

# MHEC Data Collection Error & Discrepancy Reporting Form

IMPORTANT - PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM.

If you are completing this form, DO NOT SUBMIT A REVISED FILE TO MHEC. Be advised that this form includes skip logic based on responses given regarding institution type and data collection.

## WHAT TO DO BEFORE COMPLETING THIS FORM?

Before completing this form send an email to [mac2help.mhec@maryland.gov](mailto:mac2help.mhec@maryland.gov) briefly describing the discrepancy. MHEC will respond to offer guidance on the best method to report previous file discrepancies using the form. Please do not complete this form without MHEC's guidance.

## WHY COMPLETE THIS FORM?

This form should be used to document and report details of data errors, missing data or data discrepancies that have been discovered in unit record file submissions for the current collection year or for prior years. Data concerns can be reported for multiple terms for one data collection system at a time. If you are documenting a discrepancy for more than one data collection, you'll need to submit this form multiple times. But if you are providing details for the same error condition for the same system over multiple years, all years can be selected on a single form.

## WHEN TO COMPLETE THIS FORM?

Complete this form AFTER communicating with MHEC and receiving guidance.

With regard to timing, if the MHEC IT Data Verification Cycle close date has passed and an error or discrepancy is discovered, this form must be completed. DO NOT RESUBMIT a file. After the verification close date has passed and processing begins, revised files will not be accepted. Instead, institutions are required to complete and submit this form to inform MHEC and record the scope of the issue. To check the current year verification cycle close date for the collection in question, click the link below. You will see for example, that the close date for DIS MHEC IT Data Verification Cycle is September 17, 2020. Revised data files will NOT be accepted after that date.

[http://data.mhec.state.md.us/MHEC\\_Data\\_Collections\\_Calendar\\_of\\_Validation\\_Intervals\\_2020-2021.pdf](http://data.mhec.state.md.us/MHEC_Data_Collections_Calendar_of_Validation_Intervals_2020-2021.pdf)

## WHAT IS NEEDED TO COMPLETE THIS FORM?

To complete this form you will need details of the original data reported, such as the total number of records, the total number of records of revised data, as well as specific details of the error or discrepancy for which you are reporting. Be prepared to include a summary with enough detail of the original data reported and the revised data so that MHEC researchers have an adequate record when performing analysis. There is also an opportunity to upload a file containing a detailed explanation of the data concern.

## WHAT HAPPENS AFTER THIS FORM IS SUBMITTED AND HOW WILL INFORMATION BE USED?

MHEC will review your submission and reach out if clarification or additional detail is needed. MHEC may footnote or reference the issue in publications that contain the data. Depending on the results of this submission, it could inform further validations.

Thank you for your due diligence with file submissions, informing MHEC of data concerns, and your partnership.

\* Required

1. Email address \*

---

2. First and Last Name \*

---

3. Telephone number (no dashes) \*

---

4. Institution Type \*

*Mark only one oval.*

- Public 4-year    *Skip to question 5*
- Public 2-year    *Skip to question 6*
- Indep. 4-year    *Skip to question 7*

*Skip to question 8*

Public 4 Year institutions:

5. Public 4 Year Institutions \*

*Mark only one oval.*

- Bowie State University
- Coppin State University
- Frostburg State University
- Morgan State University
- St. Mary's College of Maryland
- Salisbury University
- Towson University
- University of Baltimore
- University of Maryland Baltimore
- University of Maryland Baltimore County
- University of Maryland College Park
- University of Maryland Eastern Shore
- University of Maryland Global Campus

*Skip to question 8*

Public 2 Year Institutions:

## 6. Public 2 Year Institutions \*

*Mark only one oval.*

- Allegany College Of Maryland
- Anne Arundel Community College
- Baltimore City Community College
- Carroll Community College
- Cecil Community College
- College of Southern Maryland
- Chesapeake College
- Community College of Baltimore County
- Frederick Community College
- Garrett College
- Hagerstown Community College
- Harford Community College
- Howard Community College
- Montgomery College
- Prince George's Community College
- Wor-Wic Community College

*Skip to question 8*

**Independent 4 Year Institutions:**

## 7. Indep. 4 Year Institutions \*

Mark only one oval.

- Capitol Technology University
- Goucher College
- Hood College
- Johns Hopkins University
- Loyola University Maryland
- Maryland Institute College of Art
- McDaniel College
- Mount St. Mary's University
- Notre Dame of Maryland University
- St. John's College
- Stevenson University
- Washington Adventist University
- Washington College

Select  
Academic  
Reporting  
Year(s)

Select the reporting year of the collection. For clarification, if you are submitting this form for the Degree Information System (DIS), select the reporting year the data is submitted, not the year of the data in the file.

If the same error spanned multiple years, check all years that apply.

## 8. Academic Reporting Year(s) \*

Check all that apply.

- 2020-21
- 2019-20
- 2018-19
- 2017-18
- 2016-17
- 2015-16
- 2014-15
- 2013-14

## 9. Data Collection System (select one) \*

*Mark only one oval.*

- CIS - COURSE INFORMATION SYSTEM *Skip to question 10*
- CWS - CYBER WARRIOR SYSTEM *Skip to question 11*
- DIS - DEGREE INFORMATION SYSTEM *Skip to question 11*
- EDS - EMPLOYEE DATA SYSTEM *Skip to question 11*
- ECS - EXTERNAL CREDIT SYSTEM *Skip to question 11*
- EIS - ENROLLMENT INFORMATION SYSTEM *Skip to question 10*
- EOTS - END OF TERM SYSTEM *Skip to question 10*
- FAIS - FINANCIAL AID INFORMATION SYSTEM *Skip to question 11*
- MAPCS - MARYLAND APPROVED PROGRAM COMPLETER SYSTEM *Skip to question 11*
- NCI - NEAR COMPLETERS INITIATIVE *Skip to question 11*
- NWCS - NON-CREDIT WORKFORCE COMPLETERS SYSTEM *Skip to question 11*
- SRS - STUDENT REGISTRATION SYSTEM *Skip to question 10*

*Skip to question 11*

Select Term(s) - Check all that Apply

## 10. Term(s) \*

*Check all that apply.*

- FALL TERM 1
- WINTER TERM 2
- SPRING TERM 3
- SUMMER TERM 4

Details of the Error or Discrepancy

11. Please check all that apply \*

Check all that apply.

- Entire file would be replaced if an option
- Variable(s) was misinterpreted
- Variable(s) understood but reported incorrectly
- Students were coded incorrectly for a specific variable
- Data is missing that should have been included in the original file
- Number of enrolled student reported is incorrect in the original file
- Number of degrees reported is incorrect in the original file
- Number of financial aid records for a particular category code is incorrect in the original file
- Number of financial aid records incorrectly coded in the original file
- Number of employee records incorrectly coded
- Uploaded the wrong file
- Data issue will impact IPEDS submission

Other:  \_\_\_\_\_

12. Please help us thoroughly understand the error or discrepancy by summarizing the issue you are reporting. An example of a chart is shown below that details a way to depict "reported" versus "actual" numbers. Name the variable(s) affected, and include the Data Dictionary (DD) numbers. Also include the rate or counts of the error or discrepancy (e.g. 200 records in the file and 75 are affected). Be sure to include written details for each item identified in the previous question such as counts/scope and the possible relationship between problematic variable(s) and other variables (e.g. half of remediation variables miscoded for all first-time students). If you wish to upload a document (Word or Excel), include a summary for this item and use the next question to upload the file. \*

	Reported As	Actual	Reported As	Actual	Reported As	Actual
Variable DD37	First-Time=1	First-Time=1	First-Time=2	First-Time=2	First-Time=5	First-Time=5
Fall 2019	500	600	100	50	500	100
Spring 2020						

---



---



---



---



---

13. If the summary did not provide adequate space, please upload a document or spreadsheet with written detail explaining the data error or discrepancy.

Files submitted:

This content is neither created nor endorsed by Google.

Google Forms