



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

James D. Fielder, Jr., Ph. D.
Secretary

MHEC Directive on Fall 2020 S-6 Data Reporting **Issued: November 6, 2020**

We have received questions from several community colleges about how to properly report information on the S-6 form in light of the fact that the current pandemic has caused many classes that normally would have been conducted in a traditional in-person format to instead be provided online or in a hybrid format this semester. Because of these questions, we have decided to provide the following guidance:

If classes are held on-line or in a hybrid format this fall, but would have been held live and in-person if not for COVID-19, and the plan is to conduct them live and in-person in the future when feasible, then you should report them on the S-6 forms as though they were live and in-person this fall. If such classes are reported as distance learning on the S-6, there is a fear that this will under-represent the space needs of the colleges when capital improvement needs are later calculated using the current space guidelines. Please understand that we do not intend to penalize colleges for the fact that classes are being held in these different formats temporarily this semester.

Please keep this in mind when completing the S-6 form. They should be reported as having taken place at whatever location they would have taken place if held in-person. On the other hand, if the classes in question were previously all online and/or the plan is to continue to offer them online in the future after the pandemic, then they should be reported as distance learning on the form. If reported in this manner, we will then be able to accurately calculate the present and future needs of the college for capital planning purposes based upon current space guidelines and prioritize capital projects accordingly.

The S-6 was due to be submitted to MHEC this week and many colleges have already submitted them. If you have already submitted the form, but did not report your data in this way, you should revise the data as explained above and resubmit your S-6 report. To allow you to do this, we are extending the deadline to submit the S-6 form to the close of business on **Friday, December 4, 2020**. For further questions or clarification, please contact our Capital Finance Analyst Dan Schuster at daniel.schuster1@maryland.gov.