

***Institutional Update 2014-2015***

**Monroe County Community College(1349)**

**Final Version**

## *Institution Information*

### **Instructions**

- If the name of your institution has changed, you must notify your staff liaison.
- Enter the **Main Phone Number** that should be used for public contact with the institution.
- Do not enter ampersands or HTML characters.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

	Institution Information
Name	Monroe County Community College
Mailing Address 1	1555 South Raisinville Rd.
Mailing Address 2	
City	Monroe
State	Michigan
Country	United States
Postal Code	48161-9904
Main Phone Number	(734) 242-7300
Extension	
Fax	(734) 384-4211
Website	www.monroecc.edu

What is the enabling or authorizing legislation for the institution?

- Report the name of the act or statutory citation that enables or authorizes your institution. Contact your institution's in-house legal counsel for the information.

Michigan Act 188 of the Public Acts of 1955

## Contact Information

### Instructions

- 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.
- 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 component of an institution that conducts post-secondary education but who may report to a governing board.

### Chief Academic Officer

- The senior academic administrator at the institution.

### Chief Financial Officer

- The principal administrative official for the finances of the institution.

### Accreditation Liaison Officer

- Is appointed by your CEO.
- Serves as the primary contact between your institution and HLC.
- Communicates changes at the institution to HLC and responds to communication from HLC.
- Provides oversight for the institution's currency, accuracy, and timeliness of institutional information submitted to HLC, including the Institutional Update.

### Data Update Coordinator

- Is appointed by your CEO.
- Is responsible for the accuracy and completion of the Institutional Update.
- Serves as the contact between your institution and HLC regarding the Institutional Update and is responsible for the timely submission of the Institutional Update.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

Have you made changes to the Chief Executive Officer contact information below?

(Select one)

- No Change  
 Update Contact (new information for this person)  
 New Contact (new person in this role)

Contact Type	Chief Executive Officer
Prefix	Dr.
First	Kojo
Middle	
Last	Quartey
Suffix	
Title	President
Institution Name	Monroe County Community College
Address 1	1555 South Raisinville Rd.
Address 2	
City	Monroe
State	Michigan
Postal Code	48161-9904
Country	United States
Phone	(734) 384-4166
Extension	
Fax	(734) 384-4211

Email Address	kquartey@monroeccc.edu
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Have you made changes to the Chief Academic Officer contact information below?

(Select one)

- No Change  
 Update Contact (new information for this person)  
 New Contact (new person in this role)

Contact Type	Chief Academic Officer (CAO)
Prefix	Dr.
First	Grace
Middle	B.
Last	Yackee
Suffix	
Title	Vice President of Instruction
Institution Name	Monroe County Community College
Address 1	1555 S. Raisinville Rd.
Address 2	
City	Monroe
State	Michigan
Postal Code	48161
Country	United States

Phone	(734) 384-4221
Extension	
Fax	(734) 384-4211
Email Address	gyackee@monroeccc.edu

Have you made changes to the Chief Financial Officer contact information below?

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

Contact Type	Chief Financial Officer
Prefix	Ms.
First	Deborah
Middle	
Last	Beagle
Suffix	
Title	Director of Financial Services
Institution Name	Monroe County Community College
Address 1	1555 South Raisinville Rd.
Address 2	
City	Monroe

State	Michigan
Postal Code	48161-9904
Country	United States
Phone	(734) 384-4202
Extension	
Fax	(734) 384-4211
Email Address	dbeagle@monroeccc.edu

Have you made changes to the Accreditation Liaison Officer contact information below?

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

Contact Type	Accreditation Liaison Officer (ALO)
Prefix	Dr.
First	Grace
Middle	B.
Last	Yackee
Suffix	
Title	Vice President of Instruction
Institution Name	Monroe County Community College



Address 1	1555 S. Raisinville Rd.
Address 2	
City	Monroe
State	Michigan
Postal Code	48161
Country	United States
Phone	(734) 384-4221
Extension	
Fax	(734) 384-4211
Email Address	gyackee@monroecc.edu

Have you made changes to the Data Update Coordinator contact information below?

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

Contact Type	Data Update Coordinator
Prefix	Dr.
First	Jamie
Middle	
Last	DeLeeuw

Suffix	
Title	Coordinator of Institutional Research, Evaluation and Assessment
Institution Name	Monroe County Community College
Address 1	1555 S. Raisinville Rd.
Address 2	
City	Monroe
State	Michigan
Postal Code	48161
Country	United States
Phone	(734) 384-4237
Extension	
Fax	(734) 384-4211
Email Address	jdeleeuw@monroeccc.edu

## Financial Information

### Instructions

- Only data for the current data collection year can be updated. Data from previous years is for informational purposes only.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

### Financial Information

	FY 2014	FY 2013	FY 2012
Ending month of fiscal year:	June	June	June
Last completed audit year:	2014	2013	2012
Did you receive your last completed audit within 6 months of the close of your fiscal year?	Yes	Yes	Yes
Was your most recent financial audit UNQUALIFIED?	Yes	Yes	Yes
Did your most recent audit report include a going concern for disclosure?	No	No	No

## Instructions

- **To complete this section, utilize your last complete fiscal year audit.**
- Guidelines and illustrations regarding the financial ratios for public institutions are found in [Strategic Financial Analysis for Higher Education, 7th ed.](#)
- A [worksheet](#) for calculating Composite Financial Index can be downloaded from the documents page.
- **Note:** all strength factors are limited to a scale of -4 to 10.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- There are four sections for each year. Be sure to enter all information.
- Only data for the current data collections year can be updated. Data from previous years is for informational purposes only.
- The **Viability** strength factor is set to 10 when there is no long-term debt.

Previous two years of submitted data are shown.

### Numerator Total

Same total as in viability.

### Change in Net Value

Consolidated amounts should be used, if available.

### Institutional Long-Term Debt

Information not obtained from the financial statements directly since this information is usually contained in the notes.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

### Primary Reserve Ratio Calculation

	FY 2014	FY 2013	FY 2012
Institution unrestricted net assets	6477.00	5800.00	11124.00
Institution expendable restricted net assets	216.00	126.00	153.00
Component Unit (C.U.) unrestricted net assets	42.00	35.00	37.00
C.U. temporarily restricted net assets	3578.00	3175.00	2607.00
C.U. net investment in plant	0.00	0.00	0.00
Numerator Total	10313.00	9136.00	13921.00

Institution operating expenses	33237.00	33046.00	33374.00
Institution non-operating expenses	0.00	0.00	0.00
C.U. total expenses	898.00	481.00	398.00
Denominator Total	34135.00	33527.00	33772.00
Primary reserve ratio	0.30	0.27	0.41
Primary reserve strength	2.27	2.05	3.10
Primary reserve weight	0.35	0.35	0.55
Primary reserve CFI	0.80	0.72	1.71

### Net Operating Revenue Ratio Calculation

	FY 2014	FY 2013	FY 2012
Institution operating income (loss)	-23684.00	-23789.00	-24108.00
Institution net non-operating revenues	22577.00	22170.00	22732.00
C.U. change in unrestricted net assets	7.00	-3.00	-9.00
Numerator Total	-1100.00	-1622.00	-1385.00
Institution operating revenues	9553.00	9257.00	9266.00
Institution non-operating revenues	22577.00	22170.00	22732.00
C.U. total unrestricted revenues	890.00	461.00	378.00
Denominator Total	33020.00	31888.00	32376.00
Net operating revenue ratio	-0.03	-0.05	-0.04
Net operating revenue strength	-2.56	-3.91	-3.31
Net operating revenue weight	0.10	0.10	0.15
Net operating revenue CFI	-0.26	-0.39	-0.50

### Return on Net Assets Ratio Calculation

	FY 2014	FY 2013	FY 2012
Change in net assets plus C.U. change in net assets	34.00	6511.00	-756.00
Total net assets + C.U. total net assets (beginning of year)	49433.00	42922.00	43678.00
Return on net assets ratio	0.00	0.15	-0.01
Return on net assets strength	0.03	7.58	-0.85
Return on net assets weight	0.20	0.20	0.30
Return on net assets CFI	0.01	1.52	-0.25

### Viability Ratio Calculation

	FY 2014	FY 2013	FY 2012
Expendable net assets (from Primary Reserve Numerator)	10313.00	9136.00	13921.00
Institution long-term debt (total project-related debt)	0.00	0.00	0.00
C.U. long-term debt (total project-related debt)	0.00	0.00	0.00
Total long-term + C.U. debt (total project-related debt)	0.00	0.00	0.00
Viability ratio	0.00	0.00	0.00
Viability strength	10.00	10.00	10.00
Viability weight	0.35	0.35	0.00
Viability CFI	3.50	3.50	0.00

	FY 2014	FY 2013	FY 2012
Total Composite Financial Indicator Score	4.00	5.30	1.00
Comment			

## *Federal Compliance*

### **Instructions**

- Adding or modifying the **Academic Term** may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's website.
- The list of **Other Accrediting Agencies** is limited to those accrediting agencies that are recognized by the U.S. Secretary of Education. Agencies recognized only by CHEA (Council on Higher Education Accreditation) are not included in the list. Institutions are asked only to include those agencies with an Adverse Action, On Warning, Sanction, or Show Cause Status. Please enter the start date of the action and the end date if applicable.
- Please check with your Registrar or Financial Aid Officer for assistance in completing the section on **Title IV Financial Aid**. Also see the Federal Compliance Program Guide on HLC's [website](#).
  - Adding or modifying **Clock or Credit Hours** may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's [website](#).
  - Identify the institution's **FY2012 Three-Year Draft Cohort Default Rate for Student Loans**, which was released by the U.S. Department of Education to institutions in late March 2015.
  - Enter the percentage of first-time, full-time students receiving **Pell Grants** at your institution. Enter the average amount of grant aid received per student. The Pell Grant information should be from the 2014-2015 IPEDS Financial Aid Survey which covered 2013-2014.

**Semester:** An academic year that consists of two semesters during the academic year with about 14-17 weeks for each semester of instruction. There may be an additional summer semester.

**Trimester:** An academic year that consists of three terms of about 15 weeks each.

**Quarter:** An academic year that consists of three sessions of about 12 weeks each. The range is typically from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.

**Four-One-Four Plan:** The 4-1-4 calendar consists of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.

**Modular:** Courses are typically in 4 to 6 week blocks with specific start and end times (frequently cohort).

**Continuous:** Courses are not defined by specific start dates (usually applies to distance delivery).

### **Clock Hour Program**

Check with the institution's financial aid officer to determine if the institution offers any programs in clock hours OR that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing, or other programs in licensed fields.

- Federal Formula for Minimum Number of Clock Hours of Instruction
  - One semester of trimester hour must include at least 37.5 clock hours of instruction.
  - One quarter hour must include at least 25 clock hours of instruction.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

Accreditor	Status	Effective Start Date	Effective End Date

This question allows additional rows.

Enter any new relationships.

Accreditor	Status	Effective Start Date	Effective End Date

This question allows additional rows.

Does the institution have a formal student refund policy?

(Select one)

Yes

No

Academic Term

(Select all that apply)

Continuous



- Four-one-four
- Modular
- Quarter
- Semester
- Trimester

Does the institution report any degree program, certificate or other academic program to the U.S. Department of Education in clock hours for Title IV purposes?

(Select one)

- Yes                       No

If Yes, how many academic programs are reported in clock hours? (select "N/A" if previous question was answered "No")

1

Identify the institution's FY 2012 Three-Year Cohort Default Rate for student loans.

17.60

Enter the percentage of first-time, full-time students receiving Pell Grants.

44.96

Enter the average amount of Pell grant aid received by these students.

4359.00

## *Student Head Count by Level*

### **Instructions**

- Report your numbers as of your institution's **IPEDS Fall 2014** reporting date.
- Enter data as reported in Part A - Fall Enrollment.
- Head count is unduplicated.
- Enter zero if there is no enrollment.
- Do not include undergraduate non-degree/non-certificate seeking students (which include dual credit students). Dual credit students will be addressed in a separate section of the survey.
- **Full time Degree/Certificate Seeking Undergraduates** are those students enrolled for:
  - 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
  - Enter IPEDS data as displayed in Part A - 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.
  - Courses creditable toward an Associate's or Bachelor's degree or toward a certificate below baccalaureate level.
- **Part time Degree/Certificate Seeking Undergraduates** are those students enrolled for:
  - Either less than 12 semester or quarter credits, or less than 24 contact hours a week each term.
  - Enter IPEDS data as displayed in Part A - Fall Enrollment for Part-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.
  - Courses creditable toward an Associate's or Bachelor's degree or toward a certificate below baccalaureate level.
- **Full Time Graduates** are those students enrolled for:
  - 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
  - Enter IPEDS data as displayed in Part A - 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.
- **Part Time Graduates** are those students enrolled for:
  - Less than 9 semester or quarter credits.
  - Enter IPEDS data as displayed in Part A - Fall Enrollment for Part-time Graduate Students, Grand Total (men+women) Total part-time students.
  - Any graduate programs.
  - Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
  - Thesis or dissertation credits.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Undergraduate Head Count	1153	1313
Part-time Undergraduate Head Count	2329	2464
Full-time Graduate Head Count	0	0
Part-time Graduate Head Count	0	0

## Student Head Count by Category

### Instructions

- Report your numbers based on **IPEDS Fall 2014 reporting date**.
- Head count may be duplicated.
- Include both full and part time students.
- **Certificate-Seeking Undergraduates** are students enrolled in credit-bearing certificate program at the undergraduate level.
- **Degree-Seeking Undergraduates** are students enrolled in a degree program at the undergraduate level.
- **Post-Baccalaureate Certificate-Seeking Students** are students enrolled in a credit-bearing certificate program above the baccalaureate level.
- **Post-Baccalaureate Degree-Seeking Students** are students enrolled in a degree program above the baccalaureate level.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Certificate Seeking Undergraduate	58	1012
Degree Seeking Undergraduate	2786	2844
Post-Baccalaureate Certificate-Seeking	0	0
Post-Baccalaureate Degree-Seeking	0	0

## *Institutional Head Count*

### **Instructions**

- Report your numbers as of your institution's **IPEDS Fall 2014 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**.
- Complete HLC's **Student-to-Faculty Ratio worksheets**. There is one worksheet for institutions having only associate and/or bachelor's level programs and one worksheet for institutions with offerings that include graduate programs. (This refers to your actual offerings rather than your Carnegie classification.)
- **Institutions offering graduate programs only should enter zero.**

### **Full-time/Part-time Faculty**

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

### **Full-time/Part-time Administration**

Administration includes the following IPEDS categories

- Management Occupations
- Business and Financial Operation Occupations
- Librarians and Library Technicians
- Archivists, Curators, Museum Technicians
- Computer, Engineering and Science Occupations
- Community, Social Service, Legal, Arts, Design, Entertainment
- Sports and Media Occupations
- Healthcare Practitioners and Technical Occupations
- Student and Academic Affairs and Other Educational Services Occupations

### **Full-time/Part-time Staff**

Staff includes the following IPEDS categories

- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations
- Natural Resources, Construction and Maintenance Occupations

- Production, Transportation and Material Moving Occupations

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Faculty	55	65
Part-time Faculty	142	181
Full-time Administration	28	29
Part-time Administration	0	1
Full-time Staff	83	78
Part-time Staff	47	26
Student-to-Faculty Ratio	12.00	19.00

## Dual Credit

### Instructions

- Report dual credit head count from **IPEDS Fall 2014 reporting date**.
- Head count is unduplicated.
- Enter zero for head count if there is no dual credit enrollment.

### Dual Credit

Dual Credit, also called concurrent enrollment, refers to courses taught to high school students for which students receive both high school and college credit.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Total Dual Credit Student Head Count:	481	400
How many dual credits awarded in the academic year 2014-2015?	2275	



## *Certificates & Degrees Awarded*

### **Instructions**

- Report the numbers from July 1, 2013 through June 30, 2014.
- Enter zero for any category for which no certificates or degrees were awarded.

### **Certificate Program**

- Credit bearing program culminating in the awarding of a certificate or diploma but not a degree.
- A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.
- Report both graduate level and undergraduate level certificates.

### **Certificates Not Part of a Degree Program**

- Certificates that have a minimum length of 24 semester hours (or 36 quarter hours) where the courses are not part of an already existing degree program.
- This certificate is one that is separate from any degree program offered by the institution.

### **Associate's Degrees**

- Programs require the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

### **Bachelor's Degrees**

- Programs require the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

### **Master's Degrees**

- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level.
- Programs meet institutional requirements for completion of the degree and culminate in awarding of the degree.

### Specialist Degrees

- Programs require the completion of college work beyond the bachelor's degree in a specific field of study.
- Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

### Doctoral Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

### Certificates

	Current Year	Previous Year
Total Certificates Awarded	64	76
Graduate Certificates Awarded	0	0
Undergraduate Certificates Awarded	64	76
Certificates w/o Degrees	4	

### Degrees

	Current Year	Previous Year
Associate's Degrees Awarded	495	478
Bachelor's Degrees Awarded	0	0
Master's Degrees Awarded	0	0
Specialist Degrees Awarded	0	0
Doctor's Degrees Awarded	0	0

## *Certificate & Degree Programs Offered*

### **Instructions**

- Enter current information of degree programs offered.
- Enter zero for any programs not offered.
- Report degree programs that are offered in CIP-defined fields of study.
- Typically the CIP-defined fields of study correspond to majors and should be carried out up to the fourth decimal point (example: 30.1301 Medieval and Renaissance Studies).
- Do not count sub-fields or concentrations within a major as separate programs.
- Adding or modifying Courses at a New Degree Level may require prior HLC approval. Details about the Commission's policies and procedures related to institutional change can be found on the Commission's [website](#).

### **Certificate Program**

- Credit bearing program culminating in the awarding of a certificate or diploma but not a degree.
- A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.
- Report both graduate level and undergraduate level certificates.

### **Associate's Degrees**

- Programs require the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

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- Programs require the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

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- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level.
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- Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

### Doctoral Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Credit Bearing Certificates	28	30
Associate's Degree Programs Offered	35	36
Bachelor's Degree Programs Offered	0	0
Master's Degree Programs Offered	0	0
Specialist Degree Programs Offered	0	0
Doctor's Degree Programs Offered	0	0

## Instructions

- Review all degree programs offered through **Distance Education** or **Correspondence Education**. Distance education or correspondence education programs are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses.
- Log in to HLC's [Distance & Correspondence Education Update System](#) to update the information on your institution's Distance Education or Correspondence Education programs. **When you add a new program, that program is not automatically added to the list. In accordance with HLC policy, the program must first be reviewed and then added after the Institutional Update closes. If you make changes to an existing program, hit the refresh button and you will see the changes.**

### Distance-delivered Courses

Distance delivered courses are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

### Distance-delivered Programs

Distance-delivered programs are those certificates or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses.

### Federal Definition for Correspondence Education

Correspondence education means (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.

### Federal Definition for Distance Education

Distance education means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor; and (ii) to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmission through open broadcast, closed circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the above technologies listed in clauses (i) through (iii).

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

Please click the button below to view distance education and correspondence education programs reported to HLC.

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Program	Program Type	Modality	Start Date
11.0301, Associate,	Distance Education	Internet	08/26/2010

Application Software Specialist			
11.0501, Associate, CIS: Accounting/CIS	Distance Education	Internet	08/26/2010
11.9999, Associate, End User Support	Distance Education	Internet	08/26/2010
24.0101, Associate, Associate of Arts	Distance Education	Internet	08/26/2010
24.0101, Associate, Associate of Science	Distance Education	Internet	08/26/2010
40.0501, Associate, Chemistry	Distance Education	Internet	08/26/2010
51.0705, Associate, Medical Office Coordinator	Distance Education	Internet	08/26/2010
51.3801, Associate, LPN to RN Online Option	Distance Education	Internet	08/26/2010
52.0302, Associate, Accounting	Distance Education	Internet	08/26/2010
52.0402, Associate, Administrative Professional	Distance Education	Internet	08/26/2010

I have reviewed the list of programs provided below and made any necessary changes using the Distance and Correspondence Education Update System or HLC's change process.

X Yes

\_\_\_ No

## Branch Campuses

### Instructions

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 operations is consistently reported to the U.S. Department of Education (USDE) and to the Higher Learning Commission. HLC does not approve branch campuses or additional locations retroactively; therefore it is very important for institutions and the students they serve that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.

- A **Branch Campus** is "a location of an institution that is geographically apart and independent of the main campus of the institution". HLC considers a location of an institution to be independent of the main campus if the location:
  - Is permanent in nature.
  - Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential.
  - Has its own faculty and administrative or supervisory organization.
  - Has its own budgetary and hiring authority.
  - A branch campus must have all four of these attributes.
- Log in to the HLC's [Location & Campus Update System](#) to update the information on your institution's Branch Campuses.
  - Enter a head count range for each branch campus based on the actual or anticipated enrollment for the current year.
  - Adding or modifying a branch campus requires prior HLC approval. Details about the HLC's policies and procedures related to institutional change can be found on the [website](#).

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

Please click the button below to view branch campus reported to HLC.

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There are no branch campuses.

I have reviewed the list of Branch Campuses provided below and made any necessary changes using the Location & Campus Update System or HLC's change process.

  X   Yes

\_\_\_\_\_ No

## Additional Locations

### Instructions

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 operations is consistently reported to the U.S. Department of Education (USDE) and to the Higher Learning Commission. HLC does not approve branch campuses or additional locations retroactively; therefore, it is important that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.

- An **Additional Location** is defined as a place, geographically separate from any main or branch campus, where instruction takes place and students can do one or more of the following:
  - Complete 50 percent or more of the courses leading to a degree program.
  - Complete a full degree program.
  - Complete 50 percent or more of the courses leading to a Title IV eligible certificate.
  - Complete a degree program that they began at another institution even if the degree completion program provides less than 50 percent of the courses leading to a degree program.
  - There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition. An additional location may have five students or 500 students; it might be five miles or 500 miles from the main or other campus.
  - An additional location typically does not have a full range of administrative and student services staffed by the facilities personnel; such services may be provided from the main campus or another campus.
  - A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video, or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.
- Log in to the HLC's [Location & Campus Update System](#) to update the information on your institution's Additional Locations.
  - Enter a head count range for each additional location based on the actual or anticipated enrollment for the current year.
  - Adding or modifying an additional location may require prior Commission approval. Details about the Commission's policies and procedures related to institution change can be found on the [website](#).

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

Please click the button below to view additional locations reported to HLC.

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Name	Status	Address	Open Date	Title IV Eligible	Head Count	Program Type	Location Type
Whitman Center	Active	7777 Lewis Ave	12/31/1969	Yes	1000-4999	50% - 99%	In State



		Temperanc e, MI 48182					
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I have reviewed the list of Branch Campuses provided below and made any necessary changes using the Location & Campus Update System or HLC's change process.

Yes

No

## Contractual Arrangements

### Instructions

All arrangements previously approved are displayed. Please verify that data shown are correct.

You will need to assure all **Contractual Arrangements** meet the following definition:

- The contractual partner is not accredited by a recognized accreditor
- The contractual partner provides a percentage of the academic content of one or more degree programs of Title IV eligible certificate programs
- The contractual partner provides academic content not just a course delivery platform
- Your institution issues the degree or certificate for these programs

Adding or modifying a contractual arrangement may require prior HLC approval. Details about HLC's policies and procedures related to institution change can be found on HLC's [website](#).

### Contractual Arrangements

The initiation, modification or renewal of a contractual or other arrangement wherein an institution outsources some portion of one or more of its educational programs (including instruction, oversight of the curriculum, assurance of the consistency in the level and quality of instruction and in expectations of student performance and/or the establishment of the academic qualifications for instructional personnel) to any of the following parties: an unaccredited institution; an institution that is not accredited by an accreditor recognized by the U.S. Department of Education; or a corporation or other entity.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

Please click the button below to view contractual arrangements reported to HLC.

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There are no contractual arrangements.

I have reviewed the list of Contractual Arrangements provided below and made any necessary changes using HLC's change process.

Yes

No

## *Consortial Arrangements*

### **Instructions**

All arrangements previously reported are displayed. Please verify that data shown are correct. (Please note: HLC requires no reporting of a consortial arrangement if 24% or less of the credits in a degree or certificate program are coming from the consortial partner(s). These arrangements are not displayed.)

You will need to assure that the **Consortial Arrangements** meet this definition:

- The participating organization(s) are accredited by an agency that is recognized by the U.S. Department of Education.
- The participating organization(s) provide 50% or more of the academic content of one or more degree programs or Title IV eligible certificate programs.
- Your institution issues the degree or certificate for these programs.

Adding or modifying a consortial arrangement may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's [website](#).

### **Consortial Arrangements**

The initiation, modification or renewal of a consortial or other arrangement wherein a consortium of institution(s) accredited by an accreditor recognized by the U.S. Department of Education provides a significant portion of the academic program.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also Contact HLC by selecting the envelope icon.

Please click the button below to view consortial arrangements reported to HLC.

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There are no consortial arrangements.

I have reviewed the list of Consortial Arrangements provided below and made any necessary changes using HLC's change process.

X Yes

\_\_\_ No