

A D H E Division of Research and Planning 2010-2011 Reporting Calendar for Institutions of Higher Education

Month	Due Date	Indep	Activity
July	07/07/2010 Wed	*	Academic Calendar (01 - 1) Note: A copy of the academic year calendar from an institutional catalog may be substituted.
July	07/14/2010 Wed	*	Graduated Student File for prior academic year Note: A.D.H.E. will upload the I.P.E.D.S. Completions data to institutional web pages from GSF.
August	08/04/2010 Wed	*	I.P.E.D.S. I. D. and passwords will be distributed to all institutions for the upcoming collection cycle will be distributed. Those with designated keyholders will receive information via email. All institutions for which there is no designated keyholder will receive a letter directed to the CEO containing registration information.
August	08/04/2010 Wed	*	Summer 1 End of Term File
August	08/04/2010 Wed	*	Summer 2 Term File (Student, Registration, Course, Instructor)
August	08/24/2010 Tue	*	I.P.E.D.S. registration opens. All user IDs are sent to keyholders Note: ALL institutions are required to register!
September	09/01/2010 Wed		Annual Report on type and amount of compensatory options awarded to students called to military service per Act 85 of 2005.
September	09/08/2010 Wed	*	I.P.E.D.S. Fall Collection Opens (closes 10/20/2010) Includes Institutional Characteristics, Completions, and 12-Month Enrollment.
September	09/08/2010 Wed		Workforce Education and Training Course File (Summer 1 data)
September	09/15/2010 Wed	*	Graduated Student File for current academic year (July and August graduates)
September	09/15/2010 Wed		ACTS Transfer Report
September	09/22/2010 Wed	*	Estimated Fall Census Enrollment (submit totals via form in Appendix P)
October	10/13/2010 Wed	*	Summer 2 End of Term File
October	10/13/2010 Wed	*	Fall Term File (Student, Registration, Course, Instructor)
October	10/13/2010 Wed		Workforce Education and Training Course File (Summer II data)
October	10/13/2010 Wed		Intercollegiate Athletic File (for prior academic year)
October	10/20/2010 Wed	*	I.P.E.D.S. Fall Collection Closes for Institutions
November	11/03/2010 Wed	*	Send pdf or html copies of IPEDS Fall form data via ft server with email notification: (1) Institutional Characteristics, (2) Completions, and (3) 12-month Enrollment
November	11/10/2010 Wed		O C R A-5: Governing Board Composition
November	11/10/2010 Wed		O C R B-1: Student Applications, Acceptances, and Enrollments
November	11/10/2010 Wed		O C R B-3: Financial Aid
November	11/10/2010 Wed		E E O 6: Supplement: Faculty Tenure (as of November 1st)
December	12/08/2010 Wed	*	I.P.E.D.S. Winter Collection Opens (closes 1/26/2011) Includes the combined Human Resources component. REQUIRED: Employees by Assigned Position, Salaries, and Fall Staff; AVAILABLE: Fall Enrollment, Finance, SFA, GRS, GR200. Institutions will be able to lock both the Enrollment and Finance components in the winter or the spring.
December	12/08/2010 Wed	*	I.P.E.D.S. Spring Collection Opens (closes 4/13/2011) Includes: Fall Enrollment, Finance (for those institutions that did not lock in the winter), Student Financial Aid, and Graduation Rates
January	01/26/2011 Wed	*	I.P.E.D.S. Winter Collection Closes for Institutions
February	02/23/2011 Wed	*	Fall End of Term File
February	02/23/2011 Wed	*	Spring Term File (Student, Registration, Course, Instructor)
February	02/23/2011 Wed		Workforce Education and Training Course File (Fall data)
February	02/09/2011 Wed		Send pdf or html copies of IPEDS Winter form data via ft server with email notification: (1) Human Resources
April	04/13/2011 Wed	*	I.P.E.D.S. Spring Collection Closes for Institutions
May	05/04/2011 Wed	*	Send pdf or html copies of IPEDS Spring form data via ft server with email notification: (1) Enrollment, (2) Finance, (3) Student Financial Aid, (4) Graduation Rates, and (5) 200% Graduation Rates
June	06/22/2011 Wed	*	Spring End of Term File
June	06/22/2011 Wed	*	Summer 1 Term File (Student, Registration, Course, Instructor)
June	06/22/2011 Wed		Workforce Education and Training Course File (Spring data)

Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements.

Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary". Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)).