



General Questions About the Institutional Profile

Why does Middle States collect data in the Institutional Profile?

Accredited and Candidate institutions are required to file an Institutional Profile (IP) annually. Data from the IP are used for a variety of purposes, including but not limited to the following:

- offer evaluation teams and staff a “snapshot” of an institution's structure, operations, finances, and accreditation status;
- enable staff to monitor an individual institution's compliance with selected aspects of accreditation standards and respond to inquiries from the U.S. Department of Education;
- update the MSCHE on-line [Institution Directory](#) and the Statement of Accreditation Status (SAS), which is the official statement about each institution that is available to the public;
- provide MSCHE with a basis for assessing dues; and
- assist staff in developing region-wide aggregate data, some of which are made available to the public in reports posted on the MSCHE web site.

What happens if I don't submit the Institutional Profile?

Institutions that do not submit an Institutional Profile on an annual basis are considered in breach of the Requirements of Affiliation and MSCHE policies, [Cycle and Timing of Accreditation Review](#) and [Institutional Responsibilities in the Accreditation Process](#). If the institution fails to submit required information to MSCHE, including the Institutional Profile, the institution will be considered to have voluntarily allowed its accreditation to lapse, and MSCHE may take action in accordance with its policy [Accreditation Actions](#) (formerly *Range of Commission Actions on Accreditation*). All policies are available on the MSCHE website.

Why are there two columns on the data entry screens?

There are two columns in the data entry screens. The column on the left is labeled "Data on File." It reflects the data on file in the MSCHE system as of your institution's last lockdown, plus any data that has been changed in the MSCHE system since. For example, any updates made by MSCHE staff due to Substantive Change or any changes the institution requested to key contacts (or any other data updates) since the last IP data collection period are reflected in this column.

The column on the right is labeled "IP Data" and refers to the data you will enter during the current data collection period. Please note that individual data elements specify a particular timeframe. For example, Section D: Enrollment requests data for the most recent fall semester only (for example, fall 2015), while Section H-3: Additional Locations requests data for the entire current year (for example, July 1, 2015 - June 30, 2016). **Please pay close attention to the timeframes specified in each section.** The column headers on these two columns specify the timeframes required for data entry for each section.

How do I see the data I entered last year?

To see the data you entered last year, minus any subsequent changes that have been made since, go to the Home page and look for “Select IP Year.” Select the year you want to review. The data will be displayed in the right-hand column.

How can I retrieve prior year Institutional Profiles electronically?

Institutions are encouraged to archive an electronic version of the Institutional Profile each year by downloading or printing the IP Report because MSCHE does not store paper copies and institutions only have access on-line to the *current year* or the *prior year* IP report.

To access the prior year IP Report:

- Log In to the Institutional Profile
- Select the Home section of the Institutional Profile from the left hand navigation bar
- Scroll to the section of the page labeled **IP Report – Print an IP Report and Instructions**
- Select the IP Year from the drop down list
- Select “All Sections (with instructions)”

What is an IP Key User?

To obtain initial access to the Institutional Profile application, each institution is assigned one individual, who is called the IP Key User. The IP Key User is the person who completed the IP the previous year. The IP Key User is responsible for adding institutional users (who will access the IP and/or enter data during the data collection period) and configure security permissions for these new users. On the day the IP data collection period opens, the information (user name and password) necessary to log in to the Institutional Profile is emailed to the individual who completed the IP the previous year (the person named as the IP Key User). If this person has left the institution or someone else will be completing this task, please contact support@msche.org.

I noticed an error in the data for my institution. How can I correct it?

If you find an error in the data for your institution, please contact support@msche.org. In your email, please specifically describe the IP section (for example, Section D. Enrollment) and then state very clearly which data should be corrected. For example, please explain why you are requesting changes to submitted data and state exactly what you would like to change, for example: “Section D. Enrollment – fall enrollment - undergraduate full time headcount from 6,789 to 6,228”.

Note: Some data elements, such as approved degree and certificate levels and the addition of branch campuses and additional locations are subject to the rules of Substantive Change and data are updated only after verification that a formal request for Substantive Change is not required. In addition, many data points (including financial information) must be verified before changes can be made.

My institution has several campuses. How should we report in the IP?

Each separately accredited institution and each candidate institution should report all data in one single IP. The sections for Institutional Information, Enrollment, Graduation Data, Instructional Staff, Distance Education, and Financial Information should contain data for the entire institution, including all its branches, additional locations, and other instructional sites, as defined in these instructions.

Why can't I modify or add data to certain fields?

Some fields are shaded and cannot be modified by IP Key Users. Because some data are required for MSCHE to monitor institutional compliance with state and federal regulations, these fields are protected. You must contact MSCHE staff to modify certain data fields, particularly if documentation is required to make changes to that field. Please contact support@msche.org if you would like to revise or change the data on file. An asterisk (*) denotes a required field for which you must provide data or you will receive an error during lock down.

While reading about [MSCHE's proposal to modify the accreditation process](#) and cycle, I noticed that the proposal mentions a new data collection process called the [Annual Institutional Update \(AIU\)](#). Will this new AIU be implemented in the 2016-17 IP?

No, the new AIU will not be implemented this year in the 2016-17 IP. There were only a few changes made to the IP this year, which were (1) required by federal regulations; or (2) made to make data entry easier. On February 22, a letter was sent to all institutions identifying the exact changes that were made this year. Also, a full list of the changes is available on our website: IP Changes.

Section A: General Information

What is the Student Achievement Website (formerly labeled Consumer Information) field?

In the 2013-14 IP, MSCHE added a field that asked all member institutions to report the primary URL where retention rates, graduation rates, and/or other measures of student achievement/student outcomes are posted on the institution's web site for the public. This field was added in response to federal regulations and to criterion for Recognition Standards of the Council for Higher Education Accreditation (CHEA), that require MSCHE to monitor institutions to ensure that they routinely “provide reliable information to the public on their performance including student achievement” (*CHEA Recognition Policy and Procedures*, 2010, p. 5).

MSCHE has always required this information to be reviewed in self-study but is now asking for institutions to report a URL on an annual basis. Staff review the URL on an annual basis to make sure it meets the following requirements: 1) active, accessible to the public, does not require a password; 2) page originates from the institution's own web site; 3) page is easy to locate and clearly labeled; 4) page contains timely student outcomes data (e.g. graduation rates, retention rates, employment rates, normal time to completion, etc. as applicable to the mission of the institution). After staff review, institutions that do not meet requirements will be contacted to edit or update their website.

This is a required field. You will not be able to lock down the IP if you do not enter valid data in this field. ALL MSCHE member institutions, including candidate and accredited institutions, international (non-U.S. institutions), graduate only, and/or transfer only, must report a URL that posts student outcomes data for the public. The institution may select measures and indicators that are relevant to its mission, but quantitative data must be posted for the public. Please see the instructions for this field in Section A: General Information.

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. Because the website will be accessible on the Commission's website, please keep data up-to-date throughout the year.

What is the 2015 Carnegie Classification [Basic Classification]?

MSCHE updated the 2015 Classification in our system over the summer of 2016. The 2015 Carnegie Classification - Basic Classification is now viewable in the IP. It is also published for each institution on the Institution Directory and Statement of Accreditation Status (SAS) on the MSCHE website. Dr. Amy Moseder notified institutions via email on June 20, 2016 when the update was completed.

Approved Credential Levels - Why can't I enter data under Number of Programs for a particular credential level?

The credential levels reported in this section must correspond with the credential levels your institution is currently *approved* to offer. That is, the credential levels which are indicated as approved in this section are what MSCHE has recorded as the levels that are included within the existing scope of accreditation for the institution. The data recorded in the MSCHE database reflects the credential level indicated in the institution's initial application for accreditation or levels that have been added through a subsequent substantive change request. See your institution's Statement of Accreditation Status (SAS) within the institution's record in the Institution Directory at www.msche.org/institutions_directory.asp. If the credential level is not indicated on the SAS as approved, then it is not part of the MSCHE record. You must contact the Commission to make corrections and you must provide sufficient documentation in order to add a degree level.

If you believe the approved certificate and degree levels are incorrect and there was a reporting error, please contact sc@msche.org for guidance about how to proceed. **The burden of proof is on the institution to prove that the degree or certificate level was reviewed and approved by a MSCHE accreditation process in the past and is not new.**

If your institution is offering programs at a *new* degree or certificate level which has not previously been approved by MSCHE, a substantive change request must be submitted to the Commission. According to U.S. Department of Education regulations (34 CFR, Part 602.22), a new degree level may not be added except through the Substantive Change process. See the Substantive Change policy and accompanying Substantive Change Procedures on the MSCHE web site under Policies.

Section B: Key Contacts

How is Key Contacts data used?

The data provided on key contacts is the primary means by which MSCHE staff maintain contact with the institution throughout the accreditation cycle. The name of the CEO/President, Chief Academic Officer, and the Accreditation Liaison Officer (ALO) are posted on the detail view of the Institution Directory on MSCHE's website. MSCHE also collects the names and contact information of individuals who filled out the IP (Person Completing the IP, Person Completing IP Financials) in order to verify or correct data submitted in the IP. Key contact information is also used to ensure that MSCHE staff can contact the necessary individuals as the institution is preparing for self-study. Finally, MSCHE staff use contact information to invite representatives from the institution to various training events.

Personnel Changes: How should I report if I know an IP Key Contact will no longer be with the institution?

If you are aware that an IP Key Contact will be leaving your institution after you lock down the IP, leave that person's name in his or her current role. The IP should be accurate as of the time of lock down. Subsequently, please email support@msche.org to inform the Commission of the actual employment termination date, any replacement of staff, and if someone on the list is deceased. MSCHE staff will make the change(s) on your behalf.

Section F: Other Regional, National, and Specialized Accreditation

What happened to the second part called Other Accreditors in Section F?

Institutions 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.

Why aren't NCATE, TEAC, or CAEP provided in the checkbox list of U.S.D.E. accreditors?

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 are listed as recognized by the U.S. Secretary of Education. CAEP is in the process of seeking U.S.D.E. recognition. CAEP will be listed once that recognition is granted.

Section I: Financial Information (Part 1 & 2)

Why does the Commission request financial data on the Institutional Profile?

The Commission uses the financial data in several ways.

1. The information is used to assess annual membership dues that are based on an institution's Educational and General (E&G) expenditures. These expenses are part of the Operating and Non-Operating Expenses reported on its Institutional Profile.
2. The information is automatically fed into the Commission's database which is how the dues are calculated and the invoices sent electronically.

3. The information is downloaded for financial analysis and for calculating the composite financial index.
4. The information is used, together with other Institutional Profile information, by staff and evaluators who want a quick “snapshot” of the institution prior to a visit.
5. The information is used for various reports required both internally and externally by staff, evaluators, etc.

Should an institution submit IPEDS financial data for the matching fields on the Institutional Profile?

Yes. Report the same data on the IP that your institution reports to IPEDS (Integrated Postsecondary Higher Education Data Systems). Part and Line numbers from the IPEDS survey are provided (where applicable) next to the respective IP fields for your convenience.

The IPEDS financial data should cover the same period as the audited financial statement. If your institution has a 12/31 year end, you should be reporting the most current financial information available which may be different from what you reported to IPEDS.

Why does the Commission require an audited financial statement?

Commission staff verify the accuracy of the Total Expenses (operating and non-operating) reported on the Institutional Profile by comparing it to the Total Expenses (operating and non-operating) reported in the institution’s audited financial statement and/or IPEDS finance section. Membership dues are assessed on the basis of the institution’s E&G (Educational & General) portion of the expenses. The Commission takes steps to ensure the financial data reported on the Institutional Profile are correct and that a member institution’s dues are properly assessed.

The audited financial statement (and management letter) is used by the Commission to review financial information and perform financial analysis annually. Staff members, evaluators, and financial reviewers also use these reports as part of the self-study evaluation, periodic review report, follow-up and substantive change processes.

Section K: Required Attachments

Can I mail a copy of one of the Required Attachments?

MSCHE requires that all documents be uploaded in the Institutional Profile. Electronic files are stored with the institution’s record in our database. The FTP process for uploading documents is completely secure.

Contact Information

Email: support@msche.org

Telephone: [215-662-5605](tel:215-662-5605)