



SOUTHERN UNIVERSITY LAW CENTER

POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF INSTITUTIONAL ACCOUNTABILITY & ACCREDITATION
(225) 771-4900
(225) 771-5913 FAX

SULC MASTER REPORTING TIMELINE

No.	Report Description	Responsible Office/Unit	Deadline	Notes	Report Required By:
1	SACSCOC Enrollment Profile	Registrar's Office, Office of Academic Affairs and Office of Admissions and Recruitment	January 15	External Deadline	SACSCOC
2	Statewide Student Profile System, Fall Semester	Office of Academic Affairs	January 16	External Deadline	Louisiana Board of Regents
3	Publication of the Updated SULC Catalog	Office of Academic Affairs	January 31	Internal Deadline	Southern University Law Center
4	Faculty Summer Research Stipends Application Deadline	Office of Academic Affairs	March 15	Internal Deadline	SULC
5	Preliminary Enrollment Report	Registrar's Office and Office of Academic Affairs	March 5	External Deadline	Louisiana Board of Regents
6	ABA Bar Passage Questionnaire	Office of Academic Affairs	Late January/ Early February	External Deadline	American Bar Association



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7	LaPAS Report	Office of Institutional Accountability and Accreditation And Office of Academic Affairs	April 8	External Deadline	Division of Administration
8	ABA Employment Questionnaire	Office of Career Services	Early April	External Deadline	American Bar Association
9	SULC Annual Unit Plan Preparation	All SULC Units	April 1-30	Internal Deadline	Per SULC Institutional Effectiveness Manual
10	SULC Academic Calendar	Office of Academic Affairs	May 1	Internal Deadline	Southern University Law Center
11	SULC Department Unit Budgets	All SULC Units	May 1	Internal Deadline	SULC Vice Chancellor of Financial Affairs
12	Annual Unit Plans	All SULC Units	June 30	Internal Deadline	Per SULC Institutional Effectiveness Manual
13	Faculty Activity Reports	All Full-Time Faculty	May 31	Internal Deadline	Per SULC Governance Document
14	Faculty Committee Reports	All Full-Time Faculty	May 31	Internal Deadline	Per SULC Governance Document



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15	Statewide Student Profile System, Spring Semester	Office of Academic Affairs	June 15	External Deadline	Louisiana Board of Regents
16	Annual SACSCOC Financial Profile Indicators	Office of Finance and Administration	July 15	External Deadline	SACSCOC
17	Board approval of SULC Mission Statement	Chancellor's Office and Office of Institutional Accountability and Accreditation	Mid-August	Internal Deadline	SACSCOC (Required annually)
18	SULC Budget Approval	Chancellor's Office and Office of Finance and Administration	End of August	Internal Deadline	Southern University System
19	Reminder Notice for SULC Endowed Professorship Annual Report	Chancellor's Office and Office of Academic Affairs	September 1	Internal Deadline	SULC and Southern University System



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20	SULC Budget Submission	Chancellor's Office and Office of Finance and Administration	Early September	External Deadline	Louisiana Board of Regents
21	Creation of the SULC Academic Calendar	Office of Academic Affairs	September 15	Internal Deadline	SULC and Southern University System
22	Statewide Student Profile System, Summer Semester	Office of Academic Affairs	September 15	External Deadline	Louisiana Board of Regents
23	Preliminary Enrollment Survey, Fall	Registrar's Office and Office of Academic Affairs	September 22	External Deadline	Louisiana Board of Regents
24	SULC Endowed Professorship Annual Report	Chancellor's Office and Office of Academic Affairs	October 1	Internal Deadline	SULC and Southern University System
25	Submission of SULC Catalog Change Requests	Office of Academic Affairs	October 1	Internal Deadline	Southern University Law Center
26	SULC Operational Plan	Chancellor's Office and Office of Institutional Accountability and Accreditation	Early October	External Deadline	Louisiana Board of Regents



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27	Financial Aid Data System Report	Office of Financial Aid and Office of Information Technology	October 10	External Deadline	Louisiana Board of Regents
28	ABA Annual Questionnaire	Office of Institutional Accountability and Accreditation	October 15	External Deadline	American Bar Association
29	SULC Budget Report	Office of Finance and Administration	Early November	External Deadline	Division of Administration
30	Deadline for the Submission of SULC Catalog Change Requests	Office of Academic Affairs	November 15	Internal Deadline	Southern University Law Center
31	Internal Review of the SULC Catalog	Office of Academic Affairs	December 12	Internal Deadline	Southern University Law Center
32	Publish the ABA Standard 509 Report to SULC website	Office of Institutional Accountability and Accreditation and Office of External Affairs	December 15	External Deadline	American Bar Association
33	Annual Academic Report	Office of Academic Affairs	TBD	External Deadline	Louisiana Board of Regents