

Institutional Update 2013-2014

**Donnelly College(1277)
2013 - 2014 Academic Year**

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.

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	Donnelly College
Mailing Address 1	608 N. 18th St.
Mailing Address 2	
City	Kansas City
State	Kansas
Country	United States
Postal Code	66102
Main Phone Number	(913) 621-6070
Extension	
Fax	(913) 621-8719
Website	www.donnelly.edu

Is the institution incorporated?

(Select one)

Yes

No

State of Incorporation (select "not applicable" if instituion is not incorporated):

(Select one)

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
-

- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

Ownership of the Institution

- The **Ownership** should identify the full name of any entity that owns or controls the institution. Such entities include a corporate parent, denomination, or other organization.

Donnelly College Corporation

Memberships

- Select all associations of which your institution is a member or select none.

(Select all that apply)

- American Association of Community Colleges
- American Association of State Colleges and Universities
- American Council on Education
- Association of American Colleges and Universities
- Association of American Universities
- Association of Governing Boards
- Council of Independent Colleges
- National Association of Independent Colleges and Universities
- National Association of Public and Land-Grant Universities
- National Association of State Universities and Land Grant Colleges
- State Association of Independent Colleges and Universities

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.

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.

The Chief Executive Officer:

- Is 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.

Have you made changes to the 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	Msgr.
First	Stuart
Middle	W.

Last	Swetland
Suffix	
Title	President
Institution Name	Donnelly College
Address 1	608 North 18th Street
Address 2	
City	Kansas City
State	Kansas
Postal Code	66102
Country	United States
Phone	(913) 621-8701
Extension	
Fax	(913) 621-8719
Email Address	sswetland@donnelly.edu

The Chief Academic Officer:

- The senior academic administrator at the institution.

Have you made changes to the 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	Amy
Middle	
Last	Neufeld
Suffix	Ph.D.
Title	Vice President of Academic Affairs
Institution Name	Donnelly College
Address 1	608 North 18th Street
Address 2	
City	Kansas City
State	Kansas
Postal Code	66102
Country	United States
Phone	(913) 621-8772
Extension	
Fax	(913) 621-8719
Email Address	aneufeld@donnelly.edu

The Chief Financial Officer:

- Is the principal administrative official responsible for the finances of the institution.

Have you made changes to the 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	Laurie
Middle	
Last	Loethen
Suffix	
Title	VP of Business Affairs
Institution Name	Donnelly College
Address 1	608 N. 18th St.
Address 2	
City	Kansas City
State	Kansas
Postal Code	66102
Country	United States
Phone	(913) 621-8765
Extension	
Fax	(913) 621-8719
Email Address	lloethen@donnelly.edu

The Accreditation Liaison Officer:

- Has been appointed by your CEO.
- Serves as the primary contact between your institution and the Commission.

- Communicates changes at the institution to the Commission.
- Responds to communications from the Commission.
- Provides oversight for the currency, accuracy and timeliness of institutional information submitted to the Commission, including the Institutional Update.

Have you made changes to the 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	Ms.
First	Frances
Middle	
Last	Sanders
Suffix	
Title	ALO/VP of Institutional Effectiveness
Institution Name	Donnelly College
Address 1	608 N. 18th St.
Address 2	
City	Kansas City
State	Kansas
Postal Code	66102-4210
Country	United States
Phone	(913) 621-8716
Extension	

Fax	(913) 621-8719
Email Address	sanders@donnelly.edu

The Data Update Coordinator:

- Has been appointed by your CEO.
- Is responsible for providing accurate, complete and timely information for the Institutional Update.

Have you made changes to the 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	Ms.
First	Frances
Middle	M.
Last	Sanders
Suffix	
Title	ALO/VP of Institutional Effectiveness
Institution Name	Donnelly College
Address 1	608 N. 18th St.
Address 2	
City	Kansas City

State	Kansas
Postal Code	66102-4210
Country	United States
Phone	(913) 621-8716
Extension	
Fax	(913) 621-8719
Email Address	sanders@donnelly.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 2013	FY 2012	FY 2011
Ending month of fiscal year:	June	June	June
Last completed audit year:	2013	2012	2011
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

Private NFP Composite Financial Index

Instructions

- To complete this section, utilize your last complete fiscal year audit.
- Guidelines and illustrations regarding the financial ratios for private institutions are found [here](#).
- A worksheet for calculating Composite Financial Index is available on the [Help page](#).
- All strength factors are limited to a scale of -1 to 3.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- Only data for Fiscal Year 2013 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.

Primary Reserve Ratio Calculation

- **Net Property** refers to the value of plant, property, & equipment is net of accumulated depreciation, including capitalized lease assets.
- **Long Term Debt** refers to the value of all debt obtained for long-term purposes includes the short-term portion of the debt, up to the amount of net property, plant and equipment.
- **Total Unrestricted Expenses** is taken directly from your audit.

	FY 2013	FY 2012	FY 2011
Unrestricted net assets	6092104.00	5796677.00	6242934.00
Temporarily restricted net assets	1810399.00	1746188.00	1943776.00
Annuities, term endowments & life Income funds temporarily restricted	1147362.00	1013223.00	1024072.00
Intangible assets	0.00	0.00	0.00
Net property and equipment	4762148.00	3455231.00	3427423.00
All debt obtained for long-term purposes	1357514.00	840792.00	615368.00
Post-employment & retirement liabilities	0.00	0.00	0.00
Unsecured related-party receivables	1000000.00	1010000.00	1012300.00
Expendable net assets sub-total	2350507.00	2905203.00	3338283.00
Total unrestricted expenses	5150888.00	5355156.00	5184288.00
Primary reserve ratio	0.46	0.54	0.64
Primary reserve strength	3.00	3.00	3.00

Primary reserve weight	0.40	0.40	0.40
Primary reserve CFI	1.20	1.20	1.20

Equity Ratio Calculation

	FY 2013	FY 2012	FY 2011
Net assets (unrest + temp + permanent)	10581344.00	10316853.00	10669008.00
Intangible assets (from Primary Reserve Ratio)	0.00	0.00	0.00
Unsecured related-party receivables (from Primary Reserve Ratio)	1000000.00	1010000.00	1012300.00
Modified net assets sub-total	9581344.00	9306853.00	9656708.00
Total assets	13238077.00	12175715.00	12337189.00
Unsecured related-party receivables (from Primary Reserve Ratio)	1000000.00	1010000.00	1012300.00
Intangible assets (from Primary Reserve Ratio)	0.00	0.00	0.00
Modified assets sub-total	12238077.00	11165715.00	11324889.00
Equity ratio	0.78	0.83	0.85
Equity strength	3.00	3.00	3.00
Equity weight	0.40	0.40	0.40
Equity CFI	1.20	1.20	1.20

Net Income Ratio Calculation

- **Change in Unrestricted Net Assets** is taken directly from your audit.
- **Total Unrestricted Revenue** is taken directly from your audit and includes net assets released from restriction during fiscal year.

	FY 2013	FY 2012	FY 2011
Change in unrestricted net assets	140427.00	-446257.00	2434533.00
Total unrestricted revenue	5291315.00	4908899.00	7618821.00

Net income ratio	0.03	-0.09	0.32
Net income strength	2.33	-1.00	3.00
Net income weight	0.20	0.20	0.20
Net income CFI	0.47	-0.20	0.60

	FY 2013	FY 2012	FY 2011
Total Composite Financial Indicator Score	2.90	2.20	3.00
Comment			

Federal Compliance

Instructions

- Please check with your Registrar or Financial Aid Officer for assistance in completing this section. Also see the Federal Compliance Program document on the Commission's [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.

Academic Term

- Adding or modifying the **Academic Term** may require prior Commission approval. Details about the Commission's policies and procedures related to institutional change can be found on the Commission's [website](#).

(Select all that apply)

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

Other Accrediting and State Agencies

The list of **Other Accrediting and State Agencies** is limited to those agencies that are recognized by the U.S. Secretary of Education. Agencies recognized only through CHEA (Council on Higher Education Accreditation) are not included in the list.

- For each Agency that you have a relationship with, please verify the status of that relationship. If the status has not changed, enter N/A for the effective end date.
- If the status has changed, please enter the effective start date of the new status and the end date if applicable.

Accreditor	Status	Effective Start Date	Effective End Date

This question allows additional rows.

Enter any new relationships.

- The list of Other Accrediting and State Agencies is limited to those agencies that are recognized by the U.S. Secretary of Education. Agencies recognized only through CHEA (Council on Higher Education Accreditation) are not included in the list.
- For each Agency that you have a relationship with, please enter the status and effective start date of that relationship. If the status is current, enter N/A for the effective end date.

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

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?

- Adding or modifying **Clock or Credit Hours** may require prior Commission approval. Details about the Commission's policies and procedures related to institution change can be found on the Commission's [website](#).

(Select one)

Yes

No

If Yes, how many academic programs are reported in clock hours? (select "not applicable" if previous question was answered "No")

Not Applicable

Identify the institution's FY 2011 Three-Year Cohort Default Rate for student loans.

- Identify the Institution's **FY2011 Three-Year Draft Cohort Default Rate for Student Loans**, which was released by the U.S. Department of Education to institutions in late March 2014.

9.00

Enter the percentage of First-time, Full-time students receiving Pell Grants.

60.00

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

3965.00

Student Head Count by Level

Instructions

Report your numbers as of your institution's **IPEDS Fall 2013** reporting date.

Enter data as reported in Part A - Fall Enrollment.

Head count is unduplicated.

Enter zero if there is no enrollment.

Full-time 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).
- 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 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).
- 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).
- 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).
- 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.

	2013 - 2014	2012 - 2013
Full-time Undergraduate Head Count	271	254
Part-time Undergraduate Head Count	203	188
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 2013** 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.

	2013 - 2014	2012 - 2013
Certificate Seeking Undergraduate	51	42
Degree Seeking Undergraduate	423	400
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 2013** 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.**
- If your institution **did not** report the **Student-to-Faculty Ratio** in IPEDS, use the [worksheets](#) provided to calculate the ratio. 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.**

Institutional Head Count Crosswalk

Institutional Update Category	IPEDS Category
Full-time Faculty	Professors Associate Professors Assistant Professors Instructors Lecturers Research Staff Public Service Staff Instruction/Research/Pubic Service Staff
Part-time Faculty	Adjunct Faculty Graduate Assistants Professors Associate Professors Assistant Professors Instructors Lecturers Research Staff Public Service Staff Instruction/Research/Pubic Service Staff
Full-time Administration	Archivists, Curators, and Museum Technicians Business and Financial Operations Occupations Librarians Library Technicians Student and Academic Affairs and Other Education Services Occupations Management Occupations Computer, Engineering, and Science Occupations

	Healthcare Practitioners and Technical Occupations Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
Part-time Administration	Same as above
Full-time Staff	Service Occupations Sales and Related Occupations Office and Administrative Support Occupations Production, Transportation, and Material Moving Occupations Natural Resources, Construction, and Maintenance Occupations
Part-time Staff	Same as above

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.

	2013 - 2014	2012 - 2013
Full-time Faculty	20	15
Part-time Faculty	39	33
Full-time Administration	30	7
Part-time Administration	3	0
Full-time Staff	6	30
Part-time Staff	2	3
Student-to-Faculty Ratio	9.00	11.00

Dual Credit

Instructions

Dual Credit, also called concurrent enrollment, is defined as students earning college credit for courses that also meet high school requirements and that are taught in the high school during the regular school day.

- Report dual credit head count from **IPEDS Fall 2013** reporting date.
- Head count is unduplicated.
- Enter zero for head count if there is no dual credit enrollment.

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.

	2013 - 2014	2012 - 2013
Total Dual Credit Student Head Count:	0	0
Can a student earn a certificate or degree from your institution while the student is still enrolled in high school?	No	No

Certificates & Degrees Awarded

Instructions

- Report the numbers from July 1, 2012 through June 30, 2013.
- Enter zero for any category for which no certificates or degrees were awarded.

Certificates Awarded are:

- 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 Degrees:

- Require the completion of at least 2 years of full-time equivalent college-level work in a specified field of study.
- Meet institutional requirements for completion of a degree.
- Culminate in the awarding of a degree.

Bachelor's Degrees:

- Require the completion of at least 4 years of full-time equivalent college-level work in a specified field of study.
- Meet institutional requirements for completion of a degree.
- Culminate in the awarding of a degree.

Master's Degrees:

- Beyond bachelor's degree.
- Require the completion of at least 1 year of full-time equivalent graduate-level.
- Meet institutional requirements for completion of the degree.
- Culminate in awarding of the degree.

Specialist's Degrees:

- Beyond bachelor's degree.
- Require 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 Degrees:

- Beyond the master's degree.
- Research/Scholarship degree includes a dissertation or other original project.
- Professional practice degree provides the knowledge and skill for the recognition, credential, or license required for professional practice.
- Meet institutional requirements for completion of the degree.
- 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

	2013 - 2014	2012 - 2013
Total Certificates Awarded	28	21
Graduate Certificates Awarded	0	0
Undergraduate Certificates Awarded	28	21

	2013 - 2014	2012 - 2013
Of the undergraduate certificates listed above, how many have a minimum length of 24 semester hours (36 quarter hours) and are NOT part of an existing degree program?	28	

Degrees

	2013 - 2014	2012 - 2013
Associate's Degrees Awarded	30	22
Bachelor's Degrees Awarded	10	8
Master's Degrees Awarded	0	0
Specialist Degrees Awarded	0	0
Doctor's Degrees Awarded	0	0

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 these 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.
- Details about the Commission's policies and procedures related to institutional change can be found on the Commission's [website](#).

Associate's Degree Programs:

- Require the completion of at least 2 years of full-time equivalent college-level work in a specified field of study.
- Meet institutional requirements for completion of a degree.
- Culminate in the awarding of a degree.

Bachelor's Degree Programs:

- Require the completion of at least 4 years of full-time equivalent college-level work in a specified field of study.
- Meet institutional requirements for completion of a degree.
- Culminate in the awarding of a degree.

Master's Degree Programs:

- Beyond bachelor's degree.
- Require the completion of at least 1 year of full-time equivalent graduate-level.
- Meet institutional requirements for completion of the degree.
- Culminate in awarding of the degree.

Specialist's Degree Programs:

- Beyond bachelor's degree.
- Require 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.
- Research/Scholarship degree includes a dissertation or other original project.
- Professional practice degree provides the knowledge and skill for the recognition, credential, or license required for professional practice.
- Meet institutional requirements for completion of the degree.
- 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.

	2013 - 2014	2012 - 2013
Associate's Degree Programs Offered	3	3
Bachelor's Degree Programs Offered	4	4
Master's Degree Programs Offered	0	0
Specialist Degree Programs Offered	0	0
Doctor's Degree Programs Offered	0	0

Certificate Programs Offered

Instructions

- Enter current information on **Certificate Programs Offered**.
- Check with your Financial Aid Office to determine the certificates that are Title IV eligible.

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.

	2013 - 2014	2012 - 2013
Total number of credit-bearing certificates offered:	4	4
Of the total number of credit-bearing certificates, how many are Title IV eligible?	4	4

Instructions

Please make sure your institution is properly distinguishing its distance and correspondence education using the federal definitions. Remember that the **key distinction** in the federal definition is whether the courses are self-paced and the interaction with faculty is student-initiated. Courses of this nature are correspondence education **regardless of whether they are delivered electronically or through any other mechanism**. The U.S. Department of Education (USDE) has informed the Commission: 1) that it is looking closely at whether institutions have properly made this identification, 2) whether the Commission has reviewed the identification, and 3) that there may be Title IV consequences for institutions that have not properly made this identification.

- Please 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**.
- If you have approval for only one Distance Education or Correspondence Education program and you need to add programs, visit hlcommission.org/change and complete the Substantive Change Application. If you need to modify or delete any programs, the Commission will provide an opportunity in the next 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.

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

There are no distance and correspondence programs.

I have reviewed the data provided above and made any necessary changes.

 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 (the Commission). The Commission 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". The Commission 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 Commission's [Location & Campus Update System](#) to update the information on your institution's Branch Campuses. (At this time, the system is limited for use by Accreditation Liaison Officers, Chief Executive Officers and Location Management designee for Institutions in the HLC Notification Program.)
 - 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 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 branch campus reported to HLC.

There are no branch campuses.

I have reviewed the data provided above and made any necessary changes.

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 (the Commission). The Commission 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.
 - Add 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 Commission's [Location & Campus Update System](#) to update the information on your institution's Additional Locations. (At this time, the system is limited for use by Accreditation Liaison Officers, Chief Executive Officers and Location Management designee for Institutions in the HLC Notification Program.)
 - 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.

Name	Status	Address	Open Date	Title IV Eligible	Head Count	Program Type	Location Type
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Lansing Correctional Facility	Active	301 E. Kansas St. Lansing, KS 66043	01/16/2001	No	1-99	Total Degree	In State
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I have reviewed the data provided above and made any necessary changes.

X Yes

_____ No

Contractual Arrangements

Instructions

Commission Policy requires that institutions notify the Commission and seek prior approval if the institution wishes to initiate a contractual arrangement in which the institution outsources some portion of its educational programs i.e. degrees or certificates offered for academic credit (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:

- 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.

Adding or modifying a contractual arrangement may require prior Commission approval. Institutions should complete the [screening form](#) to add or modify a contractual arrangement related to a credit-bearing academic program (degree or certificate).

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

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.

There are no contractual arrangements.

I have reviewed the data provided above and made any necessary changes.

Yes

No

Consortial Arrangements

Instructions

- All arrangements previously reported are displayed. Please verify that data shown are correct.
- You will need to report **Consortial Arrangements** including the name of each participating organization(s) in the Consortium that 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 Commission approval. Details about the Commission's policies and procedures related to institution change can be found on the Commission's [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 consortial arrangements reported to HLC.

There are no consortial arrangements.

I have reviewed the data provided above and made any necessary changes.

 X Yes

 No