

ANNUAL DATA REPORT FORM

FOR INSTITUTIONS ACCREDITED BY THE BOARD OF REGENTS AND THE COMMISSIONER OF EDUCATION

INSTRUCTIONS

Complete one form for the institution as a whole, and, if multi-campus, for the main campus and each branch campus as defined in § 4-1.2 of the Rules of the Board of Regents. For example, an institution with two branch campuses would submit three reports. Specific data do not apply uniformly to all institutions. Unless specified otherwise, complete the form for the preceding academic year, defined as July 1 through June 30.

Due Date: January 30th

Send the completed report to:

Office of College and University Evaluation
Attention: Accreditation
State Education Department
Education Building, 5N Mezzanine
89 Washington Avenue,
Albany, NY 12234

Please also provide:

1. Two copies of your current catalog(s) and one comprehensive printed list of courses/sections offered in the most recent fall term (all locations, times, and formats).
2. Copy of any final reports of findings of audits reported to the institution by public agencies, dated within the 13 months preceding the due date of this form. Include audits or reviews of institutional compliance with program responsibilities under the Higher Education Act, Title IV.
3. Copy of any reports of other accrediting agencies and the agency accreditation action letter dated within the 13 months preceding the due date of this form.
4. The most recent certified audit of the institution. For proprietary institutions within a corporate organization, also provide the most recent certified audit of the parent corporation.
5. Federal financial ratios data for the institution as a whole; balance sheet for the current year for the institution; current year budget.
6. A list and brief description of the institutional self-assessments of administrative units, programs and services, or the institution as a whole a) scheduled and b) completed 13 months prior to the due date of this report.
7. List of any other nationally recognized accrediting agencies that preaccredit or accredit your institution or one or more of your programs.

NOTE: Any of these data may be provided through a copy of comparable documentation provided to other agencies or organizations, with the data items highlighted. Responses to particular items may be provided as attachments.

ANNUAL DATA REPORT FORM

Completed by Name:	
Title:	
Telephone:	Fax:
E-mail:	
Date:	

Part A: Institutional Directory Information

Name of Institution:
Name of campus if more than one:
Address:
President (or Campus Director):
For proprietary institutions: present corporate ownership (name and corporate address):

Also provide a corporate organizational chart for all components of the corporation related to this institution, showing lines of responsibility and accountability.

Accreditation contact name:	
Title:	
Telephone:	Fax:
E-mail:	

Part B: Student Information

<ul style="list-style-type: none"> Fall enrollment (most recent fall semester): 			
Full-time	Undergraduate	1 st Professional	Graduate
(a) Preceding Year			
(b) Current Year			
Part-time			
(a) Preceding Year			
(b) Current Year			
Average class size			
	Preceding Year		Current Year
<ul style="list-style-type: none"> Undergraduate admissions (first-time freshmen; fall term) 			
# of completed applications			
# of acceptances			
# of freshman enrollees			
<ul style="list-style-type: none"> Graduate admissions (all programs; fall term) 			
# of completed applications			
# of acceptances			
# of enrollees			

<ul style="list-style-type: none"> First-professional degree student admissions (all programs; fall term) 			
# of completed applications			
# of acceptances			
# of enrollees			
<ul style="list-style-type: none"> Admissions Test Scores for most recent two years available (e.g., SAT/ACT, CPAt, ESL, GRE, GMAT, LSAT, etc.) <p>For scores, report middle 50 percent range, or mean or median (cite which one). For each test provide key to scores or benchmarks (grade, equivalency, percentile, etc.).</p>			
Test Name:			
Year	Scores	Key for Scores	
(1)			
(2)			
Test Name:			
Year	Scores	Key for Scores	
(1)			
(2)			
Test Name:			
Year	Scores	Key for Scores	
(1)			
(2)			
Freshman persistence rate (full-time, first-time, first term to second term) in the preceding two years			
Year	Entering Number	Continuing Number	Persistence Rate
(1)			
(2)			
PART C: Educational Program Information			
<ul style="list-style-type: none"> Courses (most recent fall term) 			
Total # of course titles offered			
Total # of course sections offered			
% of sections taught by full-time faculty			
Total # of courses for credit provided by a non-accredited* entity through one or more contractual relationships			
*Non-accredited means not accredited by an agency nationally recognized as an accrediting agency by the U.S. Secretary of Education.			
Describe contracts, courses, clientele and enrollments on separate sheet.			
<ul style="list-style-type: none"> Distance education for fall term only (i.e., teacher and student not in the same place) 			
	Preceding Year	Current Year	
# of students taking distance education courses			
# of courses offered through distance education			
List on a separate sheet all programs for which 50 percent or more of credits may be earned through distance education. Asterisk programs that can be completed entirely			

through distance education

PART D: Faculty Information				
▪ Number of Faculty (all faculty teaching at location in the fall semester)				
	Preceding Year		Current Year	
Full-time				
Part-time				
PART E: HEA TITLE IV Responsibilities Information				
▪ Federal loan default data (most recent two years available)				
Year	Number in Default		Rate of Default	
(1)				
(2)				
PART F: Student Outcomes Information				
▪ Number of degrees awarded for preceding academic year				
Associate	Baccalaureate	Master's	Doctorate	1 St Professional
▪ Undergraduate cohort graduation rates for FT undergraduate for two most recent cohorts reported: (3 years for associate degree, 6 years for baccalaureate degree)				
Degree level:				
Year	Entering Number	Completing Number	Completion Rate	
(1)				
(2)				
▪ Provide on separate sheet job placement data by field, as reported to other data systems (VTEA, ACICS or other organizations), or as collected if not reported, for each of the two most recent years available.				
▪ Exit examination scores: Provide results of licensure (teaching, nursing, law, etc.) or equivalent proficiency outcomes of enrollees and graduates for each of the last two years (percent passing/score distribution)				
Test	Year	Number	Percent Passing	

PART G: MAJOR INSTITUTIONAL CHANGES INFORMATION

- **Summary of recent major changes.** Include those changes made in the 13 months preceding the due date of this form. Also include changes planned for the next six months after the due date.
 1. Senior administrative officers and trustees
 2. Ownership/control (if proprietary) with date of change
 3. Additional branch campuses as defined in § 4.2 (f) of the Regents Rules. Document any State approvals connected with addition of one or more branch campuses as federally defined.
 4. Substantial change in mode of instructional delivery (including distance learning and alliances/collaborative relationships with other colleges and non-collegiate organizations)
 5. Major changes in scope of educational program, including new degree level and expansions/contractions by 50 percent or more in fall enrollment (at one-degree level for program having one or more full- and part-time students). Document any State approvals (i.e., program registrations, master plan amendments, charter amendments) granted or in application that are related to each change cited
 6. Significant capital investments related to the educational program
 7. Major changes in revenue (greater than 20 percent) from any one source (including Federal or State student aid). Other significant changes in financial resources or their allocation.
 8. Major changes in current or prospective expenses and/or liabilities (including student aid disallowance)
 9. List of formal student complaints and their outcomes.

Complete one form for the institution as a whole, and if multi-campus, for the main campus and each branch campus defined as in § 4-1.2 of the Rules of the Board of Regents. Please complete the form for the preceding academic year defined as July 1 through June 30.

Please also provide:

1. Two copies of the institution's current catalog(s) and one comprehensive printed list of courses/sections offered in the most recent fall term (all locations, times, and formats).

2. Copy of any reports of other accrediting agencies and the agency accreditation action letter dated with the 13 months preceding the due date of this form.

3. List of any other nationally recognized accrediting agencies that preaccredit or accredit your institution or any specific programs.