



Data Reporting & Publication Calendar



Prepared by:
Office of Strategic Research

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Data Reporting Calendar

The ASU System Office recognizes that the ultimate responsibility of accurate and timely data is the responsibility of the individual institutions. The System Office's role is to accumulate and format this information for presentation to the Board of Trustees, System Executive Staff, Chancellors, and the general public. The purpose of this Data Reporting Calendar is to provide a time sequence that will ensure timely information and the opportunity for the individual institutions to report data in an accurate manner.

Delinquent and Preliminary Reporting Policies

Delinquent Reporting Policy

1. An institution's data will be considered delinquent if not received by the Office of Strategic Research by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail to the institution's representative on the Strategic Research Working Group (SRWG).
3. If data are not received after 5 working days from the due date, a written notice will be forwarded to the ASU System President who will subsequently contact the appropriate Chancellor.
4. Once data are submitted to the System Office, the Office of Strategic Research will return edit reports to the institutions within three working days.

Preliminary Reporting Policy

5. Any data submitted through the ASU System Data Portal, will be considered preliminary for twenty (20) working days after the due date.
 6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations to the Office of Strategic Research for any exceptions occurring in the data.
 7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the ASU System President and the appropriate Chancellor will be notified of the type and frequency of the problems.
 8. Once the preliminary period has expired, the data will become final and published by the Office of Strategic Research. It will subsequently be released to the Board, state legislature, and other agencies upon request.
 9. To revise final data after the preliminary period has expired, the Chancellor should provide a written statement detailing the reason for the requested change.
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| July | IPEDS Custom Comparison Group for Data Feedback Report March 22 - July 15, 2021 | IPEDS |
| August | Registration for IPEDS Keyholders August 4-25, 2021 | IPEDS |
| | Graduated Student File (AY 2021) Perkins I and II Annual Files (Special Populations and Assessment) Summer I End-of-Term File (includes Spring Off-Schedule End-of-Term) Summer II Term File (includes Summer I Off-Schedule) August 4, 2021 | ADHE |
| | Annual Instructor File August 11, 2021 | ADHE |
| | Military Compensation Report August 18, 2021 | ADHE |
| | Student-Athlete File August 25, 2021 | ADHE |
| September | 11th Day Preliminary Fall Enrollment Report Noon on 12th class day | ASU System |
| | IPEDS Fall Collection Opens September 1, 2021 | IPEDS |
| | Preliminary Fall Enrollment Report Summer II End-of-Term File (includes Summer I Off-Schedule End-of-Term) September 8, 2021 | ASU System / ADHE ADHE |
| | ACTS Transfer Report Roger Phillips Transfer Act Report September 15, 2021 | ADHE |
| | Student Financial Aid Data File Non-Credit Workforce Education and Training Course and Student Files September 29, 2021 | ADHE |
| October | Southern Association for Institutional Research (Louisville, KY) October 9-12, 2021 | Event |
| | Fall Term File (includes Summer II Off-Schedule) IPEDS Fall Collection Closes to Keyholders October 13, 2021 | ADHE IPEDS |
| November | Graduated Student File (July & August) Revised Cohort File November 3, 2021 | ADHE ASU System |

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| | Employee File November 30, 2021 | <i>ASU System</i> |
| December | IPEDS Winter & Spring Collections Open December 8, 2021 | <i>IPEDS</i> |
| | Institutional Comparisons: Completions & Tuition/Fees December 15, 2021 | <i>Publication</i> |
| January | Fall End-of-Term File (includes Summer II Off-Schedule End-of-Term) January 26, 2022 | <i>ADHE</i> |
| | ASU System Fact Book January 31, 2022 | <i>Publication</i> |
| February | IPEDS Winter Collection Closes to Keyholders February 9, 2022 | <i>IPEDS</i> |
| | Spring Term File (includes Fall Off-Schedule) February 23, 2022 | <i>ADHE</i> |
| March | Institutional Comparisons: Admissions & Financial Aid March 31, 2022 | <i>Publication</i> |
| April | HLC Institutional Update March 28, 2022 | <i>ASU System</i> |
| | IPEDS Spring Collection Closes to Keyholders April 6, 2022 | <i>IPEDS</i> |
| | ASU System Profile April 15, 2022 | <i>Publication</i> |
| May | Begin Reporting Weekly Fall Enrollment & SSCH by Level May 6, 2022 | <i>ASU System</i> |
| | Association for Institutional Research Forum (Phoenix, AZ) May 30 - June 3, 2022 | <i>Event</i> |
| June | Institutional Comparisons: Enrollment & Outcomes Spring End-of-Term File (includes Fall Off-Schedule End-of-Term) Summer I Term File (includes Spring Off-Schedule) June 15, 2022 | <i>Publication</i> <i>ADHE</i> |