

Timeline / Deadline	Type	Requester	Reporting Task	Description of Reporting Task
JUNE 15	State	HED	SPRING EOT Enrollment Files	Student (S), Course (C), and Student-Course (T) enrollment data, EOT Spring to the NM Higher Educ Dept
MID-JUNE	Internal	Internal	Official Enrollment Data Freeze	Static snapshot of enrollment data at Summer Census Date
MID-JUNE	Internal	Internal	Graduation Summary Report	Annual profile of graduating students and programs
JUNE 30	Federal	TITLE IV	Student Consumer Information / Title IV Compliance	Student outcomes data on transfers, job placement, graduation rates, and retention
JULY 30	Internal	Internal	360 Evaluations	Evaluation of Direct Reports, Peers, and Internal Processes
JULY 30	State	DFA	DFA QTR4 Report	4th Quarter Report for FY to the NM Dept of Finance & Administration
AUG 1	Internal	Internal	Employer Survey	Annual Survey of Employers who hire NNMC graduates
AUG 15	State	HED	DEGREE File D for HED	Degree File (D) -- all degrees awarded previous Fall and Spring Semesters to the NM Higher Educ Dept
AUG 30	Internal	Internal	Program Review	Program Review data preparation for programs (2) selected for review
MID-AUG	State	PED	Perkins Performance Measures	Annual Perkins Performance Measures Report
SEPT 15	State	HED	FALL Census Form for HED	Headcounts and FTE at Fall Census date to the NM Higher Educ Dept
SEPT 30	State	HED	SUMMER EOT Enrollment Files	Student (S), Course (C), and Student-Course (T) enrollment data, EOT Summer to the NM Higher Educ Dept
MID-SEPT	Internal	Internal	Official Enrollment Data Freeze	Static snapshot of enrollment data at Fall Census Date
MID-OCT	Internal	Internal	Enrollment Report / Fall Fact Book	Summary reports of student enrollment and characteristics at Fall Census
OCT 18	Federal	IPEDS	IPEDS Fall Data Collection closes	Institutional Characteristics, Completions, and 12-Mo Enrollment Survey Components - <i>closes on date shown; no extensions granted</i>
OCT 20	Internal	Internal	360 Evaluations	Evaluation of Direct Reports, Peers, and Internal Processes
OCT 31	State	DFA	DFA QTR1 Report	1st Quarter Report for FY to the NM Dept of Finance & Administration
NOV 1	Internal	Internal	Retention Study	Annual Fall Retention Study
NOV 15	State	HED	DEGREE File R for HED	Degree File (R) -- all degrees awarded in most-recent Summer term to the NM Higher Educ Dept
NOV 15	State	CUP	Council of Univ Presidents Report	Council of University Presidents' report to State legislature from all 4-yr schools in NM
DEC 1	Internal	Internal	End of Term Enrollment Report	Fall End of Term Enrollment Report
JAN 30	Internal	Internal	Enrollment Report	Spring Enrollment Report
JAN 30	Internal	Internal	360 Evaluations	Evaluations of Direct Reports, Peers, and Internal Processes
JAN 31	Federal	TITLE V	Annual Federal Title III/V Waiver Application	Annual student demographic data updates for Title V waiver renewal application form

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JAN 31	State	HED	FALL EOT Enrollment Files	Student (S), Course (C), and Student-Course (T) enrollment data, EOT Fall to the NM Higher Educ Dept
JAN-FEB	Internal	Internal	Ad Hoc Data Requests from Administration	Administration data requests in response to proposed legislation at the State Legislature; <24 hour turn-around time is mandatory.
FEB 28	State	DFA	DFA QTR2 Report	2nd Quarter Report for FY to the NM Dept of Finance & Administration
FEB 7	Federal	IPEDS	IPEDS Winter Data Collection closes	Admission, Student Financial Aid, Graduation Rates, and Outcomes Survey Components - <i>closes on date shown; no extensions granted</i>
FEB 7	Internal	Internal	Official Enrollment Data Freeze	Static snapshot of enrollment data at Spring Census Date
MID-FEB	Internal	Internal	Freshman Cohort Tracking - Retention	Update the IPEDS Cohort Fall-to-Spring retention
APRIL 3	Federal	IPEDS	IPEDS Spring Data Collection closes	Human Resources, Fall Enrollment, Finance, and Academic Libraries Survey Components - <i>closes on date shown; no extensions granted</i>
APRIL 6	Federal	HLC	Higher Learning Commission	Annual Institutional Data Update to the HLC to maintain Accreditation
APRIL 30	Internal	Internal	360 Evaluations	Evaluation of Direct Reports, Peers, and Internal Processes
APRIL 30	Internal	CUP	Survey of Graduating Students	Survey of Graduating Students for current academic year (Summer, Fall, Spring)
APRIL 30	State	DFA	DFA QTR3 Report	3rd Quarter Report for FY to the NM Dept of Finance & Administration
APRIL 30	Internal	Internal	End of Term Enrollment Report	Spring End of Term Enrollment Report

Color Key/Order of Priority:

1. RED - Federal Mandatory Reporting
2. GOLD - State Mandatory Reporting
3. PURPLE - Internal Data Reporting

NOTE: Ad hoc data requests that do not come from NNMC Administration are fulfilled on a first-come, first-served basis after existing, higher-priority projects are complete.

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