



**Reports to External Constituencies:
Prepared for Enterprise Risk
Management Committee**

In alphabetical order

November 2011

Enterprise Risk Management
External Agency Reports

Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Academic Support Services	College Advantage	Enrollment Data	Prospective High Schools	Only if requested by a prospective high school	Dr. Nancy S. Kaplan Assoc VP Acad Sppt Svc Div. of Academic Support Services St. Augustine Hall Room 104 (718) 990-1672 kaplann@stjohns.edu	
Academic Support Services	C-Step	Collegiate Science and Technology Program annual report	NYS Education Department	Annually	Asnath L. Gedeon Assistant Director, McNair Scholars Program & Director, CSTEP Div. of Academic Support Services St. Augustine Hall (718) 990-5862 gedeona@stjohns.edu	IR provides appropriate data
Academic Support Services	Federal Grant Funded Programs	Enrollment, Academic Profile, Demographics, Financial, Geographic, Graduation Rate, Retention Rate	McNair, SSS, Gear Up	Bi-annually on average, could also be every 4-5 years based on funding cycle for reapplication	Andre McKenzie Vice President Div. of Academic Support Services Lourdes Hall (718) 990-1892 mckenzia@stjohns.edu	
Academic Support Services	Nominations for Athletic Awards/Post-Grad Scholarships	GPA	Big East/NCAA	Annually after the spring semester	Eric C. Rienecker Director Academic Support Services for Student-Athletes Lou Carnesecca Arena 136a (718) 990-5687 rienecke@stjohns.edu	
Academic Support Services	NYS Grant Funded Programs	Enrollment, Academic Profile, Demographics, Financial, Geographic, Graduation Rate, Retention Rate	Step, CStep, Liberty Partnerships	Bi-annually on average, could also be every 4-5 years based on funding cycle for reapplication	Andre McKenzie Vice President Div. of Academic Support Services Lourdes Hall (718) 990-1892 mckenzia@stjohns.edu	

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Athletics	Academic Progress Rate (APR)	A team by team report measuring student-athlete's receiving athletic scholarship eligibility and retention on a term by term basis.	NCAA	Annually - October	Doug Trani, Associate Athletic Director for Compliance, 718-990-6803 trani@stjohns.edu	
Athletics	Graduation Rate (GRS)	Provide graduation rate information to NCAA	NCAA	Annually - May	Doug Trani, Associate Athletic Director for Compliance, 718-990-6803 trani@stjohns.edu	IR works closely with Athletics
Athletics	NCAA Revenue Distribution Report	Various NCAA reports (Sport Sponsorship Form, Grant-in Aid Form, Academic Enhancement Funds, S/A Pell Report) detailing our annual NCAA membership requirements are being met.	NCAA/BIG EAST	Annually - May	Doug Trani, Associate Athletic Director for Compliance, 718-990-6803 trani@stjohns.edu	
Athletics	NCAA Sport Sponsorship Report	A report detailing our annual NCAA membership requirements (Contests, Participants, Grants-in Aid) are being met.	NCAA	Annually - August	Doug Trani, Associate Athletic Director for Compliance, 718-990-6803 trani@stjohns.edu	

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Business Affairs	5500 (inclusive of 403B Audited Financial Statements)	Annual Return/Report of Employee Benefit Plan [may also be on Andrea Yenco's]	Dept of Labor	Annually - October	Andrea Yenco Director of Benefits Employee Benefits Chiang Ching-Kuo Hall Room 114 (718) 990-6587 yenco@stjohns.edu	
Business Affairs	A133 (Audited Statements)	Schedule of Expenditures of Federal Awards	Various - US Dept of Education	Annual-Upon Request	Sheila Sheldon Associate Controller Business Affairs, Newman Hall 208 (718)990-1507 rosales@stjohns.edu Christina Costello MgrGrants Administration Business Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Annual and Final Finance Report	Financial Statement	US Department of Education (9 Grants Included)	Annual Final	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Annual and Final Report	Financial Summary Report	Department of Homeless Services	Annual- October	Kim Toro Program Manager VISA Marillac Hall 134 - Advantage Academy (718) 990-3415 torok@stjohns.edu	

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Business Affairs	Annual Capital Expenditures Survey	Survey - capital expenditures for the University	US Department of Commerce - US Census Bureau	Annually - April	Simone Hector Assistant Controller Business Affairs Newman Hall 207 (718) 990-7671 hectors@stjohns.edu Jill Wong Staff Accountant Business Affairs Newman Hall (718) 990-2067 wongj@stjohns.edu	
Business Affairs	Brookhaven/Islip Property Tax Exemptions	renewal application for real property tax exemption	Government - Brookhaven	Annually - October	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Census Data	Aggregate data for headcount and staff cost - by campus	NYS Dept of Labor Report	Annual	John F. Doyle Financial Management Business Affairs Newman Hall (718) 990-2068 doylej1@stjohns.edu	
Business Affairs	College Sustainability Report Card - Just endowment portion	The Report Card is designed to identify colleges and universities that are leaders in sustainability. The aim is to provide accessible information for schools to learn from each other's experiences and establish more effective sustainability practices.	Sustainable Endowments Institute http://www.greenreportcard.org/report-card-2011/schools/st-john_s-university	Annually	Anne Marie Schettini-Lynch Asst VP and Assoc Treasurer Business Affairs Newman Hall Room 211A (718) 990-1511 schettia@stjohns.edu	
Business Affairs	CT-13	NYS Unrelated Business Income Tax Return	Government - New York State	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	

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Business Affairs	Defined Contribution Retirement Plan Financial Statements	403(b) Pension Report	Deloitte	Annually - October	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Dormitory Authority of the State of New York	Bond required filing	DASNY	Annually	John F. Doyle Financial Management Business Affairs Newman Hall (718) 990-2068 doylej1@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR provides appropriate data
Business Affairs	Final	Financial Statement	The Laura J. Niles Foundation	40939	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Final Certification Statement	Financial Statement	National Institute of Health - Pass through Albert Einstein	60 Days After Termination - 6/30/12	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Final Certification Statement	Financial Statement	National Institute of Health - Pass through NYU School of Medicine	45 Days After Grant Term Date	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Final Certification Statement	Financial Statement	National Institute of Health - Pass through Sloan Kettering	60 Days After Termination - 6/30/12	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	

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Business Affairs	Final Certification Statement	Financial Statement	National Science Foundation - Pass through Trinity College	Annual	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990- 6065 costellc@stjohns.edu	
Business Affairs	Final Project Report	Financial and Programmatic	Abitec Corporation	30 days after expiration date of grant - 1/30/12	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990- 6065 costellc@stjohns.edu	
Business Affairs	Final Report	Financial and Programmatic	NY Life Foundation	41183	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Final Report	Financial Statement	Sisters of Charity - Halifax	40877	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Final Report	Financial Statement	Staten Island Foundation	40939	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Final Report	Financial and Programmatic	American Sociological Association	Final - 8/10/12	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990- 6065 costellc@stjohns.edu	

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Business Affairs	Final Report	Financial Summary Report	National History Center	40939	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990- 6065 costellc@stjohns.edu	
Business Affairs	Final Summary Report	Financial Summary Report	Teleflex Foundation	40877	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	financial report	Financial Statement	The TD Charitable Foundation	Annual	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Form 1120H	U.S. Income Tax Return for Homeowners Associations - for Golden Gate Property	Government - IRS	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Form 4136	Credit for Federal Tax Paid on Fuels	Government - IRS	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Form 4626	Alternative Minimum Tax - Corporations	Government - IRS	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	

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Business Affairs	Form 8300	Report of Cash Payments Over \$10,000 Received in a Trade or Business	Government - IRS	As needed	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Form 8925	Report of Employer-Owned Life Insurance Contracts	Government - IRS	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Form 926	Return by a US Transferor of Property to a Foreign Corporation	Government - IRS	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Form 941	Employer's Quarterly Federal Tax Return	Government - IRS	Quarterly - April, July, October, January	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Form 990 <u>(must be made available upon request)</u>	Return of Organization Exempt From Income Tax	Government - IRS <u>(must be made available upon request)</u>	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	

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Business Affairs	Form 990T	Exempt Organization Business Income Tax Return	Government - IRS	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Form AC2709	Unclaimed Property Filing	Government - New York State	Annually - March	Irma Bautista Gevero Senior Accountant Business Affairs Newman Hall Room 204 Jamaica, NY 11439 (718) 990-5643 geveroi@stjohns.edu	
Business Affairs	FS10 - Annual Reports	Financial Statement	NYS Education Department (3 Grants Included)	30 Days after Grant Termination Date Statement	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	FS10 - Financial Reports	Financial Statement	NYS Education Department - Pass through US Department of Ed	90 Day Federal Flow Through	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	FT-500	Application for Refund of Sales Tax Paid on Automotive Fuels	Government - New York State	Annually - April	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	

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Business Affairs	Higher Education Ratings: Private College & University Questionnaire	Financial and Enrollment Data	McGraw Hill - Standard & Poor's	Annual	John F. Doyle Financial Management Business Affairs Newman Hall (718) 990-2068 doylej1@stjohns.edu	
Business Affairs	Information and Communication Technology Survey	Survey - expenditures relating to computer, information & communication technology equipment for the University	US Department of Commerce - US Census Bureau	Annually - April	Simone Hector Assistant Controller Business Affairs Newman Hall 207 (718) 990-7671 hectors@stjohns.edu Jill Wong Staff Accountant Business Affairs Newman Hall (718) 990-2067 wongj@stjohns.edu	
Business Affairs	Interim and Final Reports	Financial Summary Report	American Council of Learned Societies (ACLS)	Interim - 2/28/12 Final - 9/30/12	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Interim and Final Reports	Financial Summary Report	Hedge Funds Care	Interim - 3/1/12 Final - 7/31/12	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	

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Business Affairs	Interim and Final Reports	Financial Summary Report	National Council of Teachers of English	Semi Annual	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	K-1	Trust Returns	Donors	Annually - March	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	K-1	Trust Returns	Government - IRS	Annually - March	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Merritt Research Services	Municipal bond data / financial and enrollment data	Merritt Research Services	Annually	John F. Doyle Financial Management Business Affairs Newman Hall (718) 990-2068 doylej1@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR provides appropriate data

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Business Affairs	Moody's 2010 Private University Disclosure Form	Financial and Enrollment Data	Moody's	Annual	John F. Doyle Financial Management Business Affairs Newman Hall (718) 990-2068 doylej1@stjohns.edu	IR provides appropriate data
Business Affairs	MTA Tax	MCTMT: Metropolitan Commuter Transportation Mobility Tax	Government - New York State	Quarterly - April, July, October, January	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	NACUBO endowment study	Annual endowment study report. Provides details on market value, investment performance and asset allocation	NACUBO	Annually- November	Richard Kohl Cash Manager Business Affairs Newman Hall (718) 990-2339 kohlr@stjohns.edu	
Business Affairs	Narrative Final Report	Financial Statement	US Department of Justice - Pass through Rand Corporation	Termination of Grant	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	NSF Survey	Survey- Research Grants	Various	Annual- January	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Nuveen	Disclosure requirements - bonds	Nuveen Investment Management	Annually	John F. Doyle Financial Management Business Affairs Newman Hall (718) 990-2068 doylej1@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR provides appropriate data

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Business Affairs	NYC Property Tax Exemptions	Not-For-Profit Exemption Renewal Form	Government - NYC	Annually - October	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	NYS CT-3M/4M	General Business Corporation MTA Surcharge Return - for Golden Gate Property	Government - New York State	Annually - March	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	NYS CT-4	General Business Corporation Franchise Tax Return Short Form - for Golden Gate Property	Government - New York State	Annually - March	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	NYS TP-550	Quarterly Return for Special Assessment on Hazardous Waste	Government - New York State	Quarterly - April, July, October, January	Colleen Greaney Director, Department of Environmental Health & Safety St. Albert Hall Room G020 (718) 990-1348 greaneyc@stjohns.edu	
Business Affairs	NYS-45	Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return	Government - New York State	Quarterly - April, July, October, January	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	

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Business Affairs	Per Financial Reports	Financial Summary Report	Jumpstart	Monthly	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Quarterly and Final Financial Reports	Financial Summary Report	National Science Foundation (2 Grants Included)	Quarterly-April, July, October and January	Christina Costello Mgr Grants Administration Business Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Quarterly Federal Financial Report Final Financial Report	Financial Statement	US Department of Justice	Quarterly-April, July, October and January	Christina Costello Mgr Grants Administration Business Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	Quarterly FFR, Annual, Final Financial Status Reports	Various Grant End Dates	National Institute of Health (7 Grants Included)	Quarterly-April, July, October and January	Christina Costello Mgr Grants Administration Business Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	

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Business Affairs	Quarterly Financial Reports	Financial Summary Report	United Way New York City (2 Grants Included)	30 Days after Calendar Quarter	Christina Costello MgrGrants AdministrationBusiness Affairs Newman Hall 204 (718) 990- 6065 costellc@stjohns.edu	
Business Affairs	Reports	Financial Statement	NYC Department of Youth and Community Development	Monthly	Christina Costello MgrGrants Administration Business Affairs Newman Hall 204 (718) 990-6065 costellc@stjohns.edu	
Business Affairs	St. John's University Consolidated Financial Statements	Audited Financial Statements	Various	Upon Request	Anthony Macaluso Controller Business Affairs Newman Hall Room 204 (718) 990-2452 macalusa@stjohns.edu Sheila Sheldon Associate Controller Business Affairs Newman Hall208 (718) 990-1507 rosales@stjohns.edu	

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Business Affairs	ST-809	New York State and Local Sales and Use Tax Return for Part-Quarterly (Monthly) Filers	Government - New York State	Monthly except during quarters	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	ST-810	New York State and Local Quarterly Sales and Use Tax Return for Part-Quarterly (Monthly) Filers	Government - New York State	Quarterly - Sept, Dec, March, June	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
Business Affairs	Standard and Poor's	Higher education ratings	Standard and Poor's	Annually	John F. Doyle Financial Management Business Affairs Newman Hall (718) 990-2068 doylej1@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR provides necessary data as appropriate
Business Affairs	State Sales Tax Exemptions	Various state tax exemptions for travel and purchases from outside NY State	Various state governments	As needed	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	

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Business Affairs	TD F 90-22.1	Report of Foreign Bank and Financial Accounts	Government - IRS	Annually - June	Nicole Maus Assistant Controller Business Affairs Newman Hall Room 213 (718) 990-6084 mausn@stjohns.edu	
CPS: Legal Studies Program	Legal Studies Program Approval	Reapproval requires a self-evaluation report that must demonstrate compliance with the ABA's Guidelines for Paralegal Programs. Next report is due Spring 2013, next site visit: Fall 2013. Application for reapproval: 2014	American Bar Association (ABA)	Every 7 years	Bernard G. Helldorfer Professor Bent Hall, Room 350 Jamaica, NY 11439 (718) 990-7417 helldorb@stjohns.edu	
Financial Aid	Association for Library and Information Science Report	Provide FA data to Lib Science Dept to assist with annual report	Association for Library and Information Science	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	

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Financial Aid	Barrons Survey	Provide FA Data to Institutional Research for report	Barrons	Annually	Marianne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	Citizenship Secondary Confirmation	Prepare, submit copies of citizenship documentation, process responses	U.S. Dept of Homeland Security	Daily	Eileen Flood Dir. Std Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu Diane L. Peck Associate Director Financial Aid Newman Hall Room B28 Jamaica, NY 11439 (718) 990-5745 peckd@stjohns.edu	
Financial Aid	Common Data Set	Provide FA Data to Institutional Research for report	College Board	Annually	Marianne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	

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Financial Aid	Databank Files	Receive, and upload images of documents(i.e. tax returns, citizenship doc. Ect)	Databank	Daily	Eileen Flood Dir. Stdt Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu Diane L. Peck Associate Director Financial Aid Newman Hall Room B28 Jamaica, NY 11439 (718) 990-5745	
Financial Aid	FAFSA Corrections	Submit data changes to student's FAFSA as a result of verification	CPS-U.S. Dept Of Education	Bimonthly off peak on peak weekly	Diane Peck Associate Director Financial Aid Newman Hall Room B28 (718) 990-5745 peckd@stjohns.edu	
Financial Aid	Federal HPL Loan Reporting	Provide data on student, enrollment, loan amount, disbursement data	ACS Inc. A Xerox Company	Monthly	Diane Peck Associate Director Financial Aid Newman Hall Room B28 Jamaica, NY 11439 (718) 990-5745 peckd@stjohns.edu	

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Financial Aid	Federal Loan (DL) Reporting	Provide data on enrollment, cost, loan amount, disbursement data, verification	COD-U.S.Dept. Of Education	Daily	Eileen Flood Dir. Stdt Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu Diane L. Peck Associate Director	
Financial Aid	Federal Pell Grant Reporting	Provide data on enrollment, cost, Pell award, disbursement data, verification	COD-U.S.Dept. Of Education	Daily	Eileen Flood Dir. Stdt Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu Diane L. Peck Associate Director Financial Aid Newman Hall Room B28 (718) 990-5745 peckd@stjohns.edu	
Financial Aid	Federal Perkins Loan Reporting	Provide data on student, enrollment, loan amount, disbursement data	ACS Inc. A Xerox Company	Monthly	Diane Peck Associate Director Financial Aid Newman Hall Room B28 Jamaica, NY 11439 (718) 990-5745 peckd@stjohns.edu	

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Financial Aid	FISAP	Report of Financial Aid expenditures and enrollment data	U.S. Dept of Education	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	IR provides enrollment
Financial Aid	Foreign Gift Report	Required to report foreign gifts & contracts	U.S. Dept of Education	Biannually	Eileen Flood Dir. Std Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu Sheila Sheldon Associate Controller Business Affairs Newman Hall 208 (718) 990-1507 rosales@stjohns.edu	
Financial Aid	Grant Application for Scholarship for Disadvantaged Students	Report of Financial Aid expenditures and enrollment data	Dept of Health and Human Services	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	

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Financial Aid	Health Professions Loan Performance Report	Federal grant required to show how funds allocated	Dept of Health and Human Services		Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	IR provides ethnicity of students
Financial Aid	HEGIS State Report	Provide FA Data to Institutional Research for report	State Dept of Higher Education	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	IPEDS	Provide FA Data to Institutional Research for report	U.S. Dept of Education	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	IR submits but obtains all information from FA

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Financial Aid	Law School ABA Report	Provide FA data to Law School Dept to assist with annual report	American Bar Association	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	New York State Aid Reporting	Provide data on program of study,enrollment,reisidency,cost	NY Higher Education Services (HESC)	Daily	Victoria Bodyikoglu Sr. Assistant Director Financial Aid Newman Hall Room B28 (718) 990-5749 bodyikov@stjohns.edu Patrick Breen Manager, Accounts Receivable Bursar Bent Hall G-06 (718) 990-6182 breenp@stjohns.edu	
Financial Aid	NYC Housing Forms	Provide student information for Housing/Living Assistance for student applicants	NYC Housing Authority	Daily as needed	Maryanne Twomey Dir. Inst Fin Aid/Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	Petersons Survey	Provide FA Data to Institutional Research for report	Petersons	Annually	Theresa Costello Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Financial Aid	Princeton Review	Provide FA Data to Institutional Research for report	Princeton Review	Biannually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	Private Loan Certification	Provide data on enrollment, cost, disbursement data	Various lenders	Daily	Eileen Flood Dir. Stdt Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu Diane L. Peck Associate Director Financial Aid Newman Hall Room B28 Jamaica, NY 11439 (718) 990-5745 peckd@stjohns.edu	
Financial Aid	Public Assistance Benefits Form FIA	Provide cost of attendance, financial aid eligibility	NYC Human Resource Adm. Dept. Social Services	Daily as needed	Theresa Canteralla Director Financial Aid Kelleher Center 1st Floor Staten Island, NY 10301 (718) 390-4350 cantaret@stjohns.edu Mary Anne Verrone Sr. Financial Aid Asst. IV Financial Aid Newman Hall Room B28 (718) 990-2000	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Financial Aid	Scholarship for Disadvantaged Students Performance Report	Federal grant required to show how funds allocated	Dept of Health and Human Services	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	Sibling Enrollment Forms	Provide enrollment information for student siblings enrolled in other colleges	Multiple College Aid Offices	Daily	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	TEACH Grant Reporting	Provide data on enrollment,cost,TEACH grant award, disbursement data	COD-U.S.Dept. Of Education	Bimonthly	Eileen Flood Dir. Stdt Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu	
Financial Aid	Third Party Billing	Provide data on student,enrollment,cost and financial aid	Various Agencies and Businesses	Daily	Mary Verrone Sr. Financial Aid Asst. IV Financial Aid Newman Hall Room B28 (718) 990-2000 verronem@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Financial Aid	Title III Report	Provide financial aid data on Pell eligible Students. Provides data to Grants Department to report out.	U.S. Department of Education	Yearly	Jorge Rodriguez Assoc VP Stdnt Financial Svcs Financial Aid Newman Hall Room B28 (718) 990-1485 rodriqui@stjohns.edu	IR provides some enrollment data as requested
Financial Aid	Transfer Monitoring	Provide enrollment information on new transfer students	U.S. Department of Education	Biannually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	Tuition Discounting and Costs Report	Provide tuition and net tuition costs for enrolled students	Dept of Labor and Statistics	Annually	Maryanne Twomey Dir. Inst Fin Aid/ Research Financial Aid Newman Hall Room B28 (718) 990-5743 twomeym@stjohns.edu	
Financial Aid	Update PPA	Required to update Federal Participation Agreement	U.S. Dept of Education	as need based on triggering events	Eileen Flood & supporting departments per event Dir. Stdt Fin Svcs Fed & State Financial Aid Newman Hall Room B28 (718) 990-2000 floode@stjohns.edu	
Financial Aid	VESID	Provide cost of attendance, financial aid eligibility	NY ACCES-VR	Daily as needed	Mary Verrone Sr. Financial Aid Asst. IV Financial Aid Newman Hall Room B28 (718) 990-2000 verronem@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Financial Aid	Veteran Certifications	Certification eligibility of Veterans for Assistance	Veterans Affairs	Daily as needed	Karen Morizio Financial Aid Asst. III Newman HallB28 (718) 990-1910 moriziok@stjohns.edu Mary Anne Verrone Sr. Financial Aid Asst. IV Newman Hall Room B28 (718) 990-2000	
Global Studies	Open Doors - Study Abroad	Joint initiative by US Dept of State, NAFSA: Association of International Educators and IIE	Institute of International Education	Annually	Matthew Pucciarelli Associate Vice President, Global Studies Study Abroad Sun Yat Sen Hall (718) 990-7614 pucciarm@stjohns.edu	IR provides appropriate data
Human Resources	AARP montly bill	Remittance for employees covered under plan	AARP	Monthly	Laura M. Luecke Benefits Specialist Employee Benefits Chiang Ching-Kuo HallRoom 112 Jamaica, NY 11439 (718) 990-2077 lueckel@stjohns.edu	
Human Resources	Aetna- dental bill	Remittance for employees covered under plan	Aetna	Monthly	Laura M. Luecke Benefits Specialist Employee Benefits Chiang Ching-Kuo HallRoom 112 Jamaica, NY 11439 (718) 990-2077 lueckel@stjohns.edu	
Human Resources	Aetna- retiree medical	Remittance for employees covered under plan	Aetna	Monthly	Laura M. Luecke Benefits Specialist Employee Benefits Chiang Ching-Kuo HallRoom 112 Jamaica, NY 11439 (718) 990-2077 lueckel@stjohns.edu	
Human Resources	Best Doctors	Remittance for employees covered under plan	Best Doctors	Monthly	St. John's contact: Sara Honen Leupp	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Human Resources	Bureau of Labor Statistics	Provide salary data for a randomly selected set of occupations within our organization. The BLS collects update data for these positions quarterly to trend economic conditions.	Bureau of Labor Statistics	Quarterly	St. John's contact: Patricia Dorrian Bureau of Labor Statistics contact: Jim Eng	
Human Resources	Bureau of Labor Statistics	Provide salary data for a randomly selected set of occupations within our organization. The BLS collects update data for these positions quarterly to trend economic conditions.	Bureau of Labor Statistics	Quarterly	Patricia Dorrian Bureau of Labor Statistics contact: Jim Eng	
Human Resources	Collegiate Athletics Compensation Survey	Survey which collects salary data for benchmark positions within a University Setting. The survey's concentration is strictly Athletic positions, and captures data for coaches, as well as Athletic managerial and staff level	Western Management Group	Annually - December	St. John's contact: Patricia Dorrian WMG contact: DeLynn Gentile	
Human Resources	Compdata Surveys	Survey which collects salary data for benchmark positions within a Not-For-Profit Organization Setting.	Dolan Technologies Corp	Annually - March	Patricia Dorrian Dolan Technologies Corp Contact:Mark Robertson	
Human Resources	CupaHR Administrative Compensation Survey	Survey which collects salary data for Administrative benchmark positions within a University Setting.	College and University Professional Association for Human Resources - CupaHR	Annually - December	Patricia Dorrian CupaHR contact: Ray Sizemore	
Human Resources	CupaHR Executive Compensation Survey	Survey which collects salary data for Executive benchmark positions within a University Setting.	College and University Professional Association for Human Resources - CupaHR	Annually - December	St. John's contact: Patricia Dorrian CupaHR contact: Ray Sizemore	
Human Resources	CupaHR Mid Level Compensation Survey	Survey which collects salary data for Mid level benchmark positions within a University Setting.	College and University Professional Association for Human Resources - CupaHR	Annually - December	St. John's contact: Patricia Dorrian CupaHR contact: Ray Sizemore	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Human Resources	EduComp Compensation Survey	Survey which collects salary data for benchmark positions within a University Setting at the professional, managerial and Director level.	Western Management Group	Annually - December	Patrica Dorrian WMG contact: DeLynn Gentile	
Human Resources	Empire Health Choice	Remittance for employees covered under plan	Empire Health Choice	Monthly	Laura Luecke	
Human Resources	First Reliance	Remittance for employees covered under plan	First Reliance	Monthly	St. John's contact: Sara Honen Leupp	
Human Resources	HIP (emblem Health)	Remittance for employees covered under plan	HIP	Monthly	St. John's contact: Laura Luecke	
Human Resources	ING- stop loss	Remittance for employees covered under plan	ING	Monthly	Sara Honen Leupp	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Human Resources	John Hancock	Remittance for employees covered under plan	John Hancock	Monthly	Soraya Casanova	
Human Resources	Liberty Mutual	Remittance for employees covered under plan	Liberty Mutual	Monthly	Laura Luecke	
Human Resources	New Hire Report	List of new hires. Report also requires notification if employee is provided benefits.	New York Department of Finance	Bi-weekly	David Martinez	
Human Resources	New York State tax changes	Provide copy of tax forms and data for employees	New York State Tax Department	Annually	David Martinez	
Human Resources	NYS Unemployment charges	Unemployment charges	NYS	Quarterly	Laura Luecke	
Human Resources	Oxford/Unitedhealthcare	Remittance for employees covered under plan	Oxford	Monthly	Sara Honen Leupp	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Human Resources	TALX	Service fee for unemployment consultation	TALX	Quarterly	Laura Luecke	
Human Resources	The P&A group - cobra/retiree	Remittance for employees covered under plan	P&A	Monthly	Miriam Cepeda	
Human Resources	The P&A group-flexible spending	Remittance for employees covered under plan	P&A	Monthly	Laura Luecke	
Human Resources	The P&A group-transit	Remittance for employees covered under plan	P&A	Monthly	Miriam Cepeda	
Human Resources	Tuition Exchange	Fee for participating in program	Tuition exchange	Bi-annually	Soraya Casanova	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Human Resources	UMR	Remittance for employees covered under plan	UMR	Monthly	St. John's contact: Laura Luecke	
Human Resources	VPI	Remittance for employees covered under plan	VPI	Monthly	St. John's contact: Laura Luecke	
Human Resources	Willis	Consulting fee	Willis	Quarterly	Sara Honen Leupp	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	4International Colleges & Universities	4 International Colleges & Universities is an international higher education search engine and directory reviewing accredited Universities and Colleges in the world, includes 10,000 Colleges and Universities, ranked by web popularity, in 200 countries.	4ICU	Bi-annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	ACT Distance Degree Programs	For ACT's computerized career planning programs	ACT	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	ACT Graduate/Professional Survey	For ACT's computerized career planning programs	ACT	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	ACT Institutional Data Questionnaire	For the ACT score reports, ACT DISCOVER® programs, and the www.actstudent.org website.	ACT	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	American Association of University Professors Faculty Compensation Survey	Provide salary data by discipline of FT faculty	American Association of University Professors (AAUP)	Annually in Dec/Jan	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993	
Institutional Research	Annual Survey of Journalism and Mass Communication	Enrollment Data and Degrees Granted	The University of Georgia, Center for International Mass Communication, Training and Research	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other to the department as appropriate
Institutional Research	Barron's Profiles of American Colleges	Printed book with in-depth profiles of more that 1,650 schools	Barron's Educational Series, Inc.	Bi-annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including FA/BA/Admissions/library...
Institutional Research	Catholic Telephone Guide	Directory	The Catholic News Publishing Company	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	CGS/GRE Survey of Graduate Enrollment and Degrees	National survey for trends in graduate admission, enrollment, and degrees	Council of Graduate Schools & Graduate Record Examinations Board	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	College and University Personnel Association (CUPA) Contingent Faculty Survey	Provide salary data by discipline of PT faculty	College and University Personnel Association (CUPA)	Annually in Dec/Jan, first time 2011	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	College and University Personnel Association (CUPA) National Faculty Salary Survey	Provide salary data by discipline of FT faculty	College and University Personnel Association (CUPA)	Annually in Dec/Jan	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	
Institutional Research	College Board Annual Survey of Colleges	Online profile for high school counselors and students	The College Board	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	College 'Scope	Online profile for high school counselors and students	Financial Publishing Company	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	College-Admissions-Profiles.com	Online profile	American Educational Guidance Center	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	Council on Independent Colleges & Universities	An annual guide that profiles 100+ New York independent, private, not-for-profit colleges and universities.	CICU	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	Dual Enrollment Programs and Courses for High School Students	provide information dual enrollment programs and courses offered to high school students at our institution	US Department of Education National Center for Education Statistics - PEQIS	First time in Fall 2011	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	
Institutional Research	Gainful Employment Reporting	Provide information to the NLCS on students in certificate programs	US Department of Education	Annually October	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	IR works closely with the Registrar's Office and Financial Aid
Institutional Research	GradSchools.com	Online graduate school guide	Education Dynamics	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	Higher Education Directory	Online and print directory listing postsecondary accredited, degree-granting institutions in the US.	Higher Education Publications	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	IPEDS Institutional Characteristics	Provides basic information about the university	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually October	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	IR reaches out to other departments for appropriate data
Institutional Research	IPEDS 12 month enrollment	12 month unduplicated headcount	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually October	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	IPEDS 200% Graduation Rates	additional graduation rates	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually April	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	
Institutional Research	IPEDS Completions	Degrees conferred information	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually October	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	
Institutional Research	IPEDS Fall Enrollment	fall enrollment	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually April	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	
Institutional Research	IPEDS Finance Report	Financial data about the university	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually April	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	IR submits but obtains information from BA
Institutional Research	IPEDS Graduation Rates	4/5/6 year graduation rates	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually April	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	IPEDS Human Resources	data on faculty/staff and administrators	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually February	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwin@stjohns.edu	
Institutional Research	IPEDS Student Financial Aid	student financial aid data	US Department of Education National Center for Education Statistics (Integrated Post Secondary Data System)	Annually February	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwin@stjohns.edu	IR submits, but obtains data from Financial Aid
Institutional Research	Long Island Business News: 100+ Employees Directory	Long Island Directories	Long Island Business News	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	Long Island Business News: 4-year Colleges and Universities Directory	Long Island Directories	Long Island Business News	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	Long Island Business News: Hospitality Directory	Long Island Directories	Long Island Business News	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	Long Island Business News: Professional Schools Directory	Long Island Directories	Long Island Business News	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	Long Island Business News:Tech Directory	Long Island Directories	Long Island Business News	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	National Postsecondary Student Aid Study	Collects student financial aid, registration/admission, enrollment , tuition data for students randomly selected from the enrollment list provided by institution.	US Department of Education through RTI	Every 4 or 5 years	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwin@stjohns.edu	IR submits but works closely with the other areas in providing this data.
Institutional Research	National Study of PostSecondary Faculty	Survey designed to capture changes over time in the background characteristics, workloads, and career paths of postsecondary faculty and instructional staff.	US Department of Education through RTI	Every 4 or 5 years if chosen to participate. Last participated in 2004	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwin@stjohns.edu	IR submits but works closely with the other areas in providing this data.
Institutional Research	Non-Profit Sector Yellow Book	Directories	Leadership Directories	Semi-annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	NSF/NIH Survey of Grad Students & Postdocs in Science	National survey, data used by the federal government and the graduate education community	National Science Foundation & National Institutes of Health	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	NY State Post-secondary Immunization Survey 2011	Provide the state with the numbers of students who have been immunized/ not immunized and those excluded.	NY Department of Health	Annual – end of October	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 cgoodwin@stjohns.edu	IR works closely with Student Affairs on this report
Institutional Research	NYSED- (Summary Budget Preliminary)	Summary of budgeted amounts by major revenue and expenditure categories - Bundy Aid Requirement	NY State Education Department	July 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR submits and obtain from BA
Institutional Research	NYSED-1	Admissions and Academic Preparation (Freshmen)	NY State Education Department	Feb 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-2	Certificate of Earned Degrees Conferred (for Bundy program participants only)	NY State Education Department	Aug 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	NYSED-2.2	Full-Time Undergraduate Transfer Enrollment	NY State Education Department	Dec 15th - Bi-annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-2.4	Fall Degree-Credit Enrollment	NY State Education Department	Nov 15th	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-2.4A	Preliminary Fall Degree Enrollment	NY State Education Department	Oct 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-2.8	Residence and Migration of College Students	NY State Education Department	Nov 15th - Bi-annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-2.9	Graduation Rate Report - Full-Time Graduates	NY State Education Department	March 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	NYSED-2A	Estimate of Earned Degrees Conferred (for Bundy participants only)	NY State Education Department	March 15th	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-2H1	Personnel Development for Special Education	NY State Education Department	Dec 15th	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR submits and obtains information from School of Ed
Institutional Research	NYSED-2H-2	Enrollment of College Students with Disabilities	NY State Education Department	May 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR submits and obtains information from Student Affairs
Institutional Research	NYSED-2R	Institutional Activity	NY State Education Department	Nov 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-4.1	Student Financial Aid	NY State Education Department	Sept 15th	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR submits but obtains all information from FA

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	NYSED-8	Directory of Off-Campus Instructional Locations	NY State Education Department	Sept 1st	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	NYSED-BSC	Basic Student Charges	NY State Education Department	Sept 15th	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-CATALOG	Current College Catalog	NY State Education Department	Oct 15th	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	NYSED-F.AUDIT	Audited Financial Statements (2 copies)	NY State Education Department	Fiscal Year + 120 Days	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR submits but obtains copies from BA
Institutional Research	NYSED-SUR1	Coordinators Survey	NY State Education Department	July 30th	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	Official Catholic Directory	Directory	Diocese of Brooklyn	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	
Institutional Research	Peterson's ACUUS Survey	Applying to Colleges and Universities in the U.S. publication	Peterson's	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	Peterson's Annual Survey of Graduate/Professional Institutions	Online profile	Peterson's	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	Peterson's Annual Survey of Undergraduate Institutions	Online profile	Peterson's	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	Peterson's Distance Learning	Online profile	Peterson's	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	Peterson's Interim Expenses Update	Tuition update	Peterson's	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data
Institutional Research	Peterson's Undergraduate Financial Aid	Online profile	Peterson's	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...
Institutional Research	Princeton Review - America's Best Value Colleges	Tuition update - Princeton Review	Princeton Review	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	Princeton Review - Best 376 Colleges	Common Data Set and Review Data Set that appears in printed guidebooks and online	Princeton Review	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...
Institutional Research	Title II program completers to state	provide Education teacher program completers to state so that they can match up their test scores and provide an average test score to the university, publish on State web site and provide to US Department of Education for Title II reporting	New York State Education Department through Pearson	Annually Nov/Dec	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	Ir works closely with the School of Education
Institutional Research	Title II Report, Higher Education Act	Provides information on teacher prep programs	US Department of Education through Westat	Annually April/May	Christine Goodwin Director of Data Management, Analysis and Reporting Office of Institutional Research Newman B22 (718) 990-1993 goodwinc@stjohns.edu	Ir works closely with the School of Education
Institutional Research	U-CAN	"A free, consumer-informed college information Web site." - University and College Accountability Network	National Association of Independent Colleges & Universities	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Institutional Research	US News and World Report: Main - America's Best Colleges/IPEDS Finance Survey/Financial Aid Survey	All pieces of the undergraduate rankings and online and print publications	US News	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...
Institutional Research	US News and World Report: Online Bachelor's Degrees	New online degree programs rankings	US News	Annually	Kathleen M. Beier Research Analyst Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu Christine Marie Goodwin Director of Data	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...
Institutional Research	Wintergreen Orchard House	For publications, software programs and websites	Wintergreen Orchard House, a division of Alloy Education	Annually	Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR will reach out to other offices when appropriate for their data including Library, Financial Aid, Admissions, BA...
International Student Services	Open Doors - Annual Census of International Students	The Open Doors Report - over 100 pages of data on places of origin, sources of financial support, fields of study, host institutions, academic level, and rates of growth of the international student population in the United States, etc	Institute of International Education	Annually	Krista Gard Director, Intl Student/Scholar Svcs Office of International Students & Scholars St. John Hall Room 116 (718) 990-6749 mcgowank@stjohns.edu	IR works with International Student Services
Law	American Bar Association Annual Questionnaire	Report to the ABA's Consultant on Legal Education as part of the accreditation process.	American Bar Association	Annually - October Accreditation - every seven years 2018 next accreditation	Nancy Brady Director of Special Services (718) 990-1946 bradyn@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Law	Annual Continuing Legal Education Report	Synopsis of the CLE activities throughout the year	Office of Court Administration State of New York	Annually January Accreditation - every three years 2013 next accreditation	Claire C. McKeever Assistant Dean for Alumni Relations and CLE (718) 990-6028 mckeevec@stjohns.edu	
Law	Graduate Survey - NALP Employment Report and Salary Survey	A report on graduates' employment status, as well as particulars of employment obtained (such as FT/PT, location, type of job, type of employer, salary,	NALP (Association of Legal Career Professionals)	Annually – Data as of February 15	Helena Rojas Assistant Director of Employer Relations Career Development Office (718)990-1390	
Law	McLeod- Grant Securities Arbitration Report	Comprehensive Progress Report and Detailed Cash Flow Plan for Securities Arbitration Funds	State of New York, Office of the Attorney General	Semi-annually July and January	Lisa Catalano Associate Professor of Clinical Legal Education (718) 990-6626 catalanl@stjohns.edu	
Law	Ronald H. Brown Prep Program Report	A report of RHB Prep Program activities for the period and budget report of Coleman funded activities. Coleman Foundation 35267	Beatrice and Joseph Coleman Foundation	Annually March	Leonard M. Baynes Professor of Law Director of The Ronald H. Brown Center for Civil Rights and Economic Development (718) 990-6032 baynesl@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Law	Ronald H. Brown Prep Program Report	A report of RHB Prep Program activities for the period and budget report of UNCF funded activities. United Negro College Fund 4225	United Negro College Fund	Annually March	Leonard M. Baynes Professor of Law Director of The Ronald H. Brown Center for Civil Rights and Economic Development (718) 990-6032 baynesl@stjohns.edu	
Law	Ronald H. Brown Prep Program Report	A report of RHB Prep Program activities for the period and budget report of LSAC funded activities. LSAC Grant 35452	Law School Admission Council	Semi-annually July and January	Leonard M. Baynes Professor of Law Director of The Ronald H. Brown Center for Civil Rights and Economic Development (718) 990-6032 baynesl@stjohns.edu	
Law	U.S. News & World Report Best Graduate Schools	Statistical Survey of Law Schools of facts on enrollment procedures, tuition costs, financial aid availability, and leading indicators of academic excellence. The data are used in the U.S. News rankings.	U.S. News	Annually - December	Nancy Brady Director of Special Services (718) 990-1946 bradyn@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Library - Queens	Association for Library & Information Science Education	Library and Information Science Electronic Resources Expenditures	ALISE	Annually	Vicky Vagenas Technical Assistant IV University Library, Queens St. Augustine Hall Room 306 (718) 990-6714 vagenasv@stjohns.edu	
Library - Queens	Peterson's Survey	Statistical Survey of Libraries Collections and Services	Peterson's	Annually	Vicky Vagenas Technical Assistant IV University Library, Queens St. Augustine Hall Room 306 (718) 990-6714 vagenasv@stjohns.edu	
Library - Queens, Staten Island, Manhattan	Academic Libraries Survey	Statistical Survey of Libraries on Library Collections, Services, Staff, Electronic Services, Information Literacy, Virtual Reference, Library Expenditures	National Center for Education Statistics	Every two years	Vicky Vagenas Technical Assistant IV University Library, Queens St. Augustine Hall Room 306 (718) 990-6714 vagenasv@stjohns.edu	IR provides enrollment/degrees conferred data
Library - Queens, Staten Island, Manhattan	Coordinated Collection Development Aid—New York State	Application for aid – Library Expenditures are reported – Grant is awarded	Metropolitan New York Library Council	Annually	Vicky Vagenas Technical Assistant IV University Library, Queens St. Augustine Hall Room 306 (718) 990-6714 vagenasv@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Library - Queens, Staten Island, Rome	Barron's Survey	Statistical Survey of Libraries Collections and Services	Barron's	Every two years	Vicky Vagenas Technical Assistant IV University Library, Queens St. Augustine Hall Room 306 (718) 990-6714 vagenasv@stjohns.edu	
Library Queens	Association of College & Research Libraries	Statistical Survey of Libraries on Print material held, Serials, Audiovisual materials, Electronic Resources and Expenditures	ACRL	Annually	Vicky Vagenas Technical Assistant IV University Library, Queens St. Augustine Hall Room 306 (718) 990-6714 vagenasv@stjohns.edu	IR will also provide necessary data
Pharmacy and Allied Health Professions	AACP	For the Profile of Pharmacy Students publication	American Association of Colleges of Pharmacy	Annually	Sawanee Khongsawatwaja Assistant Dean, Pharmacy and Allied Health Professions, College of St. Albert Hall Room 171 (718) 990-6363 khongsas@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22	IR provides enrollment/admission/degrees conferred data
Pharmacy and Allied Health Professions	AACP Alumni Survey	This survey collects information from the school/college of pharmacy's preceptors and is intended to gather perceptions regarding curriculum quality.	American Association of Colleges of Pharmacy (AACP)	Annually -- August	S. William Zito Associate Dean for Assessment Pharmaceutical Sciences St. Albert Hall Room B18-1 Jamaica, NY 11439 (718) 990-1632 zitos@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Pharmacy and Allied Health Professions	AACP Application Pool, Enrollment, and Degrees Conferred Survey	Applicant pool, enrollment, and degrees conferred	American Association of Colleges of Pharmacy (AACP)	Annually -- December	Sawanee Khongsawatwaja Assistant Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Queens, NY 11439 (718) 990-6363 khongsas@stjohns.edu	
Pharmacy and Allied Health Professions	AACP Faculty Roster and Salary Survey	Faculty roster, titles, disciplines, and current salary. In previous years, college did not participate in the salary survey, only faculty roster. 2011 is the first time our college participated in the salary survey.	American Association of Colleges of Pharmacy (AACP)	Annually -- September	Sawanee Khongsawatwaja Assistant Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Queens, NY 11439 (718) 990-6363 khongsas@stjohns.edu	
Pharmacy and Allied Health Professions	AACP Faculty Survey	This survey collects information from pharmacy faculty and is intended to gather perceptions regarding curriculum quality.	American Association of Colleges of Pharmacy (AACP)	Annually -- June	S. William Zito Associate Dean for Assesment Pharmaceutical Sciences St.Albert HallRoom B18-1 Jamaica, NY 11439 (718) 990-1632 zitos@stjohns.edu	
Pharmacy and Allied Health Professions	AACP Financial Survey	<u>College does not participate in this survey.</u> Income and revenue, expenditures, extramural expenditures, advanced experiential site support	American Association of Colleges of Pharmacy (AACP)	Annually - January	Sawanee Khongsawatwaja Assistant Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Queens, NY 11439 (718) 990-6363 khongsas@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Pharmacy and Allied Health Professions	AACP Funded Research Grant Data Survey	Funded and grants research information	American Association of Colleges of Pharmacy (AACP)	Annually -- December	Sawanee Khongsawatwaja Assistant Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Queens, NY 11439 (718) 990-6363 khongsas@stjohns.edu	
Pharmacy and Allied Health Professions	AACP Graduating Student Survey	This survey collects information from graduating PharmD students and is intended to gather perceptions regarding curriculum quality.	American Association of Colleges of Pharmacy (AACP)	Annually -- May	S. William Zito Associate Dean for Assesment Pharmaceutical Sciences St.Albert HallRoom B18-1 Jamaica, NY 11439 (718) 990-1632 zitos@stjohns.edu	
Pharmacy and Allied Health Professions	AACP Preceptor Survey	This survey collects information from the school/college of pharmacy's preceptors and is intended to gather perceptions regarding curriculum quality.	American Association of Colleges of Pharmacy (AACP)	Annually -- August	S. William Zito Associate Dean for Assesment Pharmaceutical Sciences St.Albert HallRoom B18-1 Jamaica, NY 11439 (718) 990-1632 zitos@stjohns.edu	
Pharmacy and Allied Health Professions	AACP Survey of Professional and Graduate Degree Programs	General Information, Professional Degree Programs, Dual Degree Programs (Articulated Programs), Student Characteristics, Admissions Policies and Requirements, Graduate Degree Programs, School Narrative	American Association of Colleges of Pharmacy (AACP)	Annually -- May	Sawanee Khongsawatwaja Assistant Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Queens, NY 11439 (718) 990-6363 khongsas@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Pharmacy and Allied Health Professions	AACP Survey of Vacant Budgeted and Lost Faculty Positions	Shared or non-shared positions, interim appointments, lost positions	American Association of Colleges of Pharmacy (AACP)	Annually - January	Sawanee Khongsawatwaja Assistant Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Queens, NY 11439 (718) 990-6363 khongsas@stjohns.edu	
Pharmacy and Allied Health Professions	Faculty Roster	The college is a member of the organization and all faculty are listed as associate members.	New York State Council of Health-System Pharmacists	Annually	Sawanee Khongsawatwaja Assistant Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Queens, NY 11439 (718) 990-6363 khongsas@stjohns.edu	
Pharmacy and Allied Health Professions	Interim and accreditation Self Study reports	Data required to accredit the Pharmacy Program	Accreditation Council for Pharmacy Education	every one to six years depending on status	Robert Mangione, R.Ph., Ed.D. Dean Pharmacy and Allied Health Professions, College of St.Albert HallRoom 171 Jamaica, NY 11439 (718) 990-6411 mangionr@stjohns.edu	
Pharmacy and Allied Health Professions	Pharm.D. Graduation List	A list of graduates verifying degree for licensure requirements	New York State Board of Pharmacy	Three times a year	Joseph V. Etzel Assistant Dean for Pharmacy Student Affairs Pharmacy and Allied Health Professions, College of St.Albert HallRoom 181 Jamaica, NY 11439 (718) 990-6362 etzelj@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Pharmacy and Allied Health Professions	Pharmacy Graduation	The organization requests the total number of graduates from the Pharm.D. program. No individual identification data are provided.	CVS/Pharmacy	Annually	Joseph M. Brocavich Associate Clinical Professor Clinical Pharmacy Practice St. Albert Hall Room 171 Jamaica, NY 11439 (718) 990-1439 brocavij@stjohns.edu	
Pharmacy and Allied Health Professions	Self Study Report	The Self Study Report is submitted to the Accrediting Agency for Clinical Laboratory Sciences allowing them to evaluate and recognize the program and determine if the program is meeting the predetermined	Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	Every 2-5 years depending on how long they were granted accreditation at their last visit.	Lisa Hochstein Assistant Professor Indus Prof. Bartilucci Center Bartilucci Center 175-05 Horace Harding Expy Jamaica, NY 11439 (718) 990-8440	
Pharmacy and Allied Health Professions: Office of Continuing Professional Education	Annual Activity Update	Statistical report on the number of CE Units issued in past year to attendees of Pharmacy CE seminars; this information is used in determining the annual accreditation fee	Accreditation Council for Pharmacy Education (ACPE)	Submitted annually by Aug. 1st	William Malone Director, Continuing Professional Education Pharmacy and Allied Health Professions, College of Bartilucci Center Jamaica, NY 11439 (718) 990-5796 malonew@stjohns.edu	
Pharmacy and Allied Health Professions: Physician Assistant	Self Study Report	The Self Study Report illustrates the continuous self-assessment process of the Physician Assistant Program. It also serves to document the process, data collection analysis, and information used to inform, augment and improve the program. The report addresses the program's fulfillment of accreditation standards set forth by the ARC-PA and how well the program is achieving its mission and goals. It recognizes the strengths and weaknesses of the program and presents plans for	Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)	Based on accreditation which can range from 3-7 years as determined by review of the site visit and program documents.	Sandra Beysolow Clinical Assistant Professor Pharmaceutical Sciences Bartilucci Center Queens, NY 11439 (718) 990-8404 beysolos@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Pharmacy and Allied Health Professions: Radiologic Technology	Self Study Report	The Self Study Report illustrates how the Program of Radiologic Technology articulates its purposes; demonstrates that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; documents its effectiveness in accomplishing these purposes; and provides assurance that it can continue to meet accreditation standards. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment. The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare.	Joint Review Committee on Education in Radiologic Technology (JRCERT)	Every 5 years (or depending on how long they are granted accreditation for at their last site visit)	Mary Jo Perry Assistant Professor Pharmacy and Administrative Sciences Bartilucci Center 111 Queens, NY 11439 (718) 990-8411 perrym1@stjohns.edu	
Public Safety	Annual Emissions Statement	Report the quantity of priority pollutant air emissions each year (Queens Campus only)	NYSDEC	Annual: Due April 15th	Colleen Greaney Director, Department of Environmental Health & Safety St. Albert Hall Room G020 (718) 990-1348 greaneyc@stjohns.edu	
Public Safety	Annual Security and Fire Safety Report	Calendar year crime and fire statistics for all campuses. Report includes specifics about the number of fires, and general description of our Fire Safety Program (Each NY campus)	US Dept. of Education	Annually – before October 1st	Thomas J. Lawrence Vice President Public Safety Reserve Center Jamaica, NY 11439 (718) 990-6647 lawrence@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Public Safety	EPCRA Tier 2 – Chemical Storage Reporting Requirement (aka “Community Right-to-Know”)	Inventory of all laboratory and cleaning chemicals stored on campus (Each NY campus)	NYCDEP, FDNY, and NYSDEC	Annually, Due March 1	Colleen Greaney Director, Department of Environmental Health & Safety St. Albert Hall Room G020 (718) 990-1348 greaneyc@stjohns.edu	
Public Safety	Radioactive Materials License Renewal	Application for license renewal (Queens Campus only).	NYCDOHMH	Every (5) years	Colleen Greaney Director, Department of Environmental Health & Safety St. Albert Hall Room G020 (718) 990-1348 greaneyc@stjohns.edu	
Public Safety	Tank Tightness Tests	We report the results of the 5-year hydrostatic tank tightness tests for fuel oil storage tanks (Each NY campus)	NYSDEC	Every 5-years, per tank	Larron Andrew Win Asst Dir Env Health & Safety Dept of Enviro Health & Safety St. Albert HallsB23 Jamaica, NY 11439 (718) 990-1815 winl@stjohns.edu	
Public Safety	Title V Permit (Air Emissions) Renewal	Application for permit renewal (Queens Campus only).	USEPA and NYSDEC	Every (5) years	Colleen Greaney Director, Department of Environmental Health & Safety St. Albert Hall Room G020 (718) 990-1348 greaneyc@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Public Safety	Title V Semi-Annual – Air Emissions and Air Permit Compliance Report	Report the quantity of priority pollutant air emissions, and other compliance monitoring (Queens Campus only)	USEPA and NYSDEC	Due January 31st and July 31st	Colleen Greaney Director, Department of Environmental Health & Safety St. Albert Hall Room G020 (718) 990-1348 greaneyc@stjohns.edu	
Registrar	All Currently Enrolled Students		Marine Corps Officer Selection Office Sgt. John Hamed	Only received once - Summer 2011	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu	
Registrar	Class Rings	Class Rings for Graduates	Herff Jones Mark Sunderland	Annually	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu Lists given to: Mary H. Pelkowski Associate Dean of Student Engagement Student Life - Queens D'Angelo Center Room 119 (718) 990-1420 pelkowsm@stjohns.edu	
Registrar	Commencement Weekend	T-Shirts for Graduates	Commence Flowers Mike Baker ** In 2010 requested by Auxiliary Services on behalf of the company	Annually	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Registrar	Graduate Photographs	Photographer for Commencement	Grad Images Mollie Ezell	Annually	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu	
Registrar	Graduation Nation	List of Graduates for Commencement DVD	Graduation Nation Eric Fernandez	Annually	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu	
Registrar	Law School Admissions Council	To verify our grading policy and our transcripts. Make sure nothing has changed.	Law School Admission Council Lauren Gardener registrar@LSAC.org	Annually	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu	
Registrar	National Student Clearinghouse	Report Student Degree Verifications and Degree Verifications	National Student Clearinghouse Victoria Balahutrak 703-733-4108 balahutrak@studentclearinghouse.org	Monthly for Enrollment verifications – In June/July, October/November, and February/March every 2 weeks for degree verifications.	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu	
Registrar	Science Majors for Armed Forces	Requisite for pre-med/pre-dental students	NYC Medical Recruiting Company, Department of Army Sgt. Asha M Narayan Captain Phillip J. Durando	Twice per year - Fall & Spring Semesters	Joel Abend Sr Assistant Registrar Registrar's Office Newman Hall Room 106 (718) 990-1335 abendj@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
School of Education	CACREP Self-Study; CACREP Annual Report	The self-study document contains multi-year tables of enrollment and graduate data with assorted demographics as well as tables that indicate program success defined by multiple learning criteria (grades, surveys, evaluations, etc.). Additional evidence is required to demonstrate the university's capacity to support the program by providing information about curriculum, faculty, facilities, publications, student support services, policies, financial and other resources. The annual report contains yearly enrollment and graduation data for the Clinical Mental Health and School Counseling program.	Council for Accreditation of Counseling & Related Educational Programs. (CACREP)	Self-study required every 8 years (most recently provided in 2011); annual reports due in September.	Robert K. Eschenauer Associate Professor Human Services and Counseling Sullivan Hall (718) 990-2120 eschenar@stjohns.edu	IR provides data as requested
School of Education	TEAC Inquiry Brief for Educational Administration Program	Document required for initial accreditation of Educational Administration program options at MSED level. Will contain multi-year tables of enrollment and graduate data with assorted demographics as well as tables	Teacher Education Accreditation Council (TEAC)	Draft of first Inquiry Brief will be submitted on or around September 2012 to give ample time for review by accreditor prior to tentatively scheduled accreditation visit in April 2013. After accreditation is awarded, annual reports will be	Rene S. Parmar Professor Administration and Instructional Leadership Sullivan Hall Room 512 (718) 990-2503 narmarr@stjohns.edu	
School of Education	TEAC Inquiry Brief for Teacher Education Program; TEAC Annual Report	The Inquiry Brief is a self study document prepared for all program options in Undergraduate Education as well as Curriculum & Instruction and part of Human Services and Counseling Departments (Literacy, Special Ed and TESOL). It is required one year prior to expiration of accreditation cycle; (In September 2011 program accreditation was awarded for 10 years) contains multi-year tables of enrollment and graduate data with assorted demographics as well as tables that indicate program success defined by multiple learning criteria (grades, surveys, evaluations, etc.). Additional evidence is required to	Teacher Education Accreditation Council (TEAC)	Annual reports are now required each year by September 29th . Next TEAC Inquiry Brief (self-study) for the Teacher Education Program will be prepared for submission no earlier than 2017 (exact date TBD due to discrepancy with NYS and USDOE accreditation rules)	Nancy A. Garaufis Coordinator Accred. & Prg Reg School of Education Sullivan Hall Room 507 (718) 990-7559 garaufin@stjohns.edu	IR assists in providing necessary data as requested
School of Education	US News and World Report: Graduate Schools of Education	Online and print graduate school rankings	US News	Annually	Mary Jane Krebbs Assoc Dean for Grad Studies School of Education Sullivan Hall 526 (718) 990-1301 krebbsm@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	ire will provide data as requested

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
School of Education	US News and World Report: Online Education Master's	New online degree programs rankings	US News	Annually	Mary Jane Krebbs Assoc Dean for Grad Studies School of Education Sullivan Hall526 (718) 990-1301 krebbsm@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman HallB-22 (718) 990-2316	Ire will provide data as requested
St. John's College	CCAS New Hires Survey (CCAS = Council of Colleges of Arts and Sciences)	The purpose of the New Hires Survey is to compile information on salaries and costs associated with hiring new faculty members at universities and colleges around the country. Data collected is for full-time tenured or tenure-track faculty hired annually.	CCAS	Annually, due every September	Joyce Lawlor Associate Dean St. John's College St. John Hall Room 135 (718) 990-6129 lawlorj@stjohns.edu	
St. John's College: Clinical Psychology	Annual report of the Ph.D. program in Clinical Psychology	Annual review of student and faculty activity and student progress through program, and licensure data for recent graduates	American Psychological Association Committee on Accreditation	Annually – September	Jeffrey S. Nevid Professor of Psychology Psychology Marillac Hall Room 409F Jamaica, NY 11439 (718) 990-1548 nevidj@stjohns.edu	
St. John's College: Clinical Psychology	Reaccreditation Self Study of the Ph.D. program in Clinical Psychology	Periodic review of accreditation status based on self-study and formal site visit. Next visit planned for 2015	American Psychological Association Committee on Accreditation	Varies. Accreditation (last awarded full accreditation in 2009) to be formally reviewed in 2015	Jeffrey S. Nevid Professor of Psychology Psychology Marillac Hall Room 409F Jamaica, NY 11439 (718) 990-1548 nevidj@stjohns.edu	

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
St. John's College: Fine Arts	Higher Education Arts Data Services (HEADS) for programs in Department of Fine Arts	HEADS is a joint effort of the National Association of Schools of Music, National Association of Schools of Art and Design, National Association of Schools of Theatre, and the National Association of Schools of Dance. The HEADS Project is designed to provide comprehensive management data on the arts in higher education. The HEADS Data Survey requests statistical information on a number of areas including enrollment, degrees offered, operational budgets, faculty salaries, ethnic breakdown of faculty and students, and the	National Association of Schools of Art and Design	Annually	Ross W. Barbera Associate Professor Fine Arts St. John Hall Room SB3 Jamaica, NY 11439 (718) 990-1681 barberar@stjohns.edu	IR provides enrollment/degrees conferred data/some faculty data/course data
St. John's College: Library & Information Science	ALA Accreditation Presentation for M.L.S. program	A year long intensive self-evaluation and peer-assessment of the program based on six standards set by the accrediting organization (Mission, Faculty, Curriculum, Students, Facilities and Financial) focused on improvement of academic quality and public accountability.	Agency /Organization: American Library Association Office for Accreditation	Every seven years, due next in 2018, we hope	Jeffery E. Olson Associate Provost and Director of Library and Information Science Online Learning & Services St. Augustine Hall Room 408A Queens, NY 11439 (718) 990-5705 olsonj@stjohns.edu	
St. John's College: Library & Information Science	ALA Biennial Narrative for M.L.S. program	Every other year, accredited schools prepare a Biennial Report to the American Library Association Committee on Accreditation. The report provides an update on each of the six ALA Standards (Mission, Faculty, Curriculum, Students, Facilities and Financial).	American Library Association Office for Accreditation	Annually – due December 1	Jeffery E. Olson Associate Provost and Director of Library and Information Science Online Learning & Services St. Augustine Hall Room 408A Queens, NY 11439 (718) 990-5705 olsonj@stjohns.edu	
St. John's College: Library & Information Science	ALISE Annual Statistical Report for M.L.S. program	Comprehensive survey of Library and Information Science degree programs for member schools. Survey encompasses statistics on Faculty, Curriculum, Budget, Students, Financial Aid and Continuing Education	ALISE/ALA Office for Accreditation	Annually – due December 1	Jeffery E. Olson Associate Provost and Director of Library and Information Science Online Learning & Services St. Augustine Hall Room 408A Queens, NY 11439	IR provides enrollment/admission/degrees conferred data Financial Aid also provides data

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
St. John's College: Psychology	Annual report of the PsyD program in School Psychology	Annual review of student and faculty activity and student progress through program, and licensure data for recent graduates	American Psychological Association Committee on Accreditation	Annually – September	Dawn P. Flanagan Professor, PsychologyMarillac Hall Room SB 36D Jamaica,NY 11439 (718) 990-1551 flanagan@stjohns.edu	
St. John's College: Psychology	Program Review of the M.S. program in School Psychology	Review of student and faculty activity and student progress through program	National Association of School Psychologists	Every three years. Next review in progress. Program Approval last received in 2009	Dawn P. Flanagan Professor, PsychologyMarillac Hall Room SB 36D Jamaica,NY 11439 (718) 990-1551 flanagan@stjohns.edu	
St. John's College: Psychology	Reaccreditation Self Study of the PsyD program in School Psychology	Periodic review of accreditation status based on self-study and formal site visit. Next visit planned for 2012	American Psychological Association Committee on Accreditation	Varies. Accreditation (last awarded full accreditation in 2007) to be formally reviewed in 2012	Dawn P. Flanagan Professor, PsychologyMarillac Hall Room SB 36D Jamaica,NY 11439 (718) 990-1551 flanagan@stjohns.edu	
St. John's College: Speech Pathology	Annual Accreditation Report for the M.A. program in speech-language pathology	Respond on/email to status of Program. Cells are already established online in various categories. We answer or amend each category as per current year	Council on Academic Accreditation of the American Speech-Language-Hearing Association	Annual Report, Reaccreditation every 7 years	Donna S. Geffner Professor Seton Complex Jamaica, NY 11439 (718) 990-6480 geffnerd@stjohns.edu	IRE will provide data as requested
Tobin College of Business	AACSB Salary Survey	Comprehensive report of TCB salaries for full-time and adjunct faculty and full-time and part-time administrators, compensation practices, chairperson stipends, administrative stipends for faculty, academic/professional	The Association to Advance Collegiate Schools of Business (AACSB)	Annually: October - December	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	Given the sensitive nature of this survey, TCB (Cindy Phillips/Mark Ulrich) takes full responsibility of the accuracy of this survey.
Tobin College of Business	Accounting Program Questionnaire (APQ)	Comprehensive report on Department of Accounting and Taxation programs, enrollment, admissions, finances, graduation, career services, and faculty. Required for maintenance of our AACSB, International accreditation	The Association to Advance Collegiate Schools of Business (AACSB, International)	Annually: March - June	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	IR provides enrollment/admission/degrees conferred data Given the sensitive nature of certain portions of this survey, TCB (Cindy Phillips/Mark Ulrich) takes full responsibility of certain parts of this survey which cannot be answered by OIR

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Dept. or school	Report Name:	Brief Description:	Agency /Organization:	Frequency / Date (e.g. Annually – September)	Contact Information for Person Responsible:	Notes
Tobin College of Business	Business School Questionnaire (BSQ)	Comprehensive report on TCB programs, enrollment, admissions, application statistics, finances, faculty, administrators, staff, graduation, career services, and courses. Required report for maintenance of our AACSB, International accreditation.	The Association to Advance Collegiate Schools of Business (AACSB, International)	Annually: February - May	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	IR provides enrollment/admission/degrees conferred data Given the sensitive nature of certain portions of this survey, TCB (Cindy Phillips/Mark Ulrich) takes full responsibility of certain parts of this survey which cannot be answered by OIR
Tobin College of Business	BusinessWeek Full-Time MBA Survey	Comprehensive report of entering full-time MBA class including demographics, GMAT scores, work history, full-time program admission requirements and tuition, application statistics, financial aid, delivery of MBA program and courses, detail of electives and core courses, and career outcomes for graduates	BusinessWeek	Annually: July - September	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	IR provided data as requested
Tobin College of Business	BusinessWeek General MBA Survey	Comprehensive report of TCB faculty, enrollment, career services, alumni services, institutional advancement outcomes, IT	BusinessWeek	Annually: July - September	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	IR provided data as requested
Tobin College of Business	BusinessWeek Part-Time MBA Survey	Comprehensive report of entering part-time MBA class including demographics, GMAT scores, work history, part-time program admission requirements and tuition, application statistics, financial aid, delivery of MBA program and courses, detail of electives and core courses, and career services available for part-time students	BusinessWeek	Annually: July - September	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	IR provided data as requested
Tobin College of Business	US News and World Report Best Graduate Schools of Business	Comprehensive report of enrolled students in MS and MBA programs (demographics, GMAT scores, etc.), admissions requirements, application statistics,	US News and World Report	Annually: October - December	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	IR will provide data as requested

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Tobin College of Business	US News and World Report OBUS (Online Business Program) Survey	Comprehensive report of TCB graduate distance learning programs, including enrollment, admissions, career services, pedagogy, and program/course delivery	US News and World Report	Annually: July - September	Mark Ulrich Director, Budgets & Compliance The Peter J. Tobin College of Business Bent Hall Room 109 (718) 990-6391 ulrichm@stjohns.edu	IR will provide data as requested
Vincentian Institute for Social Action (VISA)	Carnegie Classification	The Carnegie Classification of Institutions of Higher Education is a framework for classifying, or grouping, colleges and universities in the United States. The primary purpose of the framework is for educational research and analysis, where it is often important to identify groups of roughly comparable institutions. The classification includes all accredited, degree-granting colleges and universities in the United States that are represented in the National Center for Education Statistics Integrated Postsecondary Education Data System (IPEDS).	Carnegie Classification	Roughly every two years however this next one will not be until 2015 (this might change). Roughly reported around December	Melissa K. Lanctot Asst Dir for Outcome Assessment VISA Lourdes Hall (718) 990-8349 lanctotm@stjohns.edu	
Vincentian Institute for Social Action (VISA)	New York Campus Compact (NYCC) Annual Survey	NYCC uses this instrument calculate the student's and faculty's involvement in service and service-learning, measure campus infrastructure for community engagement, understand faculty roles and rewards, determine alumni engagement, and receive valuable feedback about Campus Compact member services.	New York Campus Compact	Annually - December	Melissa K. Lanctot Asst Dir for Outcome Assessment VISA Lourdes Hall (718) 990-8349 lanctotm@stjohns.edu	New York State will only receive state statistics from this survey if 50% of NYCC membership completes it. Survey results will be emailed to campuses in late Spring. These results will be individualized for the campuses that complete the survey
Vincentian Institute for Social Action (VISA)	President's Honor Roll	The Corporation for National and Community Service created the Honor Roll in 2006 to identify, collect, and recognize the outstanding service taking place at higher education institutions across the nation	The Corporation for National and Community Service – President's Honor Roll	Annually - December	Melissa K. Lanctot Asst Dir for Outcome Assessment VISA Lourdes Hall (718) 990-8349 lanctotm@stjohns.edu	

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Vincentian Institute for Social Action (VISA)	Report on the St. John's University Advantage Academy	To report on the activities and the outcomes of the Advantage Academy	Mayor's Fund of the City of the New York and the Oak Foundation	Annual - June 30th	Kim Toro Program Manager VISA Marillac HallRm 134 - Advantage Academy (718) 990-3415 torok@stjohns.edu	
VP & Secretary of the University	Middle States Institutional Profile	Required 'Snapshot' of the institution's structure, operations, finances, and accreditation status, etc	MSCHE	Annually	Dorothy Habben V.P. and Sec'y of Univ. President, Office of the Newman Hall Room 319A (718) 990-1611 habbend@stjohns.edu Kathleen M. Beier Research Analyst Institutional Research Newman Hall B-22 (718) 990-2316 beierk@stjohns.edu	IR provides appropriate data