

***Institutional Update 2016-2017***

**Donnelly College(1277)**

**Institutional Update 2016-2017**

## 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.

### 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.
- Ultimate corporate parent is a company that controls other, smaller businesses 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 the same industry 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.

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

	Institution Information
Name	Donnelly College
Mailing Address 1	608 N. 18th St.
Mailing Address 2	
City	Kansas City
State	Kansas
Country	United States
Postal Code	66102
Main Phone Number	(913) 621-6070
Extension	
Fax	(913) 621-8719
Website	www.donnelly.edu

Is the institution incorporated?

(Select one)

Yes                       No

State of Incorporation (select Not Applicable if institution 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
- \_\_\_ 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 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.

Donnelly College Corporation

## 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). Do not enter vacant.
- Check the Not Applicable box if any field is left blank.

**REQUIRED: Make certain that if a field is left blank, including fields for contacts with no change, the "Not Applicable" box is checked. The survey will not be considered complete until all fields are either filled or marked "Not Applicable".**

#### 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

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

(Select one)

- 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	Msgr.
First	Stuart
Middle	W.
Last	Swetland
Suffix	
Title	President
Institution Name	Donnelly College
Address 1	608 North 18th Street
Address 2	
City	Kansas City
State	Kansas
Postal Code	66102
Country	United States
Phone	(913) 621-8701

Extension	
Fax	(913) 621-8719
Email Address	sswetland@donnelly.edu

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

(Select one)

- 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	Mr.
First	Pedro
Middle	T
Last	Leite
Suffix	
Title	Vice President of Academic and Student Affairs
Institution Name	Donnelly College
Address 1	608 N. 18th St.
Address 2	
City	Kansas City
State	Kansas
Postal Code	66102-4210



Country	United States
Phone	(913) 621-8776
Extension	
Fax	(913) 621-8719
Email Address	pleite@donnelly.edu

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

(Select one)

- 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 Financial Officer
Prefix	Ms.
First	Cheryl
Middle	L
Last	Hicks
Suffix	
Title	VP of Business Affairs
Institution Name	Donnelly College
Address 1	608 N. 18th St.
Address 2	
City	Kansas City

State	Kansas
Postal Code	66102-4210
Country	United States
Phone	(913) 621-8765
Extension	
Fax	(913) 621-8719
Email Address	clhicks@donnelly.edu

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

(Select one)

- 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	Accreditation Liaison Officer (ALO)
Prefix	Mr.
First	Pedro
Middle	T
Last	Leite
Suffix	
Title	Vice President of Academic and Student Affairs
Institution Name	Donnelly College
Address 1	608 N. 18th St.

Address 2	
City	Kansas City
State	Kansas
Postal Code	66102-4210
Country	United States
Phone	(913) 621-8776
Extension	
Fax	(913) 621-8719
Email Address	pleite@donnelly.edu

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

(Select one)

- 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	Data Update Coordinator
Prefix	Ms.
First	Jennifer
Middle	
Last	Bales
Suffix	
Title	Registrar

Institution Name	Donnelly College
Address 1	608 N. 18th St.
Address 2	
City	Kansas City
State	Kansas
Postal Code	66102-4210
Country	United States
Phone	(913) 621-8733
Extension	
Fax	(913) 621-8719
Email Address	jennifer@donnelly.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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

	FY 2016	FY 2015	FY 2014
Ending month of fiscal year:	June	June	June
Last completed audit year:	2016	2015	2014
Did you receive your last completed audit within 6 months of the close of your fiscal year?	Yes	Yes	Yes
Was your most recent financial audit UNQUALIFIED?	Yes	Yes	Yes
Did your most recent audit report include a going concern for disclosure?	No	No	No

## 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:  $1+(50*\text{ratio})$ , if ratio is positive; if negative,  $1+(25*\text{ratio})$ ; 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

## Primary Reserve Ratio Calculation

	FY 2016	FY 2015	FY 2014
Unrestricted net assets	5640676.00	6539708.00	6808300.00
Temporarily restricted net assets	3779582.00	3232313.00	3274410.00
Annuities, term endowments & life Income funds temporarily restricted	1487574.00	1503609.00	1484886.00
Intangible assets	0.00	0.00	0.00
Net property and equipment	4223771.00	4403417.00	4543165.00
All debt obtained for long-term purposes	786442.00	1049895.00	1191984.00
Post-employment & retirement liabilities	0.00	0.00	0.00
Unsecured related-party receivables	0.00	500000.00	500000.00
Expendable net assets sub-total	4495355.00	4414890.00	4746643.00
Total unrestricted expenses	5256630.00	5705466.00	5460805.00
Primary reserve ratio	0.86	0.77	0.87
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 2016	FY 2015	FY 2014
Net assets (unrest + temp + permanent)	13524569.00	13740068.00	13820269.00
Intangible assets (from Primary Reserve Ratio)	0.00	0.00	0.00
Unsecured related-party receivables (from Primary Reserve Ratio)	0.00	500000.00	500000.00
Modified net assets sub-total	13524569.00	13240068.00	13320269.00
Total assets	14966063.00	15556146.00	15742380.00
Unsecured related-party receivables (from Primary Reserve Ratio)	0.00	500000.00	500000.00
Intangible assets (from Primary Reserve Ratio)	0.00	0.00	0.00

Modified assets sub-total	14966063.00	15056146.00	15242380.00
Equity ratio	0.90	0.88	0.87
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 2016	FY 2015	FY 2014
Change in unrestricted net assets	-339064.00	-268592.00	716196.00
Total unrestricted revenue	4917566.00	5436874.00	6177001.00
Net income ratio	-0.07	-0.05	0.12
Net income strength	-0.72	-0.24	3.00
Net income weight	0.20	0.20	0.20
Net income CFI	-0.14	-0.05	0.60

	FY 2016	FY 2015	FY 2014
Total Composite Financial Indicator Score	2.26	2.35	3.00
Comments			



## Federal Compliance

### 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 which they have 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 **FY2014 Three-Year Draft Cohort Default Rate for Student Loans**, which was released by the U.S. Department of Education to institutions in February 2017.
  - 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 2016-2017 IPEDS Financial Aid Survey which covered 2015-2016.
- Student Achievement
  - Institutions are required to publish student achievement data on the full range of its offerings. Data can be provided at the institutional or the program level but, if provided at the program level, should be provided for all programs. See policy [FDCR.A.10.070](#) for more information
  - This information typically includes retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study, or links to the College Navigator website, but in any case should be information appropriate to the institution's mission. Information provided should be clearly labeled on the website and linked from the home page, included within the top three levels of the website, or easily found 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.

**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 include 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](#). **You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.**

**Other Accrediting Agencies**

**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.

**Academic Term**

(Select all that apply)

Continuous

- Four-one-four
- Modular
- Quarter
- Semester
- Trimester

Does the institution have a formal student refund policy?

(Select one)

Yes                       No

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                       No

If Yes, how many academic programs are reported in clock hours? (select Not Applicable if previous question was answered "No")

Not Applicable

Identify the institution's FY 2014 Three-Year Draft Cohort Default Rate for student loans.

8.00

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

73.20

Enter the average amount of Pell Grant aid received by these students.

4197.00

Does the institution provide information to students and the public about student achievement?

(Select one)

Yes

No

## *Student Head Count by Level*

### **Instructions**

- Report your numbers as of your institution's **IPEDS Fall 2016** 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 Full-time 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

	Current Year	Previous Year
Full-time Undergraduate Head Count	236	258
Part-time Undergraduate Head Count	82	124
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 2016 reporting date**.
- Head count may be duplicated.
- Include both full and part time students.

**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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

	Current Year	Previous Year
Certificate Seeking Undergraduate	49	12
Degree Seeking Undergraduate	269	250
Post-Baccalaureate Certificate-Seeking	0	0
Post-Baccalaureate Degree-Seeking	0	0
Non-Degree Seeking	71	120

## *Institutional Head Count*

### **Instructions**

- Report your numbers as of your institution's **IPEDS Fall 2016 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**.
- Complete one of HLC's **Student-to-Faculty Ratio worksheets** depending on the institution's offerings (this refers to your actual offerings rather than your Carnegie classification).
  - [Worksheet](#) for institutions with associate and/or bachelor's level programs.
  - [Worksheet](#) for institutions with offerings that include graduate programs.
  - **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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

	Current Year	Previous Year
Full-time Faculty	16	22
Part-time Faculty	42	27
Full-time Administration	13	29
Part-time Administration	0	2
Full-time Staff	27	7
Part-time Staff	3	2
Student-to-Faculty Ratio	11.00	9.26

## Dual Credit

### Instructions

- Report dual credit head count from **IPEDS Fall 2016 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 2016-2017.

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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

	Current Year	Previous Year
Total Dual Credit Student Head Count:	380	0
How many dual credits awarded in the academic year 2016-2017?	1778	2507

## *Certificates & Degrees Awarded*

### **Instructions**

- Report the numbers from July 1, 2015 through June 30, 2016.
- 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 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

	Current Year	Previous Year
Total Certificates Awarded	49	41
Graduate Certificates Awarded	0	0
Undergraduate Certificates Awarded	49	41
Of the undergraduate certificates listed above, how many are NOT part of an existing degree program?	49	41

	Current Year	Previous Year
Associate's Degrees Awarded	37	30
Bachelor's Degrees Awarded	6	6
Master's Degrees Awarded	0	0
Specialist Degrees Awarded	0	0
Doctoral Degrees Awarded	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.

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- 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

	Current Year	Previous Year
Total Number Credit-Bearing Certificates Offered	4	4
Associate's Degree Programs Offered	3	3
Bachelor's Degree Programs Offered	4	4
Master's Degree Programs Offered	0	0
Specialist Degree Programs Offered	0	0
Doctoral Degree Programs Offered	0	0

## **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 distance and/or correspondence education stipulation is not correct, contact [changerequests@hlcommission.org](mailto:changerequests@hlcommission.org).
- **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 years.

### **Distance-delivered Courses**

Distance delivered courses are those in which all or the vast majority (typically 75 percent 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 percent 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

### **Distance Education and Correspondence Education Stipulation**

Approval for distance education is limited to courses. The institution has not been approved for correspondence education.

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

X Yes

\_\_\_ 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 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 has all of the following four attributes:
  - 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.
- 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.

### **Please Note: Branch Campuses and Additional Locations Dues Calculation**

- This information is used to calculate your institution's HLC membership dues. HLC will calculate your institution's dues based on the number of branch campuses and additional locations identified at the time of the Institutional Update submission. Adjustment to the dues will **not** be made based on changes that occur after the Institutional Update submission yet before the dues invoice is mailed in July.

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

**Please click the button below to view branch campuses reported to HLC.**

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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 and to 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 than 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](#).

### **Please Note: Branch Campuses and Additional Locations Dues Calculation**

- This information is used to calculate your institution's HLC membership dues. HLC will calculate your institution's dues based on the number of branch campuses and additional locations identified at the time of the Institutional Update submission. Adjustment to the dues will **not** be made based on changes that occur after the Institutional Update submission yet before the dues invoice is mailed in July.

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

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

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Name	Status	Address	Open Date	Title IV Eligible	Head Count	Program Type	Location Type
Lansing Correctional Facility	Active	301 E. Kansas St. Lansing, KS 66043	01/16/2001	No	1-99	Total Degree	In State

I have reviewed the list of additional locations provided and made any necessary changes using the Location & Confirmation 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

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

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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.

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 percent 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 as an institutional accreditor whose scope of recognition includes the accreditation of degree-granting institutions and covers the full range of academic degrees potentially offered by the institution. By being recognized by the U.S. Department of Education as a gatekeeper agency, the accreditor fulfills specific, federally defined responsibilities within the accreditation process.
  - The participating organization(s) provide 50 percent 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](#). You may also contact HLC by selecting the envelope icon in the upper right-hand corner of this page.

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

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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.

X Yes

\_\_\_\_ No