

**Office of Institutional Research & Assessment  
Routine Reports Schedule**

<b>Fall</b>	<b>Date</b>	<b>Distribution</b>	<b>Website Publication</b>
Enrollment by Course Section	First Day of Classes	V.C. Academic Affairs	No
Census Quick Facts	First Work Day Following Census	Chancellor, Vice Chancellors	Yes
Institutional Fall Class Profile	Second Monday of September	Chancellor, Vice Chancellors, Deans, Department Chairs	Yes
Residence Life Report	Third Monday of September	V.C. Student Affairs, Director of Residence Life & Housing, Enrollment Management Committee	Yes
Retention & Graduation Rate Report	Last Friday of September	Chancellor, Vice Chancellors, Enrollment Management Committee, Student Recruitment & Retention Committee	Yes
IUS First Choice Summary (Entering Student Survey)	Third Friday of September	Chancellor, Vice Chancellors	No
Class Profiles by School (at request)	First Monday of October	Deans, Department Chairs	Yes
NSSE (Years divisible by 3)	First Monday of October	Chancellor, Vice Chancellors, Deans, Department Chairs, Student Life Committee	Yes
Profile of Spring Students Not Enrolling in Fall	First Monday of November	Chancellor, Vice Chancellors	Yes
Reference Book	First Monday of November	Chancellor, Vice Chancellors, Deans, Department Chairs	Yes
Academic Assessment Results	Second Friday of October	Academic Assessment Committee, Improvement of Learning Committee, Deans, Department Chairs, Program Directors	Yes, Selected Portions

<b>Spring</b>	<b>Date</b>	<b>Distribution</b>	<b>Website Publication</b>
Census Quick Facts	First Work Day Following Census	Chancellor, Vice Chancellors	No
Institutional Spring Class Profile	Third Monday of January	Chancellor, Vice Chancellors, Deans, Department Chairs	Yes, UPIRA Link
Entering Student Survey Results (Fall & Spring)	Second Friday of February	Chancellor, Vice Chancellors, Deans, Department Chairs; Student Lists to Service Areas	Yes
Student Clearinghouse Transfer Report	First Monday of March	Chancellor, Vice Chancellors	Yes
Profile of Fall Students Not Enrolling in Spring	First Monday of April	Chancellor, Vice Chancellors	Yes
Graduating Student Survey Results	Last Friday of April	Chancellor, Vice Chancellors, Deans, Department Chairs	Yes

<b>Summer</b>	<b>Date</b>	<b>Distribution</b>	<b>Website Publication</b>
Alumni Survey Results	Third Week of August	Chancellor, Vice Chancellors, Deans, Department Chairs	Yes
Continuing Student Survey (Every 2nd Year: 2010, 2012, 2014)	First Monday of June	Chancellor, Vice Chancellors, Deans, Department Chairs	Yes