Composite Financial Index

Instructions
Direct questions regarding this section to Michael Kane at 800-621-7440 x139 or mkane@hkommission.org

To complete this section, utilize your last complete fiscal year audit.

- An instruction guide for Composite Financial Index can be downloaded via the following link: SamplePublic.pdf
- Note all strength factors are limited to a scale of -1 to 10
- Viability strength factor is set to 10 when there is no long term debt
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.

Please review and update your financial data for previous years, as we will not be updating past data after this year. After this year any changes will require a fee.

Also, note the following additions to the ratios and update your data, if necessary.
- Elimination of inter-entity amounts in both Primary Reserve and Return on Net Assets Ratios
- (beginning of year) in the Return on Net Assets Ratios

Definitions for this section can be found at the bottom of this page.

### FYE (Page 1 of 2)

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2007</th>
<th>2006</th>
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</thead>
<tbody>
<tr>
<td><strong>Primary Reserve Ratio Calculation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution unrestricted net assets</td>
<td>2,400</td>
<td>2,432</td>
<td>1,799</td>
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<tr>
<td>Institution expendable restricted net assets</td>
<td>+438</td>
<td>+421</td>
<td>+407</td>
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<td>Component Unit (C.U.) unrestricted net assets</td>
<td>+0</td>
<td>+0</td>
<td>+0</td>
</tr>
<tr>
<td>C.U. temporary restrict net assets</td>
<td>+0</td>
<td>+0</td>
<td>+0</td>
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<tr>
<td>C.U. net investment in plant</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Numerator Total</strong></td>
<td>2,838</td>
<td>2,853</td>
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<tr>
<td>Institution operating expenses</td>
<td>33,622</td>
<td>31,249</td>
<td>30,321</td>
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<tr>
<td>Institution nonoperating expenses</td>
<td>+176</td>
<td>+162</td>
<td>+168</td>
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<td>Elimination of inter-entity amounts</td>
<td>+0</td>
<td>+0</td>
<td>+0</td>
</tr>
<tr>
<td>C.U. total expenses</td>
<td>+0</td>
<td>+0</td>
<td>+0</td>
</tr>
<tr>
<td><strong>Denominator Total</strong></td>
<td>33,798</td>
<td>31,411</td>
<td>30,489</td>
</tr>
<tr>
<td><em><em>Primary reserve ratio (p. 58</em>)</em>*</td>
<td>0.084</td>
<td>0.63</td>
<td>0.35</td>
</tr>
</tbody>
</table>

| **Net Operating Revenue Ratio Calculation** |      |      |      |
| Institution operating income (loss) | -16,479 | -14,940 | -16,054 |
| Institution net nonoperating revenues | +15,294 | +14,326 | +14,085 |
| C.U. change in unrestricted net assets | +0 | +0 | +0 |
| Elimination of inter-entity amounts | +0 | +0 | +0 |
| **Numerator Total** | -1,185 | -614 | -1,969 |
| Institution operating revenues | 17,143 | 16,309 | 14,267 |
| Institution nonoperating revenues | +15,470 | +14,488 | +14,253 |
| C.U. total unrestricted revenues | +0 | +0 | +0 |
| Elimination of inter-entity amounts | +0 | +0 | +0 |
| **Denominator Total** | 32,613 | 30,797 | 28,520 |
| **Net Operating Revenue ratio (p. 86*)** | -0.036 | -0.020 | -0.069 |

| **Return on Net Assets ratio calculation** |      |      |      |
| Change in net assets plus C.U. change in net assets | -89 | 1,580 | -1,269 |
| Elimination of inter-entity amounts | +0 | +0 | +0 |

Please visit the following link for more information:
http://aidu.ncahlc.org/index.a4d?fuseaction=cfi-review.print

6/9/2009
<table>
<thead>
<tr>
<th>Divided by total net assets + C.U. total net assets (beginning of year)</th>
<th>24,785</th>
<th>23,205</th>
<th>24,474</th>
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<tbody>
<tr>
<td>Return on Net Assets ratio (p. 74) /</td>
<td>-0.004</td>
<td>0.20</td>
<td>0.068</td>
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</table>

**Viability ratio calculation**

<table>
<thead>
<tr>
<th>Numerator - Expendable net assets (from Primary Reserve Numerator)</th>
<th>2,838</th>
<th>2,851</th>
<th>2,206</th>
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<tbody>
<tr>
<td>Institution long-term debt (total project-related debt)</td>
<td>3,798</td>
<td>3,789</td>
<td>3,417</td>
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<tr>
<td>C.U. long-term debt (total project-related debt) + 0</td>
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<td>0</td>
<td>3,798</td>
</tr>
<tr>
<td>Denominator - Total Long-term + C.U. debt (total project-related debt)</td>
<td>3,798</td>
<td>3,789</td>
<td>3,417</td>
</tr>
<tr>
<td>Visibility ratio (p. 64) /</td>
<td>0.747</td>
<td>1.79</td>
<td>0.63</td>
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**Total-Composite Financial Indicator Score (CFI)**
### Primary Reserve Ratio Calculation

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<tr>
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<tbody>
<tr>
<td>Institution</td>
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<tr>
<td>unrestricted net assets</td>
<td>2,047</td>
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<td>expendable restricted net assets</td>
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<td>2,159</td>
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<td>Component Unit (C.U.) unrestricted net assets</td>
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<tr>
<td>C.U. temporary restrict net assets</td>
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<td>0</td>
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<td>C.U. net investment in plant</td>
<td>-0</td>
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<td>0</td>
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<td>operating expenses</td>
<td>28,806</td>
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**Primary reserve ratio (p. 58*)** / 0.084 0.63 0.35 0.22 0.028 0.21 0.35 0.07 0.040 0.30 0.35 0.11

### Net Operating Revenue Ratio Calculation

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<thead>
<tr>
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<td>operating income (loss)</td>
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<td>net nonoperating revenues</td>
<td>+13,886</td>
<td>8,540</td>
<td>9,141</td>
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<tr>
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<td>14,139</td>
<td>7,399</td>
<td>6,097</td>
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<td>nonoperating revenues</td>
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<td>8,709</td>
<td>9,305</td>
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<td>C.U. total unrestricted revenues</td>
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<tr>
<td>Denominator Total</td>
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<td>16,108</td>
<td>15,402</td>
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**Net Operating Revenue ratio (p. 86*)** / -0.035 -0.10 -0.056 -0.10 -0.050 -0.10 0.00 0.10 0.10

### Return on Net Assets ratio calculation

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Change in net assets plus C.U. change in net assets</td>
<td>-722</td>
<td>-713</td>
<td>1,157</td>
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<td></td>
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<tr>
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<td>+0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divided by total net assets + C.U. total net assets (beginning of year)</td>
<td>25,196</td>
<td>19,566</td>
<td>18,408</td>
<td></td>
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</table>
| Return on Net Assets ratio (p. 74*) / 0.029 0.20 0.036 0.20 0.063 0.20 0.63

### Viability ratio calculation

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerator - Expendable net assets (from Primary Reserve Numerator)</td>
<td>2,448</td>
<td>498</td>
<td>648</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution long-term debt (total project-related debt)</td>
<td>3,609</td>
<td>3,065</td>
<td>3,123</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>C.U. long-term debt (total project-related debt)</td>
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<td>0</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Denominator - Total Long-term + C.U. debt (total project-related debt)</td>
<td>3,609</td>
<td>3,065</td>
<td>3,123</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Viability ratio (p. 64*) / 0.678 1.63 0.35 0.37 0.162 0.39 0.35 0.14 0.707 0.30 0.33 0.10

**Total-Composite Financial Indicator Score (CFI)** / 0.5 0.1 0.8

Definitions

Numerator Total
- Same total as in viability below

Denominator Total
- Elimination of inter-entity amounts. Consolidated amounts should be used, if available

Elimination of inter-entity amounts
- Consolidated amounts should be used, if available

Change in Net Assets
- Elimination of inter-entity amounts. Consolidated amounts should be used, if available

Viability Strength Factor
- Viability strength factor is set to 10 when there is no long term debt

Institution long-term debt (total project-related debt)
- Information not obtained from the financial statements directly since this information is usually contained in the notes
The Higher Learning Commission
Northland Community and Technical College: Annual Institutional Data Update (AIDU) System

Review Report
2008 Annual Institutional Data Update

Financial Information

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Direct questions regarding this section to Michael Kane at 800-621-7440 x139 or <a href="mailto:mkane@hlcommission.org">mkane@hlcommission.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ indicates items that have been completed</td>
<td>Definitions for this section can be found at the bottom of this page.</td>
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<table>
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<tr>
<th>Type</th>
<th>Previous</th>
<th>New</th>
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</thead>
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<tr>
<td>Ending month of fiscal year</td>
<td>June</td>
<td>June</td>
</tr>
<tr>
<td>Last Completed Audit Year (example 2008)</td>
<td>2008</td>
<td>2008</td>
</tr>
<tr>
<td>Did you receive your last completed audit within 6 months of the close of your fiscal year?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Was your most recent financial audit UNQUALIFIED?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Definitions
None
### The Higher Learning Commission

Northland Community and Technical College: Annual Institutional Data Update (AIDU) System

#### Review Report

2008 Annual Institutional Data Update

<table>
<thead>
<tr>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Northland Community and Technical College</strong></td>
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</table>

**Instructions**

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

<table>
<thead>
<tr>
<th>Name</th>
<th>Northland Community and Technical College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1101 Hwy. 1 E.</td>
</tr>
<tr>
<td>City</td>
<td>Thief River Falls</td>
</tr>
<tr>
<td>State</td>
<td>MN</td>
</tr>
<tr>
<td>Postal Code</td>
<td>56701</td>
</tr>
<tr>
<td>Phone</td>
<td>218-683-8800</td>
</tr>
<tr>
<td>Fax</td>
<td>218-683-8981</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.northlandcollege.edu">www.northlandcollege.edu</a></td>
</tr>
<tr>
<td>Associations</td>
<td>None</td>
</tr>
</tbody>
</table>

**Definitions**

None
## Contact Information

### Definitions for this section can be found at the bottom of this page.

### Definitions

**Data Update Coordinator**

- Was/is appointed by your CEO
- Is responsible for the accuracy and completion of this Data Update
- Serves as the contact between your institution and the Commission regarding this Data Update
- Is responsible for the timely submission of this Data Update

### Contact Type | Name | Title | Address | City | State | Postal Code | Phone | Fax | Email
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Chief Executive Officer | Dr. Anne Temte | President | 1101 Hwy. 1 E. | Thief River Falls | MN | 56701 | 218-683-8610 | 218-683-8980 | anne.temte@northlandcollege.edu

Chief Academic Officer | Mr. Kent C. Hanson | Chief Academic Officer | 2022 Central Ave NE | East Grand Forks | MN | 56721 | 218-793-2461 | 218-793-2821 | Kent.Hanson@northlandcollege.edu

Chief Financial Officer | Mr. Dennis Paesler | Business Manager | 1101 Hwy. One E. | Thief River Falls | MN | 56701 | 218-683-8577 | 218-683-8984 | dennis.paesler@northlandcollege.edu

Data Update Coordinator | Mr. Rocky Ammerman | Registrar | 1101 Hwy. 1 E. | Thief River Falls | MN | 56701 | 218-683-8540 | 218-683-8980 | rocky.ammerman@northlandcollege.edu

### Instructions

Direct questions regarding this section to LH Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org.

- Include designations such as 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

## Definitions

- **Data Update Coordinator**
  - Was/is appointed by your CEO
  - Is responsible for the accuracy and completion of this Data Update
  - Serves as the contact between your institution and the Commission regarding this Data Update
  - Is responsible for the timely submission of this Data Update

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http://aidu.ncahlc.org/index.a4d?fuseaction=nfi-review.print
Federal Compliance

Instructions
Direct questions regarding this section to Lili Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

Verification of Student Identity

- As part of the Commission's response to the Higher Education Opportunity Act, institutions offering distance education or correspondence education, as specified in the federal definitions reproduced below solely for reference, shall have processes through which the institution establishes that the student who registers in the distance education or correspondence education courses or programs is the same student who participates in and completes and receives the academic credit.

(1) indicates items that have been completed
Definitions for this section can be found at the bottom of this page.

Student Identity

Based on the Federal definitions, do you offer any distance education or correspondence courses?

Yes

Student Identity Process Exists?

Yes

Current Methods Employed

- Challenge questions (e.g., personal history) to authenticate student identity
- Physical proctoring for exams (e.g., test centers)

Process Implementation

Timeframe

None

Methods Under Consideration

None

Other Methods

Academic Calendar

Academic Calendar Semester

Sanction Agencies

Has any accrediting agency (specialized, professional, or institutional) applied sanctions or withdrawn accreditation within the last year?

No

Sanction Agencies

Refund Policy

Does the institution have a formal student refund policy?

Yes

Definitions - Federal Definitions apply to Student Identity Verification only

Federal Definition for Distance education

- Means education that uses one or more of the following 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:
  - The Internet
  - One way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
  - Audioconferencing
  - Videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the technologies listed above

Federal Definition for Correspondence Courses

- A "home study" course provided by an institution under which the institution provides instructional materials, including examinations on the materials, to students who are not physically attending classes at the institution. When students complete a portion of the instructional materials, the students take the examinations that relate to that portion of the materials, and return the examinations to the institution for grading
- A home study course that provides instruction in whole or in part through the use of video cassettes or video discs in an award year is a
correspondence course unless the institution also delivers the instruction on the cassette or disc to students physically attending classes at the Institution during the same award year.
### Student Headcount by Level

**Instructions**
Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org
- Report your numbers as of your institution's IPEDS for 2008-2009 Reporting Date

<table>
<thead>
<tr>
<th>Type</th>
<th>Full-Time</th>
<th>Undergraduate</th>
<th>Part-Time Undergraduate</th>
<th>Full-Time Graduate</th>
<th>Part-Time Graduate</th>
<th>Full-Time Post-Baccalaureate First Professional</th>
<th>Part-Time Post-Baccalaureate First Professional</th>
<th>Non-Credit Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>1879</td>
<td>2204</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2492</td>
</tr>
<tr>
<td>Previous</td>
<td>1879</td>
<td>2204</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Definitions for this section can be found at the bottom of this page.

Undergraduates are those students enrolled in:
- 4 or 5 year Bachelor's programs
- Associate's degree programs
- Vocational/Technical degree or certificate granting programs below the baccalaureate level

Graduates are those students enrolled in:
- Any graduate programs
- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate
- Thesis or dissertation credits

First Professional are those students enrolled in any of the following programs or in courses creditable toward those programs:
- Chiropractic: D.C or D.C.M
- Dentistry: D.O, S, or O.M.D.
- Medicine: M.D.
- Optometry: O, M.
- Osteopathic Medicine: D.O.
- Pharmacy: Pharm,D.
- Podiatry: D.P.M. or D,P, or Pod.D.
- Veterinary Medicine: D.V.M.
- Law: LLB. or J.D.
- Theology: M. Div. or M.H.L or B.D. or Ordination

Non-credit students are those students enrolled:
- Exclusively in non-credit courses
- Exclusively as an auditor of credit courses
- Exclusively for CEU's
## Student Headcount by Category

### Instructions
Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hicommission.org
- Report your numbers as of your institution's IPEDS for 2008-2009 Reporting Date
- Headcount may be duplicated

Indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Category</th>
<th>Previous</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate-Seeking Undergraduate</td>
<td>1654</td>
<td>1654</td>
</tr>
<tr>
<td>Degree-Seeking Undergraduate</td>
<td>1455</td>
<td>1455</td>
</tr>
<tr>
<td>Post-Baccalaureate Certificate Seeking</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Post-Baccalaureate Degree-Seeking</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Definitions

**Degree-seeking**
- Students enrolled for credit in a degree program

**Certificate-seeking**
- Students enrolled in a credit OR non-credit certificate program
**Total Entering Undergraduate Headcount**

**Instructions**
Direct questions regarding this section to Lit Nakutis at 800-621-7440x113 or lnakutis@hlccommission.org
- Report your numbers as of your institution's IPEDS for 2008-2009 Reporting Date
- Include new freshmen and new transfer students enrolled for credit or non-credit
- Enter zero in headcount if there is no enrollment.

(3) indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Previous</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Entering</td>
<td>757</td>
<td>757</td>
</tr>
<tr>
<td>Part-Time Entering</td>
<td>825</td>
<td>825</td>
</tr>
</tbody>
</table>

Definitions
None
### Institutional Headcount

**Instructions**
Direct questions regarding this section to Lit Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of your institution’s IPEDS for 2008-2009 Reporting Date
- Report unduplicated numbers
- Enter zero if there are no employees for a category
- If an employee serves in more than one category, report that person in the category used by your institution to classify that person. Report that person only once

☐ Indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Previous</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Faculty</td>
<td>128</td>
<td>128</td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>106</td>
<td>106</td>
</tr>
<tr>
<td>Full-Time Administration</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Part-Time Administration</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Full-Time Staff</td>
<td>92</td>
<td>92</td>
</tr>
<tr>
<td>Part-Time Staff</td>
<td>52</td>
<td>52</td>
</tr>
</tbody>
</table>

**Definitions**

Faculty are employees whose primary responsibilities are instruction, research, and/or 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

Administration includes the following IPEDS categories:

- Executive
- Administration
- Managerial
- Other professionals

Staff includes the following IPEDS categories:

- Technical and paraprofessional
- Clerical and secretarial
- Skilled crafts
- Service/maintenance
Certificate Programs

Instructions
Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or Lnakutis@hlcommission.org
- Report your numbers as of the date of submission of this Data Update
- To LIST a new Title IV eligible certificate program click on the List Certificate button
  - Title IV eligible certificates where the courses are not a subset of courses extracted from existing degree programs with 50% or more being courses developed specifically for the certificate program

Check with your Financial Aid Office to determine which Certificates are Title IV Eligible

( ) indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Category</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of certificates offered</td>
<td>15</td>
</tr>
<tr>
<td>Of the total number of certificates, how many are Title IV eligible?</td>
<td>13</td>
</tr>
<tr>
<td>Of those Title IV eligible, list all certificates where the courses are not a subset of courses extracted from existing degree programs with 50% or more being courses specifically developed for the certificate program</td>
<td>None</td>
</tr>
</tbody>
</table>

Definitions
Certificate Programs requiring Commission Approval:
- The courses are credit-bearing
- The courses may be at any degree level or at the pre-associate's level
- The courses are not a subset of courses extracted from existing degree programs with 50% or more being courses developed specifically for the certificate program
- The Certificate program is Title IV eligible

To review the full text of 'Information for Institutions Regarding Approval of Certificate Programs', click here.
Degree Programs

Instructions
Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report your numbers as of the date of submission of this Data Update
- Enter zero for any programs not offered
- Report degree programs that are offered in

CIP-defined fields of study

- Typically these correspond to majors
- Do not count sub-fields or concentrations within a major as separate programs

- NOTE ON FIRST PROFESSIONAL DEGREES:
  - IPEDS has eliminated the First Professional Degree designation with the 2008-2009 data collection year, but the first collection year is optional
  - If you did NOT report First Professional Degree Programs to IPEDS for 2008-2009, report all formerly First Professional degrees in the Doctor's or Master's Degree Programs category as applicable

② indicates items that have been completed
Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Previous</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate's Degree Programs</td>
<td>29</td>
<td>29</td>
</tr>
<tr>
<td>Bachelor's Degree Programs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Master's Degree Programs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Specialist's Degree Programs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Doctor's Degree Programs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Post-Baccalaureate First Professional Degree Programs</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Definitions

Associate's degree programs:
- Requires the completion of at least 2 years of full-time equivalent college-level work in a specified field of study
- Meets institutional requirements for completion of a degree
- Culminates in the awarding of a degree

Bachelor's degree programs:
- Requires the completion of at least 4 years of full-time equivalent college-level work in a specified field of study
- Meets institutional requirements for completion of a degree
- Culminates in the awarding of a degree

Master's degree programs:
- Beyond bachelor's degree
- Requires the completion of at least 1 year of full-time equivalent graduate-level
- Meets institutional requirements for completion of the degree
- Culminates in awarding of the degree

Specialist's degree programs:
- Beyond bachelor's degree
- Requires the completion of college work beyond the bachelor's degree in a specific field of study
- Frequently found in Education and related academic disciplines

Doctor's degree programs:
- Beyond the master's degree
- Includes a dissertation or other original project
- Meets institutional requirements for completion of the degree
- Culminates in the awarding of the degree

First professional degree programs:
• Provides the requisites for licensure in a recognized profession
• Requires at least 2 years of college-level work for admission
• Requires the completion of at least 5 years of full-time equivalent college work
• Must be within one of the following fields:
  • Chiropractic: D.C. or D.C.M.
  • Dentistry: D.D.S. or D.M.D.
  • Medicine: M.D.
  • Optometry: O.D.
  • Osteopathic Medicine: D.O.
  • Pharmacy: Pharm.D.
  • Podiatry: Pod. D. or D.P. or D.P.M.
  • Veterinary Medicine: D.V.M.
  • Law: L.L.B. or J.D.
  • Theology: M. Div. or M.H.L or B.D. or Ordination
Certificates & Degrees Awarded

Instructions
Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org
- Report the numbers from July 1, 2007 through June 30, 2008
- Enter zero for any certificates or degrees not offered

registrations indicates items that have been completed
Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Previous</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates Awarded</td>
<td>489</td>
<td>489</td>
</tr>
<tr>
<td>Associate’s Degrees Awarded</td>
<td>562</td>
<td>562</td>
</tr>
<tr>
<td>Bachelor’s Degrees Awarded</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Master’s Degrees Awarded</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Specialist’s Degrees Awarded</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Doctor’s Degrees Awarded</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Post-Baccalaureate First Professional Degrees Awarded</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Definitions
Certificate Programs:
- Credit OR non-credit bearing
- Culminate in the awarding of a certificate or diploma, but not a degree
- May require previous college credit for admission
- May be at any degree level or Pre-Associate's

Associate’s degree programs:
- Requires the completion of at least 2 years of full-time equivalent college-level work in a specified field of study
- Meets institutional requirements for completion of a degree
- Culminates in the awarding of a degree

Bachelor’s degree programs:
- Requires the completion of at least 4 years of full-time equivalent college-level work in a specified field of study
- Meets institutional requirements for completion of a degree
- Culminates in the awarding of a degree

Master’s degree programs:
- Beyond bachelor’s degree
- Requires the completion of at least 1 year of full-time equivalent graduate-level
- Meets institutional requirements for completion of the degree
- Culminates in awarding of the degree

Specialist’s degree programs:
- Beyond bachelor’s degree
- Requires the completion of college work beyond the bachelor’s degree in a specific field of study
- Frequently found in Education and related academic disciplines

Doctor’s degree programs:
- Beyond the master’s degree
- Includes a dissertation or other original project
- Meets institutional requirements for completion of the degree
- Culminates in the awarding of the degree

First professional degree programs:
- Provides the requisites for licensure in a recognized profession
- Requires at least 2 years of college-level work for admission
- Requires the completion of at least 6 years of full-time equivalent college work
• Must be within one of the following fields:
  • Chiropractic: D.C. or D.C.M.
  • Dentistry: D.D.S. or D.M.D.
  • Medicine: M.D.
  • Optometry: O.D.
  • Osteopathic Medicine: D.O.
  • Pharmacy: Pharm.D.
  • Podiatry: Pod. D. or D.P. or D.P.M.
  • Veterinary Medicine: D.V.M.
  • Law: L.L.B. or J.D.
  • Theology: M. Div. or M.H.L or B.D. or Ordination
Off Campus Activities - Other Campuses

Instructions
Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

To ensure that students off-campus have consistent access to Title IV federal student aid, institutions should work closely with their Financial Aid Offices to ensure that information about off-campus activity is consistently reported to the U.S. Department of Education ("USDE") and to The Higher Learning Commission ("the Commission" or "HLC"). The Commission does not approve campuses, sites or course locations retroactively; therefore it is very important for institutions and the students they serve that institutions are very careful to seek approval well before any students matriculate at a new or relocated campus or site. The Commission will work with all institutions following these definitions and protocols to ensure that the USDE has the approvals and information from the Commission the USDE needs.

• Review current information for all Other Campuses (do not include main campus)
• Verify that information displayed is correct. If it is not correct, editorial changes may be requested using the Editorial Change button.
• Enter a headcount number for each campus. Use the current or anticipated enrollment for the current year.
• To add a new campus or to DELETE an existing campus you will need to file a change request. The change request should follow the format specified in "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols" below.

Indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Status</th>
<th>Opened</th>
<th>Closed</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Country</th>
<th>Prev HC</th>
<th>New HC</th>
<th>Edit Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>In State</td>
<td>East Grand Forks</td>
<td>Active</td>
<td>07/01/04</td>
<td>00/00/00</td>
<td>2022 Central Ave NE</td>
<td>East Grand Forks, MN 56721</td>
<td>United States</td>
<td>2226</td>
<td>2226</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Definitions

Editorial Change ONLY covers the following changes:

• Misspelling of address including city, state and zip code
• Transposition of characters in address field including city, state and zip code

Other Campus (do NOT include main/home campus)

• Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential
• Is permanent in nature
• Has its own faculty and administrative or supervisory organization
• Has academic resources and support services for students that include library, laboratories, business operations, admissions, advising, and registrar/records maintenance housed on this location
• Has its own budgetary and hiring authority

In State
• Other Campus is in addition to the main campus and is in the institution’s home state

Out of State
• Other Campus is outside of the institution’s home state

Out of USA
• Campus is outside of the 50 United States
• Include states located in U.S. territories in this category
• DO NOT include study abroad in this category

To review the full text of "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols", click here.

## Off Campus Activities - Sites

### Instructions

Direct questions regarding this section to Lil Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

To ensure that students off-campus have consistent access to Title IV federal student aid, institutions should work closely with their Financial Aid Offices to ensure that information about off-campus activity is consistently reported to the U.S. Department of Education ("USDE") and to The Higher Learning Commission ("the Commission" or "HLC"). The Commission does not approve campuses, sites or course locations retroactively; therefore it is very important for institutions and the students they serve that institutions are very careful to seek approval well before any students matriculate at a new or relocated campus or site. The Commission will work with all institutions following these definitions and protocols to ensure that the USDE has the approvals and information from the Commission the USDE needs.

- Review current information for all Off-Campus Sites
- Verify that information displayed is correct. If it is not correct, changes must be made using the standard change process
  - Minor editorial changes may be submitted using the Submit Editorial Change button
- Enter a headcount number for each site. Use the current or anticipated enrollment for the current year
  - If the site is Inactive or Closed enter "0" for the headcount
  - You will be prompted to enter a "Closed Date" if the site has closed
  - To activate a previously Inactive site enter a headcount
  - Inactive sites can be left Inactive for 2 consecutive years beginning September 2008
- To ADD previously unreported Sites, a request for approval of new campuses or sites must be submitted to The Higher Learning Commission - Additional charges may apply
- To ADD or DELETE Programs at a Site, use the Submit Program Changes button
  - Deletions will be accepted; additions will be reviewed and approved in a parallel process

Note that definitions have changed from previous years. Please read carefully.

○ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

### Definitions

#### Site

- A place where instruction is taking place and students can do one or more of the following:
  - Complete 50% or more of the courses leading to a degree program;
  - Complete a full degree program (degree site); or
  - Complete 50% or more of the courses leading to a Title IV eligible certificate

- Includes physical locations where students can complete a degree they began at another institution (known as a degree completion site) even if the degree completion program provides less than 50% of the courses leading to a degree program.
- There is no base or threshold number of students or distance from the main campus necessary for a physical site to qualify as site
- May provide access to instruction requiring students to be present at a physical location that receives Interactive TV, video, or online teaching
- Typically does not have a full range of administrative and student services on site staffed by the facility's personnel but rather such administrative and student services may be provided from the home or other campus

#### In State

- Site is in the institution's home state

#### Out of State

- Site is outside the institution's home state

### Table

<table>
<thead>
<tr>
<th>Loc</th>
<th>Name</th>
<th>Status</th>
<th>Opened</th>
<th>Closed</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Prog Type</th>
<th>Title IV</th>
<th>Programs</th>
<th>Prev HC</th>
<th>New HC</th>
<th>Edit Chg</th>
<th>Prog Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>In State</td>
<td>NCTC</td>
<td>Active</td>
<td>08/01/06</td>
<td>00/00/00</td>
<td>Center Street</td>
<td>Roseau, MN</td>
<td>United States</td>
<td>56751</td>
<td>50% - 99%</td>
<td>No</td>
<td>AA in Liberal Arts</td>
<td>81</td>
<td>81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In State</td>
<td>White Earth Community College</td>
<td>Active</td>
<td>07/01/06</td>
<td>00/00/00</td>
<td>Hwy 59 South</td>
<td>Mahnomen, MN</td>
<td>United States</td>
<td>56557</td>
<td>Total Degree</td>
<td>Yes</td>
<td>Associate Degree in Registered Nursing; Diploma in Practical Nursing</td>
<td>47</td>
<td>47</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Definitions for this section can be found at the bottom of this page.

http://aidu.ncahlc.org/index.a4d?fuseaction=nfi-review.print

6/9/2009
Out of USA

- Site is outside of the 50 United States
- Include states located in US territories in this category
- Do Not include study abroad in this category

Status

- Active
  - Sites (50% or more of a degree program) that will be open or potentially open over the next two academic years
- Inactive
  - Sites not offering programs or not anticipated to be used after the next two academic years
- Closed
  - Sites that have not been used in the last four years and/or with NO plans to be used ever again

Editorial Change ONLY covers the following changes:

- Misspelling of address including city, state and zip code
- Transposition of characters in address field including city, state and zip code

To review the full text of "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols", click here.
### Off Campus Activities - In State Course Locations

**Instructions**
Direct questions regarding this section to Lit Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report information current as of the date of submission of this Data Update
- Enter zero if there are no course locations

◎ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Previous</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Locations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Headcount of these Locations</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Definitions**

**In State Course Locations**
- Course location is in institution’s home state
- Students can complete up to, but not including, 50% of a degree program
- Include locations for dual enrollment, if applicable
- Do not include non-credit courses

**Headcount**
- May be duplicated
- Is the sum of all headcount at all in-state course locations
Off Campus Activities - Out of State & Out of US Course Locations

Instructions
Direct questions regarding this section to Lit Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

To ensure that students off-campus have consistent access to Title IV federal student aid, institutions should work closely with their Financial Aid Offices to ensure that information about off-campus activity is consistently reported to the U.S. Department of Education ("USDE") and to The Higher Learning Commission ("the Commission" or "HLC"). The Commission does not approve campuses, sites or course locations retroactively; therefore it is very important for institutions and the students they serve that institutions are very careful to seek approval well before any students matriculate at a new or relocated campus or site. The Commission will work with all institutions following these definitions and protocols to ensure that the USDE has the approvals and information from the Commission the USOE needs.

- Review current information for all out-of-state and out-of-U.S. course locations (do not include Study Abroad)
- Verify that information displayed is correct. If it is not correct, changes must be made using the standard change process.
  - Minor editorial changes may be submitted using the Submit Editorial Change button
- Enter new headcount numbers in the fields provided (headcount may be duplicated)
  - If the course location is Inactive or Closed enter "0" for the headcount
  - You will be prompted to enter a "Closed Date" if the course location has closed
- To ADD previously unreported Course Locations, a request for approval of new campuses or sites must be submitted to The Higher Learning Commission. Additional charges may apply.

Indicates items that have been completed
Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Status</th>
<th>Opened</th>
<th>Closed</th>
<th>Address</th>
<th>City State Zip</th>
<th>Country</th>
<th>Courses</th>
<th>Prev HC</th>
<th>New HC</th>
<th>Edit Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Definitions

Course Location
- Students can only complete less than 50% of a degree program
- May include places where high school students receive college instruction through dual enrollment arrangements
- Do not include places that offer only non-credit courses

Out of State
- Course location is outside of institution's home state

Out of USA
- Course location is outside of the 50 United States
- Include states located in US territories in this category
- Do Not include study abroad in this category

Status
- Inactive
  - Locations not offering programs or anticipated to be used after three or four academic years
- Closed
  - Locations that have not been used in the last four years and/or with NO plans to be used ever again

Editorial Change ONLY covers the following changes:
- Misspelling of address including city, state and zip code
- Transposition of characters in address field including city, state and zip code

To review the full text of "Information for Institutions Regarding Off-Campus Instruction Commission Definitions and Approval Protocols", click here.
### Dual Enrollment

**Instructions**
Direct questions regarding this section to Lili Nakutis at 800-621-7440x113 or lnakutis@hicommission.org
- Report dual enrollment headcount from Fall 2008
- Headcount is unduplicated
- Enter zero for headcount if there is no dual enrollment

[✓] indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Previous</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dual Enrollment Student Headcount</td>
<td>336</td>
<td>336</td>
</tr>
<tr>
<td>Do any of your Dual Enrollment arrangements culminate in the granting of a degree while the student is still enrolled in High School?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Definitions**

**Dual Enrollment**
- Students are enrolled in high school simultaneous to earning college credit at your institution
## Distance Education Programs

### Instructions

Direct questions regarding this section to Lit Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org.

- Report information current as of the date of submission of this Data Update.
- To Edit Previously Reported Distance Education Programs, click on the row of the course location you wish to edit.
- Enter new headcount numbers in the fields provided (headcount is unduplicated).
- To Add Previously Unreported Distance Education Programs, click on the Report New Program button.
- To Delete incorrect Previously Reported Distance Education Programs, click on the trash can icon located next to the Program’s Name.
- Report diploma programs that are offered in.

### CIP-defined fields of study

- Typically these correspond to majors.
- Do not count sub-fields or concentrations within a major as separate programs.

Indicates items that have been completed.

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Modality</th>
<th>Previous HC</th>
<th>New HC</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA in Liberal Arts</td>
<td>Internet</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>AAS in Practical Nursing</td>
<td>Internet</td>
<td>0</td>
<td>98</td>
</tr>
<tr>
<td>Certificate in Supervisory Leadership</td>
<td>Internet</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Definitions

**Distance Education Program**

**NOTE:** This is the HLC definition which is concerned with approval of programs as compared to the Federal definition which relates to Student Identity Verification only.

- Include degree, degree completion and certificate programs: Students can complete the entire degree, degree completion or certificate at a distance, except for the possibility of an orientation or proctored exams at a specific site.
- The program is asynchronous.
- The program is specifically and intentionally designed to be a distance program.

**Program Name**

- Includes both the degree level or certificate and the CIP code program name.
  - Example 1: a BA in English and a BA in Philosophy would be reported as two separate programs.
  - Example 2: an AAS in Accounting and a Certificate in Accounting would be reported as two separate programs.
  - Sample program name entries:
    - “Certificate in Accounting”
    - “AAS in Accounting”
    - “BA in English”

- List all programs separately following the preceding example.

**Primary Modality**

- Select the dominant delivery method for the named program.
Contractual Relationships

Instructions
Direct questions regarding this section to Lit Nakutis at 800-621-7440x113 or lnakutis@hlcommission.org

- Report information from Fall 2008
- To add a Contractual Relationship, click on the Report New Program button
- Enter headcount as Fall 2008 (headcount numbers unduplicated)
- Report diploma programs that are offered in

<table>
<thead>
<tr>
<th>CIP-defined fields of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Typically these correspond to majors</td>
</tr>
<tr>
<td>- Do not count sub-fields or concentrations within a major as separate programs</td>
</tr>
</tbody>
</table>

☑ indicates items that have been completed

Definitions for this section can be found at the bottom of this page.

<table>
<thead>
<tr>
<th>☑</th>
<th>Name</th>
<th>Partner</th>
<th>Date Started</th>
<th>Total HC</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Definitions

Contractual Relationships
- Refers to relationships between the institution and a third party entity, i.e. the Contracted Partner
- The relationship is defined through either a formal contract or informal working arrangements
- The Contracted Partner provides 50% or more of the academic content of one or more degree or Title IV eligible Certificate program(s) at your institution
- Your institution issues the degree or certificate
- The Contracted Partner does not provide a course delivery platform only
- Do not include 2+2, clinicals or internships

Program Name
- Includes both the degree level or certificate and the CIP code program name
  - Example 1: a BA in English and a BA in Philosophy would be reported as two separate programs
  - Example 2: an AAS in Accounting and a Certificate in Accounting would be reported as two separate programs
  - Sample program name entries:
    - "Certificate in Accounting"
    - "AAS in Accounting"
    - "BA in English"

- List all programs separately following the preceding example

Reporting the Relationship
- Include the corporate name of the Contracted Partner, e.g., Wilson Consulting, Inc., Foreign University, Inc.
- If the agreement carries a title, include that title
- If you have contractual agreements for the same program but with more than one entity, each is separate entry
- If you have contractual agreements for different programs but with the same entity, each is separate entry
## Dues Calculation from Reported Data

### Dues Calculation

<table>
<thead>
<tr>
<th>Base Dues</th>
<th>+ FTE Dues</th>
<th>+ Degree Site Dues</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,500</td>
<td>$0.50 per FTE</td>
<td>$75 x Total Number of Sites</td>
<td>$2,500 + $0.50 per FTE + $75 x Total Number of Sites</td>
</tr>
</tbody>
</table>

### Estimated Dues Calculation

\[
FTE = \left( \text{Total Full-Time Headcount} \right) + \left( \text{Total Part-Time Headcount} \right) / 3
\]

Your FTE = 2,613

\[
\text{Total Number of Sites (W)} = \text{Degree Sites} + \left( \text{Other Campuses} \times 10 \right)
\]

Your W = 12

### Dues Schedule:
- **Base Dues:** $2,500
- **FTE Rate:** $0.50 per FTE
- **W Rate:** $75 x Total Number of Sites

### Estimated Dues Calculation

\[
\text{Estimated Dues Calculation} = \left( \text{Base Dues} \right) + \left( \text{Your FTE} \times \text{FTE Rate} \right) + \left( \text{Your W} \times \text{W Rate} \right)
\]

Your Dues = $4,707

Please DO NOT remit payment at this time.

Your institution will be invoiced separately.

If you require assistance with your dues calculation, please contact us at 800-621-7440.

### Notes
- This is your estimated dues calculation based on currently reported data
- Changes submitted through the standard change processes are not reflected in this estimate

### Reported Data (from previous sections)

<table>
<thead>
<tr>
<th><strong>Full-Time Undergraduate</strong></th>
<th>1879</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part-Time Undergraduate</strong></td>
<td>2204</td>
</tr>
<tr>
<td><strong>Full-Time Graduate</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Part-Time Graduate</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Full-Time Post-Bacc 1st</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Professional</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Part-Time Post-Bacc 1st</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Professional</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Number of Other Campuses</strong></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Sites</strong></td>
<td>2</td>
</tr>
</tbody>
</table>