2017 INSTITUTIONAL UPDATE QUESTIONS

The 2017 Institutional Update will take place February 27 – March 30, 2017. Submission of the Institutional Update is a requirement for maintaining accreditation or candidacy with HLC.

The questions for the 2017 Institutional Update are below with supporting information, including definitions and frequently asked questions.

Questions about the 2017 Institutional Update should be directed to inst-update@hlcommission.org.

FAQ

Who else should I plan to talk to in order to gather the information I need?

The Data Update Coordinator will need to talk to several people on your campus to complete the Institutional Update accurately. The coordinator should work closely with those individuals who submit your IPEDS Data and Title IV requests. In many institutions, these responsibilities are carried out by the Institutional Research and Financial Aid offices. In addition, the Institutional Update requests specific financial detail. Thus, the coordinator will need to consult with your institution's chief financial officer or whoever is responsible for your institution's budgets and audits.

Can I save a partial entry and complete it at a later date?

Yes, you may save a partially completed Update and complete it at a later date.

Institution Information

Instructions

- If the name of your institution has changed, you must notify your HLC staff liaison.
- Enter the Main Phone Number that should be used for public contact with the institution.
- If you are asked to enter the Enabling or Authorizing Legislation, report the name of the act or statutory citation that enables or authorizes your institution. Contact your institution's in-house legal counsel for the information.
- Do not enter ampersands or HTML characters.

Definitions

Ownership of the Institution
Ownership of the institution is the full name of an entity that owns or controls the institution. Such entities include a corporate parent, denomination or other organization. If the institution is a public institution, enter N/A.

Ultimate corporate parent is a company that controls other, smaller colleges by owning an influential amount of voting stock or control. Parent companies are typically larger firms that exhibit control over one or more small subsidiaries in either higher education or complimentary industries. Parent companies can be either hands-on or hands-off with subsidiaries, depending on the amount of managerial control given to subsidiary managers.

Questions

Name:
Address1:
Address2:
City:
State:
Country:
Postal Code:
Main Phone Number:
Extension:
Fax:
Website:
Is the institution incorporated?
State of Incorporation:
What is the enabling or authorizing legislation for the institution?
Ownership of the institution:

Contact Information

Instructions

- Include designations such as Jr., S.J., B.V.M., etc. in the Suffix field.
- Do not include academic credentials such as M.B.A., M.S.N., D.B.A., J.D., etc.
- If the permanent position is vacant, enter the interim or acting officer.
- Identify if changes to contact information are a New Contact (new person in the role) or Updated Contact (new information for this person).
- Make certain that if a field is left blank, the "Not Applicable" box is checked.

Definitions

Chief Executive Officer
The principal administrative official responsible for the direction of all affairs and operations of the institution. The official who directs the post-secondary education component of the institution, and who may report to a governing board.

Chief Academic Officer
The senior academic administrator at the institution.

Chief Financial Officer
The principal administrative official for the finances of the institution.

Accreditation Liaison Officer
Accreditation Liaison Officer (ALO) has been appointed by your CEO and serves as the primary contact between your institution and HLC. The ALO communicates changes at the institution to HLC, responds to communications from HLC, and provides oversight for the institution's currency, accuracy and timeliness of institutional information submitted to HLC, including the Institutional Update.

Data Update Coordinator
Data Update Coordinator is appointed by your CEO and is responsible for the accuracy and completion of the Institutional Update. The Coordinator serves as the contact between your institution and HLC regarding the Institutional Update and is responsible for the timely submission of the Institutional Update.

FAQ

If we do not currently have a CAO/CEO, can we enter "vacant"?
You should enter the name of the person who has been appointed as acting or interim for that position. Do not enter "vacant."

Questions

Chief Executive Officer

Prefix:
First:
Middle:
Last:
Suffix:
Title:
Institution Name:
Address1:
Address2:
City:
State:
Postal Code:
Country:
Phone:
Extension:
Fax:
Email Address:

Chief Academic Officer

Prefix:
First:
Middle:
Last:
Suffix:
Title:
Institution Name:
Address1:
Address2:
City:
State:
Postal Code:
Country:
Phone:
Extension:
Fax:
Email Address:

Chief Financial Officer

Prefix:
First:
Middle:
Last:
Suffix:
Title:
Institution Name:
Address1:
Address2:
City:
State:
Postal Code:
Country:
Phone:
Extension:
Fax:
Email Address:

Accreditation Liaison Officer

Prefix:
First:
Middle:
Last:
Suffix:
Title:
Institution Name:
Address1:
Address2:
City:
State:
Postal Code:
Country:
Phone:
Extension:
Fax:
Email Address:

Data Update Coordinator

Prefix:
First:
Middle:
Last:
Suffix:
Title:
Institution Name:
Address1:
Address2:
City:
State:
Postal Code:
Country:
Phone:
Extension:
Fax:
Email Address:

Financial Information

Complete For Fiscal Year 2016

Instructions

- Only information for the current data collection year can be updated. Data from previous years are for informational purposes only.

FAQ

What if I can't find our audit? Can I enter zeros?

Every effort should be made to locate the audit and provide accurate information. The consequence of entering zeros is that your institution may be flagged during the annual review of financial indicators as having potential financial issues, and HLC will follow up with your CFO and President.

Questions

Ending month of fiscal year:
Last completed audit year:
Did you receive your last completed audit within six months of the close of your fiscal year?
Was your most recent financial audit UNQUALIFIED?
Did your most recent audit report include a going concern for disclosure?

Composite Financial Index

Complete For Fiscal Year 2016

Instructions (Where Financial Indicator = Public)

- To complete this section, utilize your last complete fiscal year audit.

  Please Note: Public institutions will be required to submit financial data in two sections. For the first section, institutions will be asked to submit data directly from their audited financial statements, which will include the impact of GASB 68. (GASB 68 is a Statement on Accounting and Financial Reporting for Pensions issued by the Governmental Accounting Standards Board.) For the second section, institutions are asked to submit data adjusted to exclude the impact of GASB 68.
- Guidelines and illustrations regarding the financial ratios for public institutions are found in "Strategic Financial Analysis for Higher Education, 7th ed."
- Calculate the Composite Financial Index using this worksheet.
- Note all strength factors are limited to a scale of -4 to 10.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- There are four sections for each year. Be sure to enter all information.
- Only data for the current data collection year can be updated. Data from previous years are for informational purposes only and do not reflect any impact of GASB 68.
- The **Viability** strength factor is set to 10 when there is no long-term debt.

In the Composite Financial Index Section One, data submitted in the previous two years are shown. In the Composite Financial Index Section Two (excluding GASB 68) data submitted in 2015-16 Institutional Update was adjusted to exclude the impact of GASB 68.

Definitions

Numerator Total
Same total as in viability.

Change in Net Value
Consolidated amounts should be used, if available.

Institution Long-Term Debt
Information not obtained from the financial statements directly since this information is usually contained in the notes.

Questions

Primary Reserve Ratio Calculation

Institution unrestricted net assets:
Institution expendable restricted net assets:
Component Unit (C.U.) unrestricted net assets:
C.U. temporary restricted net assets:
C.U. net investment in plant:
Numerator total:
Institution operating expenses:
Institution nonoperating expenses:
C.U. total expenses:
Denominator total:
Primary reserve ratio:
Primary reserve strength:
Primary reserve weight:
Primary reserve CFI (p. 111):

Net Operating Revenue Ratio Calculation

Institution operating income (loss):
Institution net nonoperating revenues:
C.U. change in unrestricted net assets:
Numerator total:
Institution operating revenues:
Institution nonoperating revenues:
C.U. total unrestricted revenues:
Denominator total:
Net operating revenue ratio:
Net operating revenue strength:

Net operating revenue weight:
Net operating revenue CFI (p.127):

Return on Net Assets Ratio Calculation

Change in net assets plus C.U. change in net assets:
Divided by total net assets plus C.U. total net assets (beginning of year):
Return on net assets ratio:
Return on net assets strength:
Return on net assets weight:
Return on net assets CFI (p. 122):

Viability Ratio Calculation

Numerator - expendable net assets (from Primary Reserve Numerator):
Institution long-term debt (total project-related debt):
C.U. long-term debt (total project-related debt):
Denominator - total long-term + C.U. debt (total project-related debt):
Viability ratio:
Viability strength:
Viability weight:
Viability CFI (p. 115):

Total Composite Financial Indicator Score

Total Composite Financial Indicator Score:
Comments:

Composite Financial Index
Complete For Fiscal Year 2016

Instructions (where Financial Indicator = Private Not-for-Profit)

- To complete this section, utilize your last complete fiscal year audit.
- Guidelines and illustrations regarding the financial ratios for private not-for profit institutions are found in the U.S. Code of Federal Regulations.
- Calculate the Composite Financial Index using this worksheet.
- Note all strength factors are limited to a scale of -1 to 3.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.

- There are three sections for each year. Be sure to enter all information.
- Only data for the current data collection year can be updated. Data from previous years are for informational purposes only.

Data submitted in the previous two years are shown.

Definitions

Long-Term Debt
The value of all debt obtained for long-term purposes includes the short-term portion of the debt, up to the amount of net property, plant and equipment.

Change in Unrestricted Net Assets
Taken directly from audit.

Net Income Ratio
Strength Factor Formula: 1+(50*ratio), if ratio is positive; if negative, 1+(25*ratio); if ratio=0, then Strength Factor = 1.

Net Property
This refers to the value of plant, property, and equipment is net of accumulated depreciation, including capitalized lease assets.

Total Unrestricted Expenses
Taken directly from your audit.

Total Unrestricted Revenue
Taken directly from your audit and includes net assets released from restriction during fiscal year.

FAQ

What is an intangible asset?

An intangible asset is an asset without physical characteristics. A typical example is "goodwill."

What is an unsecured related-party receivable?

Typically, this is a loan given to the institution by an owner or a member of the board that is unsecured by personal or real property.

Questions

Primary Reserve Ratio Calculation

Unrestricted net assets:
Temporary restricted net assets:
Annuities, term endowments and life income funds temporarily restricted:
Intangible assets:
Net property and equipment:

All debt obtained for long-term purposes:
Post-employment and retirement liabilities:
Unsecured related-party receivables:
Expendable net assets sub-total:
Total unrestricted expenses:
Primary reserve ratio:
Primary reserve strength:
Primary reserve weight:
Primary reserve CFI:

Equity Ratio Calculation

Net assets (unrest + temp + permanent):
Intangible assets (from Primary Reserve Ratio):
Unsecured related-party receivables (from Primary Reserve Ratio):
Modified net assets subtotal:
Total assets:
Unsecured related-party receivables (from Primary Reserve Ratio):
Intangible assets (from Primary Reserve Ratio):
Modified assets sub-total:
Equity ratio:
Equity strength:
Equity weight:
Equity CFI:

Net Income Ratio Calculation

Change in unrestricted net assets:
Total unrestricted revenue:
Net income ratio:
Net income strength:
Net income weight:
Net income CFI:

Total Composite Financial Indicator Score

Total Composite Financial Indicator Score:
Comments:

Composite Financial Index

Complete For Fiscal Year 2016

Instructions (where Financial Indicator = Private For-Profit)

- To complete this section, utilize your last complete fiscal year audit.
- Guidelines and illustrations regarding the financial ratios for private for-profit institutions are found in the U.S. Code of Federal Regulations.
- A worksheet for calculating Composite Financial Index is available.
- Note all strength factors are limited to a scale of -1 to 3.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- There are three sections for each year. Be sure to enter all information.
- Only data for the current data collection year can be updated. Data from previous years are for informational purposes only.
- When calculating Total Revenues, investment gains should be recorded net of investment losses. No revenues shown after income taxes (e.g., discontinued operations, extraordinary gains, or change in accounting principle) on the income statement should be included.

Data submitted in the previous two years are shown.

Definitions

Net Property
The value of plant, property and equipment is net of accumulated depreciation, including capitalized lease assets.

Long-Term Debt
The value of all debt obtained for long-term purposes includes the short-term portion of the debt, up to the amount of net property, plant and equipment.

Total Expenses
Excludes income tax, discontinued operations, extraordinary losses or change in accounting principle.

FAQ

What is an intangible asset?

An intangible asset is an asset without physical characteristics. A typical example is "goodwill."

What is an unsecured related-party receivable?

Typically, this is a loan given to the institution by an owner or a member of the board that is unsecured by personal or real property.

Questions

Primary Reserve Ratio Calculation

Total owner's equity:
Intangible assets:
Unsecured related-party receivables:
Net property, plant and equipment:
All debt obtained for long-term purposes:
Post-employment and retirement liabilities:
Adjusted equity subtotal:
Total expenses:
Primary reserve ratio:
Primary reserve strength:
Primary reserve weight:
Primary reserve CFI:

Equity Ratio Calculation

Total owner's equity (from Primary Reserve Ratio):
Intangible assets (from Primary Reserve Ratio):
Unsecured related-party receivables (from Primary Reserve Ratio):
Modified equity subtotal:
Total assets:
Intangible assets (from Primary Reserve Ratio):
Unsecured related-party receivables (from Primary Reserve Ratio):
Modified assets subtotal:
Equity ratio:
Equity strength:
Equity weight:
Equity CFI:

Net Income Ratio Calculation

Income before taxes:
Total revenues (total operating revenue + non-operating revenue and gains):
Net income ratio:
Net income strength:
Net income weight:
Net income CFI:

Total Composite Financial Indicator Score

Total Composite Financial Indicator Score:
Comments:

Federal Compliance

Complete For Academic Year 2016

Instructions

- Adding or modifying the Academic Term may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's website.
- Institutions are asked to only include those agencies with an Adverse Action, On Warning, Sanction, Show Cause or Applying status. Please enter the start date of the action and the end date if applicable. The list of Other Accrediting Agencies is limited to those accrediting agencies that are recognized by the U.S. Secretary of Education. Agencies recognized only by the Council on Higher Education Accreditation (CHEA) are not included in the list.
- Only add new relationships if your institution has been put on a sanction by an accrediting agency.
- Do not check the "Not Applicable" box if the data fields are blank. The "Not Applicable" box only applies to the Effective End Date field.
- Check with your registrar or financial aid officer for assistance in completing the section on Title IV Financial Aid. Also see the Federal Compliance Program Guide on HLC's website.
  - Adding or modifying Clock or Credit Hours may require prior HLC approval. Details about HLC's policies and procedures related to institution change can be found on HLC's website.
  - Identify the Institution's FY2014 Three-Year Draft Cohort Default Rate for Student Loans, which is released by the U.S. Department of Education to institutions in February 2017.
  - Enter the percentage of first-time, full-time students receiving Pell Grants at your institution. Enter the average amount of grant aid received per student. The Pell Grant information should be from the 2016-2017 IPEDS Financial Aid Survey, which covered 2015-2016.

Definitions

Semester
An academic year that consists of two semesters during the academic year with about 14-17 weeks for each semester of instruction. There may be an additional summer semester.

Trimester
An academic year that consists of three terms of about 15 weeks each.

Quarter
An academic year that consists of three sessions of about 12 weeks each. The range is typically from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.

Four-One-Four Plan
The 4-1-4 calendar consists of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.

Modular
Courses are typically in 4 to 6 week blocks with specific start and end times (frequently cohort).

Continuous
Courses are not defined by specific start dates (usually applies to distance delivery).

Clock Hour Programs
Check with the institution's financial aid officer to determine if the institution offers any programs in clock hours OR that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing or other programs in licensed fields.

Federal Formula for Minimum Number of Clock Hours of Instruction (34 CFR §668.8):

One semester or trimester hour must include at least 37.5 clock hours of instruction. One quarter hour must include at least 25 clock hours of instruction.

FAQ

Can I enter my institution's 2-year default rate since I don't have the 3-year default rate?

No. The 2-year rates are public information on the U.S. Department of Education's Information for Financial Aid Professionals website. The 3-year rates are available to the institution's financial aid administrator via the National Student Loan Data System. To access the U.S. Department of Education's Information for Financial Aid Professionals visit: http://www.ifap.ed.gov/ifap.

Questions

Academic Term

Academic Term:

Other Accrediting Agencies

Accreditor:
Status:
Effective Start Date:
Effective End Date:

Refund Policy

Does the institution have a formal student refund policy?

Title IV Financial Aid

Does the institution report any degree program, certificate or other academic program to the U.S. Department of Education in clock hours for Title IV purposes? If Yes, how many academic programs are reported in clock hours? *(Select "not applicable" if previous question was answered "no.")*
Identify the institution's FY 2014 Three-Year Draft Cohort Default Rate for student loans.
Enter the percentage of first-time, full-time students receiving Pell Grants.
Enter the average amount of Pell Grant aid received by these students.

Student Achievement Instructions

- Institutions are required to publish student achievement data on the full range of its offerings. Data can be provided at the institutional or the program level, but if provided at the program level, should be provided for all programs. See policy FDCR.A.10.070 for more information.
- This information typically includes retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study, or links to the College Navigator website, but in any case should be information appropriate for the institution's mission. Information provided should be clearly labeled on the website and linked from the home page, included within the top three levels of the website, or easily found through a search of related terms on the website. In addition, information should be presented in plain language with any technical terms defined and any necessary information on the method used to compile data included.

In 2014-15, HLC reviewed publication of information about student achievement and found your institution to meet this requirement. Does the institution continue to provide information to students and the public about student achievement?

Student Head Count By Level
Complete For IPEDS Fall 2016

Instructions

- Report your numbers as of your institution's IPEDS Fall 2016 reporting date.
- Enter data as reported in Part A - Fall Enrollment.
- Head count is unduplicated.
- Enter zero if there is no enrollment.
- Do not include undergraduate non-degree/non-certificate seeking students (which include dual credit students). Dual credit students will be addressed in a separate section of the survey.

- **Full-time degree/certificate-seeking undergraduates** are those students enrolled for:
  - 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
  - Enter IPEDS data as reported in Part A - Fall Enrollment for Full-time Undergraduate Students, Grand Total (men+women), Total Degree/Certificate-seeking.
  - 4- or 5-year Bachelor's degree programs.
  - Associate's degree programs.
  - Vocational/Technical degree or certificate granting programs below the baccalaureate level.
- **Part-time degree/certificate-seeking undergraduates** are those students enrolled for:
  - Either less than 12 semester or quarter credits, or less than 24 contact hours a week each term.
  - Enter IPEDS data as reported in Part A - Fall Enrollment for Full-time Undergraduate Students, Grand Total (men+women), Total Degree/Certificate-seeking.
  - 4- or 5-year Bachelor's degree programs.
  - Associate's degree programs.
  - Vocational/Technical degree or certificate granting programs below the baccalaureate level.
- **Full-time graduates** are those students enrolled for:
  - 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
  - Enter IPEDS data as reported in Part A - Fall Enrollment for Graduate Students, Grand Total (men+women), Total full-time students.
  - Any graduate programs.
  - Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
  - Thesis or dissertation credits.
- **Part-time graduates** are those students enrolled for:
  - Less than 9 semester or quarter credits.
  - Enter IPEDS data as reported in Part A - Fall Enrollment for Graduate Students, Grand Total (men+women), Total part-time students.
  - Any graduate programs.
  - Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
  - Thesis or dissertation credits.

Data submitted in the previous year are shown.

FAQ

What is meant by "IPEDS Fall 2016 reporting date"?

Use the date that your institution uses to compile data for IPEDS. This is usually the 10th day of class (fall semester). A small number of institutions do not have final IPEDS numbers until spring (around mid-April). HLC will work with institutions to make sure that they are able to submit accurate data. Contact Joan Mitchanis at jmitchanis@hlcommission.org if you will not have final IPEDS numbers until spring.

Why do we have to duplicate numbers that were already submitted to IPEDS? Why can't HLC get those numbers from IPEDS?

HLC uses IPEDS data in the Institutional Update wherever possible in an effort to reduce the data collection burden on our institutions. However, the IPEDS data that are publicly available are not from the current year. The Institutional Update relies on data for the current year. Therefore, institutions must also enter the data for the Institutional Update.

Questions

Full-time Undergraduate Head Count:
Part-time Undergraduate Head Count:
Full-time Graduate Head Count:
Part-time Graduate Head Count:

Student Head Count By Category
Complete For IPEDS Fall 2016

Instructions

- Report your numbers based on IPEDS Fall 2016 reporting date.
- Head count may be duplicated.
- Include both full and part-time students.

Data submitted in the previous year are shown.

Definitions

Certificate-Seeking Undergraduates
Students enrolled in a credit-bearing certificate program at the undergraduate level.

Degree-Seeking Undergraduates
Students enrolled in a degree program at the undergraduate level.

Post-Baccalaureate Certificate Seeking Students
Students enrolled in a credit-bearing certificate program above the baccalaureate level.

Post-Baccalaureate Degree Seeking Students
Students enrolled in a degree program above the baccalaureate level.

Non-Degree-Seeking
A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.

FAQ

Should both full-time and part-time students be included in the Student Headcount by Category section?
Yes.

Questions

Certificate-Seeking Undergraduate:
Degree-Seeking Undergraduate:
Post-Baccalaureate Certificate-Seeking:
Post-Baccalaureate Degree-Seeking:
Non-Degree-Seeking:

Institutional Head Count
Complete For IPEDS Fall 2016

Instructions

Report your numbers as of your institution's IPEDS Fall 2016 reporting date.

- Report unduplicated numbers.
- Enter zero if there are no employees for a category.
- If an employee serves in *more than one category*, report that person in the category used by your institution to classify that person. *Report that person only once*.

- Complete HLC's **Student-to-Faculty Ratio Worksheet**. There is one worksheet for institutions with associate and/or bachelor's level programs and one worksheet for institutions with offerings that include graduate programs. (This refers to your actual offerings rather than your Carnegie classification.)
  - Institutions offering graduate programs only should enter zero.

Data submitted in the previous year are shown.

Definitions

FT/PT Faculty
Faculty are employees whose primary responsibilities are instruction, research and/or public service. Include both tenure and non-tenure track. Adjunct faculty should be counted as part-time faculty. Graduate assistants should be counted as part-time faculty. Full-time faculty on sabbatical should be counted as full-time faculty.

FT/PT Administration
Administration includes the following IPEDS categories: Management Occupations; Business and Financial Operation Occupations; Librarians; Computer, Engineering and Science Occupations; Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations; Healthcare Practitioners and Technical Occupations; Archivists, Curators, Museum Technicians; Library Technicians; Student and Academic Affairs and other Educational Services Occupations.

FT/PT Staff
Staff includes the following IPEDS categories: Service Occupations; Sales and Related Occupations; Office and Administrative Support Occupations; Natural Resources, Constructions and Maintenance Occupations; Production, Transportation and Material Moving Occupations.

Questions

Full-time Faculty:
Part-time Faculty:
Full-time Administration:
Part-time Administration:
Full-time Staff:
Part-time Staff:
Student-to-Faculty Ratio:

Dual Credit

Complete For IPEDS Fall 2016

Instructions

- Report dual credit head count from IPEDS Fall 2016 reporting date.
- Head count is unduplicated.
- Enter zero for head count if there is no dual credit enrollment.

Previous year of submitted data are shown.

Definitions

Dual Credit *(Also called concurrent enrollment.)*
Courses taught to high school students for which the students receive both high school credit and college credit.

FAQ

When asked about dual credit arrangements that culminate in the granting of a degree, should we also count students who are enrolled in a degree program but have not yet completed it?

Dual credit refers to those courses that meet both high school and college requirements simultaneously. If the institution offers such arrangements, select "yes." If students are enrolled in programs that lead to a degree, they should be counted whether or not they have received the degree.

Questions

Total Dual Credit Student Head Count:
How many dual credits awarded in the academic year 2016-2017?

Certificates & Degrees Awarded

Complete For July 1, 2015, Through June 30, 2016

Instructions

- Report the numbers from July 1, 2015, through June 30, 2016.
- Enter zero for any category for which no certificates or degrees were awarded.

Data submitted in the previous year are shown.

Definitions

Certificate Program
A credit-bearing program culminating in the awarding of a certificate or diploma, but not a degree. A certificate program may require previous college credit for admission and may be at any degree level or pre-associates. Report both graduate level and undergraduate level certificates.

Certificates not part of degree program
Certificates that have a minimum length of 24 semester hours (or 36 quarter hours) where the courses are not part of an already existing degree program. This certificate is one that is separate from any degree program offered by the institution.

Associate's Degree Programs
Programs requiring the completion of at least two years of full-time equivalent college-level work (60 semester credits) in a specified field of study. Associate's Degree Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Bachelor's Degree Programs
Programs requiring the completion of at least four years of full-time equivalent college-level work (120 semester credits) in a specified field of study. Bachelor's Degree Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degree Programs
Programs requiring 30 semester credits beyond a bachelor's degree and require the completion of at least one year of full-time equivalent graduate-level. Master's Degree Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

Specialist Degree Programs
Programs requiring the completion of college work beyond the bachelor's degree in a specific field of study. Specialist Degree Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

Doctoral Degree Programs
Programs requiring 30 semester credits beyond the master's degree and include a dissertation or other original project. Doctoral Degree Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

FAQ

How should double majors be counted in the Certificates and Degrees Awarded section?

Double majors should be counted only once.

Our institution offers both a BA and a BS in the same major. Should they be counted as one or two degree programs?

They should be counted as two programs; each degree designation is counted as a separate program.

FAQ

How should an LL.M. degree program be designated?

An LL.M. degree is to be counted as a master's degree.

Should the Total Count of certificates include both credit and non-credit certificates awarded?

No, you should only include credit-bearing certificates in the Total Count. You should report all credit-bearing certificates or diplomas in the Total Count regardless of whether they are Title IV eligible.

My institution doesn't award certificates, but we do award diplomas. Should we report the diploma programs?

Determine how many of the diplomas reported in the Total Count are Title IV eligible. If students in diploma programs receive Title IV financial aid, they should be counted and reported.

How do we determine whether a certificate or diploma is Title IV eligible?

You should ask your financial aid department to identify which certificates and diplomas are Title IV eligible.

Does "certificate-seeking" include "certification-seeking"?

Include certification-seeking in certificate-seeking only if the certification program culminates in the awarding of some kind of academic certificate or diploma by your institution. Certifications that are exclusively for licensure are reported under Certificate Programs Offered in the Institutional Update.

Questions

Certificates

Total Certificates Awarded:
Graduate Certificates Awarded:
Undergraduate Certificates Awarded:
Of the undergraduate certificates listed above, how many are NOT part of an existing degree program?

Degrees

Associate's Degrees Awarded:
Bachelor's Degrees Awarded:
Master's Degrees Awarded:
Specialist Degrees Awarded:
Doctoral Degrees Awarded:

Certificate & Degree Programs Offered

Complete For July 1, 2015, Through June 30, 2016

Instructions

- Enter current information of degree programs offered.
- Enter zero for any programs not offered.
- Report degree programs that are offered in CIP-defined fields of study.
- Typically the CIP-defined fields of study correspond to majors and should be carried out up to the fourth decimal point (30.1301 Medieval and Renaissance Studies).
- Do not count sub-fields or concentrations within a major as separate programs.
- Adding or modifying Courses at a New Degree Level may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's website.

Data submitted in the previous year are shown.

Definitions

Certificate Program
A credit-bearing program culminating in the awarding of a certificate or diploma, but not a degree. A certificate program may require previous college credit for admission and may be at any degree level or pre-associates. Report both graduate level and undergraduate level certificates.

Associate's Degree Programs
Programs requiring the completion of at least two years of full-time equivalent college-level work (60 semester credits) in a specified field of study. Associate's Degree Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Bachelor's Degree Programs
Programs requiring the completion of at least four years of full-time equivalent college-level work (120 semester credits) in a specified field of study. Bachelor's Degree Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degree Programs
Programs requiring 30 semester credits beyond a bachelor's degree and require the completion of at least one year of full-time equivalent graduate-level. Master's Degree Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

Specialist Degree Programs
Programs requiring the completion of college work beyond the bachelor's degree in a specific field of study. Specialist Degree Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

Doctoral Degree Programs
Programs requiring 30 semester credits beyond the master's degree and include a dissertation or other original project. Doctoral Degree Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

Questions

Total number of Credit-Bearing Certificates offered:
Associate's Degree Programs offered:
Bachelor's Degree Programs offered:
Master's Degree Programs offered:
Specialist Degree Programs offered:
Doctor's Degree Programs offered:

Distance Education & Correspondence Education

Instructions

- Review your institution's distance and/or correspondence education stipulation and confirm the you have reviewed that information. ALOs can request the Institutional Status and Requirements (ISR) Report to review all stipulations.
- If the distance and/or correspondence education stipulation is not correct, contact changerequests@hlcommission.org.
- **Looking Ahead:** In an effort to present a more complete picture of the offerings at member institutions, HLC is exploring the feasibility of collecting information regarding the institutional program offerings and publishing them in the Institutional Status and Requirements (ISR) Report. More information about this project will be available in the coming years.

Definitions

Distance-delivered Courses
Distance delivered courses are those in which all or the vast majority (typically 75 percent or more) of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.

Distance-delivered Programs
Distance-delivered programs are those certificate or degree programs in which 50 percent or more of the required courses may be taken as distance-delivered courses.

Federal Definition for Correspondence Education
Correspondence education means (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.

Federal Definition for Distance Education
Distance education means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor: and (ii) to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies used may include: (i) the Internet; (ii) one-way and two-way transmission through open broadcast, closed circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; (iii) audioconferencing; or (iv) videocassettes, DVDs and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the above technologies listed in clauses (i) through (iii).

Questions

I have reviewed the distance and/or correspondence education stipulation. *(If incorrect, contact changerequests@hlcommission.org)*

Branch Campuses
Does Not Include Main Campus

Instructions

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is consistently reported to the U.S. Department of Education (USDE) and to HLC. HLC does not approve branch campuses or additional locations retroactively; therefore it is very important for institutions and the students they serve that institutions are very careful to seek approval well before any students matriculate at a new or relocated campus or additional location.

- A branch campus is "a location of an institution that is geographically apart and independent of the main campus of the institution." HLC considers a location of an institution to be independent of the main campus if the location:
  - Is permanent in nature.
  - Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential.
  - Has its own faculty and administrative or supervisory organization.
  - Has its own budgetary and hiring authority.
  - A branch campus must have all four of these attributes.
- Log in to HLC's Location & Campus Update System to update the information on your institution's branch campuses.
  - Enter a head count range for each branch campus based on the actual or anticipated enrollment for the current year.
  - Adding or modifying a branch campus requires prior HLC approval. Details about HLC's policies and procedures related to institution change can be found on the website.

- The institution's locations should be reported the same to the U.S. Department of Education and HLC.
- **Additonal Location Dues Calculation:** This information is used to calculate your institution's membership dues based on the number of branch campuses and additional locations identified at the time of the Institutional Update submission. Adjustment to the dues will NOT be made based on changes that occur after the Institutional Update submission, yet before the dues invoice is mailed in July.

FAQ

We have some off-campus locations that offer only continuing education credits. Should these be included in the Off-Campus Operations sections?

No. You should include only those locations that offer academic credit.

How should I report Interactive TV and Interactive Video?

Interactive TV and Interactive Video are considered distance education. According to the guidelines, if 50% or more of the courses in a program are offered via Interactive TV or Video or any form or combination of distance education modalities, the program should be included in the listing of Distance Education programs.

If students are required to be present at a location other than the main campus, you may also have to report this educational activity under Off-Campus Operations.

We are asked to update the enrollment (headcount) in all the Off-Campus Operations sections. Is this cumulative for the entire year or for one semester?

Student enrollment is based on the actual or anticipated enrollment for the current year.

Questions

I have reviewed the list of Institutional Branch Campuses provided below and made any necessary changes using the Location & Campus Update System or HLC's institutional change process.
Campus Name
Status
Date Opened
Location Type
Address1
Address2
City
State
Postal Code
Country
Head Count

Additional Locations

Instructions

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is consistently reported to the U.S. Department of Education (USDE) and to HLC. HLC does not approve branch campuses or additional locations retroactively; therefore it is important that institutions are careful to seek approval well before any students matriculate at a new or relocated campus or additional location.

- An additional location is defined as a place, geographically separate from any main or branch campus, where instruction takes place and students can do one or more of the following:
  - Complete 50 percent or more of the courses leading to a degree program.
  - Complete a full degree program.
  - Complete 50 percent or more of the courses leading to a Title IV eligible certificate.
  - Complete a degree program that they began at another institution even if the degree completion program provides less that 50 percent of the courses leading to a degree program.
  - There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition.
  - An additional location typically does not have a full range of administrative and student services staffed by the facility's personnel; such services may be provided from the main campus or another campus.
  - A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.
- Log in to HLC's **Location & Campus Update System** to update the information on your institution's additional locations.
  - Enter a head count range for each additional location based on the actual or anticipated enrollment for the current year.
  - Adding or modifying an additional location may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on the website.
  - **Additonal Location Dues Calculation:** This information is used to calculate your institution's membership dues based on the number of branch campuses and additional locations identified at the time of the Institutional Update submission. Adjustment to the dues will NOT be made based on changes that occur after the Institutional Update submission, yet before the dues invoice is mailed in July.

FAQ

How do I edit program information at additional locations?

Follow the link to update additional locations. ALOs can make changes to existing additional locations including programs offered. All programs must be entered using the CIP Code. Additional approvals may be required. HLC staff will contact you if additional information is required to process the change.

FAQ

In the past, I was able to add additional locations in the Institutional Update. Why can't I add them this year?

The policies governing approval of addition locations changed in 2008. Now, all new locations must be reviewed according to HLC's institutional change process. You should use the button provided to access the Locations and Campus Update System.

Our college moved a location down the street; everything else is the same. Why can't I enter this change in the Institutional Update?

Even if you are moving an existing operation down the street, such a move constitutes creating a new location. You will need to list the current location as "closed" or "inactive" and seek approval for the new location. In order to assure that you are in compliance with federal regulations, you must have official HLC approval for the new location before students start receiving Title IV funding.

Questions

I have reviewed the list of additional locations provided below and made any necessary changes using the Location & Campus Update System or HLC's institutional change process.
Location Name
Status
Date Opened
Date Inactive
Location Type
Address1
Address2
City
State
Postal Code
Country
Program Type
Title IV Site
Head Count

Contractual Arrangements

Instructions

- All arrangements previously approved are displayed. Please verify that data shown are correct.
- You will need to assure all contractual arrangements meet the following definition:
  - The contractual partner is not accredited by a recognized accreditor.
  - The contractual partner provides a percentage of the academic content of one or more degree programs of Title IV eligible certificate programs.
  - The contractual partner provides academic content not just a course delivery platform.
  - Your institution issues the degree or certificate for these programs.
- Adding or modifying a contractual arrangement may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's website.

Definitions

Contractual Arrangements
The initiation, modification or renewal of a contractual or other arrangement wherein an institution outsources some portion of one or more of its educational programs (including instruction, oversight of the curriculum, assurance of the consistency in the level and quality of instruction and in expectations of student performance and/or the establishment of the academic qualifications for instructional personnel) to any of the following parties: an unaccredited institution; an institution that is not accredited by an accreditor recognized by the U.S. Department of Education; or a corporation or other entity.

Entity Name
Include the name of the Contracted Partner, e.g., Wilson Consulting, Inc.: Foreign University, Inc.

Relationship
Select Yes if the entity is either the parent organization to which your institution belongs or if it is a subsidiary within the same corporate structure as your institution.

Questions

I have reviewed the list of contractual arrangements provided below and made any necessary changes using HLC's institutional change process.
Contractual Partner
Is the entity either the parent organization to which your institution belongs or a subsidiary within the same corporate structure as your institution?
State
Country
Program CIP Code
Effective Start Date
Head Count

Consortial Arrangements

Instructions

- All arrangements previously approved are displayed. Please verify that data shown are correct. (Please note: HLC requires no reporting of a consortial arrangement if 24 percent or less of the credits in a degree or certificate program are coming from the consortial partner(s). These arrangements are not displayed.)
- You will need to assure that the consorital arrangements meet this definition:
  - The participating organization(s) are accredited by an agency that is recognized by the U.S. Department of Education as an institutional accreditor whose scope of recognition includes the accreditation of degree-granting institutions and covers the full range of academic degrees potentially offered by the institution. By being recognized by the U.S. Department of Education as a gatekeeper agency, the accreditor fulfills specific, federally defined responsibilities within the accreditation processes.
  - The participating organization(s) provide 50 percent or more of the academic content of one or more degree programs or Title IV eligible certificate programs. (Note: only those arrangements meeting the 50 percent threshold, hence requiring prior approval, are listed.)
  - Your institution issues the degree or certificate for these programs.
- Adding or modifying a consortial arrangement may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's website.

Definitions

Consortial Arrangements
The initiation, modification or renewal of a consortial or other arrangement wherein a consortium of institution(s) accredited by an accreditor recognized by the U.S. Department of Education provides a significant portion of the academic program.

Consortium Name
Enter the name used to refer to the arrangement.

Questions

I have reviewed the list of consortial arrangements provided below and made any necessary changes using HLC's institutional change process.
Consortium Name
Program Name (Include CIP code)
Associated Institutions
State
Country
Start Date
Head Count

Report Submission

Instructions

- Please enter your name as verification that the information provided is accurate and has been reviewed by the Accreditation Liaison Officer and Chief Financial Officer.
- Completing this section will submit the entire report to HLC.

Question

I verify that the reported information is accurate and has been verified by the Accreditation Liaison Officer.

FAQ

How do I print the final report?

After you have submitted your report, you will be able to print copies of the final report from the Institutional Update home page.