

2004-2005 Data Collection Calendar
Public Institutions of Higher Education
Colorado Commission on Higher Education

	SURDS	Finance	IPEDS	Academic Affairs
July 2004	6 Common Data Set* 13 Student Enrollment File (Spring)	15 FTE Final Student Enrollment Report for prior fiscal year (Bridget Mullen)	28 User IDs & Passwords emailed to keyholders or mailed to CEOs** 28 Registration opens	1 QIS Data Collection, Calculations, & Review--On-going between CCHE and Institutions through Oct 31.***
August	16 Teacher Education File (Full Year) 17 Student Enrollment File (Interim) 24 Degrees Granted File (Full Year)			1 QIS Data Collection, Calculations, & Review--On-going between CCHE and Institutions through Oct 31.***
September	14 Financial Aid File (Full Year) -- --Public Institutions (Diane Lindner)	4 CCHE Tuition & Fee Survey (Full Fiscal Year) (Bridget Mullen)	1 CEOs of unregistered institutions to be contacted by NCES to appoint keyholder. 8 Fall Collection Begins	1 QIS Data Collection, Calculations, & Review--On-going between CCHE and Institutions through Oct 31.*** Off-Campus State-Funded Programs: Annual Reports (Andy Breckel); Annual Reports from Gov. Bds. of Institutions Offering Instruction Out-of-State or Out-of-Country (Andy Breckel)
October	12 Student Enrollment File (Summer) 15 Remedial Course File 19 Financial Aid File (Full Year) -- --Private and Proprietary Inst (Diane Lindner) 26 Undergraduate Applicant File (Summer & Fall)	15 Fall Census FTE Report Fall Headcount Enrollment Report (Bridget Mullen) 29 Format 40 Budget Data (Bridget Mullen)	20 Fall Collection Ends	1 QIS Data Collection, Calculations, & Review--On-going between CCHE and Institutions through Oct 31.*** Extended Studies Program Year-End Prog Data (B2) (Andy Breckel) Year-End Fiscal Report (Andy Breckel)
November	16 Degrees Granted File (Summer for IPEDS GRS)	1 Administrative Salary Survey (Bridget Mullen)		
December			1 Winter Collection Begins	
January 2005	25 Student Enrollment File (Fall) 28 Remedial Course File		26 Winter Collection Ends	
February		17 Fall Final & Spring Census FTE Report (Bridget Mullen)		
March	29 Undergraduate Applicant File (Winter & Spring)		9 Spring Collection Begins	1 Extended Studies Program System Support Contribution (Andy Breckel)
April			20 Spring Collection Ends	1 Extended Studies Program Certif. of Policy Compliance (Andy Breckel)
May	3 Student Enrollment File (Winter from UCHSC)			
June	7 Undergraduate Applicant File (Interim from Fort Lewis College)			1 Extended Studies Program Program Plan/Budget (Andy Breckel) Off-Campus State-Funded Programs: --Fall Sem. Prog Proposals --Continuing Prog Proposals (Andy Breckel)
July	6 Common Data Set* 12 Student Enrollment File (Spring) 15 Remedial Course File	15 FTE Final Student Enrollment Report for prior fiscal year (Bridget Mullen)	TBA Registration	

*Institutions have the option of sending the URL for the its Common Data Set on the web or a completed survey as an email attachment.

**Institutions should anticipate receiving the new year's UserID and password via email in July or by mail to the institution's CEO (if not preregistered) in September.

***A detailed QIS data request, including deadlines, is distributed to institutions separately.