



NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES

BASIC INSTITUTIONAL DATA

Information and data provided in the institutional self-study are usually for the academic and fiscal year preceding the year of the evaluation committee visit. The purpose of this form is to provide the Commission and the members of the evaluation committee with current data for the year of the visit.

After the self-study report has been finalized, complete this form to ensure the information is current for the time of the evaluation committee visit. Please provide a completed copy of this form with each copy of the self-study distributed to Commissioners, the Commission office, and members of the visiting committee.

To enable consistency of reporting, please refer to the glossary in the 2003 Accreditation Handbook for definitions of terms.

Institution:

Name: _____

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Highest Degree Offered: Doctorate _____ Masters _____ Baccalaureate _____ Associate _____ Other (specify) _____

Type of Institution: Comprehensive _____ Specialized _____ Health-related _____ Religious-based _____ Tribal _____

Other (specify) _____

Institutional control: Public _____ City _____ County _____ State _____ Federal _____ Other (specify) _____

_____ Private/Independent _____ Non-profit _____ For Profit _____

Institutional calendar: Quarter ___ Semester ___ Trimester ___ 4-1-4 ___ Continuous term ___ Other (specify) _____

If part of a multi-institution system:

Name of System: _____

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Specialized/Programmatic accreditation: List program or school, degree level(s) and date of last accreditation by an agency recognized by the Council for Higher Education Accreditation (CHEA). (Add additional pages if necessary.)

Program or School	Degree Level(s)	Recognized Agency	Date

Full-Time Equivalent (FTE) Enrollment. State the formula used by the institution to compute FTE: _____

Official Fall Term Enrollments

Classification	Current Year Dates:	One Year Prior Dates:	Two Years Prior Dates:
Undergraduate			
Graduate			
Professional			
Unclassified			
Total all levels			

Full-Time Unduplicated Headcount Enrollment. Count students enrolled in credit courses only.

Official Fall Term Enrollments

Classification	Current Year Dates:	One Year Prior Dates:	Two Years Prior Dates:
Undergraduate			
Graduate			
Professional			
Unclassified			
Total all levels			

Numbers of Full-Time and Part-Time Instructional Faculty & Staff and Numbers of Full-Time (only) Faculty & Staff by Highest Degree Earned. Include only professional personnel who are primarily assigned to instruction or research.

Total Number Number of Full Time (only) Faculty and Staff by Highest Degree Earned

Rank	Full Time	Part Time		Less than Associate	Associate	Bachelor	Masters	Specialist	Doctorate
Professor									
Associate Professor									
Assistant Professor									
Instructor									
Lecturer and Teaching Assistant									
Research Staff and Research Assistant									
Undesignated Rank									

Number of instructional staff added for current year: _____

Number of instructional staff who were employed previous year but not reemployed: _____

Mean Salaries and Mean Years of Service of Full-Time Instructional and Research Staff. Include only full-time personnel with professional status who are primarily assigned to instruction or research.

Rank	Mean Salary	Mean Years of Service
Professor		
Associate Professor		
Assistant Professor		
Instructor		
Lecturer and Teaching Assistant		
Research Staff and Research Assistant		
Undesignated Rank		

Financial Information. Complete each item in the report using zero where there is nothing to report. Enter figures to the nearest dollar. Auxiliary and service enterprises of the institution (housing, food service, book stores, athletics, etc.) should be included. The institution's audit materials should be an excellent reference for completing the report.

Fiscal year of the institution: _____

Reporting of income: Cash Basis _____ Accrual Basis _____

Reporting of expenses: Cash Basis _____ Accrual Basis _____

BALANCE SHEET DATA

ASSETS	Last Completed FY Dates:	One Year Prior to Last Completed FY Dates:	Two Years Prior to Last Completed FY Dates:
CURRENT FUNDS			
Unrestricted			
Cash			
Investments			
Accounts receivable gross			
Less allowance for bad debts			
Inventories			
Prepaid expenses and deferred charges			
Other (identify)			
Due from			
Total Unrestricted			
Restricted			
Cash			
Investments			
Other (identify)			
Due from			
Total Restricted			
TOTAL CURRENT FUNDS			
ENDOWMENT AND SIMILAR FUNDS			
Cash			
Investments			
Other (identify)			
Due from			
TOTAL ENDOWMENT AND SIMILAR FUNDS			
PLANT FUND			
Unexpended			
Cash			
Investments			
Other (identify)			
Total unexpended			
Investment in Plant			
Land			
Land improvements			
Buildings			
Equipment			
Library resources			
Other (identify)			
Total investments in plant			
Due from			
Other plant funds (identify)			
TOTAL PLANT FUNDS			
OTHER ASSETS (IDENTIFY)			
TOTAL OTHER ASSETS			
TOTAL ASSETS			

BALANCE SHEET DATA (continued)

LIABILITIES	Last Completed FY Dates:	One Year Prior to Last Completed FY Dates:	Two Years Prior to Last Completed FY Dates:
CURRENT FUNDS			
Unrestricted			
Accounts payable			
Accrued liabilities			
Students' deposits			
Deferred credits			
Other liabilities (identify)			
Due to			
Fund balance			
Total Unrestricted			
Restricted			
Accounts payable			
Other (identify)			
Due to			
Fund balance			
Total Restricted			
TOTAL CURRENT FUNDS			
ENDOWMENT AND SIMILAR FUNDS			
Restricted			
Quasi-endowed			
Due to			
Fund balance			
TOTAL ENDOWMENT AND SIMILAR FUNDS			
PLANT FUND			
Unexpended			
Accounts payable			
Notes payable			
Bonds payable			
Other liabilities (identify)			
Due to			
Fund balance			
Total unexpended			
Investment in Plant			
Notes payable			
Bonds payable			
Mortgage payable			
Other liabilities (identify)			
Due to			
Other plant fund liabilities (identify)			
TOTAL INVESTMENTS IN PLANT FUND			
OTHER LIABILITIES (IDENTIFY)			
TOTAL OTHER LIABILITIES			
TOTAL LIABILITIES			
FUND BALANCE			

CURRENT FUNDS, REVENUES, EXPENDITURES, AND OTHER CHANGES

REVENUES	Last Completed FY Dates:	One Year Prior to Last Completed FY Dates:	Two Years Prior to Last Completed FY Dates:
Tuition and fees			
Federal appropriations			
State appropriations			
Local appropriations			
Grants and contracts			
Endowment income			
Auxiliary enterprises			
Other (identify)			
EXPENDITURE & MANDATORY TRANSFERS			
Educational and General			
Instruction			
Research			
Public services			
Academic support			
Student services			
Institutional support			
Operation and maintenance of plant			
Scholarships and fellowships			
Other (identify)			
Mandatory transfers for:			
Principal and interest			
Renewal and replacements			
Loan fund matching grants			
Other (identify)			
Total Educational and General			
Auxiliary Enterprises			
Expenditures			
Mandatory transfers for:			
Principal and interest			
Renewals and replacements			
Total Auxiliary Enterprises			
TOTAL EXPENDITURE & MANDATORY TRANSFERS			
OTHER TRANSFERS AND ADDITIONS/DELETIONS (identify)			
EXCESS [deficiency of revenues over expenditures and mandatory transfers (net change in fund balances)]			

INSTITUTIONAL INDEBTEDNESS

TOTAL DEBT TO OUTSIDE PARTIES	Last Completed FY Dates:	One Year Prior to Last Completed FY Dates:	Two Years Prior to Last Completed FY Dates:
For Capital Outlay			
For Operations			

Domestic Off-Campus Degree Programs and Academic Credit Sites: Report information for off-campus sites within the United States where degree programs and academic coursework is offered.

Degree Programs – list the names of degree programs that can be completed at the site.

Degrees Awarded – report the number of degrees (by program) awarded at the location last year.

Academic Credit Courses – report the total number of academic credit courses offered at the site.

Student Headcount – report the total number (headcount) of students currently enrolled in programs at the site.

Faculty Headcount – report the total number (headcount) of faculty (full-time and part-time) teaching at the site.

PROGRAMS AND ACADEMIC CREDIT OFFERED AT OFF-CAMPUS SITES WITHIN THE UNITED STATES

Location of Site Name City, State, ZIP	Degree Programs	Degrees Awarded	Academic Credit Courses	Student Headcount	Faculty Headcount

Programs and Academic Courses Offered at Sites Outside the United States. Report information for sites outside the United States where degree programs and academic credit courses are offered, including study abroad programs and educational operations on military bases.

Degree Programs – list the names of degree programs that can be completed at the site.

Degrees Awarded – report the number of degrees (by program) awarded at the location last year.

Academic Credit Courses – report the total number of academic credit courses offered at the site.

Student Headcount – report the total number (headcount) of students currently enrolled in programs at the site.

Faculty Headcount – report the total number (headcount) of faculty (full-time and part-time) teaching at the site.

PROGRAMS AND ACADEMIC CREDIT COURSES OFFERED AT SITES OUTSIDE THE UNITED STATES

Location of Site Name City, State, ZIP	Degree Programs	Degrees Awarded	Academic Credit Courses	Student Headcount	Faculty Headcount