

Task	Timeline	Office Responsible
July		
National Student Clearing House	1st of each month	Registrar
FISAP Opens	1st week	Financial Aid
Last day to Withdraw - Summer	3 weeks before end of classes	Registrar
Grades Processing - Final	Monday following the end of the term	Registrar
August		
National Student Clearing House	1st of each month	Registrar
IPEDS IC Header Opens	August 4th	Director of Institutional Research
Prerequisite Check - Fall	Minimum 2 weeks before classes begin	Registrar
Check Summary Attendance	Monday of the 3rd week of the semester	Registrar
IPEDS IC Header Closes	August 25th	Director of Institutional Research
KICA Salary & Benefits Survey Opens	August 27th	HR
September		
National Student Clearing House	1st of each month	Registrar
IPEDS Fall Collection Opens	September 1st	IR, Registrar, Financial Aid
IPEDS Institutional Characteristics Opens	September 1st	Director of Institutional Research
IPEDS 12 Month Enrollment Opens	September 1st	Director of Institutional Research
KICA Comprehensive Opens	September 10th	Director of Institutional Research
20th Day Statistics	21st Business Day of the term	Registrar
Degree Audits	After 20th Day	Registrar
Purge/Scan outdated records	After 20th Day	Registrar
Grades Processing - Mid-Term	Monday after 8th Week of the Term	Registrar
October		
National Student Clearing House	1st of each month	Registrar
Annual Security Report Published	October 1st	Finance
FISAP Closes	October 1st	Financial Aid
KHEER Fall Enrollment Opens	October 1st	Registrar
Kansas City Biz Journal	October 1st	Director of Institutional Research
KICA Salary & Benefits Survey Closes	October 1st	HR
Check Summary Attendance - Mid-semester	Monday of the 2nd week of the course	Registrar
Notify Potential Graduates	Completion of Mid-Semester Summary Attendance	Registrar
Send Potential Graduates to VP & Deans/Directors	Completion of Mid-Semester Summary Attendance	Registrar
IPEDS Fall Collection Closes	October 13th	Director of Institutional Research
Spring & Summer Schedule Due	October 12th	Registrar
Spring & Summer Schedule Live	October 25th	Registrar
KICA Comprehensive Closes	October 29th	Director of Institutional Research
KHEER Fall Enrollment Closes	October 31st	Registrar
November		
National Student Clearing House	1st of each month	Registrar
College Board Opens	November 1st	Director of Institutional Research
Last day to Withdraw - Fall	3 weeks before end of classes	Registrar
KCG Recipient Survey Opens	November 22nd	Financial Aid
Upload schedule to LMS - Spring	November 30th	Registrar
December		
National Student Clearing House	1st of each month	Registrar
Open Doors Opens	December 1st	Director of Institutional Research
SEVIS DSO Verification	December 2nd	PDSO
IPEDS Spring Collection Opens	December 8th	Registrar, Fin Aid, HR, Library
Prerequisite Check - Spring	Minimum 2 weeks before classes begin	Registrar
IPEDS Winter Collection Opens	December 8th	Registrar, Fin Aid, Admissions
KCG Recipient Survey Closes	December 17th	Financial Aid
Grades Processing - Final	Monday following the end of the term	Registrar
January		
National Student Clearing House	1st of each month	Registrar
STEM Reporting	January 6th	Director of Institutional Research
Check Summary Attendance	Monday of the 3rd week of the semester	Registrar
SEVIS Update of International Students	After Summary Attendance is complete	PDSO
KICA Financial Benchmarks Survey Opens	January 24th	Finance
February		
National Student Clearing House	1st of each month	Registrar
College Board Closes	February 1st	Director of Institutional Research
20th Day Statistics	21st Business Day of the term	Director of Institutional Research

Task	Timeline	Office Responsible
Fall/Summer Schedules Due		Director of Institutional Research
IPEDS Winter Collection Closes	February 9th	Registrar, Fin Aid, Finance, Admissions
Degree Audits	After 20th Day	Director of Institutional Research
Potential Graduates Listing	After Degree Audits are complete	Director of Institutional Research
Peterson's Annual Survey of Colleges	February 24th	Director of Institutional Research
Open Doors Closes	February 28th	Director of Institutional Research
March		
National Student Clearing House	1st of each month	Registrar
Fall/Summer Schedule Live		Registrar
KICA Financial Benchmarks Survey Closes	March 4th	Finance
Check Summary Attendance - Mid-semester	Monday of the 2nd week of the course	Director of Institutional Research
Notify Potential Graduates	Completion of Mid-Semester Summary Attendance	Director of Institutional Research
Send Potential Graduates to VP & Deans/Directors	Completion of Mid-Semester Summary Attendance	Director of Institutional Research
Grades Processing - Mid-Term	Monday after 6th Week of the Term	Director of Institutional Research
KICA Financial Benchmarks Survey	March 23rd	Finance
Upload schedule to LMS - Summer	March 31st	Director of Institutional Research
April		
National Student Clearing House	1st of each month	Registrar
IPEDS Spring Collection Closes	April 6th	Director of Institutional Research
KICA Tuition & Financial Aid Survey Opens	April 11th	Financial Aid
Last day to Withdraw - Spring	3 weeks before end of classes	Registrar
NCES Transcript Request	End of Month	Director of Institutional Research
May		
National Student Clearing House	1st of each month	Registrar
Prerequisite Check - Summer	Minimum 2 weeks before classes begin	Registrar
Grades Processing - Final	Monday following the end of the term	Registrar
LSAC (Law School Admissions) Verification	May 19th	Registrar
US News & World Report Best Colleges	May 1st	Director of Institutional Research
KICA Tuition & Financial Aid Survey Closes	May 20th	Financial Aid
June		
National Student Clearing House	1st of each month	Registrar
10th Day statistics	11th Business Day of the term	Director of Institutional Research
Notify Potential Graduates	Completion of 10th Day	Director of Institutional Research
Send Potential Graduates to VP & Deans/Directors	Completion of 10th Day	Director of Institutional Research
Check Summary Attendance	Monday of the 2nd week of the semester	Director of Institutional Research
Upload schedule to LMS - Fall	June 1st	Director of Institutional Research

*dates may adjust slightly from year to year.