

# 2018

## ANNUAL REPORT GUIDE

The 2018 Annual Report will take place June 1 – September 1, 2018. Submission of the Annual Report is a requirement for maintaining accreditation or candidacy with NWCCU.

The questions for the 2018 Annual Report are below with support information, including definitions and frequently asked questions.

Questions about the 2018 Annual Report should be directed to James Wagner ([jwagner@nwccu.org](mailto:jwagner@nwccu.org)).

### **Institutional Password**

This password is generated, randomly assigned, and disseminated out to all NWCCU Member Institutions. The password is sent out to the President's and Accreditation Liaison Officers

### **FAQ**

#### **With whom else should I coordinate to gather all the information needed for the Annual Report?**

The Accreditation Liaison Officer (ALO) will need to speak with several people on campus to complete the Annual Report accurately. The ALO should work closely with administrators that submit the institution's IPEDS data. At many institutions, these responsibilities are housed in the offices of Institutional Research and Financial Aid.

#### **Can I save a partial entry online and complete it at a later date?**

Yes, you are able to complete a portion of the report, and then update and complete at a later date using the institutional password.



# **Institutional Information**

## **SECTION ONE**

Typically, this section is auto-populated with your institution's current information on record at NWCCU. Please review all the information for accuracy and correct anything that needs to be changed related the Institution's information, the Chief Executive Officer, Accreditation Liaison Officer, and Chief Financial Officer.

- If the name and/or address of your institution has changed, you must notify your NWCCU staff liaison.
- Enter the Main Phone Number that should be used for public contact with the institution.
- Do not enter ampersands or HTML characters.
- Include designations such as Jr., S.J., B.V.M., etc. in the Suffix field.
- Do not include academic credentials such as M.B.A., M.S.N., D.B.A., J.D., etc.
- If the permanent position is vacant, enter the interim or acting officer.
- Identify if changes to contact information are a New Contact (new person in the role) or Updated Contact (new information for this person).

### **Chief Executive Officer**

The principal administrative official responsible for the direction of all affairs and operations of the institution. The official who directs the post-secondary education component of the institution, and who may report to a governing board.

### **Chief Financial Officer**

The principal administrative official for the finances of the institution.

### **Accreditation Liaison Officer**

Accreditation Liaison Officer (ALO) has been appointed by your CEO and serves as the primary contact between your institution and NWCCU. The ALO communicates changes at the institution to NWCCU, responds to communications from NWCCU, and provides oversight for the institution's currency, accuracy and timeliness of institutional information submitted to NWCCU, including the Annual Report.

## **FAQ**

### **What if there is a vacancy in the CEO, CFO and/or ALO?**

If the permanent position is vacant, enter the interim or acting officer. When the vacancy is filled contact NWCCU as soon as possible with the updated information by emailing Mellissa Thoreson ([mthoreson@nwccu.org](mailto:mthoreson@nwccu.org)).



# **Institutional Demographics**

## **SECTION TWO**

Throughout Section Two, institutional answers may require additional clarification that some questions do not allow. Please use the last question to offer more explanation in the open comment section provided.

### **Governing Documents**

If your institution's Articles of Incorporation and/or Bylaws have changed since the 2017 Annual Report was filed, please upload a copy of the revised document(s).

If not, please enjoy the extra time you saved by skipping to the next question.

If so, please list the section(s) that have changed in the available space below the question. This allows NWCCU to know if there have been any *significant* changes. FYI – Do not rewrite the sections, just list the sections and/or page number of changes.

### **Students**

This year, NWCCU only requests that institutions provide data on their Fall 2017 unduplicated headcount and full-time equivalent (FTE).

- (a) Do not include undergraduate non-degree/non-certificate seeking students (which include dual credit students).
- (b) Canadian Institutions: Count your post-baccalaureate students as graduate students. This will help give NWCCU and evaluation teams a more comprehensive picture of your institution's student population.

### **Faculty**

Faculty are employees whose primary responsibilities are instruction, research and/or public service. Include both tenure and non-tenure track. Adjunct faculty should be counted as part-time faculty. Graduate assistants should be counted as part-time faculty. Full-time faculty on sabbatical should be counted as full-time faculty. See definition for more clarity.

Please use your institution's formula for calculating FTE faculty and provide the formula in the last question's narrative box.

Note: For line b) Part-Time, you can leave the section blank for Full-Time Equivalent (FTE)

### **International Sites**

Identify if your institution has sites, satellite campuses, locations, etc. outside the country of your institution's main campus.

## **Institutional Finances**

Please use financial documents for branch campuses. Please see [NWCCU's definition for "branch campus"](#).

All institutions need to respond. For U.S. institutions, please upload a complete copy of the 2017-2018 IPEDS Finance Report. For Canadian institutions, please upload a copy of the Consolidated Financial Reports for 2017. Please upload electronic version and not scanned copies.

In addition, please fill in the section for Expenses, Operating Deficit and Accumulated Deficit. Leave no blanks unless otherwise instructed in the Operating Deficit section.

See definitions for Expenses (correction listed), Accumulated Deficit, and Operating Deficit at the end of this guide.

## **FAQ**

### **My institution now offers bachelor degrees. Does that change my institution's two-year status to a four-year institution?**

Two-year institutions that offer predominantly two-year degrees are still considered two-year institutions even if they offer a few bachelor degrees.

## **Cohort Default Rate**

*For U.S. member institutions only (excluding tribal colleges):*

Retrieving your institution's Cohort Default Rate history list from the [National Student Loan Data System](#) requires the use of your institution's FSA ID. Typically, an administrator in the Financial Aid office has access to the FSA ID.

## **Graduation Rate**

Please utilize your institution's most recent official graduation rate.

150% of Normal Time – For two-year and four-year institutions.

200% of Normal Time – For two-year institutions only. This provides advanced insight for institutions with differing student population.

This information can be found in several places: your own institutional data collection, IPEDS or Data Feedback Report.

*FYI – While entering the cohort year, you will notice that a comma will be placed in the year that has been entered. This is a function of KeySurvey and will not negatively impact your response.*

### **Retention Rate**

For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions, this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.

### **Transfer Out Rate**

Two-Year Institutions ONLY.

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 adjusted cohort.

### **Minority Serving Institution (MSI)**

Member institutions within the United States are able to apply for an MSI status through an application process with the USDE. If your institution has applied and gained this status from the USDE, identify which category the USDE has designated your institution.

### **Significant Growth**

The rate of enrollment growth has an impact significantly to the capacity and resources of the institution. The objective is to ensure that the institution has the resources and capacity to sustain its growth in enrollment.

## **SECTION THREE**

This section allows an institution to review their responses and provide additional information before submitting the final version of the annual report.

### **Institutional Code (a.k.a. President's Code)**

For the Annual Report to be officially submitted, the Institutional Code must be entered before submitting.

## FREQUENCY ASKED QUESTIONS

➤ **Where do I find all this data?**

Many times, the Registrar's office houses a significant amount of this data and sometimes submits the IPEDS reports.

➤ **What if the current year of IPEDS data is not finalized?**

Please insert what is available at the time of submission.

➤ **How do I know if my institution is a Minority Serving Institution? (U.S. Member Institutions only)**

- The U.S. Department of Education designates an institution as a Minority Serving Institution only after an application process has been completed, submitted and then accepted.
- Here are some helpful links:
  - [Minority Serving Institution Program](#)
  - [Submitting an application for a designation of eligibility](#)

➤ **What is meant by “IPEDS Fall 2017 reporting date”?**

Use the date that your institution uses to compile data for IPEDS. This is usually the 10th day of class (fall semester). A small number of institutions do not have final IPEDS numbers until spring (around mid-April). NWCCU will work with institutions to make sure that they are able to submit accurate data. Contact James ([jwagner@nwccu.org](mailto:jwagner@nwccu.org)) if you will not have final IPEDS numbers until spring.

➤ **Why do we have to duplicate numbers that were already submitted to IPEDS? Why can't NWCCU get those numbers from IPEDS?**

NWCCU uses IPEDS data in the Annual Report wherever possible in an effort to reduce the data collection burden on our institutions. However, the IPEDS data that are publicly available are not from the current year. The Annual Report relies on data for the current year. Therefore, institutions must also enter the data for the Annual Report.

## DEFINITIONS

Accumulated Deficit = The sum of the operating deficit for the reporting year and two years prior (three years total).

Certificate Completion = Number of students completing a credit-bearing certificate program at the undergraduate and post-baccalaureate level. A certificate of completion acknowledges that a person has completed something from beginning to end. Certificates of completion recognize that a person has gained experience and skill that they did not have previously. These certificates can be used as proof of skill and experience in both the educational sphere and the workplace.

### Cohort Default Rate =

*U.S. member institutions:*

As defined by the USDE, the percentage of an institution's borrowers who enter repayment on loans during a federal fiscal year of October 1<sup>st</sup> to September 30<sup>th</sup>, of the following calendar year, and subsequently default before the end of the next fiscal year.

A school's cohort default rate is the percentage of a school's federal student loan borrowers who enter repayment within the cohort fiscal year and divided by the number of borrowers who entered repayment within the cohort default period (three-year non-average rate). The calculation is based on the number of borrowers, not on the number or types of loans.

The "cohort default period" refers to the three-year period that begins on October 1<sup>st</sup> of the fiscal year when the borrower enters repayment and ends on September 30<sup>th</sup> of the second fiscal year following the fiscal year in which the borrower enters repayment. This is the period during which a borrower's default affects the school's cohort default rate.

Note: Any institution with less than thirty students must include borrowers who entered repayment in that fiscal year and the three previous fiscal years and defaulted before the end of the following fiscal year (three-year average rate).

*Canadian member institutions:*

Use the default rate for the Canadian Student Loans Repayment for the year 2016

Expenses =

Incurred through natural classifications such as salaries and wages, benefits, operation and maintenance of the plant depreciation and interest. For example, expenses in functional categories such as instruction, research, public service, academic support, student services, instructional support, auxiliary enterprises and independent operations.

*U.S. private/Independent institutions:*

- For those institutions using the Financial Accounting Standard Board (FASB) to prepare financial statements, insert Line #13 of the IPEDS Part E (Expenses by Functional and Natural Classification) of your Spring collection of the 2017-2018 Finance survey.

- ~~For those institutions using the Governmental Accounting Standards Board (GASB) to prepare financial statements, insert Line #19 of the IPEDS Part C (Expenses and Other Deductions) of your Spring collection of the 2017-2018 Finance survey.~~

- **CORRECTION**

For those institutions using the Governmental Accounting Standards Board (GASB) to prepare financial statements, Use Part B Line 27 for the formula but calculate it manually. (i.e., do not put in the number on Part D Line 03, as Part B Line 27 may not be the same as Part D Line 1.)

*U.S. public member institutions:*

- For those institutions using the Financial Accounting Standard Board (FASB) to prepare financial statements, insert Line #13 of the IPEDS Part E (Expenses by Functional and Natural Classification) of your Spring collection of the 2017-2018 Finance survey. Exclude separate medical school and/or hospital budgets in your total.
- ~~For those institutions using the Governmental Accounting Standards Board (GASB) to prepare financial statements, insert Line #19 of the IPEDS Part C (Expenses and Other Deductions) of your Spring collection of the 2017-2018 Finance survey. Exclude separate medical school and/or hospital budgets in your total.~~

- **CORRECTION**

For those institutions using the Governmental Accounting Standards Board (GASB) to prepare financial statements, Use Part B Line 27 for the formula but calculate it manually. (i.e., do not put in the number on Part D Line 03, as Part B Line 27 may not be the same as Part D Line 1.)

*Canadian member institutions:*

Include all Education and General expenses regardless of the source of funds used to pay the expenses. Include any ancillary research and independent operations and depreciation expenses. Also include expenses for Medical, Veterinary and Dental clinics, if their primary purpose is to support the institutional program and they are not part of a hospital. Exclude capitalized expenses and any hospital expenses.

The outflow or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution's ongoing major or central operations or in generating revenues. Alternatively, expenses may be thought of as the costs of goods and services used to produce the educational services provided by the institution. Expenses result in a reduction of net assets.

Four-Year Institution = A postsecondary institution that offers programs of at least 4 years duration or one that offers programs at or above the baccalaureate level. Includes schools that offer post baccalaureate certificates only or those that offer graduate programs only. Also includes free-standing medical, law or other first-professional schools. (IPEDS Definition)

Full-Time Degree/Certificate-Seeking Undergraduates =

- 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Enter Fall Enrollment for Full-time Undergraduate Students, Grand Total (men & women), Total Degree/Certificate-seeking.
- 4- or 5-year Bachelor's degree programs.
- Associate's degree programs.
- Vocational/Technical degree or certificate granting programs below the baccalaureate level.

Full-Time Equivalent = The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full-time and part-time students. (IPEDS Definition)

Full-Time Equivalent = The full-time equivalent (FTE) of faculty is the total number of full-time faculty positions employed in the recent fall term.

Full-Faculty = Those members of the instruction/research staff who are employed full-time and whose major regular assignment is instruction, including those with released time for research. Also, includes full-time faculty for whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of their regular assignment. These persons may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. This category also includes person who may hold titles such as deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is instruction combined with research and/or public service.

Full-Time Graduates =

- 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Enter Fall Enrollment for Graduate Students, Grand Total (men & women), Total full-time students.
- Any graduate programs.
- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
- Thesis or dissertation credits.

Graduation Rate = Graduation rates are the calculated percentages of students who graduate or complete their program within a specified timeframe. Timeframe is based on normal time of completion. Normal time is two years or four years based on institutional status.

Minority Serving Institution = MSIs are institutions of higher education that serve minority populations. They are unique both in their missions and in their day-to-day operations.

Operating Deficit = The amount by which operating expenses exceed operating revenues for the reporting year.

*For US member institutions:*

- If the institution uses GASB for their reporting standard, subtract Part C-1, line 19, from Part B, line 09. If the result is negative, enter it in the Operating Deficit field. If the result is positive, leave the Operating Deficit field blank.
- If the institution uses FASB for their reporting standard, subtract Part E-1, line 13, from Part D, line 16. If the result is negative, enter it in the Operating Deficit field. If the result is positive, leave the Operating Deficit field blank.

*For Canadian member institutions:*

- Subtract the total of the educational and general expenditures from operating revenue, based on the audited financial statements. If the result is negative, enter it in the Operating Deficit field. If the result is positive, leave the Operating Deficit field blank.

Retention Rate = A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions, this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall. (IPEDS Definition)

Significant Growth = In accordance with USDE Regulation 602.19(d), when the Commission has determined, through its annual collection of headcount enrollment data, that the enrollment of an institution, whatever its size or type, has grown by a total of more than 50% over a two-year period (two consecutive institutional fiscal years), or when, in the considered judgment of the Commission, the rate of enrollment growth is such as to impact significantly the capacity and resources of the institution, it will institute special monitoring mechanisms. These mechanisms include ad hoc self-evaluation reports on planning and managing growth, financial resources reviews (FRRs) and other means as deemed necessary. Institutions judged to be experiencing significant growth will also undergo a visit by a team of evaluators as part of the Year Seven Mission Fulfillment and Sustainability evaluation. The objective of this special monitoring is to ensure that the institution has the resources and capacity to sustain its growth in enrollment.

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 adjusted cohort.

Two-Year Institution =	A postsecondary institution that offers programs of at least 2 but less than 4 years duration. Includes occupational and vocational schools with programs of at least 1800 hours and academic institutions with programs of less than 4 years. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years. (IPEDS Definition)
	Institutions that offer a majority of associate degrees and certifications with some bachelor degrees are still considered primarily Two-Years Institutions.
Unclassified Students	A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report.
Unduplicated Count	Students: The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.