Data Reporting Calendar

The Board office recognizes that the ultimate responsibility of accurate and timely data is the responsibility of the individual institutions. The Board office’s role is to accumulate and format this information for presentation to the Trustees, other policy makers, and the general public. The purpose of this Data Reporting Calendar is to provide a time sequence that will ensure timely information and the opportunity for the individual institutions to report data in an accurate manner.

Data listed as *Incoming MIS Data* should be submitted to the Office of Research and Planning. Data listed as *Incoming Financial Data* should be submitted to the Office of Finance and Administration. Data listed as *Incoming Facilities Data* should be submitted to the Office of Construction and Physical Affairs.

**MIS Delinquent and Preliminary Reporting Policies**

**Delinquent Reporting Policy**

1. An institution’s data will be considered delinquent if not received in the Office of Research and Planning by noon on the first working day after its due date.

2. Once data become delinquent, a reminder will be sent by e-mail or fax to the institution’s representative on the Council of Institutional Research Officers (CIRO).

3. If data are not received after 3 working days from the due date, a written notice will be forwarded to the Commissioner who will subsequently contact the appropriate Institutional Executive Officer.

4. Once MIS data are submitted to the Board office, the Office of Research and Planning will return edit reports to the institutions within three working days.

**Preliminary Reporting Policy**

5. Any data received, whether it be in electronic or written format, will be considered preliminary for twenty (20) working days after the due date.

6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations to the Office of Research and Planning for any exceptions occurring in the data.

7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the Commissioner and the appropriate Institutional Executive Officer will be notified of the type and frequency of the problems.

8. Once the preliminary period has expired, the data will become final and published by the Office of Research and Planning. It will subsequently be released to the Board, state legislature, media, and other agencies upon request.

9. To revise final data after the preliminary period has expired, the Institutional Executive Officer should provide a written statement detailing the reason for the requested change.

Note: Facilities, Budget and Financial information do not follow the MIS Delinquent and Preliminary Reporting Policies.
**July**

- Analysis of Positions Reports - June 2014
  - 3rd Working Day
  - *Incoming Financial Data*

  - July 8, 2014
  - *Incoming Financial Data*

- Degrees Granted, Academic Year 2013-14
  - July 15, 2014
  - *Incoming MIS Data*

- LBO Program Performance Measures Annual Report - FY 2014
  - July 15, 2014
  - *Incoming MIS Data*

- LBO Program Expenditure Annual Report - FY 2013
  - July 29, 2013
  - *Incoming Financial Data*

- Program Performance Measures and Program Expenditure Annual Report - FY 2014
  - July 31, 2014
  - *To LBO*

**August**

- Analysis of Positions Reports - July 2014
  - 3rd Working Day
  - *Incoming Financial Data*

- Final Version of 5-Year Strategic Plan
  - 2016 - 2020 - (1 copy)
  - August 5, 2014
  - *Incoming MIS Data*

- Registration Opens to IPEDS Keyholders for the 2014-2015 Collection Cycle
  - August 6, 2013
  - *IPEDS*

- Cost of Attendance Spreadsheet - 2014-15
  - August 15, 2014
  - *Incoming MIS Data*

- 5-Year Strategic Plan - 2016-2020
  - August 15, 2014
  - *To LBO*

- GASB Financial Statements - FY 2014
  - (SNP/SRECNP/CF)
  - August 26, 2014
  - *Incoming Financial Data*

- Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added
  - August 31, 2014
  - *Incoming MIS Data*

- Bound Copy of University Operating Budget - FY 2015
  - (4 Copies + 1 electronic copy)
  - August 31, 2014
  - *Incoming Financial Data*
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td>September</td>
<td>Student Enrollment, Combined Summer Report</td>
<td>Incoming MIS Data</td>
</tr>
<tr>
<td>1, 2014</td>
<td>Analysis of Positions Reports - August 2014</td>
<td>Incoming Financial Data</td>
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<td>3rd Working Day</td>
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<td>September</td>
<td>IPEDS Fall Collection Cycle Opens</td>
<td>IPEDS</td>
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<td>3, 2014</td>
<td>GASB Financial Statements - FY 2014</td>
<td>Incoming Financial Data</td>
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<td>(Note Disclosures)</td>
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<td>8, 2014</td>
<td>Operating Budget (by Function) for Enhancement and Restricted Funds -</td>
<td>Incoming Financial Data</td>
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<td>FY 2015</td>
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<td>Upon Notification</td>
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<tr>
<td>September</td>
<td>Course Credit Hours, Combined Summer Report</td>
<td>Incoming MIS Data</td>
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<tr>
<td>15, 2014</td>
<td>Grade File, Combined Summer Report</td>
<td>Incoming MIS Data</td>
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<tr>
<td>September</td>
<td>Student Outcomes, Combined Summer Report</td>
<td>Incoming MIS Data</td>
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<td>15, 2014</td>
<td>Degree Book - AY 2014</td>
<td>Publication</td>
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<td>September</td>
<td>Report of Research and Sponsored Programs for the Research Catalog -</td>
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<td>17, 2014</td>
<td>FY 2014</td>
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<td>September</td>
<td>Summer Developmental Program/Accuplacer Spreadsheet Final Changes</td>
<td>Incoming MIS Data</td>
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<td>17, 2014</td>
<td>Manpower Projection - As of 9/01/14</td>
<td>Incoming Financial Data</td>
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<td>September</td>
<td>Final Athletic Expenditures - FY 2014</td>
<td>Incoming Financial Data</td>
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<td>23, 2014</td>
<td>Finished Fund Basis Financial Statements - FY 2014</td>
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<tr>
<td>September</td>
<td>Finished GASB Financial Statements - FY 2014</td>
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<td>30, 2014</td>
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October

Student Enrollment, Fall Term
October 1, 2014

Intermediate Enrollment, Fall Term
October 1, 2014

Federal Schedule of Expenditures - FY 2014
October 1, 2014

Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2014
October 6, 2014

Annual Report of Participation/Optional Fees - FY 2015
October 6, 2014

Facilities Maintenance Expenditure Report - July 2013 Through June 2014
October 2, 2014

Analysis of Positions Reports - September 2014
3rd Working Day

Additional Compensation Report - FY 2014
October 6, 2014

October 7, 2014

University Research Catalog - FY 2014
October 15, 2014

IPEDS Fall Collection Cycle Closes to Keyholders
October 15, 2014

Annual Audit Report of Affiliated Organizations
October 31, 2014

Annual Report - Part II (List of Personnel and Salaries)
FY 2013 (2 copies)
October 31, 2014

November

Analysis of Positions Reports - October 2014
3rd Working Day
Facilities Maintenance Expenditure Report - July 2014 Through September 2014
November 5, 2014

Faculty Biographical, Fall Term
November 15, 2014

Employee Demographics, Fall Term
November 15, 2014

Faculty Salary Survey
November 15, 2014

Fall Enrollment Fact Sheet
November 30, 2014

**December**

Analysis of Positions Reports - November 2014
3rd Working Day

IPEDS Winter & Spring Collection Cycle Opens
December 10, 2014

Scholarships and Financial Aid, Academic Year 2013-2014
December 15, 2014

Annual Report - FY 2014
December 15, 2014

IPEDS GRS, Degrees Granted, Summer 2014
December 15, 2014

IPEDS GRS, Revised Freshman Cohort, Fall 2008
December 15, 2014

**January**

Analysis of Positions Reports - December 2014
3rd Working Day

January 6, 2015

Fall Enrollment Fact Book
January 15, 2015

IHL Fast Facts
January 15, 2015

LBO Program Performance Measures
Semi-Annual Report - FY 2015
January 17, 2015
IHL System Profile  
January 17, 2015

Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2015  
January 20, 2015

LBO Interim Program Expenditure Report - July 2014 Through December 2014  
January 27, 2015

February

Student Outcomes, Fall Term  
February 1, 2015

Course Credit Hours, Fall Term  
February 1, 2015

Grade File, Fall Term  
February 1, 2015

Analysis of Positions Reports - January 2015  
3rd Working Day

February 6, 2015

IPEDS Winter Collection Cycle Closes to Keyholders  
February 11, 2015

Manpower Projection - As of 1/31/15  
Upon Notification

March

Student Enrollment, Spring Term  
March 1, 2015

Analysis of Positions Reports - February 2015  
3rd Working Day

April

Analysis of Positions Reports - March 2015  
3rd Working Day

April 7, 2015
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<thead>
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<tr>
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<td>IPEDS Spring Collection Cycle Closes to Keyholders</td>
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<td>April 15, 2015</td>
<td>SREB Longitudinal Progression Report</td>
<td>Incoming MIS Data</td>
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<td>April 28, 2015</td>
<td>Facilities Maintenance Expenditure Report</td>
<td>Incoming Facilities Data</td>
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<td>May</td>
<td>Analysis of Positions Reports - April 2015</td>
<td>Incoming Financial Data</td>
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<td>Consolidation of Operating Budgets - FY 2016</td>
<td>Incoming Financial Data</td>
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<td>Annual Athletic Operating Budget - FY 2016</td>
<td>Incoming Financial Data</td>
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<td></td>
<td>Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2016</td>
<td>Incoming Facilities Data</td>
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<td>Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2016</td>
<td>Incoming Financial Data</td>
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<td>June</td>
<td>Course Credit Hours, Spring Term</td>
<td>Incoming MIS Data</td>
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<td>June 15, 2015</td>
<td>Analysis of Positions Reports - May 2015</td>
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<td>Student Outcomes, Spring Term</td>
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<td>Tables A through F and Accuplacer Pretest Printouts, Summer Developmental Program Reporting Guide</td>
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</table>
Additional Financial Data

The due date for the following data/reports has not been specified. Each institution will be notified when the due date has been determined.

- MBRs
- June Payroll Reports
- July Payroll Reports
- December Payroll Reports

For Information Contact:

Office of Strategic Data Management: (601) 432-6288
Office of Finance and Administration: (601) 432-6147
Office of Construction and Physical Affairs: (601) 432-6692