UNIVERSITY SYSTEM OF MARYLAND   Office of Institutional Research
2014-2015 Reporting Calendar – Updated December 5, 2014

**All Data Files and Reports must be uploaded at: http://warehouse.usmd.edu/InstRsch/index.php/

MAC2 & Term Data Files[a]: DUE ON or BEFORE:	Annual File (for FY14 Data)	Summer	Fall	Winter	Spring	USM Staff Contact:
DIS, ECS, NTS[b] (MAC2) – FY14 Data	Aug 1	-------	-------	-------	-------	Bell/Muntz
EOTS (MAC2) – FY14 Data	-------	-------	-------	Sep 5	Sep 5	Bell/Muntz
Credit Hours & FTE by Level (see below -- #14 CY due Jan 9)	July 18	Aug 8	Sep 26	Jan 30	Feb 27	Bell/Muntz
RC Registrations, RC Courses (USM files) – Updated Layout	-------	Aug 29[c]	Oct 3[c]	Feb 6	Feb 27[d]	Bell/Muntz
AIS (USM file) – Updated Layout	-------	-------	Oct 24	-------	-------	Bell/Muntz
FAIS (MAC2)	Nov 7	-------	-------	-------	-------	Bell/Muntz
EIS (MAC2)	-------	Nov 7	Nov 7	Mar 27	Mar 27	Bell/Muntz
EDS (MAC2)	-------	-------	Dec 5	-------	-------	Bell/Muntz
DA - Mid Year Degree & Formal Awards (MAC2)	-------	NOT	REQUIRED	-------	-------	Bell/Muntz
CIS, SRS (MAC2) – Required for FY15	-------	Mar 6	Mar 6	July 24, 2015	July 24, 2015	Bell/Muntz
EOTS (MAC2) – FY15 Data	-------	Apr 10	Apr 10	Aug 7, 2015	Aug 7, 2015	Bell/Muntz

a. MAC2 Files – Information & layouts at http://data.mhec.state.md.us/MAC2Pilot/MAC2Revisions.asp; RC & AIS Files – Information & layouts at www.usmd.edu/usm/adminfinance/IR/IRInfo.html
b. Non-Degree Teacher Candidate System – NEW (reports Teacher Candidates NOT in the DIS)
c. UMCP & UMUC only -- Preliminary Regional Center Summer HC & FTE Aggregated
d. UMUC only – Preliminary

Other Files/Reports/Surveys:		DUE ON or BEFORE:	USM Staff Contact:	Reported:
1.	JCR Enhancement Funding Report – FY14 Initial Draft	July 17	Foster	
2.	Actual Annualized Credit Hour & FTES by Level – FY14	July 18	Bell/Muntz	Budget FTE
	IPEDS Registration (R, RM, ID, IC-H)	Aug 6	-------	
3.	WIA Program Performance file (for institutions participating in WIA)	Aug 22	Bell/Muntz	
4.	Alumni Survey	Sep 1	Bell/Muntz	
5.	Access to Success Report (HBI only)	Sep 3	Wolfe/Muntz	
6.	Faculty Workload Report	Sep 5	Passmore	Nov BOR
7.	MFR Due to USM for DBM and MHEC	Sep 26	Foster	TBA DLS
8.	Opening Fall Enrollment (MHEC S-7)	Oct 10	Bell/Muntz	Oct/Nov BOR
9.	Credit Hours of Fall Enrollment (MHEC S-6)	Oct 24	Bell/Muntz	Oct/Nov BOR
	IPEDS Fall Collection (IC, C,12E) lock by: (Opens Sep 3, C uploaded by MHEC on Sep 19)	Oct 15	-------	

Other Files/Reports/Surveys:	DUE ON or BEFORE:	USM Staff Contact:	Reported:
10. Institutional SAT Profile (except UMB, UMUC) *(MHEC S-11)*	Oct 31	Bell/Muntz	Mar BOR
11. Interim USM Intercollegiate Athletics Report for Finance – Reference Policy	Oct 31	Page/Muntz	Nov BOR
12. First-Time Undergraduate Student Cohort SSN Change *(MHEC S-15)*	Nov 7	Bell/Muntz	
13. Peer Performance Measures	Nov 15	Foster	
14. Dashboard Data	Change to JAN 9	Passmore	
January 2015			
15. Credit Hours & FTE by Level for Calendar Yr 2014 – Winter, Spring, Summer, Fall	Jan 9	Bell/Muntz	Budget FTE
16. Distance Education Survey *(MHEC DE)*	Jan 9	Bell/Muntz	
17. Enrollment Projections	Feb 6	Passmore	Mar BOR
IPEDS Winter Collection (SFA, GR, 200GR) lock by: *(Opens Dec 10, GR/GR200 uploaded by MHEC on Jan 21)*	*Feb 11*	-------	
18. SGAP Report	Feb 23	Beck	May BOR
19. Mid-Year USM Intercollegiate Athletics Report – Reference Policy	Feb 27	Muntz/Lee	Mar BOR
20. Complete College America (CCA)	Spring	Passmore	
21. Opening Spring Enrollment *(MHEC S-7)*	Mar 13	Bell/Muntz	
22. Closing the Achievement Gap Report – FY 2014 Update	Mar 31	Wolfe/Acad. Affairs	Sep BOR
23. Cultural Diversity Reports	Apr 2	Wolfe/Acad. Affairs	June BOR
IPEDS Spring Collection (FE, F, HR) lock by: *(Opens Dec 10, EF/HR uploaded by MHEC on Mar 10)*	*Apr 8*	-------	
24. Spring USM Intercollegiate Athletics Report – Reference Policy	May 1	Muntz/Lee	June BOR
25. Dream Act - Nonresident Tuition for Undocumented Immigrants *(MHEC S-20)*	May 29	Bell/Muntz	

NOTE: If a due date is on a holiday or weekend, the following work day will apply. The due dates on this schedule supersede any due dates indicated on individual forms.

JCR Reports to note:

- July—MHEC Report on Preparing to Implement the Performance Based Funding Model.
- November/December—USM/MHEC Institutional Aid, Pell, and Loan Data by Expected Family Contribution Category
- Nov/December—USM Report on Expanding the Achieving Collegiate Excellence and Success Program (ACES)
- November/December—MHEC Report on Best Practices Toward 55% Completion Goal
- November/December—MHEC Report on Improving State Need-based Financial Aid Programs.

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USM Upload Sites:

Upload all Data Files at: **http://warehouse.usmd.edu/InstRsch/index.php**

If the above link is not working, upload files at: **https://www.acaff.usmh.usmd.edu/instresupload/**