



Middle States Commission on Higher Education
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ANNUAL INSTITUTIONAL UPDATE DATA DICTIONARY

PRIVATE (FOR-PROFIT) INSTITUTIONS

Table of Contents

Table of Contents.....	2
General Information	7
Website	7
Carnegie Class	7
Carnegie Size	10
Highest Degree	11
Control	11
Calendar	12
Religious Affiliation	13
Open admission policy	13
Catalog	14
Multi-Campus Main Organization	14
Institutional Context	16
Fall Enrollment Headcounts	16
Total	16
Full-Time.....	16
Part-Time.....	17
FTE.....	18
Fall Enrollment Race-Ethnicity Percentages.....	19
American Indian or Alaskan Native	19
Asian.....	19
Black / African-American.....	20
Hispanic-Latino.....	20
Native Hawaiian or Pacific Islander	21
White.....	21
Two or more races	22
Non-resident alien.....	22
Fall Enrollment Age Percentages	23
18-24	23
25-64	23
65+	24
12-Month Enrollment	24
Unduplicated Headcount	24
Unduplicated Undergraduate Headcount	25

12-month FTE	25
Distance Education Headcounts	26
Programs Offered via distance education	26
Total Headcount Distance Ed	27
Exclusively Distance Ed.....	27
Percent Exclusively Distance Ed	28
Some Distance Ed.....	29
Percent Some Distance Ed.....	29
No Distance Ed	30
Percent No Distance Ed	31
Correspondence Education Headcount.....	32
Number of Correspondence Education Programs.....	32
Select metrics for peer reviewers to see.....	33
Percent First Generation	33
Percent Developmental.....	33
Has Dual Enrollment.....	34
Dual Enrollment Headcount	34
Percent of all undergrads receiving Pell	35
Percent FT-FT receiving Pell	36
Percent Minority	37
Percent Non-traditional	37
Percent Part-Time	38
Programs Offered.....	39
Programs Offered.....	39
Student Achievement	39
Student Achievement Webpage	39
Retention Rates.....	40
Full-time Retention Rate	40
Part-time Retention Rate	40
First-Time Full-Time Enrollment.....	41
FT-FT degree seeking undergraduates as percent of all undergraduates	41
Graduation Rates 150%.....	42
Associate Revised Cohort 150%	42
Associate Adjusted Cohort 150%	42
Associate Completers 150%	43
Associate Graduation Rate 150%	43
Bachelor Revised Cohort 150%	44

Bachelor Adjusted Cohort 150%	44
Bachelor Completers 150%	45
Bachelor 150%.....	45
Still enrolled count	46
Transfer Rate Total Cohort 150%	46
Graduation Rates 200%.....	47
Revised Cohort 200%	47
Adjusted Cohort 200%	48
Completers 200%	48
Graduation Rate 200%	49
Graduation Rate Gender	49
Men	49
Women.....	50
Graduation Rate Ethnicity	51
American Indian or Alaskan Native	51
Asian.....	52
Black / African-American.....	53
Hispanic-Latino.....	54
Native Hawaiian or Other Pacific Islander.....	55
White.....	56
Two or more races	57
Non-resident alien.....	58
Race/Ethnicity unknown	59
Context of Performance Uploads.....	60
Context of Performance (1, 2, and 3)	60
Financial Results.....	61
General.....	61
FY Begin Date	61
FY End Date	61
GPFS Unqualified.....	61
Reporting Standard	62
Is your institution responsible for retirement/pension?	62
What is the pension or post retirement amount in your audit?	62
Ratios	63
Primary Reserve Ratio	63
Viability Ratio	64
Viability Ratio (Pension Removed)	64

Return on Net Assets Ratio	65
Operating Revenues Ratio.....	66
Net Income Ratio.....	66
Debt Burden Ratio.....	67
Tuition Discount Ratio	68
Tuition Dependency Ratio	68
Comprehensive Financial Index (CFI)	69
CFI (with Pension).....	70
Default Rate	71
Financials.....	71
Net assets unrestricted	71
Net assets temp restricted	72
Net assets perm restricted	72
Adjusted Change in Net Assets.....	73
Net Assets Beginning of Year.....	73
Net Assets End of Year	73
Net Assets Change Over Year	73
Expendable Net Assets	74
Total Revenue	74
Total Operating Revenue	75
Revenue Unrestricted	75
Total Operating Expense	75
Depreciation Expense.....	76
Net Operating Loss	76
Long-term and Capital Leases	76
Principal Payments on Long-term Debt.....	77
Tuition and Fees - Total.....	77
Tuition discounts and allowances	78
Tuition and Fees - Net	78
Education and General Expenses	79
Academic Support	79
Auxiliary Enterprises.....	79
Hospital Services	79
Independent Operations	80
Institutional Support	81
Instruction	81
Scholarship and Fellowship	82

Public Services	82
Research	82
Student Services	83
Other Functional Expenses	83
Total Education and General Expenses	84
Most Recent Financial Audit Metrics	84
Most Recent Audit FY Begin Date.....	84
Most Recent Audit FY End Date	85
Most Recent Adjustment to Start.....	85
Most Recent Beginning Net Assets.....	85
Most Recent Ending Net Assets	86
Financial Documents to Upload	86
Audited Financials	86
Bond Rating for new debt issues	87
Management Letter	87
Title IV Compliance Audits	88
Financial audits from parent corporations	88
USDE composite score letters	88
Index	90

General Information

Website

Institution's internet website address

- **Source:** IPEDS, General Information
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** WEBADDR

Definition: Institution's internet website address

Carnegie Class

Carnegie Classification 2005/2010: Basic

- **Source:** IPEDS Institutional Characteristics
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** CCBASIC

Definition: To ensure continuity of the classification framework and to allow comparison across years, the 2010 Classification update retains the same structure of six parallel classifications, initially adopted in 2005. They are as follows:

- Basic Classification (the traditional Carnegie Classification Framework)
- Undergraduate and Graduate Instructional Program classifications
- Enrollment Profile and Undergraduate Profile classifications
- Size & Setting classification.

These classifications provide different lenses through which to view U.S. colleges and universities, offering researchers greater analytic flexibility. These classifications are time-specific snapshots of institutional attributes and behavior based on data from 2008 to 2010, and collectively they depict the most current landscape of U.S. colleges and universities. Institutions might be classified differently using a different timeframe. Individual classifications are not updated with more recent data. ***Note- Carnegie classifications for IPEDS years 2005-2009, are the 2005 classifications, which were based on time-specific snapshots of institutional attributes and behavior based on data from 2003 to 2005. The Basic Classification is an update of the traditional classification framework developed by the Carnegie Commission on Higher

Education in 1970 to support its research program, and later published in 1973 for use by other researchers. Although this classification has undergone many changes over the years, the current release involves some significant changes from previous editions.

Note: Associate's Colleges includes institutions where all degrees are at the associate's level, or where bachelor's degrees account for less than 10 percent of all undergraduate degrees but excludes institutions eligible for classification as Tribal Colleges or Special Focus Institutions.

- Assoc/Pub-R-S: Associate's
- Public Rural-serving Small Assoc/Pub-R-M: Associate's
- Public Rural-serving Medium Assoc/Pub-R-L: Associate's
- Public Rural-serving Large Assoc/Pub-S-SC: Associate's
- Public Suburban-serving Single Campus Assoc/Pub-S-MC: Associate's
- Public Suburban-serving Multicampus Assoc/Pub-U-SC: Associate's
- Public Urban-serving Single Campus Assoc/Pub-U-MC: Associate's
- Public Urban-serving Multicampus Assoc/Pub-Spec: Associate's
- Public Special Use Assoc/PrivNFP: Associate's
- Private Not-for-profit Assoc/PrivFP: Associate's
- Private For-profit Assoc/Pub2in4: Associate's
- Public 2-year Colleges under Universities Assoc/Pub4: Associate's
- Public 4-year, Primarily Associate's Assoc/PrivNFP4: Associate's
- Private Not-for-profit 4-year, Primarily Associate's Assoc/PrivFP4: Associate's
- Private For-profit 4-year, Primarily Associate's Doctorate-granting Universities. Includes institutions that award at least 20 doctoral degrees per year (excluding doctoral-level degrees that qualify recipients for entry into professional practice, such as the JD, MD, PharmD, DPT, etc.) Excludes Special Focus Institutions and Tribal Colleges.
- RU/VH: Research Universities (very high research activity)
- RU/H: Research Universities (high research activity)
- DRU: Doctoral/Research Universities Master's Colleges and Universities. Includes institutions that award at least 50 master's degrees per year. Excludes Special Focus Institutions and Tribal Colleges.

- Master's/L: Master's Colleges and Universities (larger programs)
- Master's/M: Master's Colleges and Universities (medium programs)
- Master's/S: Master's Colleges and Universities (smaller programs)
- Baccalaureate Colleges. Includes institutions where baccalaureate degrees represent at least 10 percent of all undergraduate degrees and that award fewer than 50 master's degrees or fewer than 20 doctoral degrees per year. Excludes Special Focus Institutions and Tribal Colleges.
- Bac/A&S: Baccalaureate Colleges
- Arts & Sciences Bac/Diverse: Baccalaureate Colleges
- Diverse Fields Bac/Assoc: Baccalaureate/Associate's Colleges Special Focus Institutions. Institutions awarding baccalaureate or higher-level degrees where a high concentration of degrees is in a single field or set of related fields. Excludes Tribal Colleges.
- Spec/Faith: Theological seminaries, Bible colleges, and other faith-related institutions
- Spec/Medical: Medical schools and medical centers
- Spec/Health: Other health profession schools
- Spec/Engg: Schools of engineering
- Spec/Tech: Other technology-related schools
- Spec/Bus: Schools of business and management
- Spec/Arts: Schools of art, music, and design
- Spec/Law: Schools of law
- Spec/Other: Other special-focus institutions Tribal Colleges. Colleges and universities that are members of the American Indian Higher Education Consortium, as identified in IPEDS Institutional Characteristics.
- Not classified: Not classified with a Carnegie Classification

For a complete description and technical details visit the Carnegie Foundation Website at www.carnegiefoundation.org/classifications/

Carnegie Size

Carnegie Classification 2015: Size and Setting

- **Source:** IPEDS Institutional Characteristics
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** C15SZSET

Definition: The Size and Setting Classification describes institutions' size (student population) and residential character. Because residential character applies to the undergraduate student body, exclusively graduate institutions are not included. Size matters. It is related to institutional structure, complexity, culture, finances, and other factors. Residential or nonresidential character reflects aspects of the campus environment, student population served, and the mix of programs and services that an institution provides. Four-year institutions are divided into four categories of full-time equivalent (FTE*) enrollment and three categories of residential character. Neither characteristic implies differences in the quality of undergraduate education, but an institution's location along the two continua generally corresponds to a distinctive mix of educational challenges and opportunities. Because few two-year institutions serve a residential population, these institutions are classified solely based on FTE enrollment. The residential character measure is based on two attributes: the proportion of degree-seeking undergraduates who attend full-time and the proportion living in institutionally-owned, -operated, or -affiliated housing. It is important to note the variety of situations of students who do not live in college or university housing. Some are true "commuting" students, while others may live with other students in rental housing on the periphery of campus, and still others are distance education students who rarely or never set foot on a campus.

* FTE: Full-time equivalent enrollment was calculated as full-time plus one-third part-time.

** On campus is defined as institutionally-owned, -controlled, or -affiliated housing. Classifications are time-specific snapshots of institutional attributes and behavior based on 2013-14 data.

For specific detail on each classification category and the methodology used go to <http://carnegieclassifications.iu.edu/definitions.php>

Highest Degree

Highest level of offering

- **Source:** IPEDS Institutional Characteristics Header, Part B2
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** HLOFFER

Definition: Highest level of offering:

- Postsecondary award, certificate or diploma of less than one academic year
- Postsecondary award, certificate or diploma of at least one but less than two academic years
- Associate's degree
- Postsecondary award, certificate or diploma of at least two but less than four academic years
- Bachelor's degree
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree
- Other

Control

Institutional control or affiliation

- **Source:** IPEDS Institutional Characteristics Header, Part B1
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** CNTLAFFI

Definition: What is your institutional control or affiliation?

- **Public institution** - An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
- **Private for-profit (profit-making) institution** - A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.
- **Private not-for-profit institution** - A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

Calendar

Calendar system

- **Source:** IPEDS Institutional Characteristics Header, Part B3
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** CALSYS

Definition: The predominant calendar system at the institution.

Academic Year Reporting Method

- **Semester** - A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.
- **Quarter** - A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.
- **Trimester** - An academic year consisting of 3 terms of about 15 weeks
- **4-1-4 or similar plan** - The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.

Program Reporting Method

- **Differs by program** - A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
- **Continuous basis (every 2 weeks, monthly, or other period)** - A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

Hybrid/~~Mixed~~ Reporting Method

- **Hybrid (Other academic calendar)** - Category used to describe "non-traditional" calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily ~~on-line~~online courses or "one course at a time".

Religious Affiliation

Religious affiliation

- **Source:** IPEDS Institutional Characteristics Header, Part B1
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** RELAFFIL

Definition: Indicates religious affiliation (denomination) for private not-for-profit institutions that are religiously affiliated.

Open admission policy

Open admission policy

- **Source:** IPEDS Institutional Characteristics Header, Part C2
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** OPENADMP

Definition: Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?

- Open admission - Admission policy whereby the school will accept any student who applies.
- First-time student (undergraduate) - A student attending any institution for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Catalog

Catalog

- **Source:** Institution
- **Upload by:** Institution

Definition: Upload a digital/electronic version of the institution's catalog - PDF file preferred. If a digital or electronic copy is not available or you have more than one catalog, please upload a file with the link(s) to your institution's catalog(s).

Multi-Campus Main Organization

Name of multi-institution or multi-campus organization

- **Source:** IPEDS Institutional Characteristics, Part B7
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F1SYSNAM

Definition: A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses. Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Not included are:

- coordinating systems
- single institution owner

- single institution corporate name
- single institution governing board
- consortia associations
- religious affiliation

Institutional Context

Fall Enrollment Headcounts

Total

Total enrollment

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** ENRTOT

Definition: Total men and women enrolled for credit in the fall of the academic year.

- Credit - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
- NOTE: Enrollment reported is of the institution's official fall reporting date or October 15.

Criteria for Requests for Comments: The institution will be asked to provide explanatory comments if the change in the value of this field from last year to this year is greater than 8%.

Full-Time

Full-time enrollment

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** ENRFT

Definition: Total men and women enrolled for credit full time in the fall of the academic year.

- Full-time student -
 - Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.

- Graduate — A student 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.
- First-professional — As defined by the institution.
- Credit - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
- NOTE: Enrollment reported is of the institution's official fall reporting date or October 15.

Part-Time

Part-time enrollment

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** ENRPT

Definition: Total men and women enrolled for credit part time in the fall of the academic year.

- Part-time student -
 - Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term.
 - Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.
- Credit - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
- NOTE: Enrollment reported is of the institution's official fall reporting date or October 15.

FTE**Full-time equivalent fall enrollment**

- **Source:** IPEDS Fall Enrollment, Part F, Line F4
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** FTE

Definition: This variable is derived from the enrollment by race/ethnicity section of the fall enrollment IPEDS survey. The full-time equivalent of part-time enrollment is estimated by multiplying the part-time enrollment by factors that vary by control and level of institution and level of student and then added to the full-time enrollment of the institution.

The following factors were used:

- Part-time undergraduate enrollment
 - Public 4-year: 0.403543
 - Private (not-for-profit and for-profit) 4-year: 0.392857
 - Public 2-year and less-than-2-year: 0.335737
 - All other institutions: 0.397058
- Part-time graduate enrollment
 - Public 4-year: 0.361702
 - Private (not-for-profit and for-profit) 4-year: 0.382059

Criteria for Requests for Comments: The institution will be asked to provide explanatory comments if the change in the value of this field from last year to this year is greater than 5%.

Fall Enrollment Race-Ethnicity Percentages

American Indian or Alaskan Native

Percent of total enrollment that are American Indian or Alaska Native

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRAN

Definition: Percent of student body that is American Indian or Alaska Native in the fall of the academic year. This variable is derived from the enrollment component that is collected in the winter and spring IPEDS surveys.

- American Indian or Alaska Native - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. This variable is derived by dividing total American Indian enrollment (EFALEVEL=1, EFAIANT) by the grand total enrollment (EFALEVEL=1, EFTOTLT) for men and women.
- Ratios are converted to percentages by multiplying by 100 and then are rounded to whole numbers.

Asian

Percent of total enrollment that are Asian

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRAS

Definition: Percent of total enrollment that are Asian.

- Asian (new definition) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- This variable is derived by dividing total Asian enrollment (EFALEVEL=1, EFASIAT) by the total enrollment (EFALEVEL=1, EFTOTLT) for men and women.

- Ratios are converted to percentages by multiplying by 100 and then are rounded to whole numbers.

Black / African-American

Percent of total enrollment that are Black or African American

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRBK

Definition: Percent of student body that is Black non-Hispanic in the fall of the academic year.

- Black non-Hispanic - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- This variable is derived by dividing total Black non-Hispanic enrollment (EFALEVEL=1, EFBKAAT) by the grand total enrollment (EFALEVEL=1, EFTOTLT) for men and women.
- Ratios are converted to percentages by multiplying by 100 and then are rounded to whole numbers.

Hispanic-Latino

Percent of total enrollment that are Hispanic/Latino

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRHS

Definition: Percent of student body that is Hispanic in the fall of the academic year.

- Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- This variable is derived by dividing total Hispanic enrollment (EFALEVEL=1, EFHISPT) by the grand total enrollment (EFALEVEL=1, EFTOTLT) for men and women.

- Ratios are converted to percentages by multiplying by 100 and then are rounded to whole numbers.

Native Hawaiian or Pacific Islander

Percent of total enrollment that are Native Hawaiian or Other Pacific Islander

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRNH

Definition: Percent of total enrollment that are Native Hawaiian or Other Pacific Islander.

- Native Hawaiian or Other Pacific Islanders - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- This variable is derived by dividing total Native Hawaiian or Pacific Islander enrollment (EFALEVEL=1, EFNHPIT) by the total enrollment (EFALEVEL=1, EFTOTLT) for men and women.
- Ratios are converted to percentages by multiplying by 100 and then are rounded to whole numbers.

White

Percent of total enrollment that are White

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRWH

Definition: Percent of student body that is White non-Hispanic in the fall of the academic year.

- White, non-Hispanic - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- This variable is derived by dividing total White non-Hispanic enrollment (EFALEVEL=1, EFWHITT) by the grand total enrollment (EFALEVEL=1, EFTOTLT) for men and women.

- Ratios are converted to percentages by multiplying by 100 and then are rounded to whole numbers.

Two or more races

Percent of total enrollment that are two or more races

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENR2M

Definition: Percent of total enrollment that are two or more races

Non-resident alien

Percent of total enrollment that are Non-resident Alien

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRNR

Definition: Percent of student body that is Non-resident Alien in the fall of the academic year.

- Non-resident alien - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
- This variable is derived by dividing total Non-resident alien enrollment (EFALEVEL=1, EFNRALE) by the grand total enrollment (EFALEVEL=1, EFTOTLT) for men and women.
- Ratios are converted to percentages by multiplying by 100 and then are rounded to whole numbers.

Fall Enrollment Age Percentages

18-24

Percent of undergraduate enrollment 18-24

- **Source:** IPEDS Fall Enrollment, Part B
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** DVEF14

Definition: Percentage of all undergraduate fall enrollment by students 18 through 24 years of age.

- **NOTE:** Enrollment reported is of the institution's official fall reporting date or October 15.

25-64

Percent of undergraduate enrollment, 25-64

- **Source:** IPEDS Fall Enrollment, Part B
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** DVEF15

Definition: Percentage of all undergraduate fall enrollment by students 25 through 64 years of age.

- **NOTE:** Enrollment reported is of the institution's official fall reporting date or October 15.

65+**Percent of undergraduate enrollment over 65**

- **Source:** IPEDS Fall Enrollment, Part B
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** DVEF16

Definition: Percentage of all undergraduate fall enrollment by students age 65 years or more.

- **NOTE:** Enrollment reported is of the institution's official fall reporting date or October 15.

12-Month Enrollment

Unduplicated Headcount**12-month unduplicated headcount, total**

- **Source:** IPEDS 12-month Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** UNDUP

Definition: Indicates how many individual students the institution served over a 12-month period (the unduplicated headcount).

- **Unduplicated count** - The sum of students enrolled with each student counted only once during the reporting period, regardless of when the student enrolled.

Unduplicated Undergraduate Headcount

12-month unduplicated headcount, undergraduate

- **Source:** IPEDS 12-month Enrollment, Part A - Unduplicated Count
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** UNDUPUG

Definition: 12-month unduplicated headcount indicates how many undergraduates (EFFYLEV=2, EFYTOTLT) the institution served over a 12-month period (the unduplicated headcount) .

- **Unduplicated count** - The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.
- **Credit** - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award

12-month FTE

12-month full-time equivalent enrollment

- **Source:** IPEDS 12-month Enrollment, Part B
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** FTE12MN

Definition: The full-time-equivalent (FTE) enrollment used in this report is the sum of the institutions' FTE undergraduate enrollment and FTE graduate enrollment plus the reported FTE of doctoral professional practice students. Undergraduate and graduate FTE are estimated using 12-month instructional activity (credit and/or contact hours).

The calculation for each FTE for undergraduate and graduates is as follows:

- Quarter calendar system
 - Enrollment level (one FTE over 12-month period)
 - Undergraduate - 45 credit hours, 900 contact hours
 - Graduate - 36 credit hours
- Semester/trimester/4-1-4 plan/other calendar system

- Enrollment level (one FTE over 12-month period)
 - Undergraduate - 30 credit hours, 900 contact hours
 - Graduate - 24 credit hours
- For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900.

For example, an institution on a semester system with 75,000 undergraduate credit hours and 12,000 graduate credit hours over the 12-month period would have a 12-month FTE of 3,000, using the following calculation:

$$(75,000 / 30) + (12,000 / 24) = 3,000$$

Distance Education Headcounts

Programs Offered via distance education

Number of programs offered via distance education

- **Source:** IPEDS Completions, CIP Data
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $SUM(PTOTALDE)$, where $CIPCODE = 99$

Definition: Number of programs offered via distance education is the sum of all programs offered via distance education.

- Distance education program - a program for which all the required coursework for program completion is able to be completed via distance education courses.

Total Headcount Distance Ed

All students enrolled

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** EFDETOT, where EFDELEV = 1

Definition: Grand total enrolled for credit during the fall

- Credit - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
- NOTE: Enrollment reported is of the institution's official fall reporting date or October 15.

Exclusively Distance Ed

Students enrolled exclusively in distance education courses

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** EFDEEXC, where EFDELEV = 1

Definition: Students who are enrolled only in courses that are considered distance education courses.

- NOTE: Includes only students enrolled for credit as of the institution's official fall reporting date or October 15.
- Distance education course - A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
- Distance education - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.

- Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

Percent Exclusively Distance Ed

Percent of students enrolled exclusively in distance education courses

- **Source:** IPEDS Fall Enrollment, Part A - Fall Enrollment by Distance Education Status
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(\text{EFDEEXC}_{/}, \text{where EFDELEV} = 1) / (\text{EFDETOT}, \text{where EFDELEV} = 1)$

Definition: Students who are enrolled only in courses that are considered distance education courses.

- NOTE: Includes only students enrolled for credit as of the institution's official fall reporting date or October 15.
- Distance education course - A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
- Distance education - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.
 - Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

Some Distance Ed

Students enrolled in some but not all distance education courses

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(EFDESOM, \text{where } EFDELEV = 1)$

Definition: Students who are enrolled in at least one course that is considered a distance education course but are not enrolled exclusively in distance education courses.

- **NOTE:** Includes only students enrolled for credit as of the institution's official fall reporting date or October 15.
- **Distance education course** - A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
- **Distance education** - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

Percent Some Distance Ed

Percent of students enrolled in some but not all distance education courses

- **Source:** IPEDS Fall Enrollment, Part A - Fall Enrollment by Distance Education Status
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(EFDESOM, \text{where } EFDELEV = 1) / (EFDETOT, \text{where } EFDELEV = 1)$

Definition: Students who are enrolled in at least one course that is considered a distance education course but are not enrolled exclusively in distance education courses.

- **NOTE:** Includes only students enrolled for credit as of the institution's official fall reporting date or October 15.

- Distance education course - A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
- Distance education - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.
 - Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

No Distance Ed

Student not enrolled in any distance education courses

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** EFDENON, where EFDELEV = 1

Definition: Students who are not enrolled in any distance education courses.

- **NOTE:** Includes only students enrolled for credit as of the institution's official fall reporting date or October 15.
- Distance education course - A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
- Distance education - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.

- Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

Percent No Distance Ed

Percent of students not enrolled in any distance education courses

- **Source:** IPEDS Fall Enrollment, Part A - Fall Enrollment by Distance Education Status
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(\text{EFDENON}_{\text{where EFDELEV} = 1}) / (\text{EFDETOT}_{\text{where EFDELEV} = 1})$

Definition: Students who are not enrolled in any distance education courses.

- **NOTE:** Includes only students enrolled for credit as of the institution's official fall reporting date or October 15.
- **Distance education course -** A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
- **Distance education -** Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.
 - Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

Correspondence Education Headcount

Report the unduplicated headcount of all students who took correspondence courses for credit by your institution.

- **Source:** Institution
- **Input by:** Institution

Definition: Correspondence Education is defined as Education provided through one or more courses in which the institution provides instructional materials and examinations by mail or electronic transmission to students who are separated from the instruction. Interaction between the instructor and the student is not regular and substantive, and it is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education. Correspondence education does not include "hybrid" or "mixed delivery" courses which may be offered only partially via Correspondence.

Number of Correspondence Education Programs

Report the number of degree or certificate programs offered in which students could meet 50% or more of the requirements of an educational program by taking correspondence education courses.

- **Source:** Institution
- **Input by:** Institution

Definition: Correspondence Education is defined as Education provided through one or more courses in which the institution provides instructional materials and examinations by mail or electronic transmission to students who are separated from the instruction. Interaction between the instructor and the student is not regular and substantive, and it is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education. Correspondence education does not include "hybrid" or "mixed delivery" courses which may be offered only partially via Correspondence.

Optional

Select metrics for peer reviewers to see

Percent First Generation

Percent of first-generation students

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** College Scorecard (data derived from NSLDS from FAFSA applications)
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** share_firstgeneration * 100

Definition: Percent of new students in the most recent fall term whose parents did not achieve an educational level of "college or beyond" as reported on their Free Application for Federal Student Aid (FAFSA). The question on the FAFSA form asks for the "Highest school completed by parent 1" as well as for "Parent 2." Students who select "high school or below" for both parents would be counted as "first generation."

Note: For this question "parent" refers to the birth parents of the student and not to the student's adoptive parents, legal guardians, or other primary caretakers.

Percent Developmental

Percent of developmental students

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** Institution
- **Input by:** Institution

Definition: Percent of students in the most recent fall term who were enrolled in at least one developmental/remedial course.

- **Developmental/remedial course** – Instructional non-credit-bearing courses designed for students who have been identified as requiring additional coursework in order to obtain the knowledge and competencies necessary for postsecondary education, frequently in the subject areas of mathematics and reading/writing. Typically, if an individual has been placed into one of these courses, completion of the course is necessary before the individual can enroll in postsecondary courses in some subject area(s). Note that a course which is not a part of the requirements for a program, but which does bear postsecondary credit is not considered a developmental/remedial course for this definition.

Has Dual Enrollment

During the fall semester, did any high school students take courses for college credit through your institution?

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** Institution
- **Input by:** Institution

Definition: Please indicate whether or not any high school students took courses for college credit through your institution during the fall semester.

Dual enrollment refers to a student that is concurrently enrolled in a secondary school and taking credit courses at an institution of higher education. The dually-enrolled student is earning college credit from the institution that is placed on a college transcript. The dually-enrolled student may be earning high school credits simultaneously.

- Dual enrollment is sometimes referred to as concurrent enrollment.

Dual Enrollment Headcount

Unduplicated headcount of high school students who took courses for college credit

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** Institution
- **Input by:** Institution

Definition: An unduplicated headcount of the total number of “dual enrollment” students taking credit courses at the institution for the Fall term.

- Dual enrollment refers to a student that is concurrently enrolled in a secondary school and taking credit courses at an institution of higher education. The dually-enrolled student is earning college credit from the institution that is placed on a college transcript. The dually-enrolled student may be earning high school credits simultaneously.
- Dual enrollment is sometimes referred to as concurrent enrollment.

Percent of all undergrads receiving Pell

Percent of undergraduate students awarded Pell grants

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** IPEDS Student Financial Aid, Section 1: Part B
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** UPGRNTN/SCUGRAD

Definition: Percent of undergraduate students awarded Pell grant aid.

- Pell Grant program (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) - Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.
- Undergraduate - A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate

Percent FT-FT receiving Pell

Percent of full-time first-time undergraduates awarded Pell grants

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** IPEDS Student Financial Aid, Section 1: Part C
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $\text{PGRNT_FN} / \text{SCUGFFN}$

Definition: Percentage of full-time, first-time degree/certificate-seeking undergraduate students who were awarded Pell grants.

- Pell Grant program (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) - Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.
- Undergraduate - A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate Full-time student (Undergraduate) — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- First-time student (undergraduate) - A student attending any institution for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
- Degree/certificate-seeking students - Students enrolled in courses for credit who are recognized by the institution as seeking a degree or other formal award. At the

undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

Percent Minority

Minority students as a percentage of fall enrollment

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTENRAN + PCTENRAS + PCTENRBK + PCTENRHS + PCTENRHH + PCTENR2M

Definition: The percentage of minority students enrolled in the fall term. Minority students include students who are Black, Hispanic, Asian, Pacific Islander, American Indian/Alaska Native, or of Two or more races.

- **NOTE:** Enrollment reported is of the institution's official fall reporting date or October 15.

Percent Non-traditional

Percent of non-traditional students enrolled in the fall term

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** IPEDS Fall Enrollment, Part B
- **Input by:** MSCHE uploads data from source (where available)

- **Variable/Calculation:** DVEF15 + DVEF16

Definition: Percentage of all undergraduate fall enrollment by students 25 years of age or older.

- NOTE: Enrollment reported is of the institution's official fall reporting date or October 15.

Percent Part-Time

Part-time enrollment as a percentage of total enrollment

Note: *The institution can choose whether this metric is included or excluded from the peer review process. Once the Annual Institutional Update has been submitted, the choice that is made will be locked until the next review (Self-Study or Mid-Point Peer Review).*

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** ENRPT / ENRTOT

Definition: The percentage of students enrolled for credit part time in the fall of the academic year. Part-time student -

- Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term.
 - Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.
- Credit - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
- NOTE: Enrollment reported is of the institution's official fall reporting date or October 15.

Programs Offered

Programs Offered

Number of programs offered

- **Source:** IPEDS Completions, CIP Data
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $SUM(PTOTAL)$, where CIPCODE = 99

Definition: Number of programs offered is the sum of all programs offered at all award levels.

Student Achievement

Student Achievement Webpage

Student Achievement Webpage (formerly Consumer Information Web Site)

- **Source:** Institution
- **Input by:** Institution

Definition: Report the primary URL where the institution's retention rates, graduation rates, and/or other measures of student achievement are posted for the public. The Commission posts this URL on our website in the MSCHE online Institution Directory and the Statement of Accreditation Status (SAS).

- The URL must meet the following requirements:
 - The link must be active, accessible to the public, and should not require a password
 - The page must originate from the institution's own web site
 - The information should be easy to locate and clearly labeled (such as student outcomes or student achievement)
 - The information must contain student outcomes data or measures (e.g. graduation rates, retention rates, employment rates, normal time to completion, etc. as applicable to the mission of the institution) and should be as timely and up-to-date as possible.

All MSCHE institutions, including candidates and accredited institutions, international institutions, graduate only, and/or transfer only institutions, must report a webpage that posts student outcomes data for the public.

Retention Rates

Full-time Retention Rate

Full-time, first-time Fall cohort retention rate

- **Source:** IPEDS Fall Enrollment, Part E, Line E5
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** RET_PCF/100

Definition: The full-time retention rate is the percent of the fall full-time cohort from the prior year minus exclusions from the fall full-time cohort that re-enrolled at the institution as either full- or part-time in the current year.

Part-time Retention Rate

Part-time, first-time Fall cohort retention rate

- **Source:** IPEDS Fall Enrollment, Part E, Line E10
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** RET_PCP/100

Definition: The part-time retention rate is the percent of the fall part-time cohort from the prior year minus exclusions from the fall part-time cohort that re-enrolled at the institution as either full- or part-time in the current year.

First-Time Full-Time Enrollment

FT-FT degree seeking undergraduates as percent of all undergraduates

Full-time, first-time, degree/certificate seeking undergraduates (GRS Cohort) as percent of all undergraduates

- **Source:** IPEDS Fall Enrollment, Part A
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** PCTFT1ST

Definition: This variable is derived from the enrollment component that is collected in the winter and spring surveys. This variable is derived by dividing full-time, first-time, degree/certificate seeking undergraduates (EFALEVEL=24, EFTOTLT) by all undergraduates (EFALEVEL=2, EFTOTLT). The ratio is then multiplied by 100 and rounded to the nearest whole number.

- **Credit** - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
- **First-time student (undergraduate)** - A student attending any institution for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
- **Full-time undergraduate** - A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.

- Undergraduate - A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

Graduation Rates 150%

Associate Revised Cohort 150%

Associate degree/certificate-seeking revised cohort, 150%

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** GRTOTLT where GRATYPE = 27
 - **4-year institutions:** GRTOTLT where GRATYPE = 18

Definition: Initial cohort of first-time, full-time, associate degree/certificate-seeking students after revisions are made. This is the number from which graduation and transfer-out rates are calculated. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.

Associate Adjusted Cohort 150%

Associate degree/certificate-seeking adjusted cohort, 150% (revised cohort minus exclusions)

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** GRTOTLT where GRATYPE = 29
 - **4-year institutions:** GRTOTLT where GRATYPE = 20

Definition:

- Revised cohort - Initial cohort of first-time, full-time, associate degree/certificate-seeking students after revisions are made. This is the number from which graduation and transfer-out rates are calculated. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
- Exclusions - Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates data collection students may be removed from a cohort if they left the institution for one of the following reasons: died or were totally and permanently disabled; to serve in the armed forces; to serve with a foreign aid service of the federal government, such as the Peace Corps; or to serve on official church missions.

Associate Completers 150%

Associate degree/certificate-seeking completers within 150% normal time

- **Source:** IPEDS Graduation Rates 150, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** GRTOTLT where GRYPE = 30
 - **4-year institutions:** GRTOTLT where GRYPE = 21

Definition:

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog.

Associate Graduation Rate 150%

Associate degree/certificate-seeking graduation rate within 150% normal time

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**

- **2-year institutions:** $(\text{GRTOTLT where GRATYPE} = 30) / (\text{GRTOTLT where GRATYPE} = 29)$
- **4-year institutions:** $(\text{GRTOTLT where GRATYPE} = 21) / (\text{GRTOTLT where GRATYPE} = 20)$

Definition: The number of students from the adjusted degree/certificate-seeking cohort, who completed a program within 150 percent of normal time divided by the adjusted degree/certificate-seeking cohort.

- Note: Adjusted Cohort is the revised cohort minus exclusions as reported by the institution as of 150 percent of normal time. Normal time is 2 years for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.

Criteria for Requests for Comments: The institution will be asked to provide explanatory comments if the value in this field is less than 15% **OR** if the change in the value of this field from last year to this year is less than -4%.

Bachelor Revised Cohort 150%

Bachelor degree-seeking revised cohort, 150%

- **Source:** IPEDS Graduation Rates, Section II - Bachelor's completers by length of time to degree
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** GRTOTLT where GRATYPE = 6

Definition: Initial cohort of first-time, full-time, bachelor or equivalent degree-seeking students after revisions are made. This is the number from which graduation and transfer-out rates are calculated. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.

Bachelor Adjusted Cohort 150%

Bachelor degree-seeking adjusted cohort, 150% (revised cohort minus exclusions)

- **Source:** IPEDS Graduation Rates, Section II - Bachelor's completers by length of time to degree

- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** GRTOTLT WHERE GRTYPE = 8

Definition:

- Revised cohort - Initial cohort of first-time, full-time, bachelor degree or equivalent-seeking students after revisions are made. This is the number from which graduation and transfer-out rates are calculated. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
- Exclusions - Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates data collection students may be removed from a cohort if they left the institution for one of the following reasons: died or were totally and permanently disabled; to serve in the armed forces; to serve with a foreign aid service of the federal government, such as the Peace Corps; or to serve on official church missions.

Bachelor Completers 150%

Bachelor degree-seeking completers within 150% normal time

- **Source:** IPEDS Graduation Rates, Section II - Bachelor's completers by length of time to degree
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** GRTOTLT WHERE GRTYPE = 9

Definition:

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog.

Bachelor 150%

Bachelor degree-seeking graduation rate within 150% normal time

- **Source:** IPEDS Graduation Rates, Section II - Bachelor's or equivalent degree-seeking subcohort - Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)

- **Variable/Calculation:** $(\text{GRTOTLT WHERE GRTYPE} = 9) / (\text{GRTOTLT WHERE GRTYPE} = 8)$

Definition: The number of students from the adjusted bachelor's degree-seeking cohort, who completed a bachelor's degree within 150 percent of normal time (6 years) divided by the adjusted cohort.

- Note: Adjusted Cohort is the revised cohort minus exclusions as reported by the institution as of 150 percent of normal time. (6 years).

Still enrolled count

Still enrolled within 150% normal time count

- **Source:** IPEDS Graduation Rates 200, Completers within 200%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** $\text{GRTOTLT WHERE GRTYPE} = 47$
 - **4-year institutions:** $\text{GRTOTLT WHERE GRTYPE} = 43$

Definition:

- Still enrolled - the number of students who are still enrolled at your institution as of the fall census date for the fall term following 150% of normal time to completion of their program.

Transfer Rate Total Cohort 150%

Transfer-out rate within 150% normal time

- **Source:** IPEDS Graduation Rates, Transfers/exclusions
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - 2-year institutions: $(\text{GRTOTLT WHERE GRTYPE} = 33) / (\text{GRTOTLT where GRTYPE} = 29)$
 - 4-year institutions: $(\text{GRTOTLT WHERE GRTYPE} = 16) / (\text{GRTOTLT WHERE GRTYPE} = 8)$

Definition: Transfer-out rate of first-time, full-time degree or certificate-seeking students - 2007 cohort (4-year institutions) and 2010 cohort (less-than-4-year institutions). Transfer-out rate Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the revised cohort minus allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission. A transfer-out student is a student who has not completed or graduated from the program in which he or she was enrolled, but who has subsequently enrolled at another eligible institution in any program for which the reporting institution provided substantial preparation.

Graduation Rates 200%

Revised Cohort 200%

Degree/certificate-seeking revised cohort, 200%

- **Source:** IPEDS Graduation Rates 200, Completers within 200%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** L4REVCT
 - **4-year institutions:** BAREVCT

Definition: Initial cohort of first-time, full-time, degree/certificate-seeking students after revisions are made. This is the number from which graduation and transfer-out rates are calculated. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.

Adjusted Cohort 200%

Degree/certificate-seeking adjusted cohort, 200% (revised cohort minus exclusions)

- **Source:** IPEDS Graduation Rates 200, Completers within 200%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** L4AC200
 - **4-year institutions:** BAAC200

Definition: Adjusted cohort (revised cohort minus exclusions)

- **Revised cohort** - Initial cohort after revisions are made. This is the number from which graduation and transfer-out rates are calculated. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
- **Exclusions** - Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates data collection students may be removed from a cohort if they left the institution for one of the following reasons: died or were totally and permanently disabled; to serve in the armed forces; to serve with a foreign aid service of the federal government, such as the Peace Corps; or to serve on official church missions.

Completers 200%

Degree/certificate-seeking completers within 200% normal time

- **Source:** IPEDS Graduation Rates 200, Completers within 200%
- **Input by:** MSCHE uploads data from source (where available)

- **Variable/Calculation:**
 - **2-year institutions:** L4NC200A + L4NC200
 - **4-year institutions:** BANC200A + BANC200

Definition: The number of students from the adjusted degree/certificate-seeking cohort who completed a program within 200% of normal time.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog.

Graduation Rate 200%

Degree/certificate-seeking graduation rate within 200% normal time

- **Source:** IPEDS Graduation Rates 200, Completers within 200%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** $(L4NC200a + L4NC200) / L4AC200$
 - **4-year institutions:** $(BANC200A + BANC200) / BAAC200$

Definition: The number of students from the adjusted degree/certificate-seeking cohort who completed a program within 200% of normal time divided by the adjusted cohort. Adjusted Cohort is the revised cohort minus exclusions as reported by the institution as of 200 percent of normal time.

Graduation Rate Gender

Men

Graduation rate within 150% normal time, men

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**

- **2-year institutions:** (GRTOTLM where GRATYPE = 30) / (GRTOTLM where GRATYPE = 29)
- **4-year institutions:** (GRTOTLM WHERE GRATYPE = 9) / (GRTOTLM WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking students - Men.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission.

Women

Graduation rate within 150% normal time, women

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** (GRTOTLW where GRATYPE = 30) / (GRTOTLW where GRATYPE = 29)
 - **4-year institutions:** (GRTOTLW WHERE GRATYPE = 9) / (GRTOTLW WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking students - Women.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission.

Graduation Rate Ethnicity

American Indian or Alaskan Native

Graduation rate within 150% normal time, American Indian or Alaska Native

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** (GRAIANT where GRATYPE = 30) / (GRAIANT where GRATYPE = 29)
 - **4-year institutions:** (GRAIANT WHERE GRATYPE = 9) / (GRAIANT WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking American Indian or Alaska Native students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is

typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution

- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission

Asian

Graduation rate within 150% normal time, Asian

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** (GRASIAT where GRATYPE = 30) / (GRASIAT where GRATYPE = 29)
 - **4-year institutions:** (GRASIAT WHERE GRATYPE = 9) / (GRASIAT WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking Asian students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission

Black / African-American

Graduation rate within 150% normal time, Black, non-Hispanic

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** (GRBKAAT where GRATYPE = 30) / (GRBKAAT where GRATYPE = 29)
 - **4-year institutions:** (GRBKAAT WHERE GRATYPE = 9) / (GRBKAAT WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking Black non-Hispanic students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission

Hispanic-Latino

Graduation rate within 150% normal time, Hispanic

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - 2-year institutions: (GRHISPT where GRTYPE = 30) / (GRHISPT where GRTYPE = 29)
 - 4-year institutions: (GRHISPT where GRTYPE = 9) / (GRHISPT where GRTYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking Hispanic students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- **Normal time to completion** - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- **Allowable exclusions** - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission

Native Hawaiian or Other Pacific Islander

Graduation rate within 150% normal time, Native Hawaiian/Other Pacific Islander

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** (GRNHPIT where GRATYPE = 30) / (GRNHPIT where GRATYPE = 29)
 - **4-year institutions:** (GRNHPIT WHERE GRATYPE = 9) / (GRNHPIT WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking Native Hawaiian or Other Pacific Islander students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal

government, such as the Peace Corps; and those who left to serve on official church mission

White

Graduation rate within 150% normal time, White, non-Hispanic

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** (GRWHITT where GRTYPE = 30) / (GRWHITT where GRTYPE = 29)
 - **4-year institutions:** (GRWHITT WHERE GRTYPE = 9) / (GRWHITT WHERE GRTYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking White non-Hispanic students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission.

Two or more races

Graduation rate within 150% normal time, Two or more races

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - 2-year institutions: (GR2MORT where GRATYPE = 30) / (GR2MORT where GRATYPE = 29)
 - 4-year institutions: (GR2MORT WHERE GRATYPE = 9) / (GR2MORT WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking students of two or more races.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- Normal time to completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- Allowable exclusions - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission

Non-resident alien

Graduation rate within 150% normal time, Nonresident alien

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - **2-year institutions:** (GRNRALT where GRATYPE = 30) / (GRNRALT where GRATYPE = 29)
 - **4-year institutions:** (GRNRALT WHERE GRATYPE = 9) / (GRNRALT WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking Nonresident Alien students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- **Normal time to completion** - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- **Allowable exclusions** - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission

Race/Ethnicity unknown

Graduation rate within 150% normal time, Race/ethnicity unknown

- **Source:** IPEDS Graduation Rates, Completers within 150%
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:**
 - 2-year institutions: (GRUNKNT where GRATYPE = 30) / (GRUNKNT where GRATYPE = 29)
 - 4-year institutions: (GRUNKNT WHERE GRATYPE = 9) / (GRUNKNT WHERE GRATYPE = 8)

Definition: Graduation rate of first-time, full-time degree or certificate-seeking Race/ethnicity unknown students.

The graduation rate is the rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.

- **Normal time to completion** - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution
- **Allowable exclusions** - Those students who may be removed (deleted) from the GRS cohort according to the Student Right-to-Know legislation. These include students who died or were totally and permanently disabled; those who left school to serve in the armed forces; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on official church mission

Context of Performance Uploads

Context of Performance (1, 2, and 3)

Context of Performance Uploads

- Source: Institution
- Upload by: Institution

Definition: If you believe that the data provided in the Student Achievement section does not appropriately represent the overall performance of your institution you may upload up to three additional artifacts, each no longer than thirty pages in length. These artifacts should provide data not prose (e.g., VFA, NESSE, Licensure exam pass rate, graduate surveys, career placement rates etc.).

Financial Results

General

FY Begin Date

Beginning date of fiscal year covered (all finance)

- **Source:** IPEDS Finance, General Information, 1
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** FYBEG

Definition: Fiscal calendar year: Beginning month and year for the 12-month fiscal year that this report covers

FY End Date

End date of fiscal year covered (all finance)

- **Source:** IPEDS Finance, General Information, 1
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** FYEND

Definition: Ending month and year for the 12-month fiscal year that this report covers

GPFS Unqualified

Clean Opinion GPFS from auditor (all finance)

- **Source:** IPEDS Finance, General Information, 2
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** GPFS

Definition: Did your institution receive a clean opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above?

Reporting Standard

Identifies reporting standards GASB, FASB, or modified FASB (for-profit institutions) used to report finance data

- **Source:** IPEDS Finance
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** FORM_F

Definition: Indicate which reporting (accounting) standards are used to prepare your financial statements

Is your institution responsible for retirement/pension?

Is your institution responsible for retirement/pension?

- Source: N/A
- Input by: N/A

Definition: This field is not applicable for private institutions.

What is the pension or post retirement amount in your audit?

What is the pension or post retirement amount in your audit?

- Source: Institution's Audited Financial Statements
- Input by: Institution

Definition: Includes any pension liability that was recognized in the "Statement of Net Position." This may include unfunded pension liabilities of one or more defined benefit pension plan in which the institution participates.

Ratios

Primary Reserve Ratio

Primary Reserve Ratio

- **Source:** IPEDS Finance, Part A - Balance Sheet Information and Part E - Expenses by Functional and Natural Classification
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** (F3A03 - F3A12) / ~~F3B02~~Total Operating Expense

Definition (For-profit): The Primary Reserve Ratio measures the financial strength of the institution by comparing expendable net assets to total expenses. Expendable net assets represent those assets that the institution can access relatively quickly and spend to satisfy its debt obligations. This ratio provides a snapshot of financial strength and flexibility by indicating how long the institution could function using its expendable reserves without relying on additional net assets generated by operations. Trend analysis indicates whether an institution has increased its net worth in proportion to the rate of growth in its operating size. It is reasonable to expect expendable net assets to increase at least in proportion to the rate of growth in operating size. If they do not, the same dollar amount of expendable net assets will provide a smaller margin of protection against adversity as the institution grows in dollar level of expenses. The trend of this ratio is important. A negative or decreasing trend over time indicates a weakening financial condition.

For private institutions, the numerator includes all unrestricted and temporarily restricted net assets, excluding net investment in plant and those temporarily restricted net assets that will be invested in plant. The denominator comprises all expenses on the statement of activities. In some instances, an institution may include investment losses with its expenses; in such instances, the amount of investment losses, whether realized or unrealized, should be excluded from total expenses.

The formula for this ratio is: Expendable net assets / Total expenses

(Adapted from *Strategic Financial Analysis for Higher Education, 6th Edition*. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Viability Ratio

Viability Ratio

- **Source:** IPEDS Finance, Part A - Balance Sheet Information
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** (F3A03 - F3A12) / F3A02A

Definition (For-profit): The Viability Ratio measures one of the most basic determinants of clear financial health: the availability of expendable net assets to cover debt should the institution need to settle its obligations as of the balance sheet date.

For private institutions, the numerator is the same as the numerator for the Primary Reserve Ratio (unrestricted net assets plus temporarily restricted net assets less plant equity). The denominator is defined as all amounts borrowed for project-related purposes from third parties and includes all notes, bonds and leases payable that impact the institution's credit, whether or not the obligation is on the balance sheet. Short-term debt, such as commercial paper and bank credit lines, is excluded. Short-term debt used for plant purposes should be included as long-term debt.

The formula for this ratio is: Expendable net assets / Long-term debt

(Adapted from *Strategic Financial Analysis for Higher Education, 6th Edition*. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Viability Ratio (Pension Removed)

Viability Ratio, excluding pension debt

- **Source:** IPEDS Finance, Part A - Balance Sheet Information
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** (F3A03 - F3A12) / (F3A02A - Pension Amount)

Definition (For-profit): The Viability Ratio measures one of the most basic determinants of clear financial health: the availability of expendable net assets to cover debt should the institution need to settle its obligations as of the balance sheet date.

For private institutions, the numerator is the same as the numerator for the Primary Reserve Ratio (unrestricted net assets plus temporarily restricted net assets less plant equity). The denominator is defined as all amounts borrowed for project-related purposes from third parties and includes all notes, bonds and leases payable that impact the institution's credit, whether or not the obligation is on the balance sheet. Short-term debt, such as commercial paper and bank

credit lines, is excluded. Short-term debt used for plant purposes should be included as long-term debt.

The formula for this ratio is: $\text{Expendable net assets} / (\text{Long-term debt} - \text{Pension Amount})$
 (Adapted from *Strategic Financial Analysis for Higher Education, 6th Edition*. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Return on Net Assets Ratio

Return on Net Assets Ratio

- **Source:** IPEDS Finance, Part B - Summary of Changes in Equity
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(F3B08 + F3B07 - F3B06) / F3B06$

Definition (For-profit): The Return on Total Net Assets Ratio determines whether the institution is financially better off than in previous years by measuring total economic return. This ratio furnishes a broad measure of the change in an institution's total wealth over a single year and is based on the level and change in total net assets, regardless of asset classification. Thus, the ratio provides the most comprehensive measure of the growth or decline in total wealth of an institution over a specific period of time. A decline in this ratio may be appropriate and even warranted if it reflects a strategy to better fulfill the institution's mission. On the other hand, an improving trend in this ratio indicates that the institution is increasing its net assets and is likely to be able to set aside financial resources to strengthen its future financial flexibility.

For private institutions, the numerator is the change in unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. All components of the numerator can be found on the statement of activities. The denominator includes the beginning balance of total net assets, which can also be found on the statement of activities (alternatively, this number can be found as the ending balance for total net assets for the prior year in the comparative balance sheet). Total net assets include unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

The formula for this is: $\text{Change in net assets} / \text{Total net assets}$

(Adapted from *Strategic Financial Analysis for Higher Education, 6th Edition*. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Operating Revenues Ratio

Operating Revenues Ratio

- **Source:** IPEDS Finance, Part D - Revenues by Source and Part E - Expenses by Functional and Natural Classification
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(F3B01 - F3B02) / F3B01$ Total Operating Revenue - Total Operating Expense / Total Operating Revenue

Definition (For-profit): The Operating Revenues Ratio is a primary indicator, explaining how the surplus from operating activities affects the behavior of the other three core ratios. A large surplus or deficit directly impacts the amount of funds an institution adds to or subtracts from net assets, thereby affecting the Primary Reserve Ratio, the Return on Net Assets Ratio and the Viability Ratio.

For private institutions using an operating indicator, the numerator is available from the statement of activities. The denominator is equal to total unrestricted operating revenues, gains and other support, including net assets released from restrictions.

For private institutions not using an operating indicator, the numerator is available from the statement of activities. The denominator is equal to total unrestricted revenues, gains and other support, including net assets released from restrictions. If unrestricted investment losses are reported with expenses or are separately disclosed, this amount is included as a reduction to total unrestricted revenue.

This formula for this ratio is: Change in unrestricted net assets / Total unrestricted revenue

(Adapted from *Strategic Financial Analysis for Higher Education, 6th Edition*. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Net Income Ratio

Net Income Ratio

- **Source:** IPEDS Finance, Part D - Revenues by Source and Part E - Expenses by Functional and Natural Classification
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(F3D01 - F3B02) / F3D01$ Total Operating Revenue - Total Operating Expense / Total Operating Revenue

Definition (For-profit): The Net Income Ratio indicates whether total unrestricted activities resulted in a surplus or a deficit. It is a primary indicator, explaining how the change in unrestricted net assets affects the behavior of the other three core ratios. A large surplus or deficit directly impacts the amount of funds an institution adds to or subtracts from net assets, thereby affecting the Primary Reserve Ratio, the Return on Net Assets Ratio, and the Viability Ratio.

The formula for this ratio is: $\text{Excess (Deficiency) of Unrestricted Operating Revenues Over Unrestricted Operating Expenses} / \text{Total Unrestricted Operating Income}$

(Adapted from *Ratio Analysis in Higher Education, 4th Edition*. Prager & Co., LLC. 1999, <http://www.prager.com/Public/raihe4.pdf>.)

Debt Burden Ratio

Debt Burden Ratio

- **Source:** IPEDS Finance, Part A - Balance Sheet Information and Part E - Expenses by Functional and Natural Classification
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3A02A / F3B02

Definition (For-profit): The Debt Burden Ratio examines the institution's dependence on borrowed funds as a source of financing its mission and the relative cost of borrowing to overall expenditures. It compares the level of current debt service with the institution's total expenditures. Debt service includes both interest and principal payments.

For private institutions, the numerator of this ratio includes interest on all indebtedness, which is approximated by interest paid, plus the current year's principal payments; both are generally available from the statements of cash flows. However, if an institution or affiliate has refinanced debt, the statement of cash flows would present a large principal repayment amount. In these cases, the contractual principal repayment amount would be the more appropriate amount to use. This can usually be found in the notes to financial statements. The debt service figure may be adjusted (see below). The denominator is total expenses from the statement of activities (both operating and nonoperating), less depreciation expense plus debt service principal payments.

The formula for this is: $\text{Debt service} / \text{Adjusted expenses}$

(Adapted from *Strategic Financial Analysis for Higher Education, 6th Edition*. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Tuition Discount Ratio

Tuition Discount Ratio

- **Source:** IPEDS Finance, Part C - Scholarships and Fellowships and Part D - Revenues by Source
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $F3C06 / (F3D01 + F3C06)$

Definition (For-profit): The Tuition Discount Ratio measures the proportion of tuition which is being offset by institutional grant aid for enrolling students. The formula for this ratio is:

Tuition discount / Total tuition and fees

Tuition Dependency Ratio

Tuition Dependency Ratio

- **Source:** IPEDS Finance, Part D - Revenues by Source
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** $(F3D01 - F3C06) / F3B01 / \text{Total Operating Revenue}$

Definition (For-profit): The Tuition Dependency Ratio measures tuition and fees less all financial aid as a percentage of total operating income for public institutions (the same as the denominator in the Operating Revenues Ratio). A downward trend in the Tuition Dependency Ratio is considered a positive occurrence because it usually indicates that the institution is increasing its diversity of funding sources. Such diversity may protect an institution from economic cycles. For instance, a drop in enrollment may occur in the same year that an institution experiences high investment return, which may mitigate the effect of reduced tuition revenue. However, downward trends must be interpreted with caution. A decrease in the numerator and no change in the denominator would also produce a downward trend—but in this case one with clearly negative implications.

The formula for this ratio is: Net tuition and fees / Total unrestricted operating income

(Adapted from *Strategic Financial Analysis for Higher Education, 6th Edition*. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Comprehensive Financial Index (CFI)

Comprehensive Financial Index

- **Source:** IPEDS Finance
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** See definition below

Definition: The Comprehensive Financial Index (CFI) is an overall financial measurement of an institution's health based on four core ratios:

- Primary Reserve Ratio
- Viability Ratio (Minus Pension)
- Return on Net Assets Ratio
- ~~Net~~ Operating Revenues Ratio

The CFI is useful in helping governing boards and senior management understand the financial position that the institution enjoys in the marketplace. Moreover, this measurement will also prove valuable in assessing prospects of the institution, functioning as an "affordability index" of a strategic plan.

The formula for this ratio is dependent upon both whether or not the institution has long-term debt and whether or not the institution is responsible for the retirement/pension of its employees.

For institutions with long-term debt that are not responsible for the retirement/pension of its employees, the formula for this ratio is: below.

$$\frac{\text{Net Income}}{\text{Operating Revenues}} \left(\frac{\text{Primary Reserve Ratio}}{0.133} \right)^* 0.35 +$$

$$\frac{\text{Net Income}}{\text{Operating Revenues}} \left(\frac{\text{Operating Revenues Ratio}}{0.013} \right)^* 0.10 +$$

$$\frac{\text{Net Income}}{\text{Operating Revenues}} \left(\frac{\text{Return on Net Assets Ratio}}{0.020} \right)^* 0.20 +$$

$$\frac{\text{Net Income}}{\text{Operating Revenues}} \left(\frac{\text{Viability Ratio (Minus Pension)}}{0.417} \right)^* 0.35$$

For institutions without long-term debt, or for institutions with long-term debt that are not responsible for the retirement/pension of their employees, see the definition for *CFI (with Pension)*.

(Adapted from Strategic Financial Analysis for Higher Education, 6th Edition. Prager & Co., LLC. 2005, <http://www.prager.com/Public/raihe6.pdf>.)

Criteria for Requests for Comments: The institution will be asked to provide explanatory comments if the value in this field is less than 1.

CFI (with Pension)

Comprehensive Financial Index (including pension debt)

- **Source:** IPEDS Finance
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** See definition below

Definition: The Comprehensive Financial Index (CFI) is an overall financial measurement of an institution's health based on four core ratios:

- Primary Reserve Ratio
- Viability Ratio
- Return on Net Assets Ratio
- ~~Net~~ Operating Revenues Ratio

The CFI is useful in helping governing boards and senior management understand the financial position that the institution enjoys in the marketplace. Moreover, this measurement will also prove valuable in assessing prospects of the institution, functioning as an "affordability index" of a strategic plan.

The formula for this ratio is dependent upon both whether or not the institution has long-term debt and whether or not the institution is responsible for the retirement/pension of its employees.

For institutions without long-term debt, the formula for this ratio is:

$$\frac{\text{Net Income}}{\text{Total Assets}} = \left(\frac{\text{Primary Reserve Ratio}}{0.133} * 0.55 \right) + \left(\frac{\text{Net Income}}{\text{Operating Revenues}} * 0.15 \right) + \left(\frac{\text{Return on Net Assets Ratio}}{0.020} * 0.30 \right)$$

~~For institutions with long-term debt that are not responsible for the retirement/pension of its employees, the formula for this ratio is:~~

~~$$\frac{\text{Primary Reserve Ratio}}{0.133} * 0.35 +$$~~

$$\frac{(\text{Net Income Ratio} / 0.013 * 0.10) +$$

$$(\text{Return on Net Assets Ratio} / 0.020 * 0.20) +$$

$$(\text{Viability Ratio} / 0.417 * 0.35)$$

For institutions with long-term debt that are responsible for the retirement/pension of its employees, see the definition/formula for Comprehensive Financial Index (CFI); this ratio is:

$$\frac{((\text{Primary Reserve Ratio} / 0.133) * 0.35) +$$

$$((\text{Operating Revenues Ratio} / 0.013) * 0.10) +$$

$$\frac{((\text{Return on Net Assets Ratio} / 0.020) * 0.20) +$$

$$((\text{Viability Ratio} / 0.417) * 0.35)$$

For institutions with long-term debt that are not responsible for the retirement/pension of their employees, see the definition for Comprehensive Financial Index (CFI).

Default Rate

Default Rate

- **Source:** College Scorecard
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** 3 yr default rate

Definition: Cohort default rates are produced annually as an institutional accountability metric; institutions with high default rates may lose access to federal financial aid. The three-year cohort default rate represents a snapshot in time. For example, FY 2013 rates were calculated using the cohort of borrowers who entered repayment on their federal student loans between October 1, 2012 and September 30, 2013, and who defaulted before September 30, 2015.

Criteria for Requests for Comments: The institution will be asked to provide explanatory comments if the value in this field is greater than or equal to 30%.

Financials

Net assets unrestricted

Total unrestricted net assets

- Source: Institution
- Input by: Institution
- Variable/Calculation: N/A

Definition (For-profit): Unrestricted net assets are net assets held by the institution upon which no restrictions have been placed by the donor or other party external to the institution.

Net assets temp restricted

Temporarily restricted net assets

- Source: Institution
- Input by: Institution
- Variable/Calculation: N/A

Definition (For-profit): Restricted-expendable net assets have constraints placed on use that are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation, and are not required to be retained in perpetuity.

Net assets perm restricted

Permanently restricted net assets included in total restricted net assets

- Source: Institution
- Input by: Institution
- Variable/Calculation: N/A

Definition (For-profit): Restricted-non-expendable net assets have constraints placed on use that are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation, and are required to be retained in perpetuity.

Adjusted Change in Net Assets

Adjusted change in net assets

- **Source:** IPEDS Finance, Part B - Summary of Changes in Equity
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E076 + F3A11

Definition (For-profit): Adjusted change in net assets is the sum of the interest from total expenses/deductions and depreciation expense.

Net Assets Beginning of Year

Equity, beginning of year

- **Source:** IPEDS Finance, Part B, Line 06
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3B06

Definition (For-profit): Equity, beginning of year should correspond to the total equity at the beginning of the reporting period as found in the general purpose financial statements.

Net Assets End of Year

Equity, end of year

- **Source:** IPEDS Finance, Part B, Line 08
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3B08

Definition (For-profit): Equity, end of year is the sum of the following amounts: net income; other changes in equity; equity-beginning of year; and adjustments to beginning net equity. This amount should equal the total equity reported in the general purpose financial statements.

Net Assets Change Over Year

Net assets change over year

- **Source:** IPEDS Finance, Part B - Summary of Changes in Equity
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3B08 + F3B07 - F3B06

Definition (For-profit): Net assets change over year is the sum of the following amounts: gains or (loss) on sale of plant assets; other non-operating gains or (losses); provision for Federal and State income tax (where applicable); discontinued operations; extraordinary gain or (loss); and cumulative effect of change(s) in accounting principle.

Criteria for Requests for Comments: The institution will be asked to provide explanatory comments if the value in this field is less than 0.

Expendable Net Assets

Expendable net assets

- **Source:** IPEDS Finance, Part A - Balance Sheet Information
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3A03 - F3A12

Definition (For-profit): Expendable net assets is equal to the sum of total stockholder's equity and depreciable capital assets (net of depreciation).

Total Revenue

Total revenues and investment return

- **Source:** IPEDS Finance, Part B, Line 01
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3B01

Definition (For-profit): Total revenues and investment return is the sum of the following amounts: tuition and fees; government appropriations, grants and contracts; private grants and contracts; investment income and investment gains (losses) included in net income; sales and services of educational activities and auxiliary enterprises; and other revenue.

Total Operating Revenue

~~Tuition and fees~~

Total operating revenues

- ~~Source: IPEDS Finance, Part D, Line 01~~Institution's Audited Financial Statements
- ~~Input by: MSCHE uploads data~~Institution

Definition (For-profit): ~~Total operating revenues is the sum of all operating revenues. They result from source (where available)~~providing services and producing and delivering goods.

Revenue Unrestricted

Institutional grants from unrestricted resources

- ~~Source: Institution~~
- ~~Input by: Institution~~
- ~~Variable/Calculation: F3D01N/A~~

Definition (For-profit): ~~Tuition~~Institutional grants from unrestricted sources are expenditures for scholarships and fees (fellowships from unrestricted net assets of amount~~the institution. The institutional matching portion of federal, state, or local grants is reported in allowances applied to tuition and fees) includes the amount of tuition and educational fees, net of any allowances applied in the general purpose financial statements. Includes all fees for continuing education programs, conferences, and seminarshere. Athletic scholarships are also included here.~~

Total Operating Expense

Total expenses

- ~~Source: IPEDS Finance, Part B, Line 02~~Institution's Audited Financial Statements
- ~~Input by: MSCHE uploads data from source (where available)~~Institution
- ~~Variable/Calculation: F3B02~~

Definition (For-profit): Total operating expenses is the sum of operating ~~and non-operating~~ expenses and deductions.

Depreciation Expense

Accumulated depreciation

- **Source:** IPEDS Finance, Part A, Line 11
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3A11

Definition (For-profit): Accumulated depreciation is the total depreciation charged as expenses as of the reporting date (in the current year and in prior years) on the capital assets of the institution. FASB Statement No. 117 and GASB Statement No. 34 require that accumulated depreciation to date be recognized.

NOTE: When a capital asset is removed from the accounting records due to disposal or end of the asset's useful life, the depreciation accumulated through the years on the asset is also removed from the records.

Net Operating Loss

Net operating loss

- **Source:** IPEDS Finance, Part D - Revenues by Source and Part E - Expenses by Functional and Natural Classification
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** ~~F3D01~~ ~~F3B02~~ Total Operating Revenue - Total Operating Expense

Definition (For-profit): Net operating loss is equal to total operating revenue minus total operating expense.

Long-term and Capital Leases

Debt related to property, plant, and equipment

- **Source:** IPEDS Finance, Part A, Line 02
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3A02A

Definition (For-profit): Debt related to property, plant, and equipment include amounts for all long-term debt obligations including bonds payable, mortgages payable, capital leases payable, and long-term notes payable. (FARM para. 420.3, 423) If the current portion of long-term debt is separately reported in the GPFS, include that amount.

Principal Payments on Long-term Debt

Principal payments and interest expense on long-term debt

- **Source:** Institution's internal debt schedules or Audited Financial Statements
- **Input by:** Institution

Definition: Amounts can be obtained from the institution's internal debt schedules or from the Audited Financial Statements' Cash Flow Statement and/or the Notes regarding Long Term Debt. If your institution reported long-term debt related to property, plant, and equipment, you must report principal payments and interest expense.

Tuition and Fees - Total

Tuition and fees, total

- **Source:** IPEDS Finance, Part D, Line 01
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3D01 + F3C06

Definition (For-profit): Tuition and fees (~~net of amount reported in allowances applied to tuition and fees~~) includes the amount of tuition and educational fees, ~~net of~~ including any discounts and

allowances applied in the general purpose financial statements. Includes all fees for continuing education programs, conferences, and seminars.

Tuition discounts and allowances

Allowances applied to tuition and fees

- **Source:** IPEDS Finance, Part C, Line 06
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3C06

Definition (For-profit): Allowance applied to tuition and fees is the portion of total student aid that is applied to tuition and fees. This amount plus tuition and fees revenues equals gross tuition and fee revenues.

Tuition and Fees - Net

~~Net~~ Tuition and fees, net of any refunds, discounts and allowances

- **Source:** IPEDS Finance, Part C - Scholarships and Fellowships and Part D - Revenues by Source
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3D01—~~F3C06~~

Definition (For-profit): Tuition and fees are revenues from all tuition and fees assessed against students (net of refunds and discounts & allowances) for educational purposes. If tuition or fees are remitted to the state as an offset to the state appropriation, the total of such tuition or fees should be deducted from the total state appropriation and added to the total for tuition and fees. If an all-inclusive charge is made for tuition, board, room, and other services, a reasonable distribution is made between revenues for tuition and fees and revenues for auxiliary enterprises. Tuition and fees excludes charges for room, board, and other services rendered by auxiliary enterprises.

Education and General Expenses

Academic Support

Academic support - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 03a
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E03A1

Definition (For-profit): Academic support are expenses for support services that are an integral part of the institution's primary mission of instruction, research, or public service and that are not charged directly to these primary programs. Include expenses for libraries, museums, galleries, audio/visual services, academic development, academic computing support, course and curriculum development, and academic administration. Include expenses for medical, veterinary and dental clinics if their primary purpose is to support the institutional program, that is, they are not part of a hospital. (FARM para. 703.7)

Auxiliary Enterprises

Auxiliary enterprises - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 04
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E041

Definition (For-profit): Auxiliary enterprises expenses include expenses of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. (FARM para. 703.11)

Hospital Services

Hospital services - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 10
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E101

Definition (For-profit): Hospital services includes expenses associated with a hospital operated by the postsecondary institution (but not as a component unit) and reported as a part of the institution. This classification includes nursing expenses, other professional services, general services, administrative services, and fiscal services. Also included are information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and depreciation related to hospital capital assets.

Independent Operations

Independent operations - Current year total

- Source: Institution
- Input by: Institution
- Variable/Calculation: N/A

Definition (For-profit): Independent operations includes expenses associated with operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of a major federally funded research and development center. Also included are information technology expenses, actual or allocated costs for operation and maintenance of plant, and depreciation related to the independent operations. FASB institutions also charge or allocate interest expense to independent operations. Excluded are expenses of operations owned and managed as investments of the institution's endowment funds.

Institutional Support

Institutional support - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 03c
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E03C1

Definition (For-profit): Institutional support includes all operating expenses associated with the day-to-day operational support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long-range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development.

Instruction

Instruction - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 01
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E011

Definition (For-profit): Instruction expenses includes all expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institutions's students. Also, includes expenses for both credit and non-credit activities. Excludes expenses for academic administration if the primary function is administration (e.g., academic deans).

Scholarship and Fellowship

Net grant aid to students, scholarships, and fellowships expenses - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 05
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E051

Definition (For-profit): Net grant aid to students expenses include student awards, made from contributed funds or grant funds, that are under the control of the institution, net of discounts and allowances applied to tuition and fees and auxiliary enterprises. If the institution treats student grant aid as passthrough agency transactions on their GPFS, then those amounts will not be included here.

Public Services

Public service - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 02b
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E02B1

Definition (For-profit): Public service includes all operating expenses associated with public service and for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Examples are conferences, institutes, general advisory services, reference bureaus, seminars, and similar services provided to particular sectors of the community. This function includes expenses for community services, cooperative extension services, and public broadcasting services. (FARM para. 703.6)

Research

Research - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 02a
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E02A1

Definition (For-profit): Research expense includes expenses for activities specifically organized to produce research outcomes either commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. Excludes nonresearch sponsored programs (e.g., training programs). Training programs generally are reported on line 01 (Instruction). (FARM para. 703.5)

Student Services

Student services - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 03b
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E03B1

Definition (For-profit): Student service expenses include all operating expenses associated with admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal academic program (remedial instruction for example), career guidance, counseling, financial aid administration, and student records.

Other Functional Expenses

Other expenses and deductions - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 06
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E061

Definition (For-profit): Other functional expenses includes all operating expenses associated with functions other than those listed previously, i.e., instruction, research, public service, academic support, student services, institutional support, operations and maintenance of plant, depreciation, scholarships and fellowships, auxiliary enterprises, hospitals, and independent operations.

Total Education and General Expenses

Total expenses and deductions - Current year total

- **Source:** IPEDS Finance, Part E - Expenses by Functional and Natural Classification, Line 07
- **Input by:** MSCHE uploads data from source (where available)
- **Variable/Calculation:** F3E071

Definition (For-profit): Total expenses and deductions includes all operating and non-operating expenses and deductions and should be the same as the amount of total expenses found in the institution's GPFS.

Most Recent Financial Audit Metrics

Most Recent Audit FY Begin Date

Fiscal year begin date from most recent audit

- ~~Source: Institution~~
- Source: Institution's most recent Audited Financial Statements

- **Input by:** Institution

Definition: The fiscal year begin date from the institution's most recent audit.

Most Recent Audit FY End Date

Fiscal year end date from most recent audit

- ~~Source: Institution~~
- Source: Institution's most recent Audited Financial Statements
- **Input by:** Institution

Definition: The fiscal year end date from the institution's most recent audit.

Most Recent Adjustment to Start

~~Most recent~~ Adjustment to beginning net assets from the most recent audit

- ~~Source: Institution~~
- Source: Institution's most recent Audited Financial Statements
- **Input by:** Institution

Definition: Unusual and infrequent adjustments to assets that are not recorded as current year revenues, expenses, gains, or losses. This includes adjustments for retroactive applications of changes in accounting principles and prior period adjustments.

Most Recent Beginning Net Assets

Net assets, beginning of the year from the most recent audit

- ~~Source: Institution~~

- **Source:** Institution's most recent Audited Financial Statements
- **Input by:** Institution
- **Variable/Calculation:** ~~Net tuition and fees / Total operating income~~ assets, beginning of the year

Definition (For-profit): Net position beginning of year is the value of net position as of the beginning of the most recent fiscal year.

Most Recent Ending Net Assets

Net assets, end of the year from the most recent audit

- ~~Source:~~ Institution
- **Source:** Institution's most recent Audited Financial Statements
- **Input by:** Institution
- **Variable/Calculation:** ~~Total~~ Net assets ~~– Total liabilities,~~ end of the year

Definition (For-profit): Net position end of year is the sum of net assets invested in capital assets, net of related debt, restricted-expendable net assets, restricted-non-expendable net assets, and unrestricted net assets as of the end of the fiscal year that most recently ended. It can be calculated as the difference between total assets and total liabilities.

Financial Documents to Upload

Audited Financials

Most recent audited financial statements

- **Source:** Institution's Audited Financial Statements
- **Upload by:** Institution

Definition: Upload the institution's most recent audited financial statements (or a draft copy if your final AFS are not available). If you are a military/government institution and do not have AFS, please upload a document with an explanation.

Bond Rating for new debt issues

Most recent bond rating

- **Source:** Institution's bond rating
- **InputUpload by:** Institution (if applicable)

Definition: Upload the institution's most recent bond rating. A bond rating is a grade given to bonds that indicates their credit quality. Private independent rating services provide these evaluations of a bond issuer's financial strength, or its the ability to pay a bond's principal and interest in a timely fashion. Bonds are ranked on the basis of the degree of risk associated with timely payment of their interest and principal. Bond rating agencies use a grading system as follows:

- (1) **AAA:** highest quality
- (2) **AA:** high quality.
- (3) **A:** upper medium grade.
- (4) **BBB:** medium grade.
- (5) **BB:** has speculative elements.
- (6) **B:** speculative.
- (7) **CCC:** speculative with possibility of default.
- (8) **CC:** most speculative.
- (9) **C:** lowest gradable quality.
- (10) **DDD:** in default with possibility of recovery.
- (11) **DD:** in default and arrears.
- (12) **D:** in default, with little or no value.

Management Letter

Most recent Management Letter

- **Source:** Institution
- **Upload by:** Institution

Definition: Upload the institution's most recent Management Letter. If the institution does not have a management letter, please upload a document with an explanation.

Title IV Compliance Audits

Most recent Title IV Compliance Audits

- **Source:** Institution's Title IV Compliance Audit
- **Upload by:** Institution

Definition: [Upload the institution's most recent Title IV Compliance Audit](#). A Title IV Compliance Audit must be performed generally on an annual basis based on the institution's fiscal year. Public and not-for-profit institutions have a compliance audit prepared by an independent CPA following the parameters in OMB Circular A-133. For-profit institutions have a compliance audit prepared by an independent CPA following the parameters in the FSA Audit Guide.

Financial audits from parent corporations

[Most recent](#) audited financial statements of the institution's parent company

- **Source:** Audited Financial Statements of institution's parent company
- **Upload by:** Institution

Definition: Upload the [most recent](#) audited financial statements of the institution's parent company, if applicable (or a draft copy if your final AFS are not available).

USDE composite score letters

[Most recent](#) US Department of Education Composite Score letter

- **Source:** Institution's USDE Composite Score Letter
- **Upload by:** Institution (if applicable)

Definition: Upload your institution's [most recent](#) USDE Composite Score Letter, if applicable. If your institution received a composite score between 1.4 and -1.0, your institution would have received a letter from the US Department of Education listing your score. The composite score standard combines different measures of fundamental elements of financial health to yield a single measure of a school's overall financial health. This method allows financial strength in one

area to make up for financial weakness in another area and gives an equitable measure of the financial health of schools of different sizes. It is a composite of three ratios derived from an institution's audited financial statements: a primary reserve ratio, an equity ratio, and a net income ratio. These ratios gauge the fundamental elements of the financial health of an institution, not the educational quality of an institution.

Index

12-Month Enrollment	
12-month FTE	25
Unduplicated Headcount	24
Unduplicated Undergraduate Headcount.....	25
Calendar	12
Carnegie Class.....	7
Carnegie Size	10
Catalog.....	14
Context of Performance Uploads	60
Control.....	11
Distance Education Headcounts	
Correspondence Education Headcount	32
Exclusively Distance Ed	27
No Distance Ed	30
Number of Correspondence Education Programs.....	32
Percent Exclusively Distance Ed	28
Percent No Distance Ed.....	31
Percent Some Distance Ed	29
Programs Offered via distance education....	26
Some Distance Ed.....	29
Total Headcount Distance Ed	27
Education and General Expenses	
Academic Support	78
Auxiliary Enterprises	79
Hospital Services	79
Independent Operations.....	80
Institutional Support	80
Instruction	81
Other Functional Expenses	83
Public Services.....	82
Research.....	82
Scholarship and Fellowship	81
Student Services.....	83
Total Education and General Expenses	84
Fall Enrollment Age Percentages	
18-24	23
25-64	23
65+	24
Fall Enrollment Headcounts	
FTE.....	18
Full-Time	16
Part-Time.....	17
Total	16
Fall Enrollment Race-Ethnicity Percentages	
American Indian or Alaskan Native	19
Asian.....	19
Black / African-American.....	20
Hispanic-Latino.....	20
Native Hawaiian or Pacific Islander	21
Non-resident alien.....	22
Two or more races	22
White.....	21
Financial Documents to Upload	
Audited Financials	86
Bond Rating for new debt issues.....	86
Financial audits from parent corporations..	87
Management Letter	87
Title IV Compliance Audits	87
USDE composite score letters	88
Financials	
Adjusted Change in Net Assets	72
Depreciation Expense.....	75
Expendable Net Assets	74
Long-term and Capital Leases	76
Net Assets Beginning of Year	73
Net Assets Change Over Year	73
Net Assets End of Year	73
Net assets perm restricted	72
Net assets temp restricted	72
Net assets unrestricted	71
Net Operating Loss.....	76
Principal Payments on Long-term Debt	77
Revenue Unrestricted	75
Total Operating Expense	75
Total Operating Revenue	74
Total Revenue	74
Tuition and Fees - Net	78
Tuition and Fees - Total.....	77
Tuition discounts and allowances	77
First-Time Full-Time Enrollment	
FT-FT degree seeking undergraduates as percent of all undergraduates	41
General	
FY Begin Date	61
FY End Date	61
GPFS Unqualified.....	61
Is your institution responsible for retirement/pension?.....	62
Reporting Standard	62
What is the pension or post-retirement amount in your audit?	62
Graduation Rate Ethnicity	
American Indian or Alaskan Native	51
Asian.....	52
Black / African-American.....	53

Hispanic-Latino.....	54	Open admission policy.....	13
Native Hawaiian or Other Pacific Islander ...	55	Programs Offered	
Non-resident alien	58	Programs Offered.....	38
Race/Ethnicity unknown	59	Ratios	
Two or more races	57	CFI (with Pension).....	70
White.....	56	Comprehensive Financial Index (CFI)	69
Graduation Rate Gender		Debt Burden Ratio.....	67
Men	49	Default Rate	71
Women.....	50	Net Income Ratio.....	66
Graduation Rates 150%		Operating Revenues Ratio.....	66
Associate Adjusted Cohort 150%.....	42	Primary Reserve Ratio	63
Associate Completers 150%.....	43	Return on Net Assets Ratio	65
Associate Graduation Rate 150%.....	43	Tuition Dependency Ratio	68
Associate Revised Cohort 150%.....	42	Tuition Discount Ratio	68
Bachelor 150%	45	Viability Ratio	64
Bachelor Adjusted Cohort 150%	44	Viability Ratio (Pension Removed)	64
Bachelor Completers 150%.....	45	Religious Affiliation	13
Bachelor Revised Cohort 150%	44	Retention Rates	
Still enrolled count	46	Full-time Retention Rate	40
Transfer Rate Total Cohort 150%.....	46	Part-time Retention Rate	40
Graduation Rates 200%		Select metrics for peer reviewers to see	
Adjusted Cohort 200%	48	Dual Enrollment Headcount.....	34
Completers 200%.....	48	Has Dual Enrollment.....	34
Graduation Rate 200%	49	Percent Developmental.....	33
Revised Cohort 200%	47	Percent First Generation	33
Highest Degree	11	Percent FT-FT receiving Pell	36
Most Recent Financial Audit Metrics		Percent Minority	37
Most Recent Adjustment to Start	85	Percent Non-traditional	37
Most Recent Audit FY Begin Date	84	Percent of all undergrads receiving Pell	35
Most Recent Audit FY End Date	84	Percent Part-Time	38
Most Recent Beginning Net Assets	85	Student Achievement Webpage.....	39
Most Recent Ending Net Assets	85	Website.....	7
Multi-Campus Main Organization	14		