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**DIVISION OF POLICY AND PLANNING**

**2018‑19 CALENDAR OF DUE DATES**

***AS OF JULY 2018 [UPDATED 10/29/2018]***

*August 8, 2018* *IPEDS* *Registration opens for Keyholders*

**September 1 Data Files: Student, Course, Teaching Workload, and Registration**

**Only collection of Summer 2018-19 data**

**September 1 Community & Technical Colleges Only: Skillset Enrollment & Completion Data**

*Sep 5-Oct 17* *IPEDS* ***Fall*** *Collection:* *Institutional Characteristics, Completions, and**12-month*

*Enrollment to be submitted directly to the IPEDS website*

September 15 HEPC Institutions Only: Externally-Sponsored Academic Research for Report Card/Compact

**September 15** **Data File**: **Financial Aid, Comprehensive 2017‑18**

**October 15** **Data Files**: **Student, Course, Teaching Workload, Registration, Personnel,**

**& Applicant**

**Census collection of Fall 2018-19 data**

October 15 Update Students with Disabilities Brochure

November 1 Higher Education Reauthorization Submission (Complete via the on-line application.)

November 15 *TBD* Human Resources Report Card Submission (Complete via the on-line application.)

*[10/29/2018] The Human Resources Report Card collection has been suspended until the end of the 2019 regular session of the West Virginia Legislature. The Commission and Council will recommend that the Legislature modify HR reporting requirements to eliminate the need for a separate HR Report Card collection. The Vice Chancellor for Human Resources will notify institutions in the spring of any legislative action and if the decision is made to proceed with this collection.*

*Dec 12-Feb 13* *IPEDS* ***Winter*** *Collection:* *Student Financial Aid, Graduation Rates,*

*200% Graduation Rates, Admissions, & Outcome Measures to be submitted directly to the IPEDS website. (Fall Enrollment, Finance, Human Resources, & Academic Libraries can be entered now or during the Spring Collection.)*

**January 25, 2019** **Data Files:** **Student, Course, Teaching Workload, Registration, and Schedule File**

**Final collection of Fall 2018-19 data**

*Dec 12-Apr 10* *IPEDS* ***Spring*** *Collection:* *Fall Enrollment, Finance, Human Resources, &*

*Academic Libraries to be submitted directly to the IPEDS website*

**June 30** **Data Files**: **Student, Course, Teaching Workload, Registration, and Schedule File**

**Only collection of Spring 2018‑19 data**

**July 10** **Data File**: **Graduation (Include all students receiving degrees or**

**awards from June 2018 through May 2019)**

Note: If due date falls on a weekend or a holiday, due date will be the next working day.

Also, these are the scheduled requests for data. As needs arise, additional data may be requested.

If you have any questions regarding this calendar, please contact Jeannie Reed at (304) 558-1112.