

**TITLE 5 POST-SECONDARY EDUCATION**  
**CHAPTER 6 POST-SECONDARY ENROLLMENT AND DATA REPORTING**  
**PART 2 DATA REPORTING**

**5.6.2.1 ISSUING AGENCY:** State of New Mexico Higher Education Department  
[5.6.2.1 NMAC; N, X/XX/XXXX]

**5.6.2.2 SCOPE:** All public post-secondary educational institutions operating within and receiving financial support from the state of New Mexico.  
[5.6.2.2 NMAC; N, X/XX/XXXX]

**5.6.2.3 STATUTORY AUTHORITY:** Section 9-25-8 NMSA 1978, Section 21-2-5 NMSA 1978 and Section 21-2-7 NMSA 1978.  
[5.6.2.3 NMAC; N, X/XX/XXXX]

**5.6.2.4 DURATION:** Permanent.  
[5.6.2.4 NMAC; N, X/XX/XXXX]

**5.6.2.5 EFFECTIVE DATE:** July, 24 2018, unless a later date is cited at the end of a section.  
[5.6.2.5 NMAC; N, X/XX/XXXX]

**5.6.2.6 OBJECTIVE:** To provide regulations by which public post-secondary institutions operating within and receiving financial support from the state of New Mexico report data to the New Mexico higher education department.  
[5.6.2.6 NMAC; N, X/XX/XXXX]

**5.6.2.7 DEFINITIONS:**  
A. “Department” means the New Mexico higher education department.  
B. “Campus” means any physical location of the institution.  
C. “Institution” means a public post-secondary institution operating within and receiving financial support from the state of New Mexico.  
[5.6.2.7 NMAC; N, X/XX/XXXX]

**5.6.2.8 GENERAL REQUIREMENTS:**  
A. The department shall maintain the electronic data and editing reporting (eDEAR) system to collect data from institutions. The department shall maintain a reporting manual to assist institutions in utilizing the eDEAR reporting system. The eDEAR reporting manual shall be updated and maintained by the department and include data reporting requirements and eDEAR user guidance. The department shall make the most current version of the eDEAR reporting manual available to institutions on the department website. Any changes to the eDEAR reporting manual shall be made available to institutions at least 30 days prior to reporting deadlines.  
B. Any tribal college or tribal university that has executed a memorandum of understanding with the department expressing its intent to implement the common course numbering system pursuant to 5.55.5 NMAC, the statewide general education curriculum pursuant to 5.55.6 NMAC, or the statewide meta-majors and transfer modules pursuant to 5.55.7 NMAC, shall be considered an institution as defined in 5.6.2.7 NMAC.  
[5.6.2.8 NMAC; N, X/XX/XXXX]

**5.6.2.9 DATA REPORTING SUBMISSION SCHEDULE:** An institution shall report required data to the department pursuant to the reporting deadlines set and published by the department. An institution shall report required data to the department at least three times per year. The department shall set reporting deadlines for fall, spring, and summer data submission.  
[5.6.2.9 NMAC; N, X/XX/XXXX]

**5.6.2.10 DATA REPORTING VERIFICATION:**  
A. An on-site data verification visit may be scheduled at any campus location of an institution. During its on-site data verification visit, the department may seek to verify any data reported by the institution and

determine the institution's compliance with data reporting requirements set by the department in the eDEAR User Manual.

**B.** The on-site data verification campus visit will be conducted to complete the following:

- (1) clarify department data requirements, definition and procedures with campus personnel;
- (2) evaluate campus compliance with department data submission guidelines and policies;
- (3) identify problem areas regarding clarity of department policies and procedures or campus

compliance with department data requirements; and

(4) solicit institutional assistance in refining department data elements, submission procedures and data use.

**C.** Prior to an on-site data verification campus visit, the department shall issue notice to the institution of its intent to conduct a visit no less than 60 days prior to the visit. The department shall coordinate the visit with the institution and provide data to be used by the department during the verification process. The department shall conduct meetings with institutional administration at the beginning and end of the verification visit to discuss objectives, procedures, time frame and follow-up. A preliminary and final report of the visit shall be shared with the institution for review and comment. In its report, the department shall offer suggested remedies to cure any deficiencies discovered through the verification process.

[5.6.2.10 NMAC; N, X/XX/XXXX]

#### **HISTORY OF 5.6.2 NMAC:**

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center and Archives under:

BEF Rule 610, Enrollment Reporting, 2/27/85.

5 NMAC 6.2, filed 12/31/1998 was renumbered 5.6.2 NMAC, effective 7/31/05.

5.6.2 NMAC - Enrollment Reporting, filed 12/31/1998 was repealed and replaced by 5.6.2 NMAC - Data Reporting, effective XX/XX/XXXX.

5.6.2 NMAC - Data Reporting was derived from portions of repealed rules 5.6.2, 5.6.3 & 5.6.4 NMAC, effective X/X/XXXX.

#### **History of Repealed Material:**

5.6.2 NMAC - Enrollment Reporting, filed 12/31/1998 was repealed and replaced by 5.6.2 NMAC - Data Reporting, effective X/XX/XXXX.