2008- 2009 Data Collection Calendar Public Institutions of Higher Education Department of Higher Education

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July-08	SURDS (Spring)	Finance 15 Institutions submit Fiscal Report	IPEDS	Academic Affairs
,	(Opg)	DHE Releases current year Allocation Notices to institutions that submitted Fiscal Report Expenditures	26 Registration opens	
August-08	13 Teacher Education File (Full Year)		5 QIS Data Collection, Calculations,
	14 Student Enrollment File			& ReviewOn-going between CCHE and Institutions through Oct 31.***
	(Interim)			3
	21 Degrees Granted File (Full Year)			
September-08			3 CEOs of unregistered	1 QIS Data Collection, Calculations,
	15 Financial Aid File (Full Year)		institutions to be contacted by NCES to appoint	& ReviewOn-going between CCHE and Institutions through Oct 31.***
	Public Institutions (Diane Lindner	;) 	keyholder.	Off-Campus State-Funded
		Non-state-support schools may		Programs: Annual Reports
		submit Request for Payment		(Matt McKeever);
		4 CCHE Tuition & Fee Survey		Annual Reports from Gov. Bds. of Institutions Offering
		(Full Fiscal Year) (Andy Carlson)		Instruction Out-of-State or Out-of-Country
		All Public institutions submit SURDS Financial Aid File and		
		15 signed verification to DHE	7 Fall Collection Begins	(Matt McKeever)
			7 Fail Collection Begins	
October-08				7 QIS Data Collection, Calculations,
		· 		& ReviewOn-going between CCHE and Institutions through Oct 31.***
				Extended Studies Program
	1 Financial Aid File (Full Year)Private and Proprietary Inst			Year-End Prog Data (B2) (Matt McKeever)
	(Diane Lindner) 9 Student Enrollment File			, ,
	(Summer)	O Fall Canava FTF Danast		Year-End Fiscal Report (Matt McKeever)
	16 Remedial Course File23 1023 File (Summer)	9 Fall Census FTE Report Fall Headcount Enrollment		
		Report (Andy Carlson)		
			19 Fall Collection Ends	
	30 Undergraduate Applicant	23 Format 40 Budget Data Book		
November-08	File (Summer & Fall)	(Andy Carlson) 6 Administrative Salary		
November-00		Survey (Andy Carlson)		
	13 Degrees Granted File (Summer for IPEDS GRS)	13 Institutions may submit request for Adjustment forms		
	(canimo ioi ii 250 orto)	All institutions submit Mid-Year		
		Utilization Report		
December-08			3 Winter Collection Begins	
January 2009				
	15 Student Enrollment File (Fall)22 Remedial Course File	Non-state-supported schools may submit requests for	ļ	
	29 1023 File (Fall)	payment	25 Winter Collection Ends	
February-09	4 Undergraduate Assessment File (Fall) - CC's Only	12 Fall Final & Spring Census FTE Report (Andy Carlson)		
		Institutions may submit Request 15 for Adjustment		
		FEB. Commission Meeting: Commission approves Student		
March-09		Expense Budget Parameters		2 Extended Studies Program
				System Support Contribution (Matt McKeever)
			7 Spring Collection Begins	(
	26 Undergraduate Applicant File (Winter & Spring)			
April-09	(Winter & Opining)			1 Extended Studies Program
		14 All institutions submit Utilization		Certif. of Policy Compliance (Matt McKeever)
	30 Student Enrollment File	Report	18 Spring Collection Ends	· · · · · · · · · · · · · · · · · · ·
May-09			, 5::	
June-09				1 Extended Studies Program Program Plan/Pudget (Matt McKeeyer)
		4E Non other source of the control		Program Plan/Budget (Matt McKeever)
		15 Non-state supported institutions submit final Request for Payment		Off-Campus State-Funded Programs:
				Fall Sem. Prog ProposalsContinuing Prog Proposals
				(Matt McKeever)
July-09	2 Common Data Set*			
	9 Student Enrollment File (Spring)16 Remedial Course File (Spring)	16 FTE Final Student Enrollment	TBA Registration	

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SURDS	Finance	IPEDS	Academic Affairs
23 Undergraduate Assessment file (Spring) - CC's only 30 1023 File (Spring)	Report for prior fiscal year (Andy Carlson)		

^{*}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 UserlD and password via email in July or by mail to the institution's CEO (if not preregistered) in September.