Institutional Characteristics Form Revised September 2009

This form is to be completed and placed at the beginning of the self-study report:

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Corporate name of institution:
2. Date institution was chartered or authorized:
3. Date institution enrolled first students in degree programs:
4. Date institution awarded first degrees:
5. Type of control:

 Public Private

 [ ]  State [ ]  Independent, not-for-profit

 [ ]  City [ ]  Religious Group

 [ ]  Other (Name of Church)

 (Specify) [ ]  Proprietary

 [ ]  Other: (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. By what agency is the institution legally authorized to provide a program of education beyond

 high school, and what degrees is it authorized to grant?

1. Level of postsecondary offering (check all that apply)

 [ ]  Less than one year of work [ ]  First professional degree

 [ ]  At least one but less than two years [ ]  Master’s and/or work beyond the first

 professional degree

 [ ]  Diploma or certificate programs of [ ]  Work beyond the master’s level

 at least two but less than four years but not at the doctoral level

 (e.g., Specialist in Education)

 [ ]  Associate degree granting program [ ]  A doctor of philosophy or

 of at least two years equivalent degree

 [ ]  Four- or five-year baccalaureate [ ]  Other doctoral programs degree granting program

 [ ]  Other (Specify)

1. Type of undergraduate programs (check all that apply)

 [ ]  Occupational training at the [ ]  Liberal arts and general

 crafts/clerical level (certificate

 or diploma)

 [ ]  Occupational training at the technical [ ]  Teacher preparatory

 or semi-professional level

 (degree)

 [ ]  Two-year programs designed for [ ]  Professional

 full transfer to a baccalaureate

 degree [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The calendar system at the institution is:

 [ ]  Semester [ ]  Quarter [ ]  Trimester [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. What constitutes the credit hour load for a full-time equivalent (FTE) student each semester?

 a) Undergraduate \_\_\_\_\_\_\_ credit hours

 b) Graduate \_\_\_\_\_\_\_ credit hours

 c) Professional \_\_\_\_\_\_\_ credit hours

11. Student population:

 a) Degree-seeking students:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Undergraduate | Graduate | Total |
| Full-time student headcount |  |  |  |
| Part-time student headcount |  |  |  |
| FTE |  |  |  |

 b) Number of students (headcount) in non-credit, short-term courses: \_\_\_\_\_\_\_\_\_\_\_\_\_

12. List all programs accredited by a nationally recognized, specialized accrediting agency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Agency | Accredited since | Last Reviewed | Next Review |
|  |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |

13. Off-campus Locations. List all instructional locations other than the main campus. For each site, indicate whether the location offers full-degree programs or 50% or more of one or more degree programs. Record the full-time equivalent enrollment (FTE) for the most recent year.

 Add more rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full degree | 50%-99%  | FTE |
| A. In-state Locations |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| B. Out-of-state Locations |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

14. International Locations: For each overseas instructional location, indicate the name of the program, the location, and the headcount of students enrolled for the most recent year. An overseas instructional location is defined as “any overseas location of an institution, other than the main campus, at which the institution matriculates students to whom it offers any portion of a degree program or offers on-site instruction or instructional support for students enrolled in a predominantly or totally on-line program.” **Do not include study abroad locations**.

|  |  |  |
| --- | --- | --- |
| Name of program(s) | Location | Headcount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

15. Degrees and certificates offered 50% or more electronically: For each degree or Title IV-eligible certificate, indicate the level (certificate, associate’s, baccalaureate, master’s, professional, doctoral), the percentage of credits that may be completed on-line, and the FTE of matriculated students for the most recent year. Enter more rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of program | Degree level | % on-line | FTE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

16. Instruction offered through contractual relationships: For each contractual relationship through which instruction is offered for a Title IV-eligible degree or certificate, indicate the name of the contractor, the location of instruction, the program name, and degree or certificate, and the number of credits that may be completed through the contractual relationship. Enter more rows as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of contractor | Location | Name of program | Degree or certificate  | # of credits |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

17. List by name and title the chief administrative officers of the institution. (Use the table on the following page.)

18. Supply a table of organization for the institution. While the organization of any institution will depend on its purpose, size and scope of operation, institutional organization usually includes four areas. Although every institution may not have a major administrative division for these areas, the following outline may be helpful in charting and describing the overall administrative organization:

 a) Organization of academic affairs, showing a line of responsibility to president for each department, school division, library, admissions office, and other units assigned to this area;

 b) Organization of student affairs, including health services, student government, intercollegiate activities, and other units assigned to this area;

 c) Organization of finances and business management, including plant operations and maintenance, non-academic personnel administration, IT, auxiliary enterprises, and other units assigned to this area;

 d) Organization of institutional advancement, including fund development, public relations, alumni office and other units assigned to this area.

19. Record briefly the central elements in the history of the institution:

## CHIEF INSTITUTIONAL OFFICERS

|  |  |  |  |
| --- | --- | --- | --- |
| **Function or Office** | **Name** | **Exact Title** | **Year of Appointment** |
| Chair Board of Trustees |  |  |  |
| President/CEO |  |  |  |
| Executive Vice President |  |  |  |
| Chief Academic Officer |  |  |  |
| Deans of Schools and Colleges(insert rows as needed) |  |  |  |
| Chief Financial Officer |  |  |  |
| Chief Student Services Officer |  |  |  |
| Planning |  |  |  |
| Institutional Research |  |  |  |
| Assessment |  |  |  |
| Development |  |  |  |
| Library |  |  |  |
| Chief Information Officer |  |  |  |
| Continuing Education |  |  |  |
| Grants/Research |  |  |  |
| Admissions |  |  |  |
| Registrar |  |  |  |
| Financial Aid |  |  |  |
| Public Relations |  |  |  |
| Alumni Association |  |  |  |
| Other  |  |  |  |