

Early College Data Collection from Private Institutions

November 13, 2025



MASSACHUSETTS
Department of
Higher Education

Today's Agenda



Introductions



How and why will these data be used?



Review of Data Dictionary & Requested Data Elements



Overview of Submission Process



Questions and Next Steps

Today's Goals

- Review how, why we are asking to collect these data from our private IHE partners.
- Illustrate how these data will be used in partnership with DESE data.
- Review data elements to be reported and associated file submissions.
- Briefly describe submission process

Introductions

How and why these data will be used

Why are we collecting these data?



EQUITABLE ACCESS

Do programs effectively target, engage students from groups traditionally underrepresented in higher ed?



SIZE, SCOPE, SCALE

Are programs scaling appropriately?
Do programs have appropriate size and scope to see the desired impact?



INSTITUTIONAL SUPPORT

Are funds accurate and paid to designated partners in a regular, timely manner?



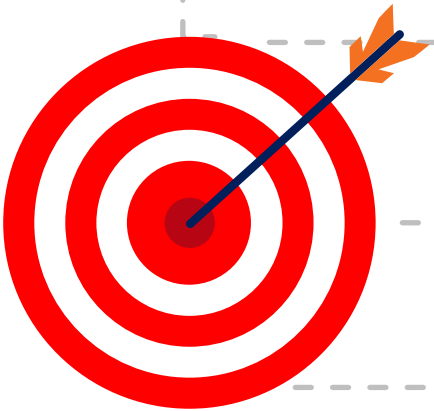
STUDENT SUCCESS

Are institutions supporting student success?
Are students completing 12+ credits?



LONG-TERM OUTCOMES

Are students matriculating to college?
Are students completing a degree at higher rates, in less time, for less money?



Current State Data Collections

K-12 DATA

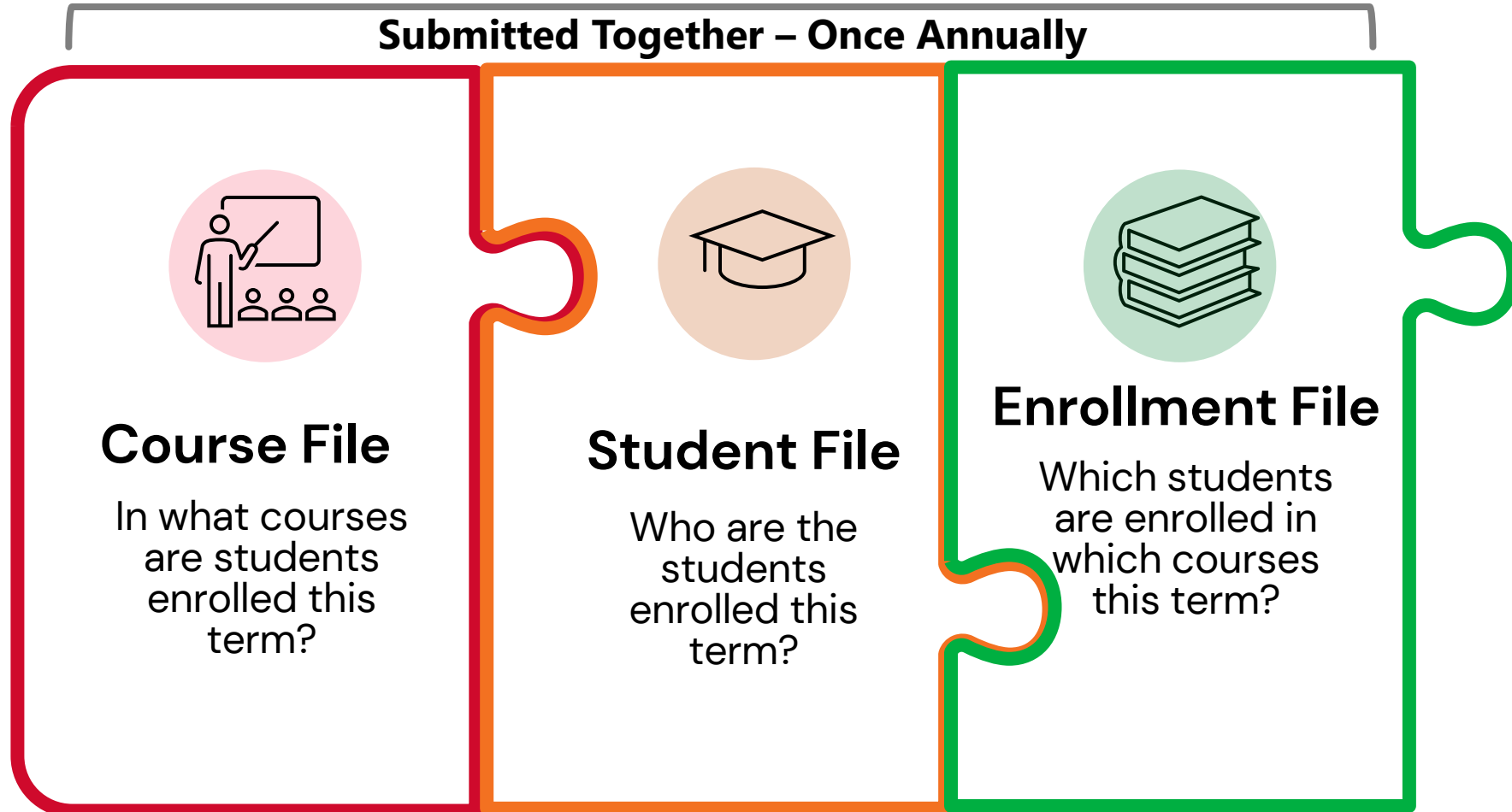
- **Student Information Management System (SIMS):** formal DESE collection on student information that meets state, federal reporting requirements and includes student demographic and location data. **SIMS is the formal way that DESE identifies EC students.**
- **Student Course Schedule (SCS):** formal DESE collection on student course information. SCS helps to identify the courses that EC students are taking for postsecondary credit.

HIGHER EDUCATION DATA

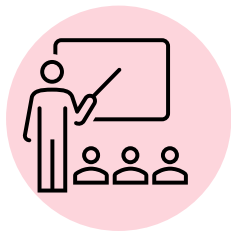
- **Higher Education Information Resource System (HEIRS):** Formal DHE collection that includes information on student demographics, enrollment, programs/majors, course records, degree completion, and financial aid. **HEIRS is the formal way that DESE/DHE will identify the number of credits in which EC students are enrolled for public IHEs.**
- **Private IHE Submission:** Abbreviated HEIRS-like submission to be completed by private IHE partners in designated Early College partnerships. **This is the formal way that DESE/DHE will identify the number of credits in which EC students are enrolled.**

Review of Data Dictionary & Requested Data Elements

Requested Files



Course File: Data Elements



Course File

In what courses
are students
enrolled this
term?

Data Element Name	Data Element Description
College ID	An institutional identification code, as assigned by the DHE
Fiscal Year	The fiscal year in which the course is offered
Term	The academic term in which the course is offered
Course Number	The identification number assigned to the credit course by the institution
Course Section Number	The alphanumeric identification code assigned to a specific section of a course
Course Title	Title assigned to the course by the institution
Credit Hours Assigned to the Course	The number of credit hours the student will receive upon successful completion of the course
Remedial Course Indicator	Distinguishing between reading, writing, and math remedial courses
Course Academic Discipline	The academic discipline with which the course is most frequently associated
Zero Credit Course/Section Indicator	Indicates whether or not a course section is the associated zero credit course section (ie. Lab, clinical or discussion section)

REMINDER: Only for courses in which Designated Early College students are enrolled

Term Definition

ECC003: Term

The academic term in which the course is offered.

0 Summer II

1 Fall

2 Winter

3 Spring

4 Full Summer

5 Summer I

Review of HEIRS: Modeling our Private IHE Collection



Student File

Who are the students enrolled this term?

Data Element Name	Data Element Description
College ID	An institutional identification code assigned by the DHE
Fiscal Year	The fiscal year for which information is being reported
Term	The academic term for which information is being reported
Student ID	Identification code assigned to the student by the institution
SASID	State Assigned Student Identifiers (SASID)
Birth Date	The student's date of birth
CEEB High School Code	The student's six-digit CEEB high school code

REMINDER: Only for Designated Early College students enrolled in postsecondary coursework

Review of HEIRS: Modeling our Private IHE Collection



Enrollment File

Which students are enrolled in which courses this term?

Data Element Name	Data Element Description
College ID	An institutional identification code, as assigned by the DHE
Fiscal Year	The fiscal year for which the information is being reported
Term	The term for which information is being reported
Student ID Number	An identification code assigned to the student by the institution
Course Number	The identification number assigned to the course by the institution
Course Section Number	The identification number assigned to a specific section of the course
Registered Credit Hours	The number of course section credit hours for which the student is registered
End of Term Enrollment Outcome Status	Whether a student completed, audited, withdrew, failed, or did not complete the course in which they were enrolled
Grade Received	The numeric grade received in the course
Credits Earned	The number of credits the student earned for the course
Pass/Fail Grade Received	The grade received in a Pass/Fail course

REMINDER: Only for Designated Early College students enrolled in postsecondary coursework

Overview of Submission Process

Collecting & Submitting Early College Data

- **Data Dictionary** includes data elements, format for submission
- Access for submission is through **EOE Security Portal**
 - *If you do not currently have access, we will work with EOE IT to ensure that you have access for submission.*
- **Upload** individual files
 - Course, Student, Enrollment Files
- **Error-checking** and interdependencies

Submitting Early College Data

- **Institutional electronic sign-off**
- **Additional support** will be available through the submission process from Suzanne
- Suzanne Smith, *Director of Research and Evaluation*:
ssmith2@dhe.mass.edu
- **Additional documentation** on submission process attached

Submitting Early College Data

- Deadline for submission of FY 2024 Annual files (*Course, Student, Enrollment files*):
 - **Friday, December 19, 2025.**
- Going forward, calendar of reporting will follow HEIRS timelines:
 - *Annual files due **Friday, August 28, 2026***

Next Steps

- Review the **Data Dictionary**, which should allow you to begin your data file creation.
- **For new institutions or institutions with new personnel:** We will need to have information on the campus employees who will be submitting the files to the MA DHE. Please use the form below to provide a *primary user*, as well as a *back-up user* if needed:
 - <https://forms.office.com/g/YmQnb6EufY>.
- **Suzanne Smith (ssmith2@dhe.mass.edu)** will email any new users with their account and login information, along with instructions for accessing the application and submitting the files.
- As you begin submitting your files, please contact **Suzanne** for ongoing support or questions.
- **For additional support, Office Hours will be held:**
 - 12/1 - 9AM
 - 12/2 - 9AM

Questions

Questions

Questions?

Suzanne Smith

Director of Research and Evaluation

Department of Higher Education

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Thank you!



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