

Data Dictionary

Success Fund Initiative Comparison Group
2025-2026 Cohort Year
(Fall 2025 Term)

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Revisions

Version	Date	Author	Description
1	February 19, 2024	CGI	CGI New Format
1.1	June 5, 2026	L. Graham	Updated Fiscal Year examples
1.2	June 10, 2026	Monika Patel - CGI	Updated based on changes recommended by Marlene and addressed accessibility.

Data Specification

Terms	Definitions
Data Element	Unique identifier or title of the data element.
Description	Name of the data element.
Definition	A definition of the data element collected.
Data Constraints	Rules or limitations that are applied to the data element.
Data type	Type of data to be entered e.g. alphanumeric, numeric.
Field size	The minimum and maximum number of characters the data item can take. (format: minimum maximum 1 2)
Format/Layout	The structure or pattern the data should follow.
Acceptable Values	The form in which the data is to be entered. Specific set of values that are permitted for a given data field.
Business Rule	Additional Comments or assistance on interpreting, applying or reporting the data item or code set.
Dependency	Refers to a relationship between different data elements where the value of one element is dependent on the value of another element.
Related Fields	List of related fields to the current data element.

Summary

The 2025-2026 SUCCESS Fund Initiative Comparison Group collection file is a required submission. Submitted data will be used to build a comparison group against which to compare student outcomes. The current collection should be limited to individuals who were degree or certificate-seeking students in the Fall 2025 term and reported previously to HEIRS through the term specific activity file for Fall 2025 and the related annual file. Students included in the collection should be those eligible for SUCCESS at your institution, but who did not engage with SUCCESS services. Included students should also be those who did not engage with any other major student support programs at your institution, such as TRIO or STEM Starter Academy.

The following are the criteria for inclusion in the current Comparison Group collection file:

1. Degree or certificate-seeking student in Fall 2025 (as reported previously to HEIRS): This should only include students who entered your college as new first-time freshmen or transfers in Fall 2025.
2. Eligible for SUCCESS at your institution. Eligibility in this context refers to the student populations specifically identified in the legislative language plus any other defining factors that distinguish a college's SUCCESS program (e.g., GPA, placement scores).
3. Did not engage with SUCCESS services or services of any other major student support program at your institution (e.g., TRIO, STEM Starter Academy).

“Engaged with services” means a student had at least one meaningful interaction with support services designed to positively impact college outcomes (e.g., retention, course completion, degree or certificate completion, transfer). Students who received any services prior to entry as a new degree or certificate-seeking student during the reporting period should not be included in this collection even if they did not further engage after entry (e.g., a prospective student who received SUCCESS services during a summer term as a non-degree/certificate seeking student and who subsequently matriculated as a degree or certificate-seeking student but did not continue with the program).

Please direct any questions about completing this collection to Marlene Clapp with the Massachusetts Association of Community Colleges (clappm@macc.mass.edu). Please direct technical questions about the submission to the DHE at wg-tech@bhe.mass.edu.

Submission instructions:

Submit the **SUCCESS Fund Initiative Comparison Group File** via the DHE Security Portal (<https://gateway.edu.state.ma.us/>):

- a. Create a comma-delimited file that matches the data dictionary layout for the SUCCESS Fund Initiative Comparison Group collection.
- b. Login to the HEIRS system.
- c. Select Step 1: Transmit Data. Then, select the appropriate Year, Term, and File (SUCCESS Fund Initiative Comparison Group (code SFC)).
- d. Once the Participant file for the SUCCESS Fund Comparison Group has processed successfully, select Step 3: Review Data and run SUCCESS Fund Comparison Group reports.
- e. Review the SUCCESS Fund Comparison Group reports for accuracy with your institution's SUCCESS Fund Initiative program director.
- f. Send a copy of the SUCCESS Fund Comparison summary report to Marlene Clapp

(clappm@macc.mass.edu) to verify that the information included in the report is accurate.
g. If the summary report is accurate, then proceed to sign off.

Data Elements

SFC001 - (College ID)

Data Element	SFC001		
Description	College ID		
Definition	An institutional identification code assigned by the Data Dictionary Appendix A: Institution Codes. Code used to identify each college or university in the Commonwealth of Massachusetts		
Data Constraints		Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	"000"
Acceptable Values	See Data Dictionary Appendix A: Institution Codes		
Business Rule	Mandatory entry		
Dependency	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Every record submitted must be the correct college ID and be the same college ID throughout the entire file.		

SFC002 - (Fiscal Year)

Data Element	SFC002		
Description	Fiscal Year		
Definition	The fiscal year (July 1st through June 30th) in which information is being reported. The fiscal year is the standard IPEDS Fiscal Year (i.e., state fiscal year) extending from July 1st through June 30th. For example, Fiscal Year 2024 covers July 1, 2023, through June 30, 2024. Fiscal Year 2025 covers July 1, 2024, through June 30, 2025. Fiscal Year 2026 covers July 1, 2025, through June 30, 2026, and so on. Should be coded for the Fiscal Year associated with the specific term for which data are being reported. For example, Fall 2025 data would be reported as falling within Fiscal Year 2026. Note that students included in the collection should have been identified previously in the HEIRS fall term specific activity file as new degree or certificate-seeking students as of the term freeze date.		
Data Constraints		Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	"YYYY"
Acceptable Values	For example, Fiscal Year 2026 covers July 1, 2025, through June 30, 2026.		
Business Rule	Mandatory entry		
Dependency	Each record must be the correct year as chosen when the file is submitted, not be a year previously submitted, and each record must have this same year.		

SFC003 - (Term)

Data Element	SFC003		
Description	Term		
Definition	The academic term for which information is being reported. Term represents the designated time period during the calendar year (e.g., Fall, Winter, Spring, and Summer) for which data are being reported. For the current collection, the Term should be Fall (code 1).		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	"0"
Acceptable Values	1 Fall		
Business Rule	Mandatory entry		
Dependency	Each record in this submission must: 1. Be the same term (i.e., fall) 2. Be the correct term as chosen when the file is submitted (i.e., fall)		

SFC004 - (Student ID)

Data Element	SFC004		
Description	Student ID		
Definition	Identification code assigned to the student by the institution. Unique code used by the institution to identify students (i.e., an institutionally assigned identifier not a social security number (SSN)).		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	"0000000000000000"
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Must be unique for each student submitted. Must be > 0 digits and <= 15 digits.		