

## Changes to the 2016-17 Institutional Profile

This section describes data collection and screen changes made to the Institutional Profile since the prior year. It does not list every revision or update to the *written instructions*. You can also find these changes listed in the IP Help Section after you log in and on the Institutional Profile webpage.

- Throughout the IP, MSCHE has added field level help or "tool tips" to help institution with definitions or requirements for specific data elements. Users can hover or click the ? icons to see definitions or other helpful information regarding specific data elements.

### Screening Questions

- The *screening questions* for Section C: Student Achievement, Part 2 Completers were changed back to the questions from the 2014-15 IP, which relate to graduation rate data. Part 2 is no longer collecting Outcome Measures. Instead, the Commission is returning to collecting data on Completers (similar but not identical to IPEDS graduation rate). You are only required to report in Part 2: Completers if your institution serves first-time, full-time students. If your institution serves only transfer students, you do not need to report graduation rate in Part 2 Completers.
- The *screening questions* for **Section I: Financial Information (Part 1)** pertaining to Operation and Maintenance of Plant and Depreciation were removed. The two questions asked if your institution allocated these expenses and the responses determined how you reported the expenses in Part 1. See Section I below for details regarding this change.
- A link was added to the *screening question* for **Section I: Financial Information (Part 1)** pertaining to the USDE Financial Responsibility Composite Score letter which provides a sample copy of the USDE letter.

### Home Screen

- No changes

### Section A. General Information

- **Institution Primary Physical Address (required)** - The Commission has separated physical address from mailing address. You must review and verify the primary physical address of the institution. The physical address must be a physical location (not a P.O. box). If the institution receives Title IV funding and reports to IPEDS, this address should match the address reported to the federal government. The physical address is posted on the MSCHE online Institution Directory. You will need to contact the Commission ([support@msche.org](mailto:support@msche.org)) to update the primary physical address.
- **Institution Mailing Address (optional)** - The Commission has added a field for mailing address. You must review and verify the mailing address of the institution, if applicable. A mailing address is not required, but may be added through the IP if the institution wishes to receive letters from the Commission at a different place than the primary physical address.

- **Student Achievement Website** - While this field is not new, the Commission will be publishing each institution's student achievement website on the MSCHE online Institution Directory following the 2016-17 IP. Because URLs and links are subject to frequent change, please make note of this requirement and be prepared to report any changes to the URL to MSCHE at [support@msche.org](mailto:support@msche.org). Because the website will be accessible on the Commission's website, please keep data up-to-date throughout the year.
- **2015 Carnegie Classification** - MSCHE updated our system to the 2015 Carnegie Classification - Basic Classification over summer 2016. Institutions were notified via email on June 20, 2016 when the update occurred. The classification was uploaded into the MSCHE system directly and will not be modified unless the change is made by the Carnegie Classification of Institutions of Higher Education. Please visit <http://carnegieclassifications.iu.edu> for more information.

### Section B: Key Contacts

- Minor changes to the instructions to insert the field level help.

### Section C. Student Achievement

- Part 1: Awards Granted - minor changes to labels on the main screen. Definitions for each credential level are provided as field level help.
- Part 2: Completers - Part 2 has been changed back to Completers (from Outcome Measures in the 2015-16 IP). The Commission has put the Completers section from the 2014-15 IP back into 2016-17 IP. Because these data were not collected last year in the 2015-16 IP, the left-hand column will be blank. We will not be filling in last year's IP data.

### Section D. Enrollment

- The Enrollment section now has four parts which are labeled: Part 1. Fall Credit Enrollment, Part 2. Matriculation, Part 3. Dual Enrollment Courses for High School Students, and Part 4. Non-Credit Enrollment.
- **Part 3. Dual Enrollment Courses for High School Students** is new. The Commission is collecting basic information on the number of high school students enrolled in college courses for credit.

### Section E. Distance Education

- Minor changes to the instructions to insert the field level help.

### Section F. Other Regional, National, and Specialized Accreditation

- The list of other accrediting agencies recognized by the Department of Education was updated. To view the complete federal list of U.S.D.E. recognized accreditors, go to: [http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html#NationallyRecognized](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html#NationallyRecognized) and [http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg7.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg7.html).

- Please note that even though the [National Council for Accreditation of Teacher Education \(NCATE\)](#) and [Teacher Education Accreditation Council \(TEAC\)](#) were consolidated into the [Council for the Accreditation of Educator Preparation \(CAEP\)](#) on July 1, 2013, none of the three agencies is listed as recognized by the U.S. Secretary of Education. CAEP is in the process of obtaining U.S.D.E. recognition. It will be listed once that recognition is granted.
- You no longer need to enter "Other Accreditors" in the second section of this screen. The Commission is only collecting data on accreditors recognized by the U.S. Secretary of Education.

### **Section G. Instructional Staff**

- This section was previously named Instructional Personnel. It has been renamed Instructional Staff.
- No other changes to this section.

### **Section H-1. Study Abroad**

- No changes

### **Section H-2. Branch Campuses**

- Minor changes to the instructions to insert the field level help.
- If an institution has a recently approved substantive change approval of a new branch campus or approval to close a branch campus, the institution must provide the Commission with an official open or close date within 30 days of instruction commencing or ending at the site. You will receive a warning message if the Commission does not have a date in this field. Please provide the date as you update all requested data in the modify screen. Email [sc@msche.org](mailto:sc@msche.org) if you have any questions.

### **Section H-3. Additional Locations**

- Minor changes to the instructions to insert the field level help.
- If an institution has a recently approved substantive change approval of a new additional location or approval to close an additional location, the institution must provide the Commission with an official open or close date within 30 days of instruction commencing at the site. You will receive a warning message if the Commission does not have a date in this field. Please provide the date as you update all requested data in the modify screen. Email [sc@msche.org](mailto:sc@msche.org) if you have any questions.

### **Section H-4. Other Instructional Sites**

- Minor changes to the instructions to insert the field level help.

### **Section I. Financial Information (Part 1)**

- Minor changes to the instructions to insert the field level help.
- Deleted the Depreciation and Operation & Maintenance of Plant (O&M) allocation questions. [See below for more detail.]
- Updated the column which referenced the IPEDS Part/Line numbers to match IPEDS.
- Updated the individual expense lines to match IPEDS. **Note:** IPEDS deleted the Depreciation and O&M columns - if you do not allocate either of these two expenses, you will need to add the Depreciation and O&M amounts to the total on the Institutional Support expense line. Similar to last year, you must report all of the expenses that you report to IPEDS in the IP. Your Total Expenses in the IP must match the Total Expenses in IPEDS. **If you do not report to IPEDS, your Total Expenses must match the Total Expenses in your Audited Financial Statements.**
- Deleted the prior year "Includes O&M" column. This applies to your institution if you allocated Operation & Maintenance of Plant in each of the individual expense lines last year (for example: Instruction, Research, etc.)
- Moved the prior year Depreciation and Operation & Maintenance of Plant expense amounts to Part 2. This applies to your institution if you did not allocate Depreciation and/or O&M expenses last year.

### Section I. Financial Information (Part 2)

- Minor changes to the instructions to insert the field level help.
- Moved Depreciation and Operation & Maintenance of Plant (O&M) expense lines from Part 1. Data submitted last year as an expense or as an allocated amount will show as Data on File Fiscal Year Ending 2015.
- **Important:** Although Depreciation and O&M may be allocated in each expense line or added to Institutional Support in Part 1, the required Depreciation and O&M expense amounts also need to be entered for FY'16 in Part 2.
  - For Public-GASB institutions, Non-Operating Revenue and Non-Operating Expense lines were added.
  - For Non-Profit/Public-FASB institutions, Total Operating Revenue and Total Operating Expense lines were deleted.

### Section K. Required Attachments

- Minor changes to the instructions to insert the field level help.
- Each required attachment is listed separately with an "Add File" link to help institutions seamlessly upload each file.
- A link was added to the *field level help* for the USDE Composite Score Letter so institutions can view a sample USDE letter. Click on the ? next to **USDE** to view the link.

### Changes to the 2016-17 Institutional Profile

This section describes any data collection or screen changes made to the Institutional Profile since the prior year. It does not list every revision or update to the *written instructions*.

Any changes made to the IP application or instructions occurring after the open date of March 1, 2017 will be posted under "**Changes Since the IP Opened March 1, 2017**" at the top of the IP Home page (below "Changes to the 2016-17 IP"). The date and time will be provided in the title indicating the exact time the revision occurred. Please make sure to check this area regularly for updates. You can also find these changes listed in the Help Section.

**Throughout the IP, MSCHE has added field level help or "tool tips" to help institution understand definitions or particular requirements for specific data elements. Hover over the question mark to see definitions or other help available.**

### **Screening Questions**

\* The *screening questions* for **Section C: Student Achievement, Part 2 Completers** were changed back to the questions from the 2014-15 IP, which relate to graduation rate data. Part 2 is no longer collecting Outcome Measures. Instead we are returning to Completers (similar but not identical to IPEDS graduation rate). You are only required to report in Part 2: Completers if your institution serves first-time, full-time students. If your institution serves only transfer students, you do not need to report graduation rate in Part 2 Completers.

### **Home Screen**

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### **Section A. General Information**

**Institution Primary Physical Address (required)** - The Commission has separated physical address from mailing address. You must review and verify the primary physical address of the institution. The physical address must be a physical location (not a P.O. box). If the institution receives Title IV funding and reports to IPEDS, this address should match the address reported to the federal government. The physical address is posted on the MSCHE online Institution Directory. You will need to contact the Commission to update the primary physical address.

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## **Section B: Key Contacts**

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## **Section C. Student Achievement**

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## **Section H-1. Study Abroad**

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## **Section H-2. Branch Campuses**

- \* Minor changes to the instructions to insert the field level helps
- \* If an institution has a recently approved substantive change (approval of a new branch campus or approval to close a branch campus), the institution must provide the Commission with an official open or close date within 30 days of instruction commencing or ending at the site. You will receive a warning message if the Commission does not have a date in this field. Please provide the date as you update all requested data in the modify screen. Email [sc@msche.org](mailto:sc@msche.org) if you have any questions.

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### Section H-4. Other Instructional Sites

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### Section I. Financial Information (Part 1)

- \* Deleted the Depreciation and Operation & Maintenance of Plant allocation question.
- \* Updated the column referencing IPEDS Part/Line numbers.
- \* Updated the expense lines to match IPEDS. **Note:** IPEDS deleted the Depreciation and O&M columns - if you do not allocate either of these two expenses, you will need to add the amounts to the total on the Institutional Support expense line. Similar to last year, you must report all of the expenses that you report to IPEDS in the IP. Your Total Expenses in the IP must match the Total Expenses in IPEDS. **If you do not report to IPEDS, your Total Expenses must match the Total Expenses on your Audited Financial Statements.**
- \* Deleted the prior year "Includes O&M" column. **Note:** This applies to the your institution if you allocated Operation and Maintenance of Plant in each of the individual expense lines (for example: Instruction, Research, etc.)
- \* Moved the prior year Depreciation and Operation and Maintenance Expense amounts to Part 2. **Note:** This applies to your institution if you did not allocate Depreciation and/or O&M two expenses.

### Section I. Financial Information (Part 2)

- \* Moved Operation and Maintenance of Plant from Part 1. Data submitted last year as an expense or as an allocated amount will show as Data on File for FY'15. Although O&M may be allocated and included in Part1, total O&M needs to be entered for FY'16 in Part 2.



## **Section K. Required Attachments**

\* Each required attachment is listed separately with its own box where you can upload the file.

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