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 2018 | Incoming Financial Data |
| | 3rd Working Day | |
| | Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – May 2018 | Incoming Financial Data |
| | Final Version of 5-Year Strategic Plan 20120 - 2024 (1 copy) | Incoming MIS Data |
| | IPEDS Custom Comparison Group for Data Feedback Report | IPEDS |
| | Degrees Granted, Academic Year 2017-18 | Incoming MIS Data |
| | Supplemental Student File - C2C Students, Academic Year 2017-18 | Incoming MIS Data |
| | Vehicle Fleet Report – June 2018 | Incoming Facilities Data |
| | 5-Year Strategic Plan - 2020-2024 | To LBO |
| | Program Expenditures Report - Annual - FY 2018 | Incoming Financial Data |
| | Program Expenditures Report - Annual - FY 2018 | To LBO |

| August | Analysis of Positions Reports - July 2018 | Incoming Financial Data |
| | 3rd Working Day | |
| | Registration Opens to IPEDS Keyholders for the 2017-2018 Collection Cycle | IPEDS |
| | Federal Schedule of Expenditures - FY 2018 | Incoming Financial Data |
| | Cost of Attendance Spreadsheet - 2018-19 | Incoming MIS Data |
Vehicle Fleet Report – July 2018
August 15, 2018

Incoming Facilities Data

GASB Financial Statements - FY 2018
(SNP/SRECNP/CF)
August 23, 2018

Incoming Financial Data

Summer Developmental Program/Accuplacer Spreadsheet
With Posttest Scores, Course Grades, & Comments Added
August 31, 2018

Incoming MIS Data

Bound Copy of University Operating Budget - FY 2019
(4 Copies + 1 electronic copy)
August 31, 2018

Incoming Financial Data

September

Space Inventory, March 2018 through August 2018
September 1, 2018

Incoming Facilities Data

Student Enrollment, Combined Summer Report
September 1, 2018

Incoming MIS Data

Intermediate Enrollment, Summer Term
September 1, 2018

Incoming MIS Data

Analysis of Positions Reports - August 2018
3rd Working Day

Incoming Financial Data

IPEDS Fall Collection Cycle Opens
September 5, 2018

IPEDS

GASB Financial Statements - FY 2018
(Note Disclosures)
September 14, 2018

Incoming Financial Data

Course Credit Hours, Combined Summer Report
September 15, 2018

Incoming MIS Data

Grade File, Combined Summer Report
September 15, 2018

Incoming MIS Data

Student Outcomes, Combined Summer Report
September 15, 2018

Incoming MIS Data

Vehicle Fleet Report – August 2018
September 15, 2018

Incoming Facilities Data

Degree Book - AY 2018
September 15, 2018

Publication
<table>
<thead>
<tr>
<th>Date</th>
<th>Report Description</th>
<th>Data Type</th>
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<tr>
<td>September 17, 2018</td>
<td>Report of Research and Sponsored Programs for the Research Catalog - FY 2018</td>
<td>Incoming MIS Data</td>
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<tr>
<td>September 17, 2018</td>
<td>Summer Developmental Program/Accuplacer Spreadsheet Final Changes</td>
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<td>September 29, 2018</td>
<td>Finished Fund Basis Financial Statements - FY 2018</td>
<td>Upload to Transparency</td>
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<td>Upon Notification</td>
<td>Manpower Projection - As of 9/01/18</td>
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<td>Upon Notification</td>
<td>Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2019</td>
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**October**

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<tr>
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<td>Analysis of Positions Reports - September 2018 3rd Working Day</td>
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<td>October 1, 2018</td>
<td>Student Enrollment, Fall Term - <em>First Census</em></td>
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<td>October 1, 2018</td>
<td>Intermediate Enrollment, Fall Term</td>
<td>Incoming MIS Data</td>
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<td>October 1, 2018</td>
<td>EAC Report Card - Initial Draft</td>
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<td>October 2, 2018</td>
<td>Facilities Maintenance Expenditure Report - July 2017 Through June 2018</td>
<td>Incoming Facilities Data</td>
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<td>October 5, 2018</td>
<td>Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2018</td>
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<td>October 5, 2018</td>
<td>Annual Report of Participation/Optional Fees - FY 2019</td>
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<td>Final Athletic Expenditures - FY 2018</td>
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<td>Additional Compensation Report - FY 2018</td>
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<td>Student Enrollment, Fall Term - <em>Second Census</em></td>
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<td>Vehicle Fleet Report – September 2018</td>
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<td>University Research Catalog - FY 2019</td>
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<td>IPEDS Fall Collection Cycle Closes to Keyholders</td>
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<td>October 17, 2018</td>
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<td>Annual Audit Report of Affiliated Organizations</td>
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<td>Annual Report - Part II (List of Personnel and Salaries) FY 2018 (2 copies)</td>
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<td>Analysis of Positions Reports - October 2018</td>
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<td>Facilities Maintenance Expenditure Report - July 2018 Through September 2018</td>
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<td>Financial Monitoring Reports: E&amp;G Funds/ Auxiliary Funds – July 2018 through September 2018 (Q1)</td>
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<td>Faculty Biographical, Fall Term</td>
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<td>Employee Demographics, Fall Term</td>
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<td>Faculty Salary Survey</td>
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<td>Vehicle Fleet Report – October 2018</td>
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<td>November</td>
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<td>November</td>
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<td>Analysis of Positions Reports - November 2018</td>
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<td>IPEDS Winter &amp; Spring Collection Cycle Opens</td>
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<td>December</td>
<td><em>IPEDS</em></td>
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Scholarships and Financial Aid, Academic Year 2017-2018  
December 15, 2018  

Incoming MIS Data

IPEDS GRS, Degrees Granted, Summer 2018  
December 15, 2018  

Incoming MIS Data

IPEDS GRS, Revised Freshman Cohort, Fall 2012  
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Incoming MIS Data

Vehicle Fleet Report – November 2018  
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Incoming Facilities Data

DFA Internal Control Assessment and Certification  
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Incoming Financial Data

January

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Quarterly Report of Employment - October 2018 Through  
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January 4, 2019  

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Fall Enrollment Fact Book  
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Publication

IHL Fast Facts  
January 15, 2019  

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Vehicle Fleet Report – December 2018  
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Program Expenditures Report - Semi-Annual - FY 2019  
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Program Expenditures Report - Semi-Annual - FY 2019  
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To LBO

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February 8, 2019

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February 13, 2019

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February 15, 2019

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Upon Notification

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Intermediate Enrollment, Spring Term
March 1, 2019

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3rd Working Day

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March 15, 2019

April
Analysis of Positions Reports - March 2019
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March 2019
April 5, 2019

IPEDS Spring Collection Cycle Closes to Keyholders
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SREB Longitudinal Progression Report
April 15, 2019

Vehicle Fleet Report – March 2019
April 15, 2019

Facilities Maintenance Expenditure Report
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Annual Report of Complimentary Athletic Tickets - FY 2018
April 28, 2018

**May**

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3rd Working Day

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May 9, 2019

Vehicle Fleet Report – April 2019
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Annual Athletic Operating Budget - FY 2020
May 31, 2019

Annual Budget of Institutional Scholarships, Fellowships and
Tuition Waivers - FY 2020
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Annual Operating Budget for Operations and
Maintenance, including Plant Funds - FY 2020
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Consolidation of Operating Budgets - FY 2020
Upon Notification

**June**

Course Credit Hours, Spring Term
June 1, 2019

Analysis of Positions Reports - May 2019
3rd Working Day

Financial Monitoring Reports: E&G Funds/ Auxiliary Funds –
April 2019
June 6, 2019

Student Outcomes, Spring Term
June 15, 2019

Grade File, Spring Term
June 15, 2019

Tables A through F and Accuplacer Pretest Printouts,
*Summer Developmental Program Reporting Guide*
June 15, 2019

Vehicle Fleet Report – May 2019
June 15, 2019
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.

<table>
<thead>
<tr>
<th>MBRs</th>
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<td>June Payroll Reports</td>
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<td>July Payroll Reports</td>
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<tr>
<td>December Payroll Reports</td>
<td>Required by LBO</td>
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Contact Information:

Office of Strategic Research: (601) 432-6288
Office of Finance and Administration: (601) 432-6142
Office of Real Estate and Facilities: (601) 432-6233