used in all MAC systems.

For the 2009 degree data must be submitted using the new Degree Sought set as found in the Data Dictionary  DD30.

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

For historical purposes it is vitally important that the old Degree Sought codes and Degree Records used up to and through the 2008 DIS collection year are not altered but kept for future references.

*ELEMENT TITLE:*

## *Degree Sought*

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

FORMAT: numeric – 2 digit

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

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

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

DOCUMENTED: 1/10/77 Revised:  1/30/09
-DD30-

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

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

DD 30.1

*ELEMENT TITLE:*
**Race/Ethnicity (1977 Standard)**

DEFINITION:      Federal 1977 categories used to describe groups to which individuals identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. Resident aliens (holders of Form I-551/155), noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.

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

FORMAT: numeric - 1 digit
CODES:

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

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

RELATED TO: US Citizenship

GLOSSARY: UNKNOWN, BLACK, NON-HISPANIC (1977), ASIAN (1977), HISPANIC (1977), WHITE, NON-HISPANIC (1977), FOREIGN (1977), ALL OTHER(1977), NATIVE AMERICAN, AFRICAN AMERICAN, AMERICAN INDIAN OR ALASKAN NATIVE (1997)

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

SYSNAME: RACE

DOCUMENTED: 1/10/77 Revised: 1/30/09

-DD20-

*ELEMENT TITLE:*

## US Citizenship

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

FORMAT:  numeric - 1 digit

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

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

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

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

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

SYSNAME:  CITIZEN

DOCUMENTED:  1/10/77 Revised:  1/30/09

-DD24-

*ELEMENT TITLE:*

## Hispanic Latino Ethnicity (1997 Standard)

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

FORMAT:          alphanumeric – 1 character

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

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

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

GLOSSARY:      HISPANIC (1997), LATINO

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

SYSNAME:       HISPANIC

DOCUMENTED:   1/30/09 Revised:

-DD25-

*ELEMENT TITLE:*

## Multi-race for 1997 Standard

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

FORMAT:      alphanumeric - 5 character array may be all blank

CODES:      The coding is the same in each of the race fields in the array.
Y = yes to the specific race category
blank = not answered or declared

COMMENTS:      There is no unknown coding.  If the array is blank for all fields the students race is considered to be unknown.
Each individual race field is defined on the pages for:
- White (1997)
- Black or African American (1997)
- Asian (1997)
- American Indian or Alaska Native (1997)
- Native Hawaiian or Pacific Islander (1997)

See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO:      US Citizenship, Ethnicity (1997)

GLOSSARY:      WHITE (1997), BLACK (1997),AFRICAN AMERICAN,
ASIAN (1997), AMERICAN INDIAN OR ALASKA NATIVE (1997), NATIVE HAWAIIAN OR PACIFIC ISLANDER (1997)

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

SYSNAME:      RACEALL

DOCUMENTED:      1/30/09   Revised:

-DD26-

*ELEMENT TITLE:*

## White (1997 Standard)

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

FORMAT:     alphanumeric - 1 character may be blank

CODES:     Y = yes to the White race category
blank = not answered or declared

COMMENTS:     Only for the one single White race category.
See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO:     Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY:     WHITE (1997)

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

SYSNAME:     RWHITE

DOCUMENTED:     1/30/09   Revised:

-DD26.1-

*ELEMENT TITLE:*

## **Black/African American (1997 Standard)**

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

FORMAT:     alphanumeric - 1 character may be blank

CODES:     Y = yes to the Black/African American race category
blank = not answered or declared

COMMENTS:     Only for the one single Black/African American race category.   See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO:     Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY:     BLACK (1997) OR AFRICAN AMERICAN

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

SYSNAME:     RBLACK

DOCUMENTED:     1/30/09   Revised:

-DD26.2-

*ELEMENT TITLE:*

## Asian (1997 Standard)

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

FORMAT:     alphanumeric - 1 character may be blank

CODES:     Y = yes to the Asian race category
blank = not answered or declared

COMMENTS:     Only for the one single Asian race category.   See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO:     Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY:     ASIAN (1997)

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

SYSNAME:     RASIAN

DOCUMENTED:     1/30/09   Revised:

-DD26.3-

*ELEMENT TITLE:*

## American Indian/Alaskan Native (1997 Standard)

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

FORMAT:        alphanumeric - 1 character may be blank

CODES:        Y = yes to the American Indian/Alaskan Native race category
blank = not answered or declared

COMMENTS:        Only for the one single American Indian/Alaskan Native category.   See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO:        Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY:        AMERICAN INDIAN/ALASKAN NATIVE (1997)

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

SYSNAME:        RAIAN

DOCUMENTED:        1/30/09   Revised:

-DD26.4-

*ELEMENT TITLE:*

## Native Hawaiian/Pacific Islander (1997 Standard)

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

FORMAT:    alphanumeric - 1 character may be blank

CODES:    Y = yes to the Native Hawaiian/Pacific Islander category
blank = not answered or declared

COMMENTS:    Only for the one single Native Hawaiian/Pacific Islander category.   See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO:    Multi-race for 1997 Standard, US Citizenship, Ethnicity (1997)

GLOSSARY:    NATIVE HAWAIIAN/PACIFIC ISLANDER (1997)

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

SYSNAME:    RNHPI

DOCUMENTED:    1/30/09   Revised:

-DD26.5-

# Table of Contents

Degree Information System Overview

The Degree Information System (DIS) is designed to collect degrees and formal awards by individual students.  Each student receiving (actually conferred) a degree or formal award during the collection period is reported on a single student record.  Only one record per student is allowed and it provides for multiple degrees. The submission of this file of student records each August 1 covers the preceding fiscal year period between July 1 of previous year and June 30 to current reporting year.  For example, the DIS submission for 2004 would cover the period from July 1, 2003 to June 30, 2004.  Degrees earned but not yet conferred during this time period should be reported in the next DIS submission.  Under very rare circumstances, an institution may be granted an exception to this rule due to timing of graduation (and date of degree confirmation) to degrees earned this period.

The institution is responsible for developing a procedure to extract the required DIS data from their own student record keeping systems. The procedure must produce a file that completely complies with the DIS file specifications provided in these instructions.

Background

College access for low-income students has been an issue of great concern in Maryland for a number of years.  Recent efforts to address this concern include a study conducted by the American Institutes for Research of our State aid programs and the work of the Task Force to Study College Readiness for Disadvantaged and Capable Students.  These efforts noted that the statewide data collected by the Maryland Higher Education Commission was inadequate to allow comprehensive analyses to determine if the financial aid needs of low-income students were being adequately addressed and whether the State aid programs were effective.  As a direct result of these findings, the 2002 Joint Chairmen's Report (JCR) directed the institutions to work cooperatively with the Commission to develop a student unit record system to collect needed data and establish a multi-year timeline for data collection, and multi-year research program.

Toward that end, the Commission convened an intersegmental workgroup to study this issue.  During 2002 the workgroup met, discussed and made decisions on a wide variety of issues related to financial aid data collection pursuant to the JCR request.  For example, the workgroup discussed the data elements to be collected, set appropriate data definitions, established research goals, and planned a reasonable timeline.  In addition, the workgroup developed a plan that requires all institutions to provide unit record information on all aid received by students enrolled at their institution each year.  The proposal also included requirements for collection of enrollment and graduation data.  These additional data needs were necessary for the types of analysis required for the research goals of the plan.

The Commission has a long history of collecting unit record (i.e., student) enrollment and graduation data from its public higher educational institutions.  Since the late 1970s, the Commission has developed two data systems to collect comparable and accurate unit record data on enrollment and graduation for public higher educational institutions in Maryland (e.g., from the community colleges and the State's four-year public colleges and universities).  These two data systems, known as the Enrollment Information System (EIS) and the Degree Information System (DIS), provide a record on each student enrolled in the fall at a public higher educational institution and a record on every student's formal awards conferred.  These systems were

developed to meet the needs of the Commission in carrying out its statutory responsibilities to the Governor and the General Assembly.  In addition, the Commission's enrollment and degree information systems are the only sources of comprehensive, student-based information on the State's college population in both the community college and four-year public segments.

MICUA Agreement for Institutions

In 2003, an agreement was reached with the independents through the Maryland Independent College and University Association (MICUA) to provide additional data to the Commission based upon the need for student based data records.  The agreement for student data submitted in each data category of enrollment, degree and financial aid are as follows:

Enrollment Information System (EIS) – Independents will provide student records in the required MHEC EIS submission each year.  These student records only include students who are Maryland residents at the time of initial application and admission to the college.  This residency is based upon the permanent legal residence of the student.

Degree Information System (DIS) - Independents will provide student records in the required MHEC DIS submission each year.  These student records only include students who are Maryland residents at the time of initial application and admission to the college.  This residency is based upon the permanent legal residence of the student.

Financial Aid Information Systems (FAIS) – Independents will provide student based records in the required MHEC FAIS submission each year.  These student records only include students who were Maryland residents (as defined above) and received financial aid from a State program.

Enrollment Reporting Forms (S1, S4, S8, S9) – These current aggregate forms will continue to collect enrollment data on all students enrolled at the institution.

Degree and Formal Awards Form (D) – This current aggregate form will continue to collect degree data on all students receiving degrees or other formal awards at the institution.

Financial Aid (S5) – Independents will continue to provide this aggregate form collecting data on all students receiving financial aid from any source enrolled at the institution.

This agreement specifies the expected minimum compliance level to Commission reporting requirements starting in 2004 for EIS and DIS.  The new FAIS will be piloted in 2004 for independents with full segment participation in 2005.

Dual Reporting Burden Alternative

The above agreement does establish additional reporting burden in supplying data on both a Maryland residence subset of students in student based record submissions and total students on survey forms.  In order to allow institutions to reduce this burden, an alternative for submission has been provided by MHEC.

The alternative is to use the one or more of the student based systems (EIS, DIS, or FAIS) to provide data on <u>all</u> students.  This will eliminate the need to provide both student based unit record submission and aggregate survey forms.  This is similar to the reporting performed by the public institutions in Maryland.  The following method can be followed for Maryland Independent Institutions.

- SSN for minimum student set and alternative student identifier for rest of students.  This would mean a student not in the minimum set could have a student identification assigned.  This would still have to be a 9 digit number unique to a student record in each submission but would be chosen and known only by the institution.  This number can even be different for a student each year data is submitted.  The institution must indicate the presence of an assigned number by using the student identification type field in record.  This alternative allows the institution to make one data submission in each area without supplying personally identifiable data for students beyond minimum agreement.  It also drops the dual reporting burden requirement.

This dual reporting burden alternative is provided as an option, which the institution can elect to do instead of the minimum agreement level.  They would reduce overall institution reporting burden due to the difference between the minimum level of the MICUA agreement and the MHEC reporting requirements.

Students To Include

For Maryland independent institutions covered under the MICUA agreement, the DIS submission is required starting 2004.  The following are the minimum set of students to be included:

- Students who received a degree or formal award from the institution in the reporting period covered by the submission.

- Student was a Maryland resident at the time of initial application and admission to the institution.

If the minimum set of students is provided in DIS then the Degree and Formal Awards Form (D) is also required for all students at institution.

As an alternative to reduce dual burden reporting, all students can be reported on the DIS submission. In this case, the Degree and Formal Awards Form is not required. The section, Dual Reporting Burden Alternative, provides guidance on this.

File Specifications

One record per qualifying student receiving degree or formal award during reporting period. Qualifying student is determined depending on reporting option selected by institution under previously discussed options. The record format required by MHEC is fixed format as an ANSI MS-DOS text file.

| Record Position | Data Element | Data Dictionary Reference | Description |
|---|---|---|---|
| 1-2 | Highest Degree Month | See DIS Manual | Calendar Month the highest degree was conferred. |
| 3-4 | Highest Degree Year | DIS Manual | Calendar Year the highest degree was conferred. |
| 5-10 | FICE | DD3 | Institution identifier using FICE codes. |
| 11 | Sub-campus code | DD4 | An identifier to define students within institution. Optional |
| 12-20 | Identification Number | DD5 | Social Security Number or alternative student identifier (when allowed). |
| 21 | Identification Number Type | DD6 | Identifies whether real or alternative identifier is given in Identification Number field. |
| 22 | Gender | DD21 | Student gender or assigned gender if unknown. |
| 23 | Race/Ethnicity | DD20 | The 1977 standards for single category race/ethnicity combined. |
| 24-25 | Degree Sought (Highest) | DD30 | Highest degree awarded during the reporting period. If single degree report it here. |
| 26-31 | Program Taxonomy (Highest) | DD31 | MHEC academic program code for the degree specified in highest degree field above. |
| 32-33 | Degree Sought (Second) | DD30 | Degree conferred in addition to the highest degree during reporting period. If highest degree was a single degree but covered multiple majors a code of "99" optimally can be placed here. |
| 34-39 | Program Taxonomy (Second) | DD31 | MHEC academic program code for the second degree or for multiple major (if "99" specified above). |
| 40-41 | Degree Sought (Third) | DD 30 | Additional degree conferred during reporting period or multiple major code of "99" for prior degree sought field. |

| | | | |
|---|---|---|---|
| 42-47 | Program Taxonomy (Third) | DD31 | MHEC academic program code for third degree or multiple major (if "99" used above) for second degree reported. |
| 48-49 | Degree Sought (Fourth) | DD 30 | Additional degree conferred during reporting period or multiple major code of "99" for prior degree sought field. |
| 50-55 | Program Taxonomy (Fourth) | DD 31 | MHEC academic program code for fourth degree or multiple major (if "99" used above) for third degree reported. |
| 56-57 | Degree Sought (Fifth) | DD 30 | Additional degree conferred during reporting period or multiple major code of "99" for prior degree sought field. |
| 58-63 | Program Taxonomy (Fifth) | DD 31 | MHEC academic program code for fifth degree or multiple major (if "99" used above) for fourth degree reported. |
| 64-66 | Cumulative GPA | DIS Manual | Not required for independents, must be blank. |
| 67-80 | Reserved for future. | | Must be blank. |

This record format allows for up to a combination of 5 degrees and multiple majors. The student based record must have at least the first degree sought (Highest) completed. Additional degrees or formal awards conferred should be placed in other degree fields. The use of multiple majors is optional for institution and not required for MHEC. Multiple majors apply to degree listed in record immediately prior to multiple major.

The examples are provided to show how data is provided in DIS. Example A shows a typical single award to a student in the reporting period. Example B shows a single award with a multiple major to a student. In Example B student is not provided with social security number and alternative is used. Example C shows two degrees (one master's in June and one bachelor's in December of previous year) in one reporting period to a single student.

## EXAMPLES

| DIS Fields | A<br>Single<br>Award | B<br>Multiple<br>Major | C<br>Two<br>Awards |
|---|---|---|---|
| Highest Degree Month | 06 | 06 | 06 |
| Highest Degree Year | 03 | 03 | 03 |
| FICE | 999999 | 999999 | 999999 |
| Sub-Campus Code | blank | blank | blank |
| Identification Number | 222222222 | 000101023 | 333333333 |
| Identification Number Type | blank | 2 | blank |
| Gender | 1 | 2 | 1 |
| Race/Ethnicity | 4 | 5 | 1 |
| Degree Sought (Highest) | 02 | 02 | 04 |
| Program Taxonomy (Highest) | 050101 | 050101 | 050106 |
| Degree Sought (Second) | blank | 99 | 02 |
| Program Taxonomy (Second) | blank | 040101 | 050101 |
| Degree Sought (Third) | blank | blank | blank |

| Program Taxonomy (Third) | blank | blank | blank |
|---|---|---|---|
| Degree Sought (Fourth) | blank | blank | blank |
| Program Taxonomy (Fourth) | blank | blank | blank |
| Degree Sought (Fifth) | blank | blank | blank |
| Program Taxonomy (Fifth) | blank | blank | blank |

Submission Procedures

The DIS file created by the institution can be sent to MHEC via several methods:

- Placed on floppy disc or CD-ROM media and mailed or hand delivered to: MHEC, Office of Information Systems, 839 Bestgate Road, Suite 400, Annapolis, MD  21401.

- Send an email attachment.  Institutions should evaluate their encryption needs to insure privacy of social security numbers.   The memo to institutions in Appendix D covers MHEC recommendations for transporting and encrypting email file attachment submissions to MHEC.  It is the institutions responsibility to insure privacy of data during transport prior to receipt of file at MHEC.  The Email address is mac@mhec.state.md.us .

- Uploaded to the MHEC data web site.  URL is http://data.mhec.state.md.us and then follow annual collections links to complete proper upload selection.  This site requires a user-id and password.  Site is planned for 2004 collection.


When each DIS is submitted, the Institutional Certification and Specification Form for Automated Submission in Appendix C must be completed and submitted with each DIS file.  In order to provide electronic submission of this form, it can be completed and sent as a file attachment in an email.  The email transmitting the form will be used as a substitute for the signature required on the form.  This means the email sender will be considered as the institution staff certifying the data.

After the file is received by MHEC, editing and consistency analysis will be used to review the data.  Institutions will be contacted by phone, email or mail with issues or problems in the file.   These data issues and problems must be resolved by the institution prior to data being accepted by MHEC.

# Appendix A

# Data Dictionary References

Data Dictionary Pages

*ELEMENT TITLE:*
     **FICE**


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


FORMAT:           numeric - 6 digits


CODES:                  uses the old <u>F</u>ederal <u>I</u>nteragency <u>C</u>ommittee on <u>E</u>ducation code for institutions see next page


COMMENTS:            The U.S. Dept. of Ed. uses 2 different ids for identifying institutions.  The National Center for Education Statistics uses the IPEDS unit id.  The Office of Program Evaluation uses the OPE number which is based upon the old FICE code.  It usually has the old FICE code as the first 6 digits of an 8 digit number with a "00" as the last 2 digits.  Institutions with FICE codes starting with 26 are artificial assignments by MHEC.


RELATED TO:


GLOSSARY:


SYSTEMS:          EIS,TSS,HGS,DIS,IPINV,EDS


SYSNAME:         FICE


DOCUMENTED:     1/10/77 Revised: 6/30/03

| | |
|---|---|
| 002057 | Allegany College of Maryland |
| 002058 | Anne Arundel Community College |
| 002061 | Baltimore City Community College |
| 031007 | Carroll Community College |
| 002063 | Community College of Baltimore County |
| 008308 | Cecil Community College |
| 002064 | College of Southern Maryland |
| 004650 | Chesapeake College |
| 002071 | Frederick Community College |
| 010014 | Garrett College |
| 002074 | Hagerstown Community College |
| 002075 | Harford Community College |
| 008175 | Howard Community College |
| 006911 | Montgomery College |
| 002089 | Prince George's Community College |
| 020739 | Wor-Wic Community College |
| 002062 | Bowie State University |
| 002068 | Coppin State University |
| 002072 | Frostburg State University |
| 002091 | Salisbury University |
| 002099 | Towson University |
| 002102 | University of Baltimore |
| 002104 | Univ. of MD - Baltimore City |
| 002105 | Univ. of MD - Baltimore County |
| 002103 | Univ. of MD - College Park |
| 002106 | Univ. of MD - Eastern Shore |
| 011644 | Univ. of MD - University College |
| 007959 | Univ. of MD - System  Office |
| 002083 | Morgan State University |
| 002095 | St. Mary's College of Maryland |
| 002060 | Baltimore Hebrew University |
| 023148 | Baltimore International College |

Binah Institute of Advanced Judaic Studies for Women

| | |
|---|---|
| 001436 | Capitol College |
| 002067 | Columbia Union College |
| 002073 | Goucher College |
| 007662 | Hagerstown Business College |
| * | Harry Lundeberg School Seamanship |
| 002076 | Hood College |
| 002077 | Johns Hopkins University |
| 002078 | Loyola College |
| 021551 | Maryland College of Art & Design |
| 002080 | Maryland Institute College of Art |
| 002109 | McDaniel College |
| 002086 | Mount St. Mary's College |
| * | National Labor College |
| 002087 | Ner Israel Rabbinical College |
| 002065 | College of Notre Dame of Maryland |
| 002092 | St. John's College |
| 002096 | St. Mary's Seminary and University |
| 021279 | Sojourner-Douglass College |
| 002107 | Stevenson University |
| 020836 | TESST College of Technology |
| 025784 | TAI Sophia Institute |
| 001462 | Washington Bible College |
| 002108 | Washington College |
| * | Yeshiva College of the Nation's Capital |

* means no federal FICE assigned

*ELEMENT TITLE:*

**Sub-campus Code**


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


FORMAT:        alphanumeric - 1 character


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


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


RELATED TO:


GLOSSARY:


SYSTEMS:        EIS,TSS,HGS,DIS,EDS


SYSNAME:        SUBCAMP


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

*ELEMENT TITLE:*
**Identification Number**


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


FORMAT:         numeric - 9 characters


CODES:          Institutions can provide an encrypted version of SSN which is 7 alphanumeric characters with 2 blanks at end of field if they are using old releases of MHEC software.


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

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

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

RELATED TO:     Identification Number Type


GLOSSARY:


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


SYSNAME:        IDN


DOCUMENTED:     1/10/77 Revised:    6/10/00

*ELEMENT TITLE:*
    **Identification Number Type**


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


FORMAT:          numeric - 1 digit - blank valid


CODES:          blank = valid social security number  (or employee number in EDS)
          2 = assigned identification number


COMMENTS:          Present in EIS and DIS but with additional code of 1 and 3 which also mean the same as blank.
          EDS submissions using an employee based identification number should leave this field blank.


RELATED TO:          Identification Number


GLOSSARY:


SYSTEMS:          TSS,HGS,EIS,DIS


SYSNAME:          IDT


DOCUMENTED:          1/10/77 Revised: 11/1/95

*ELEMENT TITLE:*
      **Race/Ethnicity**


DEFINITION:      Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community.  The categories do not denote scientific definitions of anthropological origins.  A person may be counted in only one group.

                        Resident aliens (holders of Form I-551/155), noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.


FORMAT:         numeric - 1 digit


CODES:           0 = Unknown
                        1 = African American (Black)
                        2 = Native American (Indian)
                        3 = Asian
                        4 = Hispanic
                        5 = White
                        6 = Foreign (in EDS 6 = All Other)
                        7 = All Other (in EDS 7 not used)


COMMENTS:      In EDS, citizenship is used to determine foreign employees.


RELATED TO:     Citizenship (EDS)


GLOSSARY:      UNKNOWN, BLACK, INDIAN, ASIAN, HISPANIC, WHITE, FOREIGN, ALL OTHER, NATIVE AMERICAN, AFRICAN AMERICAN


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


SYSNAME:      RACE


DOCUMENTED:     1/10/77 Revised: 4/20/92

**ELEMENT TITLE:**
    **Gender**


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


FORMAT:             numeric - 1 digit


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


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


RELATED TO:


GLOSSARY:


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


SYSNAME:         SEX


DOCUMENTED:    1/10/77 Revised:

-DD21-

*ELEMENT TITLE:*
**Degree Sought – DIS (2008 and earlier, see DIS Addendum for Revisions)**

DEFINITION:      In the case of degree or formal award received, this is actual degree conferred.

FORMAT:      numeric - 2 digit

CODES:      01 = Certificate below Associate level
02 =  A. A. Associate
03 = Bachelor's
04 = Masters
05 = Doctorate
06 = First Professional
07 = Other Undergraduate Certificate
08 = Post-Bacculaureate Certificate
09 = Advanced Graduate Certificate
10 = First Professional Certificate
99 = multi-major (DIS only)

COMMENTS:      This code used in degree sought varies between different MHEC reporting systems.  Please review the system manual to determine correct coding.

RELATED TO:      Program Taxonomy code, together make up academic program code

GLOSSARY:      FORMAL AWARD,  ASSOCIATE, BACHELORS, FIRST-PROFESSIONAL, LOWER DIVISION CERTIFICATE, UPPER DIVISION CERTIFICATE, POST-BACCALAUREATE CERTIFICATE, CERTIFICATE OF ADVANCED STUDY, DOCTORATE, FIRST-PROFESSIONAL CERTIFICATE

SYSTEMS:      DIS

SYSNAME:      DEGREE (in DIS)

DOCUMENTED:      1/10/77 Revised:

*ELEMENT TITLE:*
**Program Taxonomy**


DEFINITION:       The MHEC academic program code for the most recent instructional program area of the student.


FORMAT:           alphanumeric –(6 or 8 digits, see comment below)


CODES:            published periodically in the Academic Programs at Maryland Colleges and Universities or contact MHEC for current listing

909901-- = undeclared, undecided or unknown


COMMENTS:         Special reporting category exemptions to the academic program code inventory may be granted in writing by MHEC.

The taxonomy is based upon the HEGIS classification system with Maryland's unique alterations.

First two digits are called the major discipline (MAJORDS).  The first four digits are called the discipline (DISCPLN).

The program taxonomy code is 8 characters.  Older systems (such as EIS and DIS) use only the first 6 characters.  This is possible since the last two (positions 7 and 8 of code) are currently always blank and are for future expansion.


RELATED TO:       Degree Sought, together make up the academic program code


GLOSSARY:


SYSTEMS:          EIS,TSS,HGS,DIS,RTN,PINV,IPINV,EDS,AGGR


SYSNAME:          PROGRAM


DOCUMENTED:   5/7/80  Revised: 3/31/95

Major Disciplines
  Disciplines

**Code starts with**

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

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

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

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

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

1908    PHYSICAL CHEMISTRY
        1909    ANALYTICAL CHEMISTRY
        1910    PHARMACEUTICAL CHEMISTRY
        1911    ASTRONOMY
        1912    ASTROPHYSICS
        1913    ATMOSPHERIC SCIENCES AND METEOROLOGY
        1914    GEOLOGY
        1915    GEOCHEMISTRY
        1916    GEOPHYSICS AND SEISMOLOGY
        1917    EARTH SCIENCES, GENERAL
        1918    PALEONTOLOGY
        1919    OCEANOGRAPHY
        1920    METALLURGY
        1999    OTHER, PHYSICAL SCIENCES
20    PSYCHOLOGY
        2001    PSYCHOLOGY, GENERAL
        2002    EXPERIMENTAL PSYCHOLOGY
        2003    CLINICAL PSYCHOLOGY
        2004    PSYCHOLOGY FOR COUNSELING
        2005    SOCIAL PSYCHOLOGY
        2006    PSYCHOMETRICS
        2007    STATISTICS IN PSYCHOLOGY
        2008    INDUSTRIAL PSYCHOLOGY
        2009    DEVELOPMENTAL PSYCHOLOGY
        2010    PHYSIOLOGICAL PSYCHOLOGY
        2099    OTHER, PSYCHOLOGY
21    PUBLIC AFFAIRS and SERVICES
        2101  COMMUNITY SERVICES, GENERAL
        2012    PUBLIC ADMINISTRATION
        2103    PARKS AND RECREATION MANAGEMENT
        2104    SOCIAL WORK AND HELPING SERVICES
        2105    LAW ENFORCEMENT AND CORRECTIONS
        2106    INTERNATIONAL PUBLIC SERVICE
        2199    OTHER, PUBLIC AFFAIRS AND SERVICES
22    SOCIAL SCIENCES
        2201    SOCIAL SCIENCES, GENERAL
        2202    ANTHROPOLOGY
        2203    ARCHAEOLOGY
        2204    ECONOMICS
        2205    HISTORY
        2206    GEOGRAPHY
        2207    POLITICAL SCIENCE AND GOVERNMENT
        2208    SOCIOLOGY
        2209    CRIMINOLOGY
        2210    INTERNATIONAL RELATIONS
        2211    AFRO-AMERICAN STUDIES
        2212    AMERICAN INDIAN CULTURAL STUDIES

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

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

**Code starts with**

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

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

### SECTION III - *Miscellaneous*

**Code starts with**

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

**Appendix B**

**MHEC Data Collection Glossary**

# MARYLAND ANNUAL DATA COLLECTION

# GLOSSARY

# MARYLAND HIGHER EDUCATION COMMISSION
## GLOSSARY

ACADEMIC YEAR - The period of time generally extending from June to May; usually equated to a sequence of three semesters    (summer, fall, spring).

AFRICAN AMERICAN - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

ALL OTHER  - A person from races not defined as ASIAN, BLACK, INDIAN, HISPANIC, FOREIGN, UNKNOWN OR WHITE.

AREA OF CONCENTRATION - A sequential arrangement of courses within a program which at the undergraduate level exceeds 24  semester credit hours, at the masters level exceeds 12 semester hours, and exceeds 18 semester hours at the doctoral level.

ASIAN - Asian or Pacific Islander.  A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.  This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

ASSOCIATE - A degree awarded for satisfactory completion of not less than 60 or more than 70 semester hours, or equivalent hours of college credit representing a planned sequence of learning experiences.

BACHELOR - A degree awarded for satisfactory completion of not  less than 120 semester hours, or equivalent hours of college credit representing a planned sequence of learning experience.

BLACK - see AFRICAN AMERICAN

BRANCH CAMPUS - A permanent instructional unit of a degree-granting institution approved by the Maryland Higher Education Commission or of a chartered institution, located at a site other than the principal location of the approved or chartered institution, which offers on a continuing basis all the instruction required for a baccalaureate degree.

CERTIFICATE OF ADVANCED STUDY - A degree awarded for satisfactory completion of at least 30 semester hours of graduate study or  the equivalent beyond the master's degree.

CREDIT - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient towards the requirements for a formal award.

CREDIT COURSE - A course that, if successfully completed, can be applied toward the number of courses required for achieving a formal award.

CREDIT HOURS - A unit of measure applied toward the total number of hours needed for completing the requirements of a degree, certificate, or other formal award, which represents:
   a)  a minimum of 15 hours (50 minutes each) of actual class time;
   b)  a minimum of 30 hours (50 minutes each) of supervised laboratory or studio time;

c) a minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative educational placements;

d) instruction delivered by instructional television (ITV) or other electronic media based on the equivalent outcomes in student learning of (a) above, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings.

DEGREE - See FORMAL AWARD

DEGREE SEEKING - Students enrolled in courses for credit who are recognized by the institution as seeking a degree or other formal award.

DOCTORATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences consisting of at least 2 years of study beyond the master's level, including completion of a thesis or dissertation.

FIRST-PROFESSIONAL - An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least two years of college work before entrance to the program; and (3) a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-Professional degrees may be awarded in the following ten fields:

> Chiropractic (D.C. or D.C.M.)
> Dentistry (D.D.S. or D.M.D.)
> Law (L.L.B., J.D.)
> Medicine (M.D.)
> Optometry (O.D.)
> Osteopathic Medicine (D.O.)
> Pharmacy (Pharm. D.)
> Podiatry (POD.D or D.P.)
> Theology (M. Div.)
> Veterinary Medicine (D.V.M.)

FIRST PROFESSIONAL CERTIFICATE - A degree awarded for satisfactory completion of a program of study consisting of the number of courses required by the appropriate national professional association.

FIRST-TIME FIRST-PROFESSIONAL - A student enrolled for the first time in the first-professional program. Includes first-professional students enrolled in the fall term who entered the program for the first time in the preceding summer.

FIRST-TIME FRESHMEN - An entering freshman attending any institution for the first time at the undergraduate level. Include students enrolled in the Fall term who attended college for the first time in the preceding summer. Also includes students who entered with advanced standing (college credits earned before graduation from high school). High school students who are concurrently enrolled are not considered first-time.

FIRST-TIME GRADUATE - A student enrolled at the graduate level for the first time.  Includes graduate students enrolled in the fall term who entered graduate school for the first time in the preceding summer.

FIRST-TIME UNDERGRADUATE - A student attending <u>any</u> institution for the first time at the undergraduate level.  Include students enrolled in the Fall term who attended college for the first time in the preceding summer.  Also includes students who entered with advanced standing (college credits earned before graduation from high school).  High school students who are concurrently enrolled are not considered first-time.

FIRST-YEAR - A student who has completed less than the equivalent of one full year of undergraduate work, that is, less than 30 semester hours in a 120 hour program.

FOREIGN - Non-resident alien.  A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

FORMAL AWARD - An award conferred by a college, university or other postsecondary education institution as official recognition for the successful completion of a program of studies.

FOUR-YEAR COLLEGE OR UNIVERSITY - A public or private institution of postsecondary education which: (a) awards a baccalaureate level degree in two or more instructional programs, and may award one or more of the following degrees at the graduate level: (i) Masters, (ii) Doctorate or (iii) First professional and (b) offers appropriate upper divisional courses in the liberal arts and sciences.

FOURTH YEAR AND BEYOND - A student who has completed the equivalent of three years of full-time undergraduate work, that is, at least 90 semester hours in a 120 hour program.

FRESHMAN - See FIRST-YEAR

FULL-TIME - A student determined by the institution as having a normal academic load in terms of course work or other activity.  Normally, an undergraduate student will be enrolled for twelve or more semester credits (or quarter hours).  A graduate student will be enrolled for nine or more semester credits (or quarter hours).  A first-professional student is defined by the institution.

GRADUATE - A program of study beyond the bachelor's degree other than FIRST-PROFESSIONAL and typically requiring a bachelor's degree for entrance.

GRADUATE STUDENT - A student enrolled in a graduate degree program.  Includes students taking graduate course work whether degree seeking or non-degree seeking.

HISPANIC  - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

INDIAN - see NATIVE AMERICAN

INSTITUTION OF POSTSECONDARY EDUCATION - An institution which offers an educational program within the State for persons 16 years old or older who have graduated from or left elementary or secondary school.

INSTRUCTIONAL PROGRAM - See PROGRAM

JUNIOR - See THIRD-YEAR

LOWER DIVISION - Credit courses taken at the first-year (freshman) or second-year (junior) levels.

LOWER DIVISION CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 12 semester hours of college-level work at the freshman or sophomore levels, or both.

MASTERS - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 30 semester hours or the equivalent of graduate-level courses.

NATIVE AMERICAN - American Indian or Alaskan native. A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

NON-DEGREE SEEKING - Students enrolled in courses for credit who are recognized by the institution as having no intent of seeking a degree or who have not made a declaration of degree intention.

OFF-CAMPUS PROGRAM - A program that contains (a) more than 1/3 of the required coursework in a major field of study leading to a certificate beyond the bachelor's level or leading to any undergraduate or graduate degree offered by an approved or chartered institution at a location other than the principal location of the institution during any 12-month period or (b) coursework offered at a location other than the principal location of an approved or chartered institution which is advertised as leading to a degree or to a certificate beyond the bachelor's level at that location.

PART-TIME - A student who is taking less than the normal academic load for a full-time student.

POST-BACCALAUREATE CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program consisting of at least 12 semester credit hours of courses at the graduate or upper divisional level, the majority of which are at the master's level.

PRIVATE CAREER SCHOOL DIPLOMA OR CERTIFICATE - A formal award granted by a private career school for satisfactory completion of a program of study consisting of the number of courses required by the school and approved by the Maryland Higher Education Commission.

PROGRAM - A course of study requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to a formal award.

QUARTER HOUR - One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contract hours required for 1 semester hour of credit, when supervision is assured and learning is documented.

REMEDIATION PROGRAM - Instructional activities or services designed for students deficient in the general competencies necessary for college-level work, especially in reading, writing, and mathematics. Typically, these are not credit courses.

SECOND-YEAR - A student who has completed the equivalent of one full year of full-time undergraduate work, that is at least 30 semester hours but less than 60 semester hours in a 120 hour program.

SEMESTER HOUR - One semester hour of credit is awarded for:

a) A minimum of 15 hours (50 minutes each) of actual class time, exclusive of registration, study days, and holidays;
b) A minimum of 30 hours (50 minutes each) of supervised laboratory or studio time, exclusive of registration, study days, and holidays;
c) A minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative education placements, when supervision is assured and learning is documented;
d) Instruction delivered by instructional television (ITV) or other electronic media based on the equivalent outcomes in student learning of (a) above, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is assured and learning is documented.

SENIOR - See FOURTH-YEAR AND BEYOND

SOPHOMORE - See SECOND-YEAR

THIRD-YEAR - A student who has completed the equivalent of two years of full-time undergraduate work, that is, at least 60 semester hours but less than 90 semester hours in a 120 hour program.

TRANSFER - A new student entering the reporting institution but known to have previously attended a postsecondary institution at the same level of study (undergraduate, graduate or first-professional).

UNCLASSIFIED - A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include transfer students whose earned credits have not been determined at the time of reporting or students enrolled in a program who already hold an equivalent or higher degree. High school students concurrently enrolled before graduation should also be included.

UNDERGRADUATE STUDENT - A student enrolled in a bachelor's degree program or in a program below the baccalaureate. Includes students taking course work below a bachelor's degree whether degree seeking or non-degree seeking.

UNKNOWN - A person whose race is unknown.

UPPER DIVISION - Credit courses taken at the third-year (junior) or fourth-year and beyond (senior) levels.

UPPER DIVISION CERTIFICATE - A degree awarded for satisfactory completion of the requirements of a program of studies representing a planned sequence of learning experiences which consist of at least 12 semester hours of college-level work at the third-year or fourth-year and beyond levels, or both.

WHITE - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

**Appendix C**

**Institutional Certification and Specification Form for Automated Submission**

MARYLAND HIGHER EDUCATION COMMISSION

INSTITUTIONAL CERTIFICATION AND SPECIFICATION FORM FOR AUTOMATED SUBMISSION

**INSTRUCTIONS** - The institution should complete this form and forward to either the Commission or your segmental coordinator.  It is important that all information be completed and this form accompany the file to insure accurate transfer of data.

SUBMISSION DATE ___/___/___  FOR INSTITUTION _____

_____

## CERTIFICATION

Attached is the file submission for the system indicated below in the standard MHEC record format and prepared in accordance with MHEC instructions and data definitions.

Name _____

Title _____

Phone _____

I certify that the information submitted on this file is correct and true to the best of my knowledge

Signature_____

System Submitted (check only one and supply all information)

| | Freeze Date[1] | Number of Records | Independents Only: |
|---|---|---|---|
| __ Enrollment Information System (EIS) | ____/_____ | _____students | ___all___MD residents |
| __ Degree Information System(DIS) | N/A | _____students | ___all___MD residents |
| __ Employee Data System (EDS) | __/__/__ | ____ employees | |
| __ High School Graduate System (HGS) | N/A | ___ students | |
| __ Transfer Student System (TSS) | N/A | ___ students | |
| ___ Financial Aid Information System (FAIS) | N/A | _____records | ___all___MD residents |
| __ Workforce Data System (WDS) (for community colleges: credit __ and/or non-credit __ ) | N/A ____ students | | |

[1]Freeze Date is the "as of" for the data on file

## FILE SPECIFICATION

Type of Software and computer used:

**Circle appropriate specifications for file transfer:**

| Options | Character Format | File Format | File Transmittal |
|---|---|---|---|
| **Preferred** | ASCII | Text* | Diskette **or** Email Attachment (should be encrypted) |
| **Other** | | Access (WDS only) Excel (WDS only) | |

*text is fixed format, non-delimited, MS-DOS file

# INSTRUCTIONS

In order to allow institutions flexibility to submit files in different formats, the use of this form allows for an accurate and complete transfer of information to the Commission.  The use of this form eliminates missing or incorrect specifications that cause both confusion and extra work.  It also reduces the possibility of loss of data or misinterpretation.

A cover letter in lieu of this certification form can be used as an alternative.  If you email your file this certification is still required.   Please be sure to include all of the information and certification statement contained on this form in the email or attach a copy of this completed form as a document.  The email transmitting this form will substitute for the signature on the form.

## SPECIAL PUBLIC SEGMENT COORDINATOR INSTRUCTIONS

The UMS can submit certifications by either the institutions or the segment. The freeze date for enrollment and employee submissions (day when snapshot of students or employees was taken to create the file) must be included for each institution.

Each institution (or organizational) reporting unit must be in a separate physical file.  In the past, we have had problems in trying to separate the institution from one large file due to bad institution coding or file specifications.

MHEC90CS (revised 1/04)

**Appendix D**

**File Submission Encryption Recommendations**

# MEMORANDUM

Date:           April 15, 2004

To:             Coordinator, Maryland Annual Collection

From:           Charles Benil

Subject:        Encryption Recommendations for Email File Attachments

The Maryland Higher Education Commission (MHEC) understands the desire of institutions to have the ability to email data files collected for the Maryland Annual Collection (MAC) to us. Since simple email attachments are not secure, the institution must consider safeguarding the Personally Identifiable Information in the email attachment containing the required data files. MHEC has in place an internal policy to adequately safeguard the data once it is in MHEC's possession. Until MHEC takes ownership of the data, the responsibility for security and privacy of data lies with the institution. The institution must adequately address the security and privacy of these data files both at their institution and during transport. With this in mind, MHEC makes the following recommendations to assist the institutions:

A. Do not attach files to email without some protection.

B. The level of protection can be decided by the school, but must be mutually manageable by both MHEC and the institution.

C. Passworded ZIP files from various ZIP software vendors that use the current ZIP 2.0 encryption standard are acceptable to MHEC. If the institution wishes to use this method of protection, MHEC will accept the passworded zipped file in email messages. Newer versions of ZIP software utilizing advanced encryption may not be compatible between vendors software.

D. MHEC will support one vendor's package for advanced encryption beyond current ZIP standard. The vendor MHEC has chosen is WINZIP. WINZIP software version 9.0 and greater will use the more robust advanced encryption techniques to protect data files.

E. The password or key can be telephoned to, sent by mail, sent in a separate email message, or delivered in person to the MHEC staff person responsible for the data survey or the collection coordinator at MHEC.

F. If an institution chooses to use different encrypting software, it must be capable of producing self-extracting files and they must furnish the key via one of the methods above.

G. When sending self-extracting encrypted files to MHEC please change the file extension to .MHEC since our email system blocks files with an .exe extension.  Be aware that you will be warned that changing the extension may make the file unusable.  Click on OK when that warning is issued.

H. If an institution's security policy does not allow email transfer, we recommend the U.S. Postal Service, courier service or hand delivery by the institution staff.

I hope this provides you with recommendations that you can use in conjunction with your institution's security and privacy policies.  Together these will guide you to the method most appropriate for your institution.