

Instructions for Completing the ACCSC 2016 Annual Report



<https://college360.accsc.org>

The 2016 ACCSC Annual Report is due on or before
October 7, 2016.

Questions? Call 703-247-4212 and ask for a member of
the Annual Report Support Staff or e-mail ar@accsc.org.

Updated June 30, 2016

An Overview of the 2016 Annual Report

An Annual Report is required of each accredited school (Main and Branch) that received initial accreditation prior to July 1, 2016. This report is filed each year and covers the preceding reporting period of July 1, 2015 through June 30, 2016 and must be completed using ACCSC's on-line submission format. The instructions for completing the Annual Report have been formatted to assist schools by clarifying specific report questions. Please note that this document is not inclusive of every question on the Annual Report. Please contact the Annual Report Support Team with any questions at 703-247-4212 or ar@accsc.org.

Note: The Annual Report is not the vehicle for notifying the Commission of a school's change in name, location, or ownership. Failure to properly notify the Commission of a change in the school's status is grounds for review and action by the Commission. Nonsubstantive and substantive change notification and application requirements are stated in Section IV, Rules of Process and Procedure, Standards of Accreditation. (The Standards of Accreditation are available on the [ACCSC website](#).)

Preparing the Report: One copy of the 2016 Annual Report for each accredited institution (Main or Branch) is to be submitted **on or before October 7, 2016**.

IMPORTANT ON-LINE SUBMISSION NOTES

- To access the Annual Report, all you need is a computer, Internet browser, and connection to the Internet. Although many browsers will work, Internet Explorer 11, or higher, is recommended for use. While unlikely, the use of other browsers, such as Mozilla Firefox, may result in the inability to properly prepare and submit the annual report.
- Back-up documentation is NOT to be submitted with the Annual Report. All documentation supporting the data submitted in the Annual Report is to be kept on file with the school's copy of the Annual Report. Please note that standards of good practice require the Commission to ensure the accuracy of the student achievement data collected from our accredited institutions. Accordingly, the Commission requests supporting documentation for the employment rates reported on the Graduation and Employment Charts from a random sample of schools that submit the Annual Report and uses a third-part auditor to verify reported employment data.
- While the Annual Report covers the preceding reporting period of July 1, 2015 through June 30, 2016, the dates used for the Graduation and Employment ("G&E") Chart cover class start dates from prior to this period. The dates on the G&E Chart are determined based on program length in months and allow for students to complete the program within 1.5 times of the program length and 3 months to find employment and are automatically calculated once you enter the program length in months and click save. For example, the reporting period for a 12-month program is October 2012 through September 2013. (Please see page 12 for a complete list of determining reporting periods for the G&E Charts.) Therefore, the information submitted on the G&E Chart will not match data reported on other portions of the Annual Report. The information on the G&E Chart is the "official" graduation and employment rates.
- Please note that the website will time-out if there is 30 minutes of inactivity (typing information is considered inactivity). Therefore, please select "save" at a minimum of every 30 minutes. To avoid the possibility of losing information that is not saved, ACCSC recommends completing the information off-line before entering the data on the website or frequently saving the Annual Report.

- In order to submit the report, the “complete” box must be checked for the Annual Report section and each Program Enrollment Summary (“PES”) and Graduation & Employment (“G&E”) Chart.
- **The Annual Report cannot be submitted unless the number of students as of June 30, 2016 on each PES equals the number of students as of June 30, 2016 for the Totals by Credential, Gender, Age and Ethnicity.**
- **Please review your School Info page.** If there is a discrepancy with the school name, address, accreditation dates, School Director etc., please contact Aillen King at aking@accsc.org or 703-247-4212.
- On the School Info page, the school has the ability to input changes to some fields including e-mail address, website, and phone and fax numbers. The school may also enter Official Correspondence Names and Emails for individuals to be copied on ACCSC correspondence (i.e., Team Summary Reports, Commission Actions Letters, Accreditation Alerts, etc.). **Please note that this should include information for individuals in addition to the School Director.** If the School Director is the only person to receive official correspondence, please leave these fields blank.
- When verifying the list of approved programs (see the Program Verification section of this document for more information), you may review the 2015 Annual Report to see what information was submitted in last year’s report. To access your 2015 Annual Report, select “2015” from the bottom left portion of the main page.

Median Household Income: The U.S. Census Bureau may be a resource in determining median household incomes (<http://quickfacts.census.gov/qfd/index.html#>).

Your local Chamber of Commerce may also assist you in determining recent unemployment rates and median household income information.

Demographic Location: Check the option that best fits the school.

Official Correspondence Name & Email: ACCSC will send official correspondence, such as Team Summary Reports, Commission Action Letters, and Accreditation Alerts to the e-mail address(es) entered. **Please note that this should include information for individuals in addition to the School Director** as the School Director receives all Commission correspondence.

PART 2a – OPERATIONS

Check this box if there are legal actions pending against the school

This question refers to legal actions involving the school during the Annual Report reporting period of July 1, 2015 through June 30, 2016. **If yes, check the box** and provide a summary in the corresponding comment box.

List all other accrediting agencies: (indicate N/A or leave blank if not applicable)

This question is in regard to other accrediting agencies (i.e., ABHES, ACCET, COMTA, etc.) but does not refer to a state licensing or industry association. Include organizations that accredit the school's individual programs.

Was the school operating under a Warning, Probation or on Reporting as issued by any other accrediting agency between July 1, 2015 and June 30, 2016? If yes, check all that apply and provide a summary in the corresponding comment box. Please note that if a school was NOT operating under a Warning (formerly Show Cause Order), Probation or on Reporting as issued by another accreditation agency, please leave the answer blank.

As a reminder, each accredited school must notify ACCSC of any material event or circumstance that could affect the school's operations, policies, staff, curricula, reputation, approval status or authority to operate as a legal entity, or financial status. Such notification must be in writing, made within 10 calendar days of the event's occurrence, and is in addition to disclosures that are required in the applications for initial or renewal of accreditation or any substantive change report. Examples of material events or circumstances necessitating such notification are listed under the "Notification Reports" section of the *Rules and Process and Procedures* portion of the Standards of Accreditation.

Was the school operating under a Warning, Probation or on Reporting or Heightened Monitoring as issued by ACCSC between July 1, 2015 and June 30, 2016? If yes, check all that apply.

Check this box if any program reviews or audits, not including fiscal year-end audit of financial statements, have been conducted by federal, state, or private agencies. If so, please check the box and provide a summary in the corresponding comment box.

Check this box if a Corporation owns the school. If so, enter the corporation information including the corporate compliance officer and indicate if another corporation owns stock of the corporation that owns the school and if the school is publicly traded.

OWNERSHIP

Identify the legal entity or individual who directly owns 5% or more of the school (i.e., the first level of ownership). Please note that if the school is a non-profit entity, enter the type of non-profit (i.e., 501 c3); in the name field and 100 in the percentage field of Level 1.

If there is more than one level of ownership existing between the entity that directly owns the school and the ultimate owners, please identify each entity and percentage of ownership in the ownership chain, up to and including the parent entity in the chain of ownership.

For example:

Level 1: Ziggy Acquisition Corporation (100% owner of the school)

Level 2: Ziggy School of Technology, Inc. (100% owner of Level 1)

Level 3: PGH Inc. (100% owner of Level 2)

Level 4: PGH Capital Fund, LP (100% owner of Level 3)

Identify the individuals who own 10% or more of the final legal entity (ultimate parent – in this example, PGH Capital Fund, LP).

Mickey Mouse – 50%

Minnie Mouse – 50%

PART 2(b) – OPERATIONAL DATA

Please answer the questions regarding whether the school has ACCSC approval to offer a degree program, any portion of a program via Distance Education (on-line), avocational/continuing education courses and whether the school admits Ability-to-Benefit students.

Individual School Gross Tuition Revenue: Please note that the gross tuition must be for the individual school for the three most recent fiscal year-ends. Please enter the gross tuition revenue as submitted on the Sustaining Fee Calculation Worksheet.

Financial Aid Participant: Please select yes or no for this question.

If so, please provide the school's OPEID number.

This is the Office of Postsecondary Education Identification number assigned to your school by the U.S. Department of Education upon approval to participate in Title IV programs. The OPEID number can be found on the Title IV eligibility letter sent from the U.S. Department of Education. Please enter only the first six digits of your OPEID number. If you are not a financial aid participant, please enter 0.

Please provide the 3-year Cohort Default Rates for the three most recent years.

This information, typically released in September, should be listed in the most recent Cohort Default Rate Letter from the U.S. Department of Education to the school. If there is no Cohort Default Rate, enter 0. If you are unsure of your cohort default rate, please utilize the following website:

<http://www.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>

PART 2(c) – SUBSTANTIVE CHANGES

Please answer whether any of these changes (ex. did the school change location or change its name) occurred during the period of July 1, 2015 through June 30, 2016.

PART 3 - CHARACTERISTICS OF STUDENT ENROLLMENT

The student enrollment information for the fields below will automatically appear based on the data entered in the Program Enrollment Summaries.

- **Student Enrollment as of July 1, 2015**
This number represents all students both full-time and part-time enrolled as of this date.
- **Additional Enrollments: July 1, 2015 – June 30, 2016**
This number includes any additional students enrolled between July 1, 2015 and June 30, 2016.
- **Total Enrollments**
This number is the sum of the previous two questions and is automatically calculated.
- **Students Graduated:**
This number includes all student graduates between July 1, 2015 and June 30, 2016.
- **Students who withdrew or were terminated:**
This number includes all withdrawn/terminated students between July 1, 2015 and June 30, 2016.
- **Total Enrollment as of June 30, 2016**
Student enrollment represents “Total Enrollments” minus “Students Graduated” minus “Students who withdrew or were terminated.”

Total student enrollment in any avocational / continuing education courses July 1, 2015 – June 30, 2016

Please enter the total number of students enrolled in any avocational / continuing education courses offered by the school during the July 1, 2015 through June 30, 2016 timeframe.

Percentage of students of the total enrollment as of June 30, 2016 receiving:

- **Title IV Financial Assistance** (This should reflect the percentage of students that receive any type of Title IV financial assistance.)
- **Title IV Pell Grants**
- **Title IV Loans**
- **Non-Title IV Assistance (e.g. WIA, Vocational Rehabilitation, state grants, VA benefits, etc.)**
This question should reflect the percentage of students that receive loans and/or grants from outside entities such as states or Veterans Affairs that are external from the school.

Please note that some students may fall into multiple or all categories.

How many hours did faculty, staff and students devote to Community Service projects and activities organized by the school?

Before submitting the Annual Report, check the box for “complete” when this section has been completed and select save.

If there are errors, you will receive the following message:

The information has not been saved due to invalid entries highlighted in Yellow.

PROGRAM ENROLLMENT SUMMARY

The Program Enrollment Summary (“PES”) provides the Commission with information regarding the approved programs taught by the school. The data is used to develop a statistical profile of programs offered by member schools for the period of July 1, 2015 through June 30, 2016.

One PES per approved program should be prepared; however, in instances where a school offers a program both residentially and via 100% distance education, a PES is required for each delivery method for that program. The Commission approves programs based on clock and/or credit hours, irrespective of scheduled length, i.e., full-time, part-time, day, night, etc. **Therefore for programs with multiple lengths, the school should submit one PES and multiple Graduation and Employment Charts.**

A Program Enrollment Summary can only be completed after the Annual Report has been saved and the programs have been verified. To verify the list of approved programs, go to the “Programs” tab, and select the appropriate Program Code.



You may also edit the program length in months and credit hour type. Once this is saved, the school can proceed with the PES and G&E Chart sections of the Annual Report. If there are any discrepancies with respect to the program name, clock hours, credits hours, credential, and externship hours, as well as missing or discontinued programs, please contact the Commission office at 703-247-4212 and ask to speak with a member of the Annual Report Support Team. **The program list shows programs as of June 30, 2016;** therefore, any program modifications or new programs added after June 30, 2016 will be reflected in next year’s Annual Report and should appear on the School Directory section of the ACCSC website at <http://www.accsc.org/Directory/index.aspx>.

To enter a PES, click on the program name in the list of Approved Programs and then select add under PES Forms. (See below.) The list of Approved Programs will be on the main page once the programs have been verified.



Log Off
123456
Timeout:
28.5 minutes

Annual Report Programs School Info DMS HELP ?

Annual Report: **2015** School Number: **123456** School Name: **ACCSC Institute of Technology**
Address: **2101 Wilson Boulevard, Suite 302** City: **Arlington** State: **VA**

Approved Programs

Message Therapy 310 Diploma
Test Degree 1105 AA
Test Program 124 Diploma

Annual Report

View

Submit Report

Submitted

PES Forms **G & E Charts**

Add
Edit
Delete
Add
Edit
Delete

The following fields will be auto-populated from the Program tab:

- ACCSC Approved Program Title
- Program Code
- Credential
- Date Approved by ACCSC
- Program Length in Months
- Approved Clock Hours
- Approved Credit Hours
- Is an externship offered as part of this program
- Externship clock hours
- Externship credit hours

Please note that schools will be unable to submit the report if the program length is listed as 0 months. Please click on the Programs tab to edit the program length.

Total Tuition

The amount of tuition should be clearly discernible in the school’s catalog. Do not include books, supplies, rental charges, administrative fees or other charges.

Additional Expenses

Include any additional monies such as books, supplies, rental charges, administrative fees or other charged to students for enrolling in the program.

Average starting salary for graduates.

The school should *estimate* the potential annual starting salary (in thousands) of a student who has graduated from the program and has received employment in the trained field.

Licensure or Certification Examination is required for Employment (yes/no). Certain states may require graduates of some programs, such as cosmetology or massage therapy, to obtain a license prior to beginning employment. If licensure is required, please answer yes and remember to complete the Licensure / Certification Examination Pass Rates Chart when preparing a Graduation and Employment Chart for these programs.

ENROLLMENT DATA

Do student take any portion of the program via Distance Education? (Yes/No)

If students take any portion of the program via distance education (online), please select yes.

If no, enter the Number of Students Enrolled as of 7/1/15 and Total Number of Additional Student Enrollments Between 7/1/15 and 6/30/16. The Total number of students will calculate automatically.

If yes, enter the following:

Number of Students Enrolled as of 7/1/15

- Number of students enrolled in 100% Distance Education
- Number of students enrolled in an on-campus/distance education hybrid
- Number of students enrolled in on-campus only (if program note offered 100% online)

This is the number of students that are enrolled in the program on July 1, 2015. Please note that schools that offer a program 100% via distance education should have a separate program listed in the approved program section. In this case, schools should enter data for students enrolled in the 100% distance education program only in the Distance Education specific PES. Students enrolled in the on-campus/distance education hybrid program should be included on the “on-campus” PES.

Additional Students enrolled between 7/1/15 and 6/30/16

- Number of students enrolled in 100% Distance Education
- Number of students enrolled in an on-campus/distance education hybrid
- Number of students enrolled in on-campus only (if program not offered 100% online)

Total Students will calculate automatically.

Satellite Location Enrollment

If the school has students at a satellite location, check the box for additional fields to appear.

- Satellite location enrollment as of 7/1/15
- Number of additional students enrolled between 7/1/15 and 6/30/16
- Number of withdrawn or graduated students between 7/1/15 and 6/30/16
- Satellite location enrollment as of 6/30/16 (automatically populated)

Please note that students enrolled in the satellite location must also be included in the other categories on the PES (ex. Total students enrolled as of 7/1/15 and additional students enrolled between 7/1/15 and 6/30/16).

Graduated between 7/1/15 and 6/30/16

Break down the total number of graduates by listed characteristics. Under “further education,” please enter the number of students who have gone on to continue education at an accredited institution of higher education (postsecondary) on at least a half-time basis.

Withdrew or Terminated between 7/1/15 and 6/30/16

Break down the total number of withdrawn and terminated students by listed characteristics to show the reasons why students withdrew or were terminated. For example, the student was terminated due to not meeting the school's attendance policy.

Total number of students enrolled as of 6/30/16

This is the enrollment in the program as of June 30, 2016 and is automatically populated from the above totals.

The numbers for the following questions must equal the total number of students enrolled as of June 30, 2016:

- **Highest level of education**
- **Student population by gender**
- **Student population by age**
- **Student population by ethnicity**

When a PES is completed, check the box for “complete” and select save.

If there are errors, you will receive the following message:

The information has not been saved due to invalid entries highlighted in Yellow.

GRADUATION AND EMPLOYMENT CHART

A Graduation and Employment (“G&E”) Chart can only be completed after a Program Enrollment Summary has been saved. To complete a Graduation and Employment Chart, select the program under the PES tab and then select the “Add” button under G&E Charts. Follow these same steps to add additional G&E Charts, if necessary.

Approved Programs

Message Therapy 310 Diploma
Test Degree 1105 AA
Test Program 124 Diploma

PES Forms	G & E Charts
Add Edit Delete	Add Edit Delete
<div style="border: 1px solid black; padding: 5px;"><p>310 Massage Therapy 1105 Test Degree 124 Test Program</p></div>	<div style="border: 1px solid black; height: 100px;"></div>

The Graduation and Employment Chart must be submitted for each approved program with separate charts for differing normal lengths of completion, i.e., full-time, part-time, day, evening, etc. A separate G&E Chart must also be submitted for programs that are offered 100% Distance Education or if more than 50% of the program is offered at a satellite location.

For programs with multiple lengths, schools should submit a separate Graduation and Employment Chart for each version of the program (e.g., two G&E Charts for a program with an 8-month version and a 12-month version) and one Program Enrollment Summary combining the numbers from each version.

When calculating the cohort reporting period Beginning and Ending Dates for each G&E, please use the chart at the end of this section. Please note that the required reporting period will vary depending on program length. **In addition, please note that once in the G&E Chart, entering the “Program Length in Months” and “Save” will automatically provide the Beginning and Ending Dates. Commission staff recommends entering the program length in months and clicking save prior to entering the other data on the G&E Chart.**

You will not be able to enter a start date prior to the Beginning Date or after the End Date. Please only report starts within the required reporting period.

The reporting period used to complete the Graduation and Employment Chart is determined by taking the program’s normal length of completion (including vacations and holidays rounded to the nearest whole number) in months multiplied by 150 percent and adding three (3) months for employment. From the Report Date of July 2016, we count back the number of months (program length in months x 150% + 3 months) to establish the Ending Date of a reporting period. From the Ending Date, we count back an additional twelve (12) months to determine the Beginning Date of the reporting period.

To convert the program length in weeks to months, divide the number of weeks (including holidays and breaks) by 4.34 and round up to the nearest whole number. Use the actual amount of time a student must commit to a program to receive his or her credential.

The actual program length is the amount of time a student is committed to a course of study, including breaks, holidays, and variations of schedule. A school's catalog may show the "academic instructional length" (weeks) and the "actual program length" in either weeks or months. The actual program length is a clear indicator to the student of the total amount of time they will have to commit to successfully complete their program. The Commission uses the actual program length when calculating Graduation and Employment Chart cohort reporting timeframes. It is to the advantage of the school to use the actual program length (months) versus the academic instructional time (weeks) when calculating reporting timeframes.

Note: *If your program is less than 4.34 weeks, round up to one (1) month when entering the program length in months.*

A “cohort start” or class start consists of a group of students who begin a program at the same time. If there is more than one (1) class start per month, combine all of that month’s starts together. If there are zero starts during the required reporting period, enter the program length in months, select the box for complete and click on the save button.

Please refer to the Glossary of Terms portion of the Graduation & Employment Chart in the “Forms and Reports” section on the ACCSC website (www.accsc.org) for further clarification about any items on the chart. For example, the “Graduates – Unavailable for Employment” category removes from the employment rate calculation graduates who fall into one of the following categories: death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin.

USE THE CHART BELOW TO DETERMINE REPORTING PERIOD FOR THE GRADUATION AND EMPLOYMENT CHARTS

The Report Date is **fixed at July 2016**. The reporting period used to complete the Graduation and Employment Chart is dependent upon the length of the program in months. Therefore, the reporting period may be different for each scheduled variation of a program. Please note that the G&E Chart will automatically calculate these dates after the program length is entered and saved.

Length of Program in Months	Beginning Date	Ending Date
1	Mar-15	Feb-16
2	Jan-15	Dec-15
3	Dec-14	Nov-15
4	Oct-14	Sep-15
5	Sep-14	Aug-15
6	Jul-14	Jun-15

Length of Program in Months	Beginning Date	Ending Date
7	Jun-14	May-15
8	Apr-14	Mar-15
9	Mar-14	Feb-15
10	Jan-14	Dec-14
11	Dec-13	Nov-14
12	Oct-13	Sep-14
13	Sep-13	Aug-14
14	Jul-13	Jun-14
15	Jun-13	May-14
16	Apr-13	Mar-14
17	Mar-13	Feb-14
18	Jan-13	Dec-13
19	Dec-12	Nov-13
20	Oct-12	Sep-13
21	Sep-12	Aug-13
22	Jul-12	Jun-13
23	Jun-12	May-13
24	Apr-12	Mar-13
25	Mar-12	Feb-13
26	Jan-12	Dec-12
27	Dec-11	Nov-12
Length of Program in Months	Beginning Date	Ending Date
28	Oct-11	Sep-12
29	Sep-11	Aug-12
30	Jul-11	Jun-12
31	Jun-11	May-12
32	Apr-11	Mar-12
33	Mar-11	Feb-12
34	Jan-11	Dec-11
35	Dec-10	Nov-11
36	Oct-10	Sep-11
37	Sep-10	Aug-11
38	Jul-10	Jun-11
39	Jun-10	May-11
40	Apr-10	Mar-11
41	Mar-10	Feb-11
42	Jan-10	Dec-10
43	Dec-09	Nov-10
44	Oct-09	Sep-10
45	Sep-09	Aug-10
46	Jul-09	Jun-10
47	Jun-09	May-10
48	Apr-09	Mar-10

LICENSURE / CERTIFICATION EXAMINATION PASS RATES CHART

Some programs, such as cosmetology or massage therapy, require graduates to obtain a license prior to beginning employment. For these programs, please complete this section when preparing a Graduation and Employment Chart.

1. Class Start Date (e.g. 01/14)

The class start dates will automatically appear based on the class start dates listed on the G&E Chart.

2. Number of Graduates

This is the number of graduates from the corresponding class start date and will automatically appear from the information entered on the G&E Chart.

3. # of Graduates Taking Exam

This is the number of graduates that took the licensure / certification examination.

4. # of Graduates Passing Exam

This is the number of graduates that passed the licensure / certification examination.

5. Percentage of Grads Passing Exam

This line is automatically calculated. For example, if 10 graduates took the exam and 9 graduates passed the exam, the total in this line would be 90.

Licensure / Certification Examination Agency Rate

Please enter the percentage of graduates that passed the exam. This percentage represents all students that took the examination, not just the graduates of your institution. If the licensure / certification examination administering agency does not provide this information, enter 0.

When a Graduation & Employment Chart is completed, check the box for “complete” and select save.

If there are errors, you will receive the following message:

The information has not been saved due to invalid entries highlighted in Yellow.

SCHOOL INFORMATION



Many fields such as school name, address, accreditation dates and school director name are locked for editing. If there is a discrepancy with any of this information, please contact Aillen King at aking@accsc.org or 703-247-4212.

The school has the ability to input changes to its e-mail address, website, phone and fax numbers, and the official correspondence names and e-mail addresses.

Official Correspondence Name & Email Address: Please enter staff members to receive official Commission correspondence such as Team Summary Reports and Commission Action Letters. Please note that the school director receives all correspondence, so these fields are for staff members **in addition to the school director to receive information.**

Announcement / Correspondence Name & Email Address: Please enter names and email addresses of staff members to receive general accreditation announcements and member services events. These include Accreditation Alerts and information about ACCSC's Professional Development Conference. Individuals listed in the announcement / correspondence name and emails will not receive official correspondence such as Team Summary Reports and Commission Action Letters. Please note that the school director and individuals listed in the "Official Correspondence Name" fields receives all correspondence, so the "Announcement / Correspondence Name" fields are for staff members in addition to those listed above.

Once the entire Annual Report is completed, click on the Submit Report button on the main Annual Report page.