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

### MAC2 & Term Data Files:

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

<table>
<thead>
<tr>
<th>DUE ON or BEFORE:</th>
<th>USM Staff Contact:</th>
<th>Reported:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. JCR Enhancement Funding Report – FY14 Initial Draft</td>
<td>July 17</td>
<td>Foster</td>
</tr>
<tr>
<td>2. Actual Annualized Credit Hour &amp; FTES by Level – FY14</td>
<td>July 18</td>
<td>Bell/Muntz</td>
</tr>
<tr>
<td>3. WIA Program Performance file (for institutions participating in WIA)</td>
<td>Aug 22</td>
<td>Bell/Muntz</td>
</tr>
<tr>
<td>4. Alumni Survey</td>
<td>Sep 1</td>
<td>Bell/Muntz</td>
</tr>
<tr>
<td>5. Access to Success Report (HBI only)</td>
<td>Sep 3</td>
<td>Wolfe/Muntz</td>
</tr>
<tr>
<td>6. Faculty Workload Report</td>
<td>Sep 5</td>
<td>Passmore</td>
</tr>
<tr>
<td>7. MFR Due to USM for DBM and MHEC</td>
<td>Sep 26</td>
<td>Foster</td>
</tr>
<tr>
<td>8. Opening Fall Enrollment (MHEC S-7)</td>
<td>Oct 10</td>
<td>Bell/Muntz</td>
</tr>
<tr>
<td>9. Credit Hours of Fall Enrollment (MHEC S-6)</td>
<td>Oct 24</td>
<td>Bell/Muntz</td>
</tr>
</tbody>
</table>

**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 |
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)*

<table>
<thead>
<tr>
<th>Reported</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Feb 11</td>
<td>-----</td>
</tr>
</tbody>
</table>
18. SGAP Report | Feb 23 | Beck | May BOR |
20. Complete College America *(CCA)* | Spring | Passmore | |
21. Opening Spring Enrollment *(MHEC S-7)* | Mar 13 | Bell/Muntz | |
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)*

<table>
<thead>
<tr>
<th>Reported</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 8</td>
<td>-----</td>
</tr>
</tbody>
</table>
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 | Muntz/Lee | June BOR |

**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

**Contact Info:**  [www.usmd.edu/usm/adminfinance/IR/](http://www.usmd.edu/usm/adminfinance/IR/)
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Mark Beck, 301-445-1984, mbeck@usmd.edu  Zakiya Lee, 301-445-1991, zlee@usmd.edu  Ben Passmore, 301-445-1913, passmore@usmd.edu
Anthony Foster, 301-445-1912, afoster@usmd.edu  Chad Muntz, 301-445-2739, cmuntz@usmd.edu  John Wolfe, 301-445-1917, jwolfe@usmd.edu

**USM Upload Sites:**
Upload all Data Files at: [http://warehouse.usmd.edu/InstRsch/index.php](http://warehouse.usmd.edu/InstRsch/index.php)
If the above link is not working, upload files at: [https://www.acaff.usmh.usmd.edu/instresupload/](https://www.acaff.usmh.usmd.edu/instresupload/)