The Higher Learning Commission

Kenyon College :   Annual Institutional Data Update (AIDU) System

Review Report

Print report using the PRINT function in your browser.

WARNING: This report may be very large and require many pages.

To return to your report, click here. Or use your browser's back button.

2008 Annual Institutional Data Update

Institution

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

Name	Kenyon College
Address	106 College-Park Street, Ransom Hall
City	Gambier
State	OH
Postal Code	43022-9623
Phone	740-427-5000
Fax	740-427-2335
Website	http://www.kenyon.edu
Associations	American Council on Education Association of American Colleges and Universities Association of Governing Boards Council of Independent Colleges National Association of Independent Colleges and Universities State Association of Independent Colleges and Universities

Definitions

NoneNone

Contact Information

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- 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

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

	Contact Type	Name	Title	Address	City	State	Postal Code	Phone	Fax	Email
⊘	Chief Executive Officer	Dr. S. Georgia Nugent	President	Ransom Hall 24	Gambier	OH	430229623	740-427-5111	740-427-2335	nugent@kenyon.edu
	Chief Academic Officer	Nayef Samhat	Provost	106 College-Park Street, Ransom Hall	Gambier	OH	43022-9623	740-427-5114	740-427-5870	samhatn@kenyon.edu
	Chief Financial Officer	Mr. Joseph G. Nelson	Vice President for Finance	209 Chase Avenue	Gambier	OH	430229623	740-427-5172	740-427-5651	nelson@kenyon.edu
	Data Update Coordinator	Ronald K. Griggs	Director of IS and Institutional Research	103 College Drive, Olin/ Chalmers Libraries	Gambier	OH	430229623	740-427-5632	740-427-5824	griggs@kenyon.edu

Definitions

Data Update Coordinator

- Was/is appointed by your CEO
- Is responsible for the accuracy and completion of this Data Update
- Serves as the contact between your institution and the Commission regarding this Data Update
- Is responsible for the timely submission of this Data Update

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Federal Compliance

Instructions

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Verification of Student Identity

- As part of the Commission's response to the Higher Education Opportunity Act, institutions offering distance education or correspondence education, as specified in the federal definitions reproduced below solely for reference, shall have processes through which the institution establishes that the student who registers in the distance education or correspondence education courses or programs is the same student who participates in and completes and receives the academic credit.

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

Student Identity

Based on the Federal definitions, do you offer any distance education or correspondence courses?	No
Student Identity Process Exists?	
Current Methods Employed	
Process Implementation Timeframe	
Methods Under Consideration	
Other Methods	

Academic Calendar

Academic Calendar	Semester

Sanction Agencies

Has any accrediting agency (specialized, professional, or institutional) applied sanctions or withdrawn accreditation within the last year?	No
Sanction Agencies	

Refund Policy

Does the institution have a formal student refund policy?	Yes

Definitions - Federal Definitions apply to Student Identity Verification only

Federal Definition for Distance education

- Means education that uses one or more of the following technologies to deliver instruction to students who are separated from the

instructor and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously:

- ○ The Internet
- ○ One way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
- ○ Audioconferencing
- ○ Videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the technologies listed above

Federal Definition for Correspondence Courses

- A "home study" course provided by an institution under which the institution provides instructional materials, including examinations on the materials, to students who are not physically attending classes at the institution. When students complete a portion of the instructional materials, the students take the examinations that relate to that portion of the materials, and return the examinations to the institution for grading
- A home study course that provides instruction in whole or in part through the use of video cassettes or video discs in an award year is a correspondence course unless the institution also delivers the instruction on the cassette or disc to students physically attending classes at the institution during the same award year

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Student Headcount by Level

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of your institutionâ€™s **IPEDS for 2008-2009 Reporting Date**
- Headcount is unduplicated
- Enter zero if there is no enrollment
- **NOTE ON FIRST PROFESSIONAL DEGREES**:
    - IPEDS has eliminated the First Professional Degree designation with the 2008-2009 data collection year, but the first collection year is optional
    - If you did NOT report First Professional student enrollment to IPEDS for 2008-2009, report all formerly First Professional students in the Graduate category

indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

Type	Previous	New
Full-Time Undergraduate	1653	1636
Part-Time Undergraduate	10	8
Full-Time Graduate	0	0
Part-Time Graduate	0	0
Full-Time Post-Baccalaureate First Professional	0	0
Part-Time Post-Baccalaureate First Professional	0	0
Non-Credit Students (all levels)	0	0

Definitions

Undergraduates are those students enrolled in:

- 4 or 5 year Bachelor's 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

Graduates are those students enrolled in:

- Any graduate programs
- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate
- Thesis or dissertation credits

First Professional are those students enrolled in any of the following programs or in courses creditable toward those programs:

- Chiropractic: D.C. or D.C.M.
- Dentistry: D.D.S. or D.M.D.
- Medicine: M.D.
- Optometry: O.D.
- Osteopathic Medicine: D.O.
- Pharmacy: Pharm.D.
- Podiatry: D.P.M. or D.P. or Pod. D.
- Veterinary Medicine: D.V.M.
- Law: L.L.B. or J.D.
- Theology: M. Div. or M.H.L. or B.D. or Ordination

Non-credit students are those students enrolled:

- Exclusively in non-credit courses
- Exclusively as an auditor of credit courses
- Exclusively for CEU's

Undergraduates are those students enrolled in:

- 4 or 5 year Bachelor's 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

Graduates are those students enrolled in:

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- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate
- Thesis or dissertation credits

First Professional are those students enrolled in any of the following programs or in courses creditable toward those programs:

- Chiropractic: D.C. or D.C.M.
- Dentistry: D.D.S. or D.M.D.
- Medicine: M.D.
- Optometry: O.D.
- Osteopathic Medicine: D.O.
- Pharmacy: Pharm.D.
- Podiatry: D.P.M. or D.P. or Pod. D.
- Veterinary Medicine: D.V.M.
- Law: L.L.B. or J.D.
- Theology: M. Div. or M.H.L. or B.D. or Ordination

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- Exclusively for CEU's

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Student Headcount by Category

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of your institution's **IPEDS for 2008-2009 Reporting Date**
- Headcount may be duplicated

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

	Category	Previous	New
⊘	Certificate-Seeking Undergraduate	0	0
	Degree-Seeking Undergraduate	1653	1635
	Post-Baccalaureate Certificate Seeking	0	0
	Post-Baccalaureate Degree-Seeking	0	0

Definitions

Degree-seeking

- Students enrolled for **credit in a degree program**

Certificate-seeking

- Students enrolled in a **credit OR non-credit certificate program**

Degree-seeking

- Students enrolled for **credit in a degree program**

Certificate-seeking

- Students enrolled in a **credit OR non-credit certificate program**

AIDU

Total Entering Undergraduate Headcount

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of your institution's **IPEDS for 2008-2009 Reporting Date**
- Include **new freshmen and new transfer students** enrolled for **credit or non-credit**
- Enter zero in headcount if there is no enrollment

⊘ indicates items that have been completed

Definitions for this section can be found at the [bottom](#) of this page.

	Type	Previous	New
⊘	**Full-Time Entering**	468	462
	Part-Time Entering	0	0

Definitions

NoneNone

Institutional Headcount

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of your institutionâ€™s IPEDS for **2008-2009 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**

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

Type	Previous	New
Full-Time Faculty	152	159
Part-Time Faculty	38	13
Full-Time Administration	181	187
Part-Time Administration	27	28
Full-Time Staff	164	168
Part-Time Staff	67	79

Definitions

Faculty are employees whose primary responsibilities are instruction, research, and/or 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

Administration includes the following IPEDS categories:

- Executive
- Administration
- Managerial
- Other professionals

Staff includes the following IPEDS categories:

- Technical and paraprofessional
- Clerical and secretarial
- Skilled crafts
- Service/maintenance

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- **Adjunct faculty** should be counted as part-time faculty
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- Executive
- Administration

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- Managerial
- Other professionals

Staff includes the following IPEDS categories:

- Technical and paraprofessional
- Clerical and secretarial
- Skilled crafts
- Service/maintenance

Certificate Programs

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of the **date of submission** of this Data Update
- To **LIST** a new Title IV eligible certificate program click on the List Certificate button
  - Title IV eligible certificates where the courses are not a subset of courses extracted from existing degree programs with 50% or more being courses developed specifically for the certificate program

Check with your Financial Aid Office to determine which Certificates are Title IV Eligible

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

	Category	New
⊘	Total number of certificates offered	0
	Of the total number of certificates, how many are Title IV eligible?	0
	Of those Title IV eligible, list all certificates where the courses are not a subset of courses extracted from existing degree programs with 50% or more being courses specifically developed for the certificate program	None

Definitions

Certificate Programs requiring Commission Approval:

- The courses are credit-bearing
- The courses may be at any degree level or at the pre-associate's level
- The courses are not a subset of courses extracted from existing degree programs with 50% or more being courses developed specifically for the certificate program
- The Certificate program is Title IV eligible

To review the full text of "Information for Institutions Regarding Approval of Certificate Programs", click here.

Certificate Programs requiring Commission Approval:

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- The courses may be at any degree level or at the pre-associateâ€™s level
- The courses are not a subset of courses extracted from existing degree programs with 50% or more being courses developed specifically for the certificate program
- The Certificate program is Title IV eligible

To review the full text of "Information for Institutions Regarding Approval of Certificate Programs", click here.

Degree Programs

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of the **date of submission** of this Data Update
- Enter zero for any programs not offered
- Report degree programs that are offered in

  > CIP-defined fields of study

  - Typically these correspond to majors
  - Do not count sub-fields or concentrations within a major as separate programs

- NOTE ON FIRST PROFESSIONAL DEGREES:
  - IPEDS has eliminated the First Professional Degree designation with the 2008-2009 data collection year, but the first collection year is optional
  - If you did NOT report First Professional Degree Programs to IPEDS for 2008-2009, report all formerly First Professional degrees in the Doctorâ€™s or Masterâ€™s Degree Programs category as applicable

indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

Type	Previous	New
Associate's Degree Programs	0	0
Bachelor's Degree Programs	31	31
Master's Degree Programs	0	0
Specialist's Degree Programs	0	0
Doctor's Degree Programs	0	0
Post-Baccalaureate First Professional Degree Programs	0	0

Definitions

Associate's degree programs:

- Requires the completion of at least 2 years of full-time equivalent college-level work in a specified field of study
- Meets institutional requirements for completion of a degree
- Culminates in the awarding of a degree

Bachelor's degree programs:

- Requires the completion of at least 4 years of full-time equivalent college-level work in a specified field of study
- Meets institutional requirements for completion of a degree
- Culminates in the awarding of a degree

Master's degree programs:

- Beyond bachelor's degree
- Requires the completion of at least 1 year of full-time equivalent graduate-level
- Meets institutional requirements for completion of the degree
- Culminates in awarding of the degree

Specialist's degree programs:

- Beyond bachelor's degree
- Requires the completion of college work beyond the bachelor's degree in a specific field of study

- Frequently found in Education and related academic disciplines

Doctor's degree programs:

- Beyond the master's degree
- Includes a dissertation or other original project
- Meets institutional requirements for completion of the degree
- Culminates in the awarding of the degree

First professional degree programs:

- Provides the requisites for licensure in a recognized profession
- Requires at least 2 years of college-level work for admission
- Requires the completion of at least 6 years of full-time equivalent college work
- Must be within one of the following fields:
    - Chiropractic: D.C. or D.C.M.
    - Dentistry: D.D.S. or D.M.D.
    - Medicine: M.D.
    - Optometry: O.D.
    - Osteopathic Medicine: D.O.
    - Pharmacy: Pharm.D.
    - Podiatry: Pod. D. or D.P. or D.P.M.
    - Veterinary Medicine: D.V.M.
    - Law: L.L.B. or J.D.
    - Theology: M. Div. or M.H.L or B.D. or Ordination

Associate's degree programs:

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Bachelor's degree programs:

- Requires the completion of at least 4 years of full-time equivalent college-level work in a specified field of study
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Master's degree programs:

- Beyond bachelor's degree
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- Meets institutional requirements for completion of the degree
- Culminates in awarding of the degree

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- Beyond bachelor's degree
- Requires the completion of college work beyond the bachelor's degree in a specific field of study
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Doctor's degree programs:

- Beyond the master's degree
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  - Dentistry: D.D.S. or D.M.D.
  - Medicine: M.D.
  - Optometry: O.D.
  - Osteopathic Medicine: D.O.
  - Pharmacy: Pharm.D.
  - Podiatry: Pod. D. or D.P. or D.P.M.
  - Veterinary Medicine: D.V.M.
  - Law: L.L.B. or J.D.
  - Theology: M. Div. or M.H.L or B.D. or Ordination

Certificates & Degrees Awarded

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report the numbers from **July 1, 2007 through June 30, 2008**
- Enter zero for any certificates or degrees not offered

✅ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

Type	Previous	New
Certificates Awarded	0	0
Associate's Degrees Awarded	0	0
Bachelor's Degrees Awarded	410	429
Master's Degrees Awarded	0	0
Specialist's Degrees Awarded	0	0
Doctor's Degrees Awarded	0	0
Post-Baccalaureate First Professional Degrees Awarded	0	0

Definitions

Certificate Programs:

- Credit OR non-credit bearing
- Culminate in the awarding of a certificate or diploma, but not a degree
- May require previous college credit for admission
- May be at any degree level or Pre-Associate's

Associate's degree programs:

- Requires the completion of at least 2 years of full-time equivalent college-level work in a specified field of study
- Meets institutional requirements for completion of a degree
- Culminates in the awarding of a degree

Bachelor's degree programs:

- Requires the completion of at least 4 years of full-time equivalent college-level work in a specified field of study
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    - Pharmacy: Pharm.D.
    - Podiatry: Pod. D. or D.P. or D.P.M.
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  - Osteopathic Medicine: D.O.
  - Pharmacy: Pharm.D.
  - Podiatry: Pod. D. or D.P. or D.P.M.
  - Veterinary Medicine: D.V.M.
  - Law: L.L.B. or J.D.
  - Theology: M. Div. or M.H.L or B.D. or Ordination

Off Campus Activities - Other Campuses

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

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 ensure that information about off-campus activity is consistently reported to the U.S. Department of Education (â€œUSDEâ€) and to The Higher Learning Commission (â€œthe Commissionâ€ or â€œHLCâ€). The Commission does not approve campuses, sites or course 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 site. The Commission will work with all institutions following these definitions and protocols to ensure that the USDE has the approvals and information from the Commission the USDE needs.

- Review current information for all Other Campuses (do not include main campus)
- Verify that information displayed is correct. If it is not correct, editorial changes may be requested using the Editorial Change button.
- Enter a headcount number for each campus. Use the current or anticipated enrollment for the current year.
- To Add a new campus or to DELETE an existing campus you will need to file a change request. The change request should follow the format specified in â€œInformation for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocolsâ€ below.

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

	Location	Name	Status	Opened	Closed	Address	City State Zip	Country	Prev HC	New HC	Edit Chg
⊘											
None											

Definitions

Editorial Change ONLY covers the following changes:

- Misspelling of address including city, state and zip code
- Transposition of characters in address field including city, state and zip code

Other Campus (do NOT include main/home campus)

- Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential
- Is permanent in nature
- Has its own faculty and administrative or supervisory organization
- Has academic resources and support services for students that include library, laboratories, business operations, admissions, advising, and registrar/records maintenance housed on this location
- Has its own budgetary and hiring authority

In State

- Other Campus is in addition to the main campus and is in the institution's home state

Out of State

- Other Campus is outside of the institution's home state

Out of USA

- Campus is outside of the 50 United States

AIDU

- Include states located in US territories in this category
- **DO NOT include study abroad in this category**

To review the full text of "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols", click [here](#).

Editorial Change ONLY covers the following changes:

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- Transposition of characters in address field including city, state and zip code

Other Campus (do NOT include main/home campus)

- Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential
- Is permanent in nature
- Has its own faculty and administrative or supervisory organization
- Has academic resources and support services for students that include library, laboratories, business operations, admissions, advising, and registrar/records maintenance housed on this location
- Has its own budgetary and hiring authority

In State

- Other Campus is in addition to the main campus and is in the institution's home state

Out of State

- Other Campus is outside of the institution's home state

Out of USA

- Campus is outside of the 50 United States
- Include states located in US territories in this category
- **DO NOT include study abroad in this category**

To review the full text of "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols", click [here](#).

Off Campus Activities - Sites

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440Ã—113 or lnakutis@hlcommission.org

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 ensure that information about off-campus activity is consistently reported to the U.S. Department of Education (â €œUSDEâ€œ) and to The Higher Learning Commission (â€œthe Commissionâ€œ or â€œHLCâ€œ). The Commission does not approve campuses, sites or course 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 site. The Commission will work with all institutions following these definitions and protocols to ensure that the USDE has the approvals and information from the Commission the USDE needs.

- Review current information for all Off-Campus Sites
- Verify that information displayed is correct. If it is not correct, changes must be made using the standard change process
  - Minor editorial changes may be submitted using the Submit Editorial Change button

- Enter a headcount number for each site. Use the current or anticipated enrollment for the current year
  - If the site is Inactive or Closed enter â€œ0â€• for the headcount
  - You will be prompted to enter a â€œClosed Dateâ€• if the site has closed
  - To activate a previously Inactive site enter a headcount
  - Inactive sites can be left Inactive for 2 consecutive years beginning September 2008

- To ADD previously unreported Sites, a request for approval of new campuses or sites must be submitted to The Higher Learning Commission - Additional charges may apply
- To ADD or DELETE Programs at a Site, use the Submit Program Changes button
  - Deletions will be accepted; additions will be reviewed and approved in a parallel process

Note that definitions have changed from previous years. [Please read carefully](#).

⊙ indicates items that have been completed

Definitions for this section can be found at the [bottom](#) of this page.

⊙	Loc	Name	Status	Opened	Closed	Address	City State Zip	Country	Prog Type	Title IV	Programs	Prev HC	New HC	Edit Chg	Prog Chg
None															

Definitions

Site

- A place where instruction is taking place and students can do one or more of the following:
  - Complete 50% or more of the courses leading to a degree program;
  - Complete a full degree program (degree site); or
  - Complete 50% or more of the courses leading to a Title IV eligible certificate

- Includes physical locations where students can complete a degree they began at another institution (known as a degree completion site) even if the degree completion program provides less than 50% of the courses leading to a degree program.
- There is no base or threshold number of students or distance from the main campus necessary for a physical site to qualify as site
- May provide access to instruction requiring students to be present at a physical location that receives Interactive TV, video, or online teaching
- Typically **does not** have a full range of administrative and student services on site staffed by the facility's personnel but rather such administrative and student services may be provided from the home or other campus

In State

- Site is in the institution's home state

Out of State

- Site is outside the institution's home state

Out of USA

- Site is outside of the 50 United States
- include states located in US territories in this category
- **Do Not** include study abroad in this category

Status

- Active
  - Sites (50% or more of a degree program) that will be open or potentially open over the next two academic years

- Inactive
  - Sites not offering programs or not anticipated to be used after the next two academic years

- Closed
  - Sites that have not been used in the last four years and/or with NO plans to be used ever again

Editorial Change ONLY covers the following changes:

- Misspelling of address including city, state and zip code
- Transposition of characters in address field including city, state and zip code

To review the full text of "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols", click here.

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Off Campus Activities - In State Course Locations

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report information current as of the **date of submission** of this Data Update
- Enter zero if there are no course locations

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

	Type	Previous	New
⊘	Number of Locations	0	0
	Total Headcount of these Locations	0	0

Definitions

In State Course Locations

- Course location is in institution's home state
- Students can complete up to, but not including, 50% of a degree program
- Include locations for dual enrollment, if applicable
- Do not include non-credit courses

Headcount

- May be duplicated
- Is the sum of all headcount at all in-state course locations

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- Include locations for dual enrollment, if applicable
- Do not include non-credit courses

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- May be duplicated
- Is the sum of all headcount at all in-state course locations

Off Campus Activities - Out of State & Out of US Course Locations

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

> 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 ensure that information about off-campus activity is consistently reported to the U.S. Department of Education (â€œUSDEâ€œ) and to The Higher Learning Commission (â€œthe Commissionâ€œ or â€œHLCâ€œ). The Commission does not approve campuses, sites or course 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 site. The Commission will work with all institutions following these definitions and protocols to ensure that the USDE has the approvals and information from the Commission the USDE needs.

- Review current information for all out-of-state and out-of-U.S. course locations (do not include Study Abroad)
- Verify that information displayed is correct. If it is not correct, changes must be made using the standard change process.
  - Minor editorial changes may be submitted using the Submit Editorial Change button

- Enter new headcount numbers in the fields provided (headcount may be duplicated)
  - If the course location is Inactive or Closed enter â€œ0â€• for the headcount
  - You will be prompted to enter a â€œClosed Dateâ€• if the course location has closed

- To ADD previously unreported Course Locations, a request for approval of new campuses or sites must be submitted to The Higher Learning Commission. Additional charges may apply.

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

⊘	Location	Name	Status	Opened	Closed	Address	City State Zip	Country	Courses	Prev HC	New HC	Edit Chg
None												

Definitions

Course Location

- Students can only complete less than 50% of a degree program
- May include places where high school students receive college instruction through dual enrollment arrangements
- Do not include places that offer only non-credit courses

Out of State

- Course location is outside of institution's home state

Out of USA

- Course location is outside of the 50 United States
- Include states located in US territories in this category
- **Do Not** include study abroad in this category

Status

- Inactive
  - Locations not offering programs or anticipated to be used after three or four academic years

- Closed
  - Locations that have not been used in the last four years and/or with NO plans to be used ever again

Editorial Change ONLY covers the following changes:

- Misspelling of address including city, state and zip code
- Transposition of characters in address field including city, state and zip code

To review the full text of "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols", click here.

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Dual Enrollment

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report dual enrollment headcount from **Fall 2008**
- Headcount is unduplicated
- Enter zero for headcount if there is no dual enrollment

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

	Type	Previous	New
✓	**Total Dual Enrollment Student Headcount**	0	0
	Do any of your Dual Enrollment arrangements culminate in the granting of a degree while the student is still enrolled in High School?		No

Definitions

Dual Enrollment

- Students are enrolled in high school simultaneous to earning college credit at your institution

Dual Enrollment

- Students are enrolled in high school simultaneous to earning college credit at your institution

Distance Education Programs

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report information current as of the **date of submission** of this Data Update
- To Edit Previously Reported Distance Education Programs, click on the row of the course location you wish to edit
- Enter new headcount numbers in the fields provided (headcount is unduplicated)
- To Add Previously Unreported Distance Education Programs, click on the **Report New Program** button
- To Delete incorrect Previously Reported Distance Education Programs, click on the trash can icon located next to the Programâ€™s Name
- Report diploma programs that are offered in

  CIP-defined fields of study

  - Typically these correspond to majors
  - Do not count sub-fields or concentrations within a major as separate programs

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

⊘		Name	Primary Modality	Previous HC	New HC
None					

Definitions

Distance Education Program

NOTE - This is the HLC definition which is concerned with approval of programs as compared to the Federal definition which relates to Student Identity Verification only

- Include degree, degree completion and certificate programs

  Students can complete the **entire degree, degree completion or certificate** at a distance, except for the possibility of an orientation or proctored exams at a specific site
- The program is **asynchronous**
- The program is specifically and intentionally designed to be a distance program

Program Name

- Includes **both** the **degree level or certificate** and the CIP code **program** name
  - Example 1: a BA in English and a BA in Philosophy would be reported as two separate programs
  - Example 2: an AAS in Accounting and a Certificate in Accounting would be reported as two separate programs
  - Sample program name entries:
    - "Certificate in Accounting"
    - "AAS in Accounting"
    - "BA in English"

- List all programs separately following the preceding example

Primary Modality

- Select the dominant delivery method for the named program

Distance Education Program

NOTE - This is the HLC definition which is concerned with approval of programs as compared to the Federal definition which relates to Student

Identity Verification only

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Contractual Relationships

Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report information from **Fall 2008**
- To ADD a Contractual Relationship, click on the **Report New Program** button
- Enter headcount as **Fall 2008** (headcount numbers unduplicated)
- Report diploma programs that are offered in

CIP-defined fields of study

- ○ Typically these correspond to majors
- ○ Do not count sub-fields or concentrations within a major as separate programs

⊘ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

⊘	Name	Partner	Date Started	Total HC
None				

Definitions

Contractual Relationships

- Refers to relationships between the institution and a third party entity, i.e. the Contracted Partner
- The relationship is defined through either a formal contract or informal working arrangements
- The Contracted Partner provides 50% or more of the academic content of one or more degree or Title IV eligible Certificate program(s) at your institution
- Your institution issues the degree or certificate
- The Contracted Partner does not provide a course delivery platform only
- Do not include 2+2, clinicals or internships

Program Name

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    - ○ Example 1: a BA in English and a BA in Philosophy would be reported as two separate programs
    - ○ Example 2: an AAS in Accounting and a Certificate in Accounting would be reported as two separate programs
    - ○ Sample program name entries:
        - "Certificate in Accounting"
        - "AAS in Accounting"
        - "BA in English"
- List all programs separately following the preceding example

Reporting the Relationship

- Include the corporate name of the Contracted Partner, e.g., Wilson Consulting, Inc., Foreign University, Inc.
- If the agreement carries a title, include that title
- If you have contractual agreements for the same program but with more than one entity, each is separate entry
- If you have contractual agreements for different programs but with the same entity, each is separate entry

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Dues Calculation from Reported Data

Dues Calculation

Base Dues	+ FTE Dues	+ Degree Site Dues	TOTAL
$2500	+ $0.50 per FTE	+ $75 x Total Number of Sites	$2500 + $0.50 per FTE + $75 x Total Number of Sites

Estimated Dues Calculation

FTE = (Total Full-Time Headcount) + ((Total Part-Time Headcount) / 3)

<mark>Your FTE</mark> = **1638**

Total Number of Sites (W) = Degree Sites + (Other Campuses x 10)

<mark>Your W</mark> = **0**

Dues Schedule:

    Base Dues: $2500

    FTE Rate: $0.50 per FTE

    W Rate: $75 x Total Number of Sites

Estimated Dues Calculation = (Base Dues) + (Your FTE x FTE Rate) + (Your W x W Rate)

<mark>Your Dues</mark> = **$3,319**

> Please DO NOT remit payment at this time.
>
> Your institution will be invoiced separately.
>
> If you require assistance with your dues calculation, please contact us at 800-621-7440.
>
> **Notes**
> - This is your estimated dues calculation based on currently reported data
> - Changes submitted through the standard change processes are not reflected in this estimate

Reported Data
(from previous sections)

Reported Headcounts (from HC Level)	
Full-Time Undergraduate	1636
Part-Time Undergraduate	8
Full-Time Graduate	0
Part-Time Graduate	0
Full-Time Post-Bacc 1st Professional	0
Part-Time Post-Bacc 1st Professional	0

Reported Off-Campus Activities	
Number of Other Campuses	0
Number of Sites	0

AIDU

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Report Assistance: Lil Nakutis - lnakutis@hlcommission.org - 800-621-7440 x113   Site Design

Technical Support: aidu@hlcommission.org

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