HIGHER LEARNING COMMISSION

PROCEDURE

2021
INSTITUTIONAL UPDATE GUIDE

TABLE OF CONTENTS

Introduction and Timeline

The 2021 Institutional Update will take place March 1–April 2, 2021. Submission of the Institutional Update is a requirement for maintaining accreditation or candidacy with HLC.

This document provides the questions for the 2021 Institutional Update, as well as instructions, definitions and frequently asked questions.

Questions about the 2021 Institutional Update should be directed to inst-update@hlcommission.org.

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

Can I save a partial entry and complete it at a later date?
Yes, you may save a partially completed Update and complete it at a later date.

Institution Information

INSTRUCTIONS

- If the name or mailing address of your institution has changed, contact your institution's HLC staff liaison.

- Enter the main phone number that should be used for public contact with the institution.

- If you are asked to enter the Enabling or Authorizing Legislation, report the name of the act or statutory citation that enables or authorizes your institution. Contact your institution's legal counsel for the information.

- Do not enter ampersands or HTML characters.

DEFINITIONS

Ownership of the Institution
Ownership of the institution is the full name of an entity that owns or controls the institution. Such entities include the ultimate corporate parent, denomination or other organization. If the institution is a public institution, enter "Not Applicable."

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

QUESTIONS

Name:	
Address 1:	
Address 2:	
City:	
State:	
Country:	
Postal Code:	
Main Phone Number:	
Extension:	
Fax:	
Website:	
Is the institution incorporated?	
State of Incorporation:	
What is the enabling or authorizing legislation for the institution?	
Ownership of the institution:	

❧ Contact Information

INSTRUCTIONS

- Identify if changes to contact information are a New Contact (new person in the role) or Updated Contact (new information for this person).

- If the permanent position is vacant, enter the interim or acting officer. Do not leave a position blank; an individual must be assigned to each role.

- In the Suffix field, include designations such as S.J., B.V.M., etc. Do not include academic credentials such as M.B.A., M.S.N., D.B.A., J.D., etc.

- Provide the institutional mailing address for each contact. Do not enter a home address.

- In the Institutional Email Address field, provide the individual's official institutional email address. Do not enter a personal email address.

- If a field is left blank, check the Not Applicable box. Be sure to do this even if you have no changes for a contact.

DEFINITIONS

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

Chief Academic Officer
The senior academic administrator at the institution.

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

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

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

> ⓘ **What should I enter if one of these positions is vacant?**
> You should enter the name of the person who has been appointed as acting or interim for the position. Do not enter "vacant" or "not available."

QUESTIONS

CHIEF EXECUTIVE OFFICER

Prefix:
First:
Middle:
Last:
Suffix:
Title:
Institution Name:
Address 1:
Address 2:
City:

State:	
Postal Code:	
Country:	
Phone:	
Extension:	
Fax:	
Institutional Email Address:	

CHIEF ACADEMIC OFFICER

Prefix:	
First:	
Middle:	
Last:	
Suffix:	
Title:	
Institution Name:	
Address 1:	
Address 2:	
City:	
State:	
Postal Code:	
Country:	
Phone:	
Extension:	
Fax:	
Institutional Email Address:	

CHIEF FINANCIAL OFFICER

Prefix:	
First:	
Middle:	
Last:	
Suffix:	
Title:	
Institution Name:	
Address 1:	
Address 2:	
City:	
State:	
Postal Code:	
Country:	
Phone:	
Extension:	
Fax:	
Institutional Email Address:	

ACCREDITATION LIAISON OFFICER

Prefix:	
First:	
Middle:	
Last:	
Suffix:	
Title:	
Institution Name:	
Address 1:	
Address 2:	

City:
State:
Postal Code:
Country:
Phone:
Extension:
Fax:
Institutional Email Address:

DATA UPDATE COORDINATOR

Prefix:
First:
Middle:
Last:
Suffix:
Title:
Institution Name:
Address 1:
Address 2:
City:
State:
Postal Code:
Country:
Phone:
Extension:
Fax:
Institutional Email Address:

❧ Financial Information
Complete for Fiscal Year 2020

INSTRUCTIONS

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

> **i**
> **What if I can't find our audit? Can I enter zeros?**
> Every effort should be made to locate the audit and provide accurate information. The consequence of entering zeros is that your institution may be flagged during the annual review of financial indicators as having potential financial issues, and HLC will follow up with your chief financial officer and chief executive officer.

QUESTIONS

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

❧ Composite Financial Index
Complete for Fiscal Year 2020

PUBLIC INSTITUTIONS

INSTRUCTIONS

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

  Please note: Public institutions will be required to submit financial data in two sections. In the first section, institutions will be asked to submit data directly from their audited financial statements, which will include the impact of GASB 68 and GASB 75. (GASB 68 and GASB 75 are Statements on Accounting and Financial Reporting for Pensions issued by the Governmental Accounting Standards Board.) For the second section, institutions are asked to submit data adjusted to exclude the impact of GASB 68 and GASB 75.

- Guidelines and illustrations regarding the financial ratios for public institutions are found in "Strategic Financial Analysis for Higher Education, 7th ed."

- Use HLC's [Composite Financial Index worksheet](#) to calculate this index.

- Note all strength factors are limited to a scale of -4 to 10.

- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.

- There are four sections for each year. Be sure to enter all information.

- The Viability strength factor is set to 10 when there is no long-term debt.

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

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

DEFINITIONS

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

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

QUESTIONS

Primary Reserve Ratio Calculation

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

Net Operating Revenue Ratio Calculation

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

Return on Net Assets Ratio Calculation

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

Viability Ratio Calculation

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

Viability weight:
Viability CFI (p. 115):

Total Composite Financial Indicator Score

Total Composite Financial Indicator Score:
Comments:

PRIVATE, NOT-FOR-PROFIT INSTITUTIONS

INSTRUCTIONS

- To complete this section, utilize your institution's 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.
- Use HLC's Composite Financial Index worksheet to calculate this index.
- Note all strength factors are limited to a scale of -1 to 3.
- For all entries, if a corresponding number does not apply, enter 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 the previous two years are shown for informational purposes only. Contact inst-update@hlcommission.org to raise a concern about data from previous years.

For further details on each line item in this section and a crosswalk from the previous model to the current model, refer to NACUBO Advisory Guidance 19-04: Financial Responsibility Standards.

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

DEFINITIONS
Intangible Asset
An asset without physical characteristics. A typical example is "goodwill."

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

QUESTIONS
Primary Reserve Ratio Calculation

Net assets without donor restrictions:
Net assets with donor restrictions less net assets restricted in perpetuity:
Annuities, term endowments and life income funds with donor restrictions:
Intangible assets:

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

Equity Ratio Calculation

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

Net Income Ratio Calculation

Change in net assets without donor restrictions:
Total revenues (incl. net assets released from restriction) + total gains:

Net income ratio:
Net income strength:
Net income weight:
Net income CFI:

Total Composite Financial Indicator Score

Total Composite Financial Indicator Score:
Comments:

PRIVATE, FOR-PROFIT INSTITUTIONS

INSTRUCTIONS

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

- Guidelines and illustrations regarding the financial ratios for private, for-profit institutions are found in the U.S. Code of Federal Regulations.

- Use HLC's Composite Financial Index worksheet to calculate this index.

- Note all strength factors are limited to a scale of -1 to 3.

- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.

- There are three sections for each year. Be sure to enter all information.

- When calculating Total Revenues, investment gains should be recorded net of investment losses. No revenues shown after income taxes (e.g., discontinued operations, extraordinary gains, or change in accounting principle) on the income statement should be included.

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

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

DEFINITIONS

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

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

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

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

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

QUESTIONS

Primary Reserve Ratio Calculation

Total owner's equity:	
Intangible assets:	
Unsecured related-party receivables:	
Net property, plant and equipment (PP&E):	
All debt obtained for long-term purposes (not to exceed total PP&E):	
Post-employment and retirement liabilities:	
Adjusted equity subtotal:	
Total expenses:	
Primary reserve ratio:	
Primary reserve strength:	
Primary reserve weight:	
Primary reserve CFI:	

Equity Ratio Calculation

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

Equity weight:
Equity CFI:

Net Income Ratio Calculation

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

Total Composite Financial Indicator Score

Total Composite Financial Indicator Score:
Comments:

🍃 Federal Compliance
Complete for Academic Year 2020

INSTRUCTIONS

ACCREDITING AGENCIES REPORTED TO HLC

Institutions are required to disclose to HLC if another recognized accrediting agency has placed the institution on a sanction or probation, or if it has been subject to an adverse action, including the denial of accreditation or withdrawal of accreditation. HLC policy requires disclosures to be made regarding such actions from any accrediting agency that is recognized by the U.S. Department of Education and/or Council on Higher Education Accreditation (CHEA).

- The data displayed is based on information received by HLC from either the institution or the agency, regardless of status. This list may be incomplete.

- If the institution is on a sanction or probation with a recognized agency and it is not listed, if the institution has been subject to an adverse action from another recognized accrediting agency and it is not listed, or if the standing displayed with an agency is not correct, please contact legalaffairs@hlcommission.org. In the correspondence, please include a copy of the most recent action letter from the agency and the change being requested.

- Institutions do not need to report additional accreditation relationships that are not displayed if the institution is in good standing with the agency.

- An end date is only displayed if HLC has a record of the institution's accreditation relationship with the listed agency having ceased.

ACADEMIC TERM
- Adding or modifying the academic term may require prior HLC approval. See HLC's website for policies and procedures related to changing an institution's academic term.

TITLE IV FINANCIAL AID
- Check with the institution's registrar or financial aid officer for assistance in completing this section. Also see HLC's Federal Compliance Program Overview.
- Adding or modifying clock or credit hours may require prior HLC approval. See HLC's website for policies and procedures related to changing clock or credit hours.
- Enter the percentage of first-time, full-time students receiving Pell Grants at your institution. The Pell Grant information should be from the 2020–21 IPEDS Financial Aid Survey, which covered 2019–20.

STUDENT ACHIEVEMENT INSTRUCTIONS
Institutions are required to disclose student achievement data that address the broad variety of its programs, both undergraduate and graduate, as applicable, including student achievement data from each program level. See HLC policy Public Information (FDCR.A.10.070) for more information.

- This information must include, at a minimum, retention and completion data. It may also include other information appropriate for the mission of the institution and its goals for students.
- Individuals must be able to navigate to the information easily from the homepage and through a search of related terms on the website. In addition, information should be presented in plain language with any technical terms defined and any necessary information on the method used to compile data included.

DEFINITIONS

Semester
An academic year that consists of two terms of about 14–17 weeks of instruction. There may be an additional summer semester.

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

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

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

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

Clock Hour Programs
Check with the institution's financial aid officer to determine if the institution offers any programs in clock hours or programs that must be reported to the U.S. Department of Education in clock hours for Title IV

purposes even though students may earn credit hours for graduation from these programs. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing or other programs in licensed fields.

Federal Formula for Minimum Number of Clock Hours of Instruction (34 CFR §668.8):
One semester or trimester hour must include at least 37.5 clock hours of instruction. One quarter hour must include at least 25 clock hours of instruction.

QUESTIONS

ACCREDITING AGENCIES REPORTED TO HLC

I have reviewed the list of accrediting agencies provided and made any necessary changes by contacting legalaffairs@hlcommission.org.

ACADEMIC TERM

Academic Term:

REFUND POLICY

Does the institution have a formal student refund policy?

TITLE IV FINANCIAL AID

Does the institution report any degree program, certificate or other academic program to the U.S. Department of Education in clock hours for Title IV purposes?

If Yes, how many academic programs are reported in clock hours? (Select "not applicable" if previous question was answered "no.")

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

STUDENT ACHIEVEMENT

Please provide a functional hyperlink to the webpage on which the institution discloses information to students and the public about student achievement. Please note that one must be able to navigate to the information easily from the institution's homepage, as well as through a search of related terms on the website. The institution must disclose student achievement data, including at a minimum, retention and completion rates, that address the broad variety of its programs, both undergraduate and graduate, as applicable, including student achievement data from each program level. See also Public Information policy FDCR.A.10.070.

Student Head Count by Level
Complete for IPEDS Fall 2020

INSTRUCTIONS

- Report your numbers as of your institution's IPEDS Fall 2020 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 the Dual Credit section of the survey.

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

DEFINITIONS

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

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

- Twelve or more semester or quarter credits, or 24 or more contact hours per week each term.

- 4- or 5-year bachelor's degree programs.

- Associate's degree programs.

- Vocational/Technical degree- or certificate-granting programs below the baccalaureate level.

- Courses creditable toward an associate's or bachelor's degree or toward a certificate below baccalaureate level.

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

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

- Fewer than 12 semester or quarter credits, or fewer than 24 contact hours per week each term.

- 4- or 5-year bachelor's degree programs.

- Associate's degree programs.

- Vocational/technical degree -or certificate-granting programs below the baccalaureate level.

- Courses creditable toward an associate's or bachelor's degree or toward a certificate below baccalaureate level.

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

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

- Nine or more semester or quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.

- Any graduate programs.

- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.

- Thesis or dissertation credits.

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

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

- Fewer than nine semester or quarter credits.

- Any graduate programs.

- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.

- Thesis or dissertation credits.

> **(i)** **What is meant by "IPEDS Fall 2020 reporting date"?**
> Use the date that your institution uses to compile data for IPEDS. This is usually the 10th day of class (fall semester). A small number of institutions do not have final IPEDS numbers until spring (around mid-April). HLC will work with institutions to make sure that they are able to submit accurate data. Contact inst-update@hlcommission.org if you will not have final IPEDS numbers until spring.
>
> **Why do we have to duplicate numbers that were already submitted to IPEDS? Why can't HLC get those numbers from IPEDS?**
> HLC uses IPEDS data in the Institutional Update wherever possible in an effort to reduce the data collection burden on the institution. However, the IPEDS data that are publicly available are not from the current year. The Institutional Update relies on data for the current year. Therefore, institutions must also enter the data for the Institutional Update.

QUESTIONS

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

STUDENT HEAD COUNT BY CATEGORY
COMPLETE FOR IPEDS FALL 2020

INSTRUCTIONS

- Report your numbers based on IPEDS Fall 2020 reporting date.
- Head count may be duplicated.
- Include both full- and part-time students.
- Only data for the current data collection year can be updated. Data from the previous year are shown for informational purposes only. Contact inst-update@hlcommission.org to raise a concern about data from the previous year.

DEFINITIONS

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

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

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

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

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

> ⓘ **Does "certificate-seeking" include "certification-seeking"?**
> Include certification-seeking in certificate-seeking only if the certification program culminates in the awarding of some kind of academic certificate or diploma by your institution. Certifications that are exclusively for licensure are reported in the Certificate and Degree Programs Offered section.

QUESTIONS

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

Institutional Head Count
Complete for IPEDS Fall 2020

INSTRUCTIONS

- Report your numbers as of your institution's IPEDS Fall 2020 reporting date.

- Report unduplicated numbers.

- Enter zero if there are no employees for a category.

- If an employee serves in more than one category, report that person in the category used by your institution to classify that person. Report that person only once.

- Provide your institution's student-to-faculty ratio (i.e. student-to-instructional-staff) for undergraduate programs for Fall 2020. Institutions offering only graduate programs should enter zero. If needed, institutions may use the worksheet provided in Part F of the IPEDS Fall 2020 Enrollment Survey or this similar worksheet to calculate their student-to-faculty ratio.

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

DEFINITIONS

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

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

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

QUESTIONS

Full-time Faculty:	
Part-time Faculty:	
Full-time Administration:	
Part-time Administration:	

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

🍃 DUAL CREDIT
COMPLETE FOR IPEDS FALL 2020

INSTRUCTIONS

- Report dual credit head count from IPEDS Fall 2020 reporting date.

- Provide the best estimate of dual credits awarded for academic year 2020–21.

- Head count is unduplicated.

- Enter zero for head count if there is no dual credit enrollment.

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

DEFINITIONS

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

QUESTIONS

Total Dual Credit Student Head Count:
How many dual credits awarded in the academic year 2020–21?

🍃 CERTIFICATES AND DEGREES AWARDED
COMPLETE FOR JULY 1, 2019–JUNE 30, 2020

INSTRUCTIONS

- Report the numbers from July 1, 2019–June 30, 2020.

- Enter zero for any category for which no certificates or degrees were awarded.

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

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

DEFINITIONS

Certificate Program
A credit-bearing program culminating in the awarding of a certificate or diploma, but not a degree. A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.

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

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

Bachelor's Degree Programs
Programs requiring the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study. Bachelor's degree programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degree Programs
Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree and require the completion of at least one year of full-time equivalent graduate-level work. Master's degree programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

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

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

> (i) **How should double majors be counted in the Certificates and Degrees Awarded section?**
> Double majors should be counted only once.
>
> **How should an LL.M. degree program be designated?**
> An LL.M. degree is to be counted as a master's degree.
>
> **Should the total count of certificates include both credit and non-credit certificates awarded?**
> No, you should only include credit-bearing certificates in the total count. You should report all credit-bearing certificates or diplomas in the total count regardless of whether they are Title IV eligible.

QUESTIONS

CERTIFICATES

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

DEGREES

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

❦ CERTIFICATE AND DEGREE PROGRAMS OFFERED

INSTRUCTIONS

- Enter the current number of certificate and degree programs offered. Report both graduate-level and undergraduate-level certificates.

- Enter zero for any type of program not offered.

- Report degree programs that are offered in CIP-defined fields of study. Typically, the CIP-defined fields of study correspond to majors and should be carried out up to the fourth decimal point (e.g., 30.1301 Medieval and Renaissance Studies).

- Do not count sub-fields or concentrations within a major as separate programs.

- Adding or modifying programs at a new degree level may require prior HLC approval. See HLC's website for policies and procedures related to academic program changes.

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

DEFINITIONS

Certificate Program
A credit-bearing program culminating in the awarding of a certificate or diploma, but not a degree. A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.

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

Bachelor's Degree Programs
Programs requiring the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study. Bachelor's degree programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degree Programs
Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree and require the completion of at least one year of full-time equivalent graduate-level work. Master's degree programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

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

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

> (i) **Our institution offers both a B.A. and a B.S. in the same major. Should they be counted as one or two degree programs?**
> They should be counted as two programs; each degree designation is counted as a separate program.

QUESTIONS

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

🍂 Distance and Correspondence Education

INSTRUCTIONS

- Review your institution's distance and/or correspondence education stipulation and confirm that you have reviewed that information. (Accreditation Liaison Officers can request the Institutional Status and Requirements (ISR) Report to review all stipulations.)

- If the stipulation is not correct, contact changerequests@hlcommission.org.

DEFINITIONS

Correspondence Education *(federal definition)*
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.

Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.

Distance Education *(federal definition)*
Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies used may include:

- The internet.
- One-way and two-way transmissions through open broadcast, closed circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices.
- Audio conferencing.
- Video cassettes, DVDs and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the above technologies listed above.

Distance-Delivered Courses
Courses in which at least 75% 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
Certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses.

VERIFICATION

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

BRANCH CAMPUSES
DOES NOT INCLUDE MAIN CAMPUS

INSTRUCTIONS

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is reported consistently to the U.S. Department of Education and to HLC. The institution's locations should be reported the same way to the Department and HLC.

- Verify the following data points for each branch campus:

  - Campus name

  - Status

  - Address (including city, state, postal code and country)

  - Open date

  - Head count (based on actual or anticipated enrollment for current year)

  - Location type

- The Accreditation Liaison Officer can log in to HLC's Location and Campus Update System to update the campus name or head count for a listed branch campus, if necessary.

- Adding, closing or relocating a branch campus requires prior HLC approval. See HLC's website for policies and procedures related to branch campus changes. Note: HLC does not approve branch campuses or additional locations retroactively; therefore, it is important for institutions and the students they serve that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.

- If other details about the institution's branch campuses need to be updated, contact changerequests@hlcommission.org.

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

DEFINITION

Branch Campus
An additional 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 has all four of the following attributes:

- It is permanent in nature.

- It offers courses in educational programs leading to a degree, certificate or other recognized educational credential.

- It has its own faculty and administrative or supervisory organization.

- It has its own budgetary and hiring authority.

VERIFICATION

> I have reviewed the list of Institutional Branch Campuses provided below and made any necessary changes using the Location and Campus Update System or HLC's institutional change process.

🍃 Additional Locations

INSTRUCTIONS

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is reported consistently to the U.S. Department of Education and to HLC.

- Verify the following data points:

  - Location name

  - Status

  - Address (including city, state, postal code and country)

  - Open date

  - Title IV eligibility

  - Head count (based on actual or anticipated enrollment for current year)

  - Program type

  - Location type

- The Accreditation Liaison Officer can log in to HLC's Location and Campus Update System to update the location name, status, head count or programs for a listed additional location, if necessary.

  - **Important:** Be sure that the status of each additional location is correct. The number of active additional locations will be used to calculate the institution's HLC membership dues. Inactive and closed additional locations are not included in this calculation.

- Adding or modifying an additional location may require prior HLC approval. See HLC's website for policies and procedures related to additional location changes. Note: HLC does not approve branch campuses or additional locations retroactively; therefore, it is important for institutions and the students they serve that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.

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

DEFINITION

Additional Location

A facility that is geographically apart from the main campus, where instruction takes place and it is possible for students to do one or more of the following:

- Complete 50% or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.

- Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree).

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

There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition.

An additional location typically does not have a full range of administrative and student services staffed by the facility's personnel. Such services may be provided from the main campus or another campus.

A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video or online teaching. It is considered an additional location when 50% or more of a distance delivery program is available through one or more of these modalities at that facility. Note: This requirement does not apply for locations in which there is a general computer lab that students might use for distance delivery courses.

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

ⓘ

How do I edit program information at additional locations?
Follow the link to update additional locations in the Location and Campus Update System. Accreditation Liaison Officers can make changes to existing additional locations, including programs offered. All programs must be entered using the 2010 CIP Code (if the institution has begun using the 2020 CIP codes, refer to the NCES website to find the closest equivalent 2010 code). Additional approvals may be required. HLC staff will contact you if additional information is required to process the change.

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

My institution moved an additional location down the street; everything else is the same. Why can't I enter this change in the Institutional Update?
Moving an existing operation down the street constitutes creating a new additional location. The current location must be listed as "closed" or "inactive" in the Location and Campus Update System and approval should be sought for the new location. In order to assure that the institution is in compliance with federal regulations, HLC approval for the new location must be obtained before students start receiving Title IV funding.

VERIFICATION

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

🍂 CONTRACTUAL ARRANGEMENTS

INSTRUCTIONS

- All arrangements that HLC has individually approved or been notified of by the institution are displayed. Please verify that data shown are correct. Verify the following data points:
  - Program name and 2010 CIP code
  - Contractual partner
  - State/country
  - Parent organization or subsidiary
  - Effective start date
  - Effective end date
- Ensure that all contractual arrangements meet the following conditions:
  - The contractual partner is not accredited by a recognized accreditor.
  - The contractual partner provides a percentage of the academic content of one or more degree programs or Title IV eligible certificate programs.
  - The contractual partner provides academic content, not just a course delivery platform.
  - The institution issues the degree or certificate for these programs.
- If any information listed is not correct or if the institution has questions about contractual arrangements, contact changerequests@hlcommission.org.
- Adding or modifying a contractual arrangement may require prior HLC approval. See HLC's website for policies and procedures related to contractual arrangements. If the institution is engaging in any arrangement that meets the definition of a contractual arrangement and is not listed, it should complete HLC's screening form.

DEFINITIONS

Contractual Arrangements
An arrangement in which the institution outsources some portion of its educational programs—that is, degrees or certificates offered for academic credit (including instruction, oversight of the curriculum, assurance of the consistency in the level and quality of instruction and in expectations of student performance and/or the establishment of the academic qualifications for instructional personnel)—to:

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

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

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

VERIFICATION

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

⬩ Report Submission

INSTRUCTIONS

- Verify that the information provided is accurate and has been reviewed by the Accreditation Liaison Officer and Chief Financial Officer.
- Completing this section will submit the entire report to HLC.

VERIFICATION

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

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

> ⓘ **How do I print the final report?**
> After you have submitted your report and returned to the system homepage, select the year of the Institutional Update you wish to print from the left-hand menu. Click "Print Survey" or "Print Survey (without instructions)" to download and print a copy of the report.