



Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor

Ian D. MacFarlane  
Chair

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

April 3, 2020

Dear Colleagues,

The Maryland Higher Education Commission (MHEC) recognizes the impact COVID-19 pandemic has had on Maryland post-secondary institutions. Due to the rapid changes that colleges and universities throughout the state have embarked upon over the past few weeks, we recognize that campus staff, administrators and faculty are under terrible strain to sustain regular operations. In response, the agency has drafted the following guidance regarding deadline extensions for upcoming legislatively mandated reporting or data collection.

We have heard from some institutional partners that, due to work they were able to complete before the Coronavirus/COVID-19 pandemic, they are poised to meet the statutory deadline. If an institution is prepared to submit a report at the original deadline, they are welcome to do so. However, an institution is also welcome to take advantage of the extended deadline proposed if needed. MHEC will accept reports on a rolling basis until the extended deadline.

Please share this memo with your institutional leaders, ensuring that they share this communication with both institutional research staff and other relevant campus leadership.

**Report on Campus Climate and Sexual Violence at Maryland Colleges and Universities**  
*(This applies to all private, state-aided independent and public colleges and universities in Maryland)*

Maryland Education Article, Section §11-601 requires that all institutions of higher education in Maryland provide MHEC a report including institution-level data on incidents of sexual assault and other sexual misconduct and conducting and the results of a sexual assault campus climate survey. By law all institutions are required to submit incident data and the survey narrative report on or before June 1, 2020.

- Original submission date: June 1, 2020 - for those institutions that can submit the survey narrative and/or incident data.
- Extended submission date: January 1, 2021 - for those institutions that require an extension for their survey narrative and/or incident data (see note below about cycle dates).

Please note that for any institutions that submit the incident data on January 1, 2021, the incident data cycle must end in spring 2020, following the regular cycle the institution had implemented in past submission years. This means that the January 2021 incident data submission would contain data from the beginning of the cycle in 2018 to spring 2020 and not extend into the next cycle.

## **Report on Athletic Complaints**

*(This applies to all private, state-aided independent and public colleges and universities in Maryland)*

Maryland Education Article, Section §11-1601 requires that all institutions of higher education in Maryland provide MHEC a report on the number of students who shared concerns under the institution's policy for receiving and addressing student concerns about the institution's athletic programs and activities. By law all institutions are required to submit this data by July 1, 2020 for the immediately preceding fiscal year.

- Original submission date: July 1, 2020 - for those institutions that can submit the applicable data.
- Extended submission date: September 1, 2020 - for those institutions that require an extension.

Please note that this is the first year MHEC is collecting this data. Last year, institutions were required to submit the applicable policy. We are asking that institutions again submit the applicable policy with this data submission. Those institutions that do not have an athletic program or administer athletic activities will have the option to indicate so on the submission form.

## **Annual Report on Maryland Foster Care Waiver and Unaccompanied Homeless Youth Waiver Recipients**

*(This applies only to Maryland's public colleges and universities.)*

Maryland Education Article, Section §15-106.1 requires that all public institutions of higher education in Maryland provide MHEC aggregated data on recipients of the Foster Care Tuition Waiver and the Unaccompanied Homeless Youth Tuition Waiver to the Maryland Higher Education Commission by June 1, 2020 for the prior academic year.

- Original submission date: June 1, 2020 - for those institutions that can submit the applicable data.
- Extended submission date: August 1, 2020 - for those institutions that require an extension.

Further communication regarding instructions for each reporting submission will be forthcoming from agency staff. Thank you for your partnership. Please contact Dr. Barbara Schmertz, Director of Research and Policy Analysis, with concerns or questions.

Thank you,



Dr. James D. Fielder  
Secretary