Institutional Update 2015-2016

Kenyon College(1564)

Institutional Update 2015-2016

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.
- Do not enter ampersands or HTML characters.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Institution Information
Name	Kenyon College
Mailing Address 1	106 College-Park Street
Mailing Address 2	Ransom Hall
City	Gambier
State	Ohio
Country	United States
Postal Code	43022-9623
Main Phone Number	(740) 427-5000
Extension	
Fax	(740) 427-7041
Website	http://www.kenyon.edu

Is the institution incorporated?

(Select one)

  X   Yes   ___   No

State of Incorporation (select "N/A" if instituion is not incorporated):

(Select one)

____	Alabama
____	Alaska
____	Arizona
____	Arkansas
____	California
____	Colorado
____	Connecticut
____	Delaware
____	Florida
____	Georgia
____	Hawaii
____	Idaho
____	Illinois
____	Indiana
____	Iowa
____	Kansas
____	Kentucky
____	Louisiana
____	Maine
____	Maryland
____	Massachusetts
____	Michigan

____ Minnesota

____ Mississippi

____ Missouri

____ Montana

____ Nebraska

____ Nevada

____ New Hampshire

____ New Jersey

____ New Mexico

____ New York

____ North Carolina

____ North Dakota

_X_ Ohio

____ Oklahoma

____ Oregon

____ Pennsylvania

____ Rhode Island

____ South Carolina

____ South Dakota

____ Tennessee

____ Texas

____ Utah

____ Vermont

____ Virginia

____ Washington

____ West Virginia

____ Wisconsin

____

___   Wyoming

Ownership of the Institution

- The **Ownership** of the institution is the the full name of an entity that owns or controls the insitution. Such entities include a corporate parent, denomination, or other organization.

N/A

Contact Information

Instructions

- Include designations such as 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).
- Check the Not Applicable box if any field is left blank.

Chief Executive Officer

- The principal administrative official responsible for the direction of all affairs and operations of the institution.
- The component of an institution that conducts post-secondary education but 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

- Is appointed by your CEO.
- Serves as the primary contact between your institution and HLC.
- Communicates changes at the institution to HLC and responds to communication from HLC.
- Provides oversight for the institution's currency, accuracy, and timeliness of institutional information submitted to HLC, including the Institutional Update.

Data Update Coordinator

- Is appointed by your CEO.
- Is responsible for the accuracy and completion of the Institutional Update.
- Serves as the contact between your institution and HLC regarding the Institutional Update and is responsible for the timely submission of the Institutional Update.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Have you made changes to the Chief Executive Officer contact information below?

(Select one)

    _X_   No Change

    ___   Update Contact (new information for this person)

    ___   New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Chief Executive Officer
Prefix	Dr.
First	Sean
Middle	M
Last	Decatur
Suffix	
Title	President
Institution Name	Kenyon College
Address 1	106 College Park Street
Address 2	Ransom Hall
City	Gambier
State	Ohio
Postal Code	43022
Country	United States
Phone	(740) 427-5111
Extension	
Fax	(740) 427-2335
Email Address	decatur@kenyon.edu

Have you made changes to the Chief Academic Officer contact information below?

(Select one)

    __X__   No Change

    ____   Update Contact (new information for this person)

    ____   New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Chief Academic Officer (CAO)
Prefix	Dr.
First	Joseph
Middle	L.
Last	Klesner
Suffix	
Title	Provost
Institution Name	Kenyon College
Address 1	100 College Drive
Address 2	Bailey House
City	Gambier
State	Ohio
Postal Code	43022
Country	United States
Phone	(740) 427-5114
Extension	

Fax	
Email Address	klesner@kenyon.edu

Have you made changes to the Chief Financial Officer contact information below?

(Select one)

    <u> X </u>   No Change

    <u>   </u>   Update Contact (new information for this person)

    <u>   </u>   New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Chief Financial Officer
Prefix	Mr.
First	Todd
Middle	
Last	Burson
Suffix	
Title	Vice President for Finance
Institution Name	Kenyon College
Address 1	209 Chase Ave
Address 2	Eaton Center
City	Gambier
State	Ohio
Postal Code	43022
Country	United States

Phone	(740) 427-5181
Extension	
Fax	(740) 427-5651
Email Address	bursont@kenyon.edu

Have you made changes to the Accreditation Liaison Officer contact information below?

(Select one)

____ No Change

 X Update Contact (new information for this person)

____ New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Accreditation Liaison Officer (ALO)
Prefix	Ms.
First	Erika
Middle	M
Last	Farfan
Suffix	
Title	Director of Institutional Research
Institution Name	Kenyon College
Address 1	10 3 College Drive
Address 2	Chalmers Library
City	Gambier
State	Ohio

Postal Code	43022
Country	United States
Phone	(740) 427-5571
Extension	
Fax	(740) 427-5878
Email Address	farfane@kenyon.edu

Have you made changes to the Data Update Coordinator contact information below?

(Select one)

    ____   No Change

    X   Update Contact (new information for this person)

    ____   New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Data Update Coordinator
Prefix	Ms.
First	Erika
Middle	M
Last	Farfan
Suffix	
Title	Director of Institutional Research
Institution Name	Kenyon College
Address 1	10 3 College Drive
Address 2	Chalmers Library

City	Gambier
State	Ohio
Postal Code	43022
Country	United States
Phone	(740) 427-5571
Extension	
Fax	(740) 427-5878
Email Address	farfane@kenyon.edu

Financial Information

Instructions

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

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Financial Information

	FY 2015	FY 2014	FY 2013
Ending month of fiscal year:	June	June	June
Last completed audit year:	2015	2014	2013
Did you receive your last completed audit within 6 months of the close of your fiscal year?	Yes	Yes	Yes
Was you most recent financial audit UNQUALIFIED?	Yes	Yes	Yes
Did your most recent audit report include a going concern for disclosure?	No	No	No

Private NFP Composite Financial Index

Instructions

- **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.

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; 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.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Primary Reserve Ratio Calculation

	FY 2015	FY 2014	FY 2013
Unrestricted net assets	269770407.00	265924326.00	250799315.00
Temporarily restricted net assets	46254164.00	47286881.00	38519436.00
Annuities, term endowments & life Income funds temporarily restricted	2626289.00	2271872.00	2283134.00
Intangible assets	0.00	0.00	0.00
Net property and equipment	244555600.00	246638853.00	245789608.00
All debt obtained for long-term purposes	192158893.00	190119073.00	186788944.00
Post-employment & retirement liabilities	6117534.00	5837558.00	5394291.00
Unsecured related-party receivables	8571395.00	7932679.00	3731161.00
Expendable net assets sub-total	258547714.00	252324434.00	229698083.00
Total unrestricted expenses	112575152.00	109631123.00	101080189.00
Primary reserve ratio	2.30	2.30	2.27
Primary reserve strength	3.00	3.00	3.00
Primary reserve weight	0.40	0.40	0.40
Primary reserve CFI	1.20	1.20	1.20

Equity Ratio Calculation

	FY 2015	FY 2014	FY 2013
Net assets (unrest + temp + permanent)	478241276.00	469001565.00	439997102.00
Intangible assets (from Primary Reserve Ratio)	0.00	0.00	0.00
Unsecured related-party receivables (from Primary Reserve Ratio)	8571395.00	7932679.00	3731161.00
Modified net assets sub-total	469669881.00	461068886.00	436265941.00
Total assets	700637282.00	689516330.00	658112330.00
Unsecured related-party receivables (from Primary Reserve Ratio)	8571395.00	7932679.00	3731161.00
Intangible assets (from Primary Reserve Ratio)	0.00	0.00	0.00

Modified assets sub-total	692065887.00	681583651.00	654381169.00
Equity ratio	0.68	0.68	0.67
Equity strength	3.00	3.00	3.00
Equity weight	0.40	0.40	0.40
Equity CFI	1.20	1.20	1.20

Net Income Ratio Calculation

	FY 2015	FY 2014	FY 2013
Change in unrestricted net assets	3846081.00	15125011.00	3408836.00
Total unrestricted revenue	116421233.00	124756134.00	104489025.00
Net income ratio	0.03	0.12	0.03
Net income strength	2.65	3.00	2.63
Net income weight	0.20	0.20	0.20
Net income CFI	0.53	0.60	0.53

	FY 2015	FY 2014	FY 2013
Total Composite Financial Indicator Score	2.93	3.00	2.90
Comment			

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.
- Please 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 institutional change can be found on HLC's **website.**
    - Identify the institution's **FY2013 Three-Year Draft Cohort Default Rate for Student Loans**, which was released by the U.S. Department of Education to institutions in late March 2016.
    - 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 2015-2016 IPEDS Financial Aid Survey which covered 2014-2015.

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

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Do not check the "Not Applicable" box if the data fields are blank.

Accreditor	Status	Effective Start Date	Effective End Date

This question allows additional rows.

Enter any new relationships.

Accreditor	Status	Effective Start Date	Effective End Date

This question allows additional rows.

Does the institution have a formal student refund policy?

(Select one)

   X   Yes   No

Academic Term

(Select all that apply)

        Continuous

        Four-one-four

___	Modular
___	Quarter
X	Semester
___	Trimester

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?

(Select one)

___	Yes		X	No

If Yes, how many academic programs are reported in clock hours? (select "N/A" if previous question was answered "No")

Not Applicable

Identify the institution's FY 2013 Three-Year Draft Cohort Default Rate for student loans.

1.50

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

10.00

Enter the average amount of Pell grant aid received by these students·

      3783.00

In 2014-2015, 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?

(Select one)

   X   Yes   ____   No

Student Head Count by Level

Instructions

- Report your numbers as of your institution's **IPEDS Fall 2015** 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 displayed 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.
- Courses creditable toward an Associate's or Bachelor's degree or toward a certificate below 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 displayed in Part A - Fall Enrollment for Part-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.
- Courses creditable toward an Associate's or Bachelor's degree or toward a certificate below 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 displayed 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 displayed in Part A - Fall Enrollment for Part-time 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.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Undergraduate Head Count	1698	1648
Part-time Undergraduate Head Count	0	3
Full-time Graduate Head Count	0	0
Part-time Graduate Head Count	0	0

Student Head Count by Category

Instructions

- Report your numbers based on **IPEDS Fall 2015 reporting date.**
- Head count may be duplicated.
- Include both full and part time students.

Certificate-Seeking Undergraduate are students enrolled in a credit-bearing certifiate program at the undergraduate level.

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

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

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

Non-Degree Seeking Students are students enrolled for credit who are not recognized by the institution as seeking a degree or formal award.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Certificate Seeking Undergraduate	0	0
Degree Seeking Undergraduate	1698	1648
Post-Baccalaureate Certificate-Seeking	0	0
Post-Baccalaureate Degree-Seeking	0	0
Non-Degree Seeking	12	

Institutional Head Count

Instructions

- Report your numbers as of your institution's **IPEDS Fall 2015reporting 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** **worksheets**. Download **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.

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.
- Full-time faculty on sabbatical should be considered as full-time faculty.
- Adjunct faculty should be counted as part-time faculty.
- Graduate assistants should be counted as part-time faculty.

Full-time/Part-time Administration
Administration includes the following IPEDS categories:

- Management Occupations
- Business and Financial Operation Occupations
- Librarians and Library Technicians
- Archivists, Curators, Museum Technicians
- Computer, Engineering and Science Occupations
- Community, Social Service, Legal, Arts, Design, Entertainment
- Sports and Media Occupations
- Healthcare Practitioners and Technical Occupations
- 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, Construction and Maintenance Occupations
- Production, Transportation and Material Moving Occupations

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Faculty	189	177
Part-time Faculty	6	7
Full-time Administration	212	172
Part-time Administration	12	12
Full-time Staff	173	152
Part-time Staff	19	27
Student-to-Faculty Ratio	8.69	9.20

Dual Credit

Instructions

- Report dual credit head count from **IPEDS Fall 2015 reporting date.**
- Head count is unduplicated.
- Enter zero for head count if there is no dual credit enrollment.
- Use the best estimate for the dual credits awarded for the academic year 2015-2016.

Data submitted in the previous year are shown.

Dual Credit
Dual Credit, also called concurrent enrollment, refers to courses taught to high school students for which the students receive both high school and college credit.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Total Dual Credit Student Head Count:	1015	0
How many dual credits awarded in the academic year 2015-2016?	1743	0

Certificates & Degrees Awarded

Instructions

- Report the numbers from July 1, 2014 through June 30, 2015.
- Enter zero for any category for which no certificates or degrees were awarded.

Data submitted in the previous year are shown.

Certificate Program

- 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.
- Report both graduate level and undergraduate level certificates.

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.

Associate's Degrees

- Programs require the completion of at least two years of full-time equivalent college-level work (60 semeseter credits or 90 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Bachelor's Degrees

- Programs require 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.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level.

- Programs meet institutional requirements for completion of the degree and culminate in awarding of the degree.

Specialist Degrees

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

Doctoral Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Degrees

	Current Year	Previous Year
Associate's Degrees Awarded	0	0
Bachelor's Degrees Awarded	431	468
Master's Degrees Awarded	0	0
Specialist Degrees Awarded	0	0
Doctor's Degrees Awarded	0	0

Certificates

	Current Year	Previous Year
Total Certificates Awarded	0	0
Graduate Certificates Awarded	0	0
Undergraduate Certificates Awarded	0	0
Of the undergraduate certificates listed above, how many are NOT part of an existing degree program?	0	0

Certificate & Degree Programs Offered

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 (example: 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 the Commission's policies and procedures related to institutional change can be found on the Commission's **website**.

Data submitted in the previous year are show.

Certificate Program

- 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.
- Report both graduate level and undergraduate level certificates.

Associate's Degrees

- Programs require 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.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Bachelor's Degrees

- Programs require 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.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level.

- Programs meet institutional requirements for completion of the degree and culminate in awarding of the degree.

Specialist Degrees

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

Doctoral Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Total Number Credit-Bearing Certificates Offered	0	0
Associate's Degree Programs Offered	0	0
Bachelor's Degree Programs Offered	30	30
Master's Degree Programs Offered	0	0
Specialist Degree Programs Offered	0	0
Doctor's Degree Programs Offered	0	0

Distance Education & Correspondence Education

Instructions

- Review your institution's distance and/or correspondence education stipulation and confirm that you have reviewed that information.
- If the distance and/or correspondence education stipulation is not correct, contact HLC's institutional change team.
- **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 year.

Distance-delivered Courses
Distance delivered courses are those in which all or the vast majority (typically 75% 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 certificates or degree programs in which 50% 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).

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Distance Education and Correspondence Education Stipulation

The institution has not been approved for distance education. The institution has not been approved for correspondence education.

I have reviewed the distance and/or correspondence education stipulation. (if incorrect, contact HLC's institutional change team).

<u> X </u> Yes   <u>   </u> No

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 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 the 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 the HLC's policies and procedures related to institutional 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.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view branch campus reported to HLC.

_____

There are no branch campuses.

I have reviewed the list of branch campuses provided and made any necessary changes using the Location & Campus Update System or HLC's institutional change process.

   X   Yes   ___ No

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 the HLC. HLC does not approve branch campuses or additional locations retroactively; therefore, it is important that institutions 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 may have five students or 500 students; it might be five miles or 500 miles from the main or other campus.
  - An additional location typically does not have a full range of administrative and student services staffed by the facilities 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 the 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**.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view additional locations reported to HLC.

_____

There are no additional locations.

I have reviewed the list of additional locations provided and made any necessary changes using the Location & Campus Update System or HLC's institutional change process.

X   Yes   ____   No

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 institution change can be found on HLC's **website**.

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.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view contractual arrangements reported to HLC.

_____

There are no contractual arrangements.

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

   X   Yes   ____ No

Consortial Arrangements

Instructions

All arrangements previously reported are displayed. Please verify that data shown are correct. (Please note: HLC requires no reporting of a consortial arrangement if 24% 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 **Consortial Arrangements** meet this definition:

- The participating organization(s) are accredited by an agency that is recognized by the U.S. Department of Education.
- The participating organization(s) provide 50% or more of the academic content of one or more degree programs or Title IV eligible certificate programs.
- 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**.

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.

If you have additional questions, please review the **Help page** (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view consortial arrangements reported to HLC.

_____

There are no consortial arrangements.

I have reviewed the list of consortial arrangements provided and made any necessary changes using HLC's institutional change process.

   <u> X </u>   Yes   <u>___</u>   No