

Task	Timeline	Office Responsible
July		
National Student Clearing House	1st of each month	Financial Aid
FISAP Opens	1st week	Financial Aid
Last day to Withdraw - Summer	3 weeks before end of classes	Director of Institutional Research
Grades Processing - Final	Monday following the end of the term	Director of Institutional Research
Change semester to Fall in SIS	After Summer Final Grades are Completed	Registrar
August		
National Student Clearing House	1st of each month	Financial Aid
IPEDS IC Header Opens	August 8th	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
KICA Salary & Benefits Survey Opens	August 27th	HR
September		
National Student Clearing House	1st of each month	Financial Aid
IPEDS Fall Collection Opens	September 5th	Director of Institutional Research
IPEDS Institutional Characteristics Opens	September 5th	Director of Institutional Research
IPEDS 12 Month Enrollment Opens	September 5th	Director of Institutional Research
KICA Comprehensive Opens	September 10th	Registrar
20th Day Statistics	21st Business Day of the term	Director of Institutional Research
Degree Audits	After 20th Day	Director of Institutional Research
Purge/Scan outdated records	After 20th Day	Director of Institutional Research
Grades Processing - Mid-Term	Monday after 6th Week of the Term	Director of Institutional Research
October		
National Student Clearing House	1st of each month	Financial Aid
Gainful Employment Due	October 1st	Financial Aid
Annual Security Report Published	October 1st	Finance
FISAP Closes	October 1st	Financial Aid
KHEER Fall Enrollment Opens	October 1st	Director of Institutional Research
Kansas City Biz Journal	October 1st	Director of Institutional Research
KICA Salary & Benefits Survey Closes	October 4th	HR
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
IPEDS Fall Collection Closes	October 17th	Director of Institutional Research
Spring Schedule Due	October 12th	Director of Institutional Research
KHEER Fall Enrollment Closes	October 31st	Director of Institutional Research
November		
National Student Clearing House	1st of each month	Financial Aid
College Board Opens	November 1st	Director of Institutional Research
Spring Schedule Live	November 5th	Director of Institutional Research
KICA Comprehensive Closes	November 1st	Director of Institutional Research
Last day to Withdraw - Fall	3 weeks before end of classes	Director of Institutional Research
Upload schedule to LMS - Spring	November 30th	Registrar
December		
National Student Clearing House	1st of each month	Financial Aid
Open Doors Opens	December 1st	Director of Institutional Research
SEVIS DSO Verification	December 2nd	PDSO
IPEDS Spring Collection Opens	December 12th	Registrar, Fin Aid, HR, Library
Prerequisite Check - Spring	Minimum 2 weeks before classes begin	Director of Institutional Research
IPEDS Winter Collection Opens	December 12th	Registrar, Fin Aid, Admissions
Grades Processing - Final	Monday following the end of the term	Director of Institutional Research
Change semester to Spring in SIS	After Fall Final Grades are Completed	Director of Institutional Research
January		
National Student Clearing House	1st of each month	Financial Aid
STEM Reporting	January 6th	Director of Institutional Research
Check Summary Attendance	Monday of the 3rd week of the semester	Director of Institutional Research
SEVIS Update of International Students	After Summary Attendance is complete	Director of Institutional Research
February		
National Student Clearing House	1st of each month	Financial Aid
College Board Closes	February 1st	Director of Institutional Research
KICA Financial Benchmarks Survey Opens	February 4th	Business Office
20th Day Statistics	21st Business Day of the term	Director of Institutional Research

Task	Timeline	Office Responsible
Fall/Summer Schedules Due	February 15th	Director of Institutional Research
IPEDS Winter Collection Closes	February 13th	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	Financial Aid
Fall/Summer Schedule Live	March 4th	Director of Institutional Research
KHEER Spring Enrollment Opens	March 1st	Director of Institutional Research
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
KICA Financial Benchmarks Survey Closes	March 20th	Business Office
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	Financial Aid
KHEER Spring Enrollment Closes	April 1st	Director of Institutional Research
IPEDS Spring Collection Closes	April 10th	Director of Institutional Research
KICA Tuition & Financial Aid Survey Opens	April 15th	Financial Aid
Last day to Withdraw - Spring	3 weeks before end of classes	Director of Institutional Research
NCES Transcript Request	End of Month	Director of Institutional Research
May		
National Student Clearing House	1st of each month	Financial Aid
Prerequisite Check - Summer	Minimum 2 weeks before classes begin	Director of Institutional Research
Grades Processing - Final	Monday following the end of the term	Director of Institutional Research
Change semester in SIS to Summer	After Spring Final Grades are Completed	Director of Institutional Research
LSAC (Law School Admissions) Verification	May 19th	Director of Institutional Research
KICA Tuition & Financial Aid Survey Closes	May 22nd	Financial Aid
June		
National Student Clearing House	1st of each month	Financial Aid
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.