

## Instructions for Completing the 2018 Annual Report

**General:** Each institution will have one administrative user. The administrative user will have access to all tabs as well as the financial submission portal. Each institution may add more users to enter either financial or non-financial data. Only the administrative user will have access to both areas of the report, and only the administrator will have the ability to submit the report. Required fields must be completed in order to submit the report. When submitting the report, required fields that are left blank will be marked with an asterisk \*. Those fields must be completed before the report can be submitted. Upon completing data entry on each tab, you will click "save and next." The tab will not save if any of the required fields are empty. Be sure to complete all of the required fields on each tab. When entering numbers, you may find that the number pad does not work. This is a function of the browser. You can use the row of number keys at the top of the keyboard or try switching to a different browser. You can move to another tab at any time by clicking on the cells at the top of the screen. The only exception to this is that you must complete the institutional information, including the total enrollment before moving to another tab. Please remember to complete both the annual report and the financial report. They are in separate templates.

**1. Institutional information:** Enter the correct data for all of the required fields. If pre-populated data is incorrect, you can correct it.

**2. State Authorization to Offer Distance Education:** The State Authorization Form to Offer Distance Education provides information on an institution's status to deliver distance education programs and courses within each state where students are enrolled. For each state, please indicate the status from the dropdown menu, then add the date authorized and any comments or explanations. If the authorization is renewed at regular intervals, indicate the date of the most recent renewal as the date authorized. When you are done, click "Save & Next" and move on to the next data entry screen.

**3. Compliance Affirmation:** Select yes or no from the dropdown for each Substantive Change and Affirmation of Compliance. Data entered here should correspond with substantive change applications and information on file with DEAC. Please note that the Annual Report is not the means for notifying DEAC of a substantive change. When you are done, click "Save & Next" to move on to the next data entry screen.

**4. Programs:** Review your current programs using the Existing Programs button. If you have added a new program since the last reporting year, select Add New Programs and enter the level and name of the program. You won't be able to add enrollment or other program data on later screens until the program has been added here. When you are done, click "Save & Next" to move on to the next data entry screen.

**5. Enrollment:** Enter the current new student and total student enrollment for each program here. Prior year enrollment is provided for your convenience (you will not be able to edit prior year enrollment, contact DEAC directly if errors appear). When you are done, click "Save & Next" to move on to the next data entry screen. Please note that the new student enrollment should be a subset of the enrollment, so the number of new students enrolled must be less than or equal to the number of students enrolled. Prior to submitting your report, please check to see that the new student enrollment number is not greater than the enrollment number.

**6. Institutional Outcomes:** This tab has three tables with specific instructions for each table.

#### **Institutional Totals by Credential Level**

This report employs a cohort-based model in which a group of entering new students is tracked over time. For example, a four-year degree program would track new students starting in 2011 who graduated six years later by 2017. For each level, describe the length of the programs in credit hours and the credit hour type. Then enter the total number of students enrolled across programs. Enter the number of students who graduated and withdrew. Enrollments are students who remained enrolled after the 5-day minimum cancellation period and met all admissions criteria.

#### **Institutional Graduate Outcomes**

Enter the number of students that graduated. For that group of students please enter graduate outcomes based on available data.

#### **Institutional Withdrawals**

Enter the number of students that withdrew from the programs. For that group of students please enter reasons for withdrawal based on available data.

### **7. Degree Program Graduation Rates**

Degree program graduation rates provide data on students who have fulfilled the requirements to graduate from an entire program of study at the Associate, Bachelor, Master's, First Professional or Professional Doctorate degree level. DEAC requires graduation rates to be calculated for the entire entering cohort of all new students in all levels of programs. This report employs a cohort-based model in which a group of entering new students are tracked over time. For example, a four-year degree program would track new students starting in 2011 who graduated six years later by 2017. For those students who graduated please enter the average years it took the students to graduate. Enrollments are students who remained enrolled after the 5-day minimum cancellation period and met all admissions criteria. Optionally, for institutions that report IPEDS graduation rates, click on the "IPEDS" button and enter graduation rate data as reported to the Department of Education. When you are done, click "Save & Next" to move on to the next data entry screen.

Please note the second column labeled # of students Excluded from the Original Cohort. Enrollments are students who remained enrolled after the 5-day minimum cancellation period and met all admissions criteria. Exclusions categories that fall outside of the definition for enrollments and may include circumstances such as deployment for active duty military service, medical leave of absence, death, other approved leave of absence, or other reasons for exclusions as determined by the institution. Note - DEAC may request additional information for students reported under "exclusions."

### **8. Non-degree Program Completion**

Tracking non-degree program completion rates (e.g., postsecondary certificate or diploma, or a high school diploma) is a way for institutions to provide a tangible and direct measure of student achievement. Please enter the number of students who completed the program within 150% of the normal time to completion for the program. For example, if you have a two-year program, then 150% of the normal time is three years. You would enter the number of students who completed the program within three years of their original start date. If the institution uses a different method for determining normal time for completion, provide an explanation in response to Question D in the Narrative section.

Please also indicate the type of credential awarded, the length in credit hours, and the type of credit hours (or clock hours as appropriate) used to track progress through the program. Enter the average time it takes (in months) for students to complete the program. When you are done, click "Save & Next" to move on to the next data entry screen.

### **9. Student Satisfaction**

DEAC expects its accredited institutions to systematically seek student and alumni opinions as an indirect measure for evaluating and improving curricula, instructional materials, method of delivery and student support. Report the results from the Student Satisfaction survey here. When you are done, click "Save & Next" to move on to the next data entry screen.

### **10. Financial Report**

Please enter financial information as directed below based on your institution's most recent audited or reviewed financial statements.

Upload your institution's most recent financial statements as required by DEAC Standard XI.D.

#### **DEAC Standard XI.D. Financial Reporting**

Financial statements are prepared in conformity with generally accepted accounting principles in the United States of America often referred to as "GAAP," including the accrual method of accounting. An independent certified public accountant (CPA) audit or review report accompanies these statements.

1. The institution's financial statements reflect sufficient liquid assets to provide for a staff and faculty.
2. Annually, the institution has the option of submitting one of these two types of financial statements, unless the Commission directs the institution to submit audited financial statements.
  - Audited comparative financial statements containing an audit opinion by an independent certified public accountant in accordance with standards established by the American Institute of Certified Public Accountants, or
  - Reviewed comparative financial statements containing a review report by an independent certified public accountant in accordance with standards established by the American Institute of Certified Public Accountants.
3. Financial statements submitted must include the institution's fiscal statement for either the most recent fiscal year end or the date specified by the Commission, the CPA's opinion letter or review report, and a letter of financial statement validation.

The statements are submitted via a secure portal. Please submit it in pdf and label the file or files with your institution's name. Please do not use encryption or password protection.

Title IV institutions should also upload their most recent ECAR.

Should the Commission require additional financial information from your institution, DEAC staff will contact you.