

# 2024 Institutional Update Guide

## Contents

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<b>2</b>	<b>Introduction and Timeline</b>	<b>17</b>	<b>Branch Campuses and Additional Locations</b>
<b>3</b>	<b>Non-financial Form</b>	<b>20</b>	<b>Contractual Arrangements</b>
3	Institution Information	21	Final Verification
4	Contact Roles	21	Review and Submit
6	Federal Compliance	<b>22</b>	<b>Financial Form</b>
9	Head Counts	22	Financial Information
9	Student Head Count by Level	23	Composite Financial Index
11	Student Head Count by Category	23	Public Institutions
12	Institutional Head Count	26	Private, Not-for-Profit Institutions
13	Dual Credit	28	Private, For-Profit Institutions
13	Certificate and Degree Programs	31	Final Verification
		31	Review and Submit

# Introduction and Timeline

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The 2024 Institutional Update will take place February 26–April 5, 2024, in HLC’s [Canopy](#) system. The Update will consist of two separate forms:

- **Non-financial Form**, which includes questions regarding basic institutional information, academic offerings, head counts, additional locations and branch campuses, and other topics.
- **Financial Form**, which asks for general financial information and data used to calculate institutional Composite Financial Index (CFI) ratios.

The forms will be available in the My Tasks section of the Canopy dashboard for the following institutional roles:

- Chief Executive Officer
- Accreditation Liaison Officer
- Data Update Coordinator
- Chief Financial Officer

Submission of both forms is a requirement for maintaining accreditation or Candidacy with HLC.

Note: An institution also may be required to complete the Contact Update or Location and Campus Update forms in Canopy if it has new information to report to HLC in these areas.

This Guide provides the questions for each form, as well as instructions, definitions and frequently asked questions.

Questions about the 2024 Institutional Update should be directed to [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org).

## Frequently Asked Questions

### **Who 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 individuals who submit your institution’s data for IPEDS surveys and Title IV requests. In many institutions, these responsibilities are carried out by the Institutional Research and Financial Aid offices.
- Your institution’s Chief Financial Officer or whoever is responsible for your institution’s budgets and audits.
- The Accreditation Liaison Officer, who is required to verify the data prior to submission.

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

Yes, but you must submit the Institutional Update by the deadline.

# Non-financial Form

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## Institution Information

### Instructions

- The institution's mailing address is not editable in the Institutional Update. If the address has changed, contact your institution's HLC staff liaison.
- Enter the main phone number that should be used for public contact with the institution.
- In the Mark of Accreditation Status Webpage field, provide a link to the webpage where the institution displays HLC's Mark of Accreditation Status.
- In the Enabling or Authorizing Legislation field:
  - **Public institutions:** Report the name of the act or statutory citation that enables or authorizes your institution. Contact your institution's legal counsel for the information.
  - **Private institutions:** Enter "Not Applicable."
- In the Superordinate Entity field, enter the name of the entity, if any, that occupies the level immediately above the institution's governing board in the organizational structure. Otherwise, enter "Not applicable."
- Do not enter ampersands or HTML code.

### Definitions

#### Superordinate Entity

Superordinate entity refers to an entity that exercises any measure of control over another organization. Such control may, but does not always, include ownership. Examples of superordinate entities include, but are not limited to, a parent corporation, tribal authority, state legislature or authority, or religious organization. An institution may also have multiple superordinate entities. For purposes of the Institutional Update, institutions are asked only to identify the entity that occupies the level immediately above the institution's governing board in the organizational structure, if applicable.

Even though the Institutional Update asks for this limited information, institutions are reminded that HLC's Change of Control, Structure or Organization policy (INST.G.20.010) may require prior review and approval of certain changes that occur even above this level. Contact your staff liaison as soon as possible if such a change has occurred without HLC review or is anticipated.

### Questions

All questions with an asterisk (\*) are required.

Name:*	
Mailing Address 1:	
Mailing Address 2:	
City:	

State:	
Country:	
Postal Code:	
Main Phone Number:* (preferred format: 123-456-7890 x1234)	
Fax:*	
Website:*	
Mark of Accreditation Status Webpage:	
Is the institution incorporated?*	
State of Incorporation:*	
What is the enabling or authorizing legislation for the institution?*	
Superordinate entity: What entity, if any, occupies the level immediately above your institution's governing board in your organizational structure (e.g. parent corporation, tribal authority, state legislature or state authority, etc.)?*	

# Contact Roles

## Instructions

- Verify that the individuals listed in each HLC contact role in the Contact Update section of Canopy are correct, and that their information is up to date. The roles include:
  - Chief Executive Officer
  - Chief Academic Officer
  - Chief Financial Officer
  - Accreditation Liaison Officer
  - Data Update Coordinator
  - Location Coordinator (optional)
  - Primary Assurance System Coordinator
- The Accreditation Liaison Officer, Chief Executive Officer or Data Update Coordinator can edit existing contacts or submit new contacts, if necessary.

# Definitions

## **Chief Executive Officer (CEO)**

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 responsible for the finances of the institution.

## **Accreditation Liaison Officer (ALO)**

The individual appointed by the institution's CEO to serve as the primary contact between the institution and HLC. The ALO communicates changes at the institution to HLC, responds to communications from HLC, and provides oversight for the currency, accuracy and timeliness of institutional information submitted to HLC, including the Institutional Update.

## **Data Update Coordinator**

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

## **Location Coordinator**

The individual appointed by the institution's CEO to be responsible for maintaining the institution's additional location and campus records in Canopy. (This role is optional; the ALO and CEO may also manage these records.)

## **Primary Assurance System Coordinator**

The individual appointed by the institution's CEO to be responsible for the development and submission of materials for evaluations conducted in HLC's Assurance System. (Currently, Assurance System Coordinators are not given access to Canopy.)

## Frequently Asked Question

### **What should I enter if one of these positions is vacant?**

You should enter the name of the person who has been appointed as acting or interim for the position. Do not enter "vacant" or "not available."

# Question

All questions with an asterisk (\*) are required.

I have reviewed the roles in the Contact Update and submitted any necessary changes.\*

# Federal Compliance

Complete for Academic Year 2023

## Instructions

### Accrediting Agencies Reported to HLC

Institutions are required to disclose to HLC if another recognized accreditor has placed the institution on a sanction, issued a Show-Cause Order, or if it has been subject to or notified of an impending negative or adverse action, including the denial of accreditation or withdrawal of accreditation. HLC policy requires disclosures to be made regarding such actions from any accreditor that is recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

- Canopy will display a list of the institution's accreditation relationships with other recognized accreditors that have been reported to HLC. The data displayed is based on information received by HLC from either the institution or the accreditor, regardless of status. This list may be incomplete.
- Contact [legalaffairs@hlcommission.org](mailto:legalaffairs@hlcommission.org) if the list displays an incorrect status or does not include a sanction, Show-Cause order or adverse action issued by a recognized accreditor. In the correspondence, please include a copy of the most recent action letter from the accreditor and the change being requested.
- Institutions do not need to report additional accreditation relationships that are not displayed if the institution is in good standing with the accreditor.

Note: If an institution has resigned its accreditation or had its status denied or withdrawn by an accreditor, the record may show an effective end date that is identical to the start date. HLC is working to remove this duplication from future Institutional Updates.

### Academic Term

- Adding or modifying the academic term may require prior HLC approval. See HLC's website for policies and procedures related to [changing an institution's academic term](#).

### Title IV Financial Aid

- Check with the institution's registrar or financial aid officer for assistance in completing this section. Also see HLC's [Federal Compliance Program Overview](#).
- Adding or modifying clock or credit hours may require prior HLC approval. See HLC's website for policies and [procedures related to changing clock or credit hours](#).
- Enter the percentage of first-time, full-time students receiving Pell Grants at your institution. The Pell Grant information should be from the 2023–24 IPEDS Financial Aid Survey, which covered 2022–23.

### Student Achievement

HLC's policy on [Public Information \(FDCR.A.10.070\)](#) provides:

An institution's information for students and the public shall include information regarding student achievement. This information shall include student retention rates, completion rates or other information appropriate for the mission of the institution and its goals for students.

CHEA has articulated that institutions accredited by CHEA-recognized accrediting organizations must demonstrate effective performance in relation to student learning and make such information public.

Therefore, institutions are required to disclose student achievement data. Details about the substance and manner of disclosure are intended to satisfy HLC policy as well as certain federal regulations and CHEA principles for which HLC is responsible.

For purposes of the Institutional Update:

- Provide a link to a page on the institution's website on which the institution publicly discloses information about student achievement.
  - If student achievement data is displayed in multiple places on the institution's website, provide a link to a summary webpage that links to all of the published student achievement data.
- Student achievement information must include, at a minimum, retention, completion, licensure exam pass rates (as applicable), and data about students after graduation (such as graduate school, employment, etc.). It may also include information appropriate for the mission of the institution and its goals for all students.
- Data may be provided at the institutional or departmental level or both, but the institution must disclose data that address the broad variety of its programs, including at the undergraduate and graduate levels as applicable.
- If an institution uses student placement rates in any marketing or recruitment content, it must also publicly disclose these data.
- Individuals must be able to navigate to an institution's student achievement information easily from the institution's homepage and through a search of related terms on the website. While the institution may utilize data provided by the U.S. Department of Education or other external source, it is not enough to link to the U.S. Department of Education's College Navigator or other external sources. Data must be provided directly on the institution's website.
- Information should be presented in plain language with any technical terms defined and any necessary information on the method used to compile data included.
  - Note: If the published data would not enable a reasonable member of the public to make an initial judgment about the institution's success because raw numbers were shared without sufficient context, the disclosure may be deemed insufficient.

**Statement of Accreditation Status:** HLC will publish the provided link to student achievement data on the institution's Statement of Accreditation Status in HLC's Directory of Institutions.

## Definitions

### Semester

An institution following a semester-based academic calendar generally adheres to an academic year that consists of two terms of about 14–17 weeks of instruction. There may be an additional summer semester.

### Trimester

An institution following a trimester-based academic calendar generally adheres to an academic year that consists of three terms of about 15 weeks of instruction.

### Quarter

An institution following a quarter-based academic calendar generally adheres to 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 (4-1-4) Plan

The 4-1-4 academic 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 programs 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. (34 CFR §668.8)

**Questions**

All questions with an asterisk (\*) are required.

Accrediting Agencies Reported to HLC	
I have reviewed the list of accrediting agencies provided and made any necessary changes.*	

Academic Term	
Academic Term:*	

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?	
Enter the percentage of first-time, full-time students receiving Pell Grants.*	

Student Achievement	
Provide a link to the webpage on which the institution publicly discloses information about student achievement. If student achievement data is displayed in multiple places on the institution’s website, provide a link to a summary webpage that links to all of the published student achievement data. (Please refer to instructions above.)*	

# Head Counts

Complete for IPEDS Fall 2023

## Student Head Count by Level

### Instructions

- Report your numbers as of your institution's IPEDS Fall Enrollment 2023 reporting date.
- Enter enrollment data as you would have reported for the 2023–24 IPEDS Fall Enrollment Survey (Part A).
- 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 the Dual Credit section of the survey.
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from the previous year.

### Definitions

#### **Full-Time Degree- or Certificate-Seeking Undergraduate Students**

See enrollment data as reported in IPEDS Fall Enrollment Survey, Part A - Fall Enrollment for Full-time Undergraduate Students, Grand Total (men+women), Total Degree/Certificate-seeking.

Full-time degree- or certificate-seeking undergraduates are those students enrolled for:

- Twelve or more semester or quarter credits, or 24 or more clock hours per week each term.
- 4- or 5-year bachelor's degree programs.
- Associate's degree programs.
- Vocational/Technical degree- or certificate-granting programs below the baccalaureate level.
- Courses creditable toward an associate's or bachelor's degree or toward a certificate below baccalaureate level.

#### **Part-Time Degree- or Certificate-Seeking Undergraduate Students**

See enrollment data as reported in IPEDS Fall Enrollment Survey, Part A - Fall Enrollment for Part-time Undergraduate Students, Grand Total (men+women), Total Degree/Certificate-seeking.

Part-time degree- or certificate-seeking undergraduates are those students enrolled for:

- Fewer than 12 semester or quarter credits, or fewer than 24 clock hours per week each term.
- 4- or 5-year bachelor's degree programs.
- Associate's degree programs.
- Vocational/technical degree -or certificate-granting programs below the baccalaureate level.
- Courses creditable toward an associate's or bachelor's degree or toward a certificate below baccalaureate level.

**Full-Time Degree- or Certificate-Seeking Graduate Students**

See enrollment data as reported in IPEDS Fall Enrollment Survey, Part A—Fall Enrollment for Graduate Students, Grand Total (men+women), Total full-time students.

Full-time degree- or certificate-seeking graduates are those students enrolled for:

- Nine or more semester or quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Any graduate programs.
- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
- Thesis or dissertation credits.

**Part-Time Degree- or Certificate-Seeking Graduate Students**

See enrollment data as reported in IPEDS Fall Enrollment Survey, Part A - Fall Enrollment for Graduate Students, Grand Total (men+women), Total part-time students.

Part-time degree- or certificate-seeking graduates are those students enrolled for:

- Fewer than nine semester or quarter credits.
- Any graduate programs.
- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
- Thesis or dissertation credits.

**Frequently Asked Questions**

**What is meant by “IPEDS Fall 2023 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 [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) if you will not have final IPEDS numbers before the Institutional Update deadline.

**Why do we have to enter 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 the institution. 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 enter current data for the Institutional Update.

**Questions**

All questions with an asterisk (\*) are required.

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

## Instructions

- Report your numbers as of your institution's IPEDS Fall 2023 reporting date.
- Head count may be duplicated.
- Include both full- and part-time students.
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from the previous year.

## 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 Student

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

## Frequently Asked Question

### 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 in the Certificate and Degree Programs Offered section.

## Questions

All questions with an asterisk (\*) are required.

Certificate-Seeking Undergraduate:*	
Degree-Seeking Undergraduate:*	
Post-baccalaureate Certificate-Seeking:*	
Post-baccalaureate Degree-Seeking:*	
Non-degree-seeking:*	

# Institutional Head Count

## Instructions

- Report your numbers as of your institution's IPEDS Fall 2023 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.
- Provide your institution's student-to-faculty ratio (i.e. student-to-instructional-staff) for undergraduate programs for Fall 2023. Institutions offering only graduate programs should enter zero. If needed, institutions may use the worksheet provided in Part F of the IPEDS Fall 2023 Enrollment Survey or this [similar worksheet](#) to calculate their student-to-faculty ratio.
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from the previous year.

## Definitions

### Full-Time/Part-Time 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.

### Full-Time/Part-Time 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.

### Full-Time/Part-Time 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

All questions with an asterisk (\*) are required.

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

## Dual Credit

### Instructions

- Report dual credit head count as of your institution's IPEDS Fall 2023 reporting date.
- Provide the best estimate of dual credits awarded for academic year 2023–24.
- Head count is unduplicated.
- Enter zero for head count if there is no dual credit enrollment.
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from the previous year.

### Definition

#### **Dual Credit (Also called concurrent enrollment or dual enrollment.)**

Courses taught to high school students for which the students receive both high school credit and college credit.

### Questions

All questions with an asterisk (\*) are required.

Total Dual Credit Student Head Count:*	
How many dual credits awarded in the academic year 2023–24?*	

# Certificate and Degree Programs

## Certificates Awarded

**Complete for July 1, 2022–June 30, 2023**

### Instructions

- Report the numbers of certificates awarded between July 1, 2022, and June 30, 2023.
- Enter zero for any category for which no certificates were awarded.
- Report both graduate-level and undergraduate-level certificates.
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from the previous year.

### 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-associate's.

#### **Certificates Not Part of a 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.

## Frequently Asked Question

### 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.

## Questions

All questions with an asterisk (\*) are required.

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 Awarded

Complete for July 1, 2022–June 30, 2023

### Instructions

- Report the numbers of degrees awarded between July 1, 2022, and June 30, 2023.
- Enter zero for any category for which no degrees were awarded.
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from the previous year.

### Definitions

#### Associate's Degree Programs

Programs requiring the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter 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 or 180 quarter 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 or 45 quarter credits beyond a bachelor's degree and require the completion of at least one year of full-time equivalent graduate-level work. Master's degree programs meet institutional requirements for completion of a 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 disciplines.

### Doctoral Degree Programs

Programs requiring 30 semester credits or 45 quarter 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.

## Frequently Asked Questions

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

Double majors should be counted only once.

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

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

## Questions

All questions with an asterisk (\*) are required.

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

## Certificate and Degree Programs Offered

### Instructions

- Enter the current number of certificate and degree programs offered. Report both graduate-level and undergraduate-level certificates.
- Enter zero for any type of program 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 (e.g., 30.1301 Medieval and Renaissance Studies).
- Do not count sub-fields or concentrations within a major as separate programs.
- Adding or modifying programs at a new degree level may require prior HLC approval. See HLC's website for policies and procedures related to [new academic programs](#) and [changes to existing academic programs](#).
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from the previous year.

## 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-associate's.

### Associate's Degree Programs

Programs requiring the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter 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 or 180 quarter 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 or 45 quarter credits beyond a bachelor's degree and require the completion of at least one year of full-time equivalent graduate-level work. 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 disciplines.

### Doctoral Degree Programs

Programs requiring 30 semester credits or 45 quarter 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.

## Frequently Asked Question

**Our institution offers both a Bachelor of Arts and a Bachelor of Science 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.

## Questions

All questions with an asterisk (\*) are required.

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:*	
Doctoral Degree Programs offered:*	

# Branch Campuses and Additional Locations

Does Not Include Main Campus

## Branch Campuses

### 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 reported consistently to the U.S. Department of Education and to HLC. The institution's locations should be reported the same way to the Department and HLC.

- **Note:** This section should only be completed by users with access to the Location and Campus Update section of Canopy—i.e., the Accreditation Liaison Officer or Chief Executive Officer. The Data Update Coordinator may also complete this section if they also serve as their institution's Location Coordinator.
- Verify the following data points in the Location and Campus Update for each branch campus:
  - Campus name
  - Status
  - Address (including city, state, postal code and country)
  - Open date
  - Head count (based on actual or anticipated enrollment for current year)
  - Location type
- The Accreditation Liaison Officer or Chief Executive Officer can update the campus name or head count for a listed branch campus, if necessary.
- Adding, closing or relocating a branch campus requires prior HLC approval. See HLC's website for policies and procedures related to [branch campus changes](#).
  - **Note:** HLC does not approve branch campuses or additional locations retroactively; therefore, it is important for institutions and the students they serve that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.
- If other details about the institution's branch campuses need to be updated, contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org).

**HLC Dues Calculation:** The number of active branch campuses and additional locations identified at the time of the Institutional Update submission will be used to calculate the institution's annual HLC membership dues. The institution's dues will not be adjusted if changes occur between the submission of the Institutional Update and the mailing of the dues invoice in July.

### Definition

#### Branch Campus (based on federal definition)

A physical facility that is geographically separate from and independent of the main campus of the institution and within the same ownership structure of the institution. HLC considers a location of an institution to be independent of the main campus if it has all four of the following attributes:

- It is permanent in nature.
- It offers courses in educational programs leading to a degree, certificate or other recognized educational credential.
- It has its own faculty and administrative or supervisory organization.
- It has its own budgetary and hiring authority.

## Frequently Asked Question

**We have some off-campus locations that offer only continuing education credits. Should these be reported to HLC?**

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

## Question

All questions with an asterisk (\*) are required.

I have reviewed the list of branch campuses provided and made any necessary changes in the Location and Campus Update or through HLC's substantive change process.\*

## 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 reported consistently to the U.S. Department of Education and to HLC.

- **Note:** This section should only be completed by users with access to the Location and Campus Update section of Canopy—i.e., the Accreditation Liaison Officer or Chief Executive Officer. The Data Update Coordinator may also complete this section if they also serve as their institution's Location Coordinator.
- Verify the following data points in the Location and Campus Update for each additional location:
  - Location name
  - Status
  - Address (including city, state, postal code and country)
  - Open date
  - Head count (based on actual or anticipated enrollment for current year)
  - Location type
- The Accreditation Liaison Officer or Chief Executive Officer can update the location name, status or head count for a listed additional location, if necessary.
  - **Important:** Be sure that the status of each additional location is correct. The number of active additional locations will be used to calculate the institution's HLC membership dues. Inactive and closed additional locations are not included in this calculation.
- Adding or modifying an additional location may require prior HLC approval. See HLC's website for policies and procedures related to [additional location changes](#).
  - **Note:** HLC does not approve branch campuses or additional locations retroactively; therefore, it is important for institutions and the students they serve that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.
- If other details about the institution's additional locations need to be updated, contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org).

**HLC Dues Calculation:** The number of active branch campuses and additional locations identified at the time of the Institutional Update submission will be used to calculate the institution's annual HLC membership dues. The institution's dues will not be adjusted if changes occur between the submission of the Institutional Update and the mailing of the dues invoice in July.

## Definition

### Additional Location (based on federal definition)

A physical facility that is geographically separate from the main campus of an institution and within the same ownership structure of the institution, where instruction takes place and it is possible for students to do one or more of the following:

- Complete 50% or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.
- Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree).

An additional location may qualify as a branch campus under circumstances that meet the definition of a branch campus.

There is no threshold number of students necessary for a facility to qualify as an additional location.

There is no minimum distance from the campus necessary for a facility to qualify as an additional location.

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 an additional location when 50% or more of a distance delivery program is available through one or more of these modalities at that facility. Note: This requirement does not apply for locations in which there is a general computer lab that students might use for distance delivery courses, except for additional locations that are correctional facilities.

A correctional facility where instruction takes place according to any of the 50% thresholds identified above is an additional location even if such instruction takes place primarily through distance education or correspondence courses at that location.

An additional location may have the status of open or closed.

An additional location that is open may have the status of active or inactive. An additional location has active status when students are enrolled at the location. Its status is inactive when students are not enrolled at the location. The status of an additional location can change between active and inactive without approval from HLC. However, a location may only be classified as inactive with no student enrollment at the location for a maximum of two consecutive years. At that point, HLC requires the institution to close the location.

## Frequently Asked Questions

### How do I add an additional location?

Institutions must receive HLC approval prior to opening a new additional location. See HLC's website for more information about the substantive change process.

### My institution moved an additional location down the street; everything else is the same. Why can't I enter this change in the Location and Campus Update?

Moving an existing operation down the street constitutes creating a new additional location. The current location must be listed as "closed" or "inactive," and approval should be sought for the new location. In order to assure that the institution is in compliance with federal regulations, HLC approval for the new location must be obtained before students start receiving Title IV funding.

## Question

All questions with an asterisk (\*) are required.

I have reviewed the list of additional locations provided and made any necessary changes in the Location and Campus Update or through HLC's substantive change process.\*

# Contractual Arrangements

## Instructions

- All active contractual arrangements that HLC has individually approved or been notified of by the institution are displayed. Please verify that data shown are correct. Verify the following data points:
  - Program name and 2020 CIP code
  - Contractual partner
  - State/country
  - Parent organization or subsidiary
  - Effective start date
  - Effective end date
- Ensure that all contractual arrangements meet the following conditions:
  - 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 or Title IV eligible certificate programs.
  - The contractual partner provides academic content, not just a course delivery platform.
  - The institution issues the degree or certificate for these programs.
- If any information listed is not correct or if the institution has questions about contractual arrangements, contact [changerequest@hlcommission.org](mailto:changerequest@hlcommission.org).
- Adding or modifying a contractual arrangement may require prior HLC approval. See HLC's website for policies and procedures related to [contractual arrangements](#). If the institution is engaging in any arrangement that meets the definition of a contractual arrangement and is not listed, it should complete HLC's [screening form](#).

## Definitions

### Contractual Arrangements

An arrangement in which the institution outsources some portion of its educational programs—that is, degrees or certificates offered for academic credit (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:

- An unaccredited institution.
- An institution that is not accredited by an accreditor recognized by the U.S. Department of Education.
- A corporation or other entity.

### Contracted Entity

The name of the contracted partner, e.g., Wilson Consulting, Inc.: Foreign University, Inc.

### Parent Organization or Subsidiary

Indicates whether the contracted entity is either the parent organization to which the institution belongs or if it is a subsidiary within the same corporate structure as the institution.

## Question

All questions with an asterisk (\*) are required.

I have reviewed the list of contractual arrangements provided below and made any necessary changes using HLC's substantive change process.\*

# Final Verification

## Instructions

- Verify that the information provided is accurate and has been reviewed by the Accreditation Liaison Officer.

## Questions

All questions with an asterisk (\*) are required.

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

# Review and Submit

## Instructions

- Review the information provided in the previous sections of the form. All sections must be marked as "completed" in order to submit the Update.
- If all required questions have been answered, click the checkbox at the bottom of the page to acknowledge the information is accurate.
- Click the "Submit" button. This will submit the report to HLC.

## Frequently Asked Question

### How do I print the Non-financial Form?

Before submitting the form, click the "Print" link on the Review and Submit page. This will open a print-friendly view of the form in a new web browser tab. You can print a hard copy of this page or save it as a PDF.

To print individual sections of the form, click the Print link at the top of each section.

# Financial Form

## Financial Information

Complete for Fiscal Year 2023

### Instructions

- To complete this section, utilize your institution's last complete fiscal year audit.
  - If an institution is part of a related entity or parent corporation and the audit is consolidated for the entire related entity or parent corporation, then the audit should include consolidating schedules which detail the financial position for the separately accredited institution. Use the consolidating schedules to complete this section.
- Only information for the current data collection year can be updated. Data from previous years are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from previous years.

### Frequently Asked Question

#### 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 Chief Financial Officer and Chief Executive Officer.

### Questions

All questions with an asterisk (\*) are required.

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 opinion UNQUALIFIED?*	
Did your most recent audit report include a going concern disclosure in the opinion or footnotes?*	

# Composite Financial Index

Complete for Fiscal Year 2023

## Public Institutions

### Instructions

- Public institutions will be required to submit financial data in two sections:
  - The first section asks for data adjusted to exclude the impact of GASB 68 and GASB 75. (GASB 68 and GASB 75 are Statements on Accounting and Financial Reporting for Pensions issued by the Governmental Accounting Standards Board.)
  - The second section asks for data directly from the institution’s audited financial statements, which will include the impact of GASB 68 and GASB 75.
- To complete these sections, utilize your institution’s last complete fiscal year audit.
  - If an institution is part of a related entity or parent corporation and the audit is consolidated for the entire related entity or parent corporation, then the audit should include consolidating schedules which detail the financial position for the separately accredited institution. Use the consolidating schedules to complete this section.
- Guidelines and illustrations regarding the financial ratios for public institutions are found in “Strategic Financial Analysis for Higher Education, 7th ed.” (Published by Prager, Sealy & Co., LLC; KPMG, LLP; Attain, LLC; (January 1, 2010)).
- Use HLC’s [Composite Financial Index worksheet](#) to calculate this index.
- Note all strength factors are limited to a scale of -4 to 10.
- For all entries, if a corresponding number does not apply, enter zero. Blank entries will not be accepted.
- The Viability Ratio Calculation section asks the institution to report its long-term debt. This information might not be separately reported in the financial statements as it is typically contained in the footnotes.
- The Viability strength factor is set to 10 when there is no long-term debt.
- Only data for the current data collection year can be updated. Data from previous years are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from previous years.

**Please note:** HLC reserves the right to request an audit to validate an institution’s self-reported ratio scores.

## Questions

All questions with an asterisk (\*) are required.

Primary Reserve Ratio Calculation	Excluding Impact of GASB 68 and 75	Including Impact of GASB 68 and 75
Institution unrestricted net assets:*		
Institution expendable restricted net assets:*		
Component Unit (C.U.) unrestricted net assets:*		
C.U. temporarily 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:*		

Net Operating Revenue Ratio Calculation	Excluding Impact of GASB 68 and 75	Including Impact of GASB 68 and 75
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 Calculation	Excluding Impact of GASB 68 and 75	Including Impact of GASB 68 and 75
Net operating revenue ratio:*		
Net operating revenue strength:*		
Net operating revenue weight:*		
Net operating revenue CFI:*		

Return on Net Assets Ratio Calculation	Excluding Impact of GASB 68 and 75	Including Impact of GASB 68 and 75
Change in net assets plus C.U. change in net assets:*		
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:*		

Viability Ratio Calculation	Excluding Impact of GASB 68 and 75	Including Impact of GASB 68 and 75
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	Excluding Impact of GASB 68 and 75	Including Impact of GASB 68 and 75
Total Composite Financial Indicator Score:*		
Comments:		

## Private, Not-for-Profit Institutions

### Instructions

- To complete this section, utilize your institution’s last complete fiscal year audit.
  - If an institution is part of a related entity or parent corporation and the audit is consolidated for the entire related entity or parent corporation, then the audit should include consolidating schedules which detail the financial position for the separately accredited institution. Use the consolidating schedules to complete this section.
- Guidelines and illustrations regarding the financial ratios for private, not-for-profit institutions are found in the [U.S. Code of Federal Regulations](#).
- Use HLC’s [Composite Financial Index worksheet](#) to calculate this index.
- Note all strength factors are limited to a scale of -1 to 3.
- For all entries, if a corresponding number does not apply, enter zero. Blank entries will not be accepted.
- Only data for the current data collection year can be updated. Data from previous years are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from previous years.
- For further details on each line item in this section and a crosswalk from the previous model to the current model, refer to [NACUBO Advisory Guidance 19-04: Financial Responsibility Standards](#).

**Please note:** HLC reserves the right to request an audit to validate an institution’s self-reported ratio scores.

### Definitions

#### Intangible Asset

An asset without physical characteristics. A typical example is “goodwill.”

#### Unsecured Related-Party Receivable

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

## Questions

All questions with an asterisk (\*) are required.

Primary Reserve Ratio Calculation	
Net assets without donor restrictions:*	
Net assets with donor restrictions less net assets restricted in perpetuity:*	
Annuities, term endowments and life income funds with donor restrictions:*	
Intangible assets:*	
Net property, plant and equipment (PP&E):*	
Post-employment and defined benefit pension liabilities:*	
All debt obtained for long-term purposes (not to exceed total PP&E):*	
Unsecured related-party receivables:*	
Expendable net assets sub-total:*	
Total expenses and losses without donor restrictions less any losses without donor restrictions on investments, post-employment and defined benefit plans and annuities:*	
Primary reserve ratio:*	
Primary reserve strength:*	
Primary reserve weight:*	
Primary reserve CFI:*	

Equity Ratio Calculation	
Net assets with and without donor restrictions:*	
Intangible assets (from Primary Reserve Ratio):*	
Unsecured related-party receivables (from Primary Reserve Ratio):*	
Modified net assets subtotal:*	
Total assets:*	
Intangible assets (from Primary Reserve Ratio):*	
Unsecured related-party receivables (from Primary Reserve Ratio):*	
Modified assets sub-total:*	

Equity Ratio Calculation	
Equity ratio:*	
Equity strength:*	
Equity weight:*	
Equity CFI:*	

Net Income Ratio Calculation	
Change in net assets without donor restrictions:*	
Total revenues (incl. net assets released from restriction) + total gains:*	
Net income ratio:*	
Net income strength:*	
Net income weight:*	
Net income CFI:*	

Total Composite Financial Indicator Score	
Total Composite Financial Indicator Score:*	
Comments:	

## Private, For-Profit Institutions

### Instructions

- To complete this section, utilize your institution's last complete fiscal year audit.
  - If an institution is part of a related entity or parent corporation and the audit is consolidated for the entire related entity or parent corporation, then the audit should include consolidating schedules which detail the financial position for the separately accredited institution. Use the consolidating schedules to complete this section.
- Guidelines and illustrations regarding the financial ratios for private, for-profit institutions are found in the [U.S. Code of Federal Regulations](#).
- Use HLC's [Composite Financial Index worksheet](#) to calculate this index.
- Note all strength factors are limited to a scale of -1 to 3.
- For all entries, if a corresponding number does not apply, enter zero. Blank entries will not be accepted.

- 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.
- Only data for the current data collection year can be updated. Data from previous years are shown for informational purposes only. Contact [inst-update@hlcommission.org](mailto:inst-update@hlcommission.org) to raise a concern about data from previous years.

**Please note:** HLC reserves the right to request an audit to validate an institution’s self-reported ratio scores.

## Definitions

### Intangible asset

An asset without physical characteristics. A typical example is “goodwill.”

### Net Property, Plant and Equipment

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.

### Unsecured Related-Party Receivable

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

## Questions

All questions with an asterisk (\*) are required.

Primary Reserve Ratio Calculation	
Total owner’s equity:*	
Intangible assets:*	
Unsecured related-party receivables:*	
Net property, plant and equipment (PP&E):*	
All debt obtained for long-term purposes (not to exceed total PP&E):*	
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:	

# Final Verification

## Instructions

- Verify that the information provided is accurate and has been reviewed by the Accreditation Liaison Officer and Chief Financial Officer.

## Questions

All questions with an asterisk (\*) are required.

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

I verify that the reported information is accurate and has been verified by the Chief Financial Officer.\*

# Review and Submit

## Instructions

- Review the information provided in the previous sections of the form. All sections must be marked as “completed” in order to submit the form.
- If all required questions have been answered, click the checkbox at the bottom of the page to acknowledge the information is accurate.
- Click the “Submit” button. This will submit the report to HLC.

## Frequently Asked Question

### How do I print the Financial Form?

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To print individual sections of the form, click the Print link at the top of each section.