

Institutional Data Form

Purpose

The purpose of the Institutional Data Form is to give peer reviewers a snapshot of the institution’s overall scope and nature of operations at various points in the process of seeking membership with HLC. Although the institution may have previously provided some of this information to HLC at earlier points in the process, peer reviewers have indicated that having updated information is helpful to them in gaining an overview of the institution.

Once an institution is a member of HLC (either as a candidate institution or an accredited institution), the institution will provide similar information through the annual Institutional Update.

The information on this form may be supplemented with additional information such as copies of IPEDS reports or internal or annual reports that contain much of the data.

Institutions should familiarize themselves with [HLC’s Glossary](https://www.hlcommission.org/General/glossary.html). Many terms in this document are defined in the Glossary.

Instructions

**Eligibility Filing:** Submit this form and the Compliance With Eligibility Requirements Form at [hlcommission.org/upload](https://www.hlcommission.org/upload). Select “Eligibility” from the list of submission options to ensure that the materials are sent to the correct staff member.

**Comprehensive Evaluation or Preliminary Peer Review:** Upload the completed form to the Forms tab in the Assurance System prior to the institution’s lock date for the applicable review.

## 1. Institution Information

Institution name:

Street address:

City:

State:

ZIP code:

Main phone number:

     Website:

Institution incorporated:

[ ]  Yes

[ ]  No

Incorporation state:

Enabling or authorizing legislation for the institution (if applicable):

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.)?

## 2. Contact Information

For each position, include the name, title, address, phone number, and email address.

 **Accreditation Liaison Officer**

Prefix (Dr., Mr., Ms., etc.):

Full name:

Title:

Address (street, city, state, ZIP code):

Phone number (include extension):

Email address:

**Chief Academic Officer**

Prefix (Dr., Mr., Ms., etc.):

Full name:

Title:

Address (street, city, state, ZIP code):

Phone number (include extension):

Email address:

**Chief Executive Officer**

Prefix (Dr., Mr., Ms., etc.):

Full name:

Title:

Address (street, city, state, ZIP code):

Phone number (include extension):

Email address:

**Chief Financial Officer**

Prefix (Dr., Mr., Ms., etc.):

Full name:

Title:

Address (street, city, state, ZIP code):

Phone number (include extension):

Email address:

## 3. Accrediting Agencies

If the institution has been placed on sanction or probation or has been subject to an adverse action (including denial or withdrawal of accreditation) by another accrediting agency that is recognized by the U.S. Department of Education or Council of Higher Education Accreditation (CHEA) in the last five years, provide details about the action here. Include the name of each accrediting agency, the institution’s status with the agency and, if applicable, the effective date of that status. If the institution is no longer accredited by the agency, include the effective end date of its relationship with the agency. Attach a copy of the most recent action letter from each accrediting agency to this form.

## 4. Academic Calendar

Indicate the institution’s academic calendar.

[ ]  Semester

[ ]  Trimester

[ ]  Quarter

[ ]  Four-One-Four (4-1-4) Plan

[ ]  Modular

[ ]  Continuous

[ ]  Other:

## 5. Branch Campuses and Additional Locations

List all active branch campuses and additional locations of the institution (see HLC’s [Glossary](https://www.hlcommission.org/General/glossary.html) for definitions of branch campus and additional location). For each, provide the full address, including the street address, and the open date.

## 6. Programs Offered

A. Indicate the number of degree, certificate and diploma programs offered overall.

Associate’s degree programs:

Bachelor’s degree programs:

Master’s degree programs:

Specialist degree programs:

Doctoral degree programs:

Certificate and diploma programs:

B. List each degree, certificate and diploma program offered. For each, include the [Classification of Instructional Programs (CIP) code](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56), name of the program in the institution’s course catalog, initiation date, and the total number of credit hours required for the program.

C. Indicate the number of degrees, certificates and diplomas awarded for the past two academic years.

**Degrees**

| **Degree Type** | **Academic Year 1:**  | **Academic Year 2:**  |
| --- | --- | --- |
| Associate’s Degrees Awarded: |       |       |
| Bachelor’s Degrees Awarded: |       |       |
| Master’s Degrees Awarded: |       |       |
| Specialist’s Degrees Awarded: |       |       |
| Doctoral Degrees Awarded: |       |       |

**Certificates and Diplomas**

| **Certificate/Diploma Type** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Total Certificates/Diplomas Awarded: |       |       |
| Graduate Certificates/Diplomas Awarded: |       |       |
| Undergraduate Certificates/Diplomas Awarded: |       |       |

Of the undergraduate certificates and diplomas listed above, how many were NOT part of an existing degree program?

Academic Year 1 (     ):

Academic Year 2 (     ):

List the number of degrees, certificate and diplomas awarded by program for the past two academic years.

## 7. Distance Education

Does the institution offer any courses through distance education?

[ ]  Yes

[ ]  No

If yes, please indicate whether the institution’s distance education offerings reach any of the following thresholds:

[ ]  50% or more of students are enrolled in at least one distance education course.

[ ]  50% or more of the institution’s courses are offered through distance education.

[ ]  At least 50% of one or more educational credentials (degree or certificate) are offered through distance education.

[ ]  The institution’s distance education offerings do not reach any of the thresholds above.

If applicable, list all programs (degree or certificate) in which students may take 50% or more of the content through distance education.

## 8. Correspondence Education

Does the institution offer any courses through correspondence education?

[ ]  Yes

[ ]  No

If applicable, list all programs (degree, diploma and certificate) in which students may take 50% or more of the content through correspondence education.

## 9. Contractual Arrangements

List all contractual arrangements and partners involved in delivering academic programs, identifying each program involved and the percent of curriculum provided by the contractual partner.

## 10. Competency-Based Education Programs

List all competency-based education (CBE) programs. Identify the type of CBE approach each program uses (credit-based, direct assessment, or hybrid).

## 11. Head Counts

A. **Student Head Counts by Level.** Provide student head counts by program for the following student levels for the past two IPEDS fall reporting dates. Do not include undergraduate non-degree/non-certificate seeking students, which include dual credit students. Dual credit students will be addressed in part D below.

Full-Time Undergraduate

Part-Time Undergraduate

Full-Time Graduate

Part-Time Graduate

B. **Student Head Counts by Category.** Provide student head counts by program for the following categories for the past two IPEDS fall reporting dates. Include both full-time and part-time students.

Certificate-Seeking Undergraduate

Degree-Seeking Undergraduate

Post-Baccalaureate Certificate-Seeking

Post-Baccalaureate Degree-Seeking

Non-degree-seeking

C. **Institutional Head Count**

Indicate the head counts of faculty, administration and staff members for the last two academic years.

| **Category** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Full-time Faculty: |       |       |
| Part-time Faculty: |       |       |
| Full-time Administration: |       |       |
| Part-time Administration: |       |       |
| Full-time Staff: |       |       |
| Part-time Staff: |       |       |

Provide the institution’s student-to-faculty ratio (i.e., student-to-instructional-staff) for undergraduate programs for the past two academic years. Use HLC’s [faculty-to-student ratio worksheet](https://download.hlcommission.org/StudentFacultyRatioWorksheet_FRM.xlsx) to calculate these values, using the worksheet tab that applies to the institution’s academic offerings. Institutions offering only graduate programs may skip this question. (The institution is not required to submit the completed worksheet. Simply report the calculated ratios here.)

Academic Year 1 (     ):

Academic Year 2 (     ):

Report the number of faculty by program (full-time and part-time together).

D. **Dual Credit.**

Provide the total dual credit student head counts for the past two IPEDS fall reporting dates.

Provide the total number of dual credits awarded in the past two academic years.

## 12. Student Recruitment and Admissions

A. Provide the number of applications, acceptances and matriculations for the past two academic years for each of the following categories of entering students:

**Freshman**

| **Category** | **Academic Year 1:**  | **Academic Year 2:**  |
| --- | --- | --- |
| Applications |       |       |
| Acceptances |       |       |
| Matriculations |       |       |

**Undergraduate Transfer**

| **Category** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Applications |       |       |
| Acceptances |       |       |
| Matriculations |       |       |

**Graduate/Professional**

| **Category** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Applications |       |       |
| Acceptances |       |       |
| Matriculations |       |       |

B. If the institution requires standardized test scores as a condition of admission, what instrument(s) are required and what is the mean score of students accepted for each?

## 13. Financial Assistance for Students

A. During the past two academic years, how many undergraduate students and graduate/professional students applied for and received financial assistance of any type? What percentage of the total enrollment at each level applied for and received financial assistance?

| **Undergraduate Students** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Number applying for assistance: |       |       |
| Percentage of total undergraduate enrollment applying for assistance: |       |       |
| Number receiving assistance: |       |       |
| Percentage of total undergraduate enrollment receiving assistance: |       |       |

| **Graduate/Professional Students** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Number applying for assistance: |       |       |
| Percentage of total graduate/professional enrollment applying for assistance: |       |       |
| Number receiving assistance: |       |       |
| Percentage of total graduate/professional enrollment receiving assistance: |       |       |

B. What percentages of total enrollment received assistance in each of the categories listed below?

**Percent of total enrollment receiving:**

| **Type of Assistance** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Loans: |       |       |
| Work-study: |       |       |
| Academic-based merit-based scholarships: |       |       |
| Other scholarships/grants: |       |       |

C. What percentage of first-time, full-time students received Pell Grants during the past two academic years?

Academic Year 1 (     ):

Academic Year 2 (     ):

D. Using the formula cited below, what was the *tuition discount rate* (TDR) for undergraduate and graduate student populations during the past two academic years?If this rate cannot be separated for these two categories, note that and simply report aggregate figures.

 **Formula** TDR = I/(I+P) x 100

 **Variables** TDR: Percent of total institutional financial aid dollars as a proportion of income that would result
 from all students paying full tuition

 I: Institutional financial aid dollars awarded for tuition

 P: Payments of tuition expected of students and their external aid

|  |  |  |
| --- | --- | --- |
|  | **Academic Year 1:** | **Academic Year 2:** |
| TDR for undergraduate students |       |       |
| TDR for graduate students |       |       |
| Aggregate TDR (if needed) |       |       |

E. Does the institution have a formal student refund policy?

[ ]  Yes

[ ]  No

F. During the past two academic years, has the institution reported any degree program, certificate or other academic program to the U.S. Department of Education in clock hours for Title IV purposes?

[ ]  Yes

[ ]  No

If yes, how many academic programs were reported in clock hours?

## 14. Student Retention and Program Productivity

A. Indicate the institution’s retention rates for the student demographic segments as noted below. Provide information for the last two academic years.

| **Full-time Undergraduate Students** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Number entering (NE): |       |       |
| Number returning (NR): |       |       |
| NR/NE as a percentage: |       |       |

| **Part-time Undergraduate Students** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Number entering (NE): |       |       |
| Number returning (NR): |       |       |
| NR/NE as a percentage: |       |       |

| **Full-time Graduate Students** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Number entering (NE): |       |       |
| Number returning (NR): |       |       |
| NR/NE as a percentage: |       |       |

| **Part-time Graduate Students** | **Academic Year 1:** | **Academic Year 2:** |
| --- | --- | --- |
| Number entering (NE): |       |       |
| Number returning (NR): |       |       |
| NR/NE as a percentage: |       |       |

B. If applicable, report the number of graduates in the previous academic year by program in keeping with standard [Classification of Instructional Programs (CIP) codes](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55).

C. If applicable, list the separate pass rates of undergraduate and graduate/professional students sitting for licensure examinations in the previous academic year as appropriate. List the pass rates by discipline and by name of test.

## 15. Student Achievement Data

HLC member institutions are required to disclose student achievement data on their websites. For the purposes of this requirement:

* 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. It should enable a reasonable member of the public to make an initial judgment about the institution’s success.

Does the institution provide information about student achievement on its website?

[ ]  Yes

Provide a link to the webpage where the institution discloses student achievement information (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):

[ ]  No

Describe the institution’s plans to publish student achievement information:

## 16. Availability of Instructional Resources and Information Technology

Provide an explanation of the technology resources dedicated to supporting student learning (library sites, residence hall hookups, internet cafes, etc.) and explain how the level of their usage is monitored.

## 17. Financial Data

Complete two copies of the [Financial Data Worksheet](https://download.hlcommission.org/FinancialDataWorksheets_FRM.xlsx) using data from the institution’s audits for the past two completed fiscal years. Attach both copies of the worksheet as PDF files.

## 18. Audit Data

Please provide the following information for the past three completed fiscal years.

| **Audit Information** | **Fiscal Year 1:**  | **Fiscal Year 2:**  | **Fiscal Year 3:**  |
| --- | --- | --- | --- |
| 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? | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |
| Was your most recent financial audit opinion UNQUALIFIED? | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |
| Did your most recent audit report include a going concern disclosure in the opinion or footnotes? | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No |