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Instructions for Completing the 2019 DEAC Annual Report

The 2019 DEAC Annual Report is Due on or Before April 30, 2019.

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General: Each institution will have one administrative user. Each institution may add more users to enter data. Only the administrative user 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.

1. Institutional information: Enter the correct data for all of the required fields. If pre-populated data is incorrect, you can correct it. There is a question regarding title IV eligibility. If your institution is approved to participate in title IV by both DEAC and the United States Department of Education, then you should affirm that. For the purposes of the 2019 Annual Report, the questions about specific programs participating in federal student financial aid apply only to associate degree programs.

2. State Authorization to Offer Distance Education: The State Authorization to Offer Distance Education tab requires 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. Please be sure to answer the two questions regarding SARA membership. The answers to these questions are not pre-populated and must be answered each year.

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. Please note that you are required to complete the "attestation of accuracy" at the bottom of this tab.

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. Please note that there is a dropdown menu for title IV institutions offering associate degrees. If you are not a title IV institution, this does not apply. For title IV institutions, you will be asked to indicate whether the associate degree programs are title IV eligible. This question applies only to associate degree programs.

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. The definition of total enrollment is the total number of students who enrolled, remained enrolled after the initial 5-day minimum cancellation period and met all admissions criteria. This number includes all students enrolled during the year, whether or not they remained enrolled for the entire year and whether or not they are still enrolled at this time. Enrollments for single-subjects or courses should not be counted, except in cases where a program consists of only one course.

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

Institutional Outcomes by Credential Level

This section of the annual report gathers aggregated data on outcomes at each credential level offered at the institution. The Degree Program Grad Rate and Non-Degree Program Completion tabs (completed on the following pages of the annual report) gather disaggregated data on an individual program basis. The institutional outcomes by credential level 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 2012 who graduated six years later by 2019. 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 each level of credential (e.g., all associates degree programs, all bachelor's degree 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. Please use the same cohorts to complete institutional outcomes by credential level that are used for the data reported in the Degree Program Grad Rate and non-Degree Program Completion.

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 for each program offered. 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, f*or 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. *The DEAC Degree Program Graduation Rate tab is required for all degree-granting institutions. It is only the IPEDS data that is optional. Please use the same cohorts to complete the Degree Program Grad Rate that were used for the institutional outcomes by credential level.*

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. Enrollments include all students enrolled during the year, whether or not they remained enrolled for the entire year and whether or not they are still enrolled at this time. Enrollments for single-subjects or courses should not be counted, except in cases where a program consists of only one course. 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
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. Completion rates are an example of a direct measurement that DEAC uses to evaluate student achievement as appropriate to an institution's mission and educational offerings. 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. The columns on this tab should be answered with respect to the cohort being reported. Please use the same cohorts to complete Non-degree Program Completion that were used for the institutional outcomes by credential level.

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. Please note that this tab will accept only numeric input. If you try to enter letters or symbols such as a percent sign, it will not save your data. This tab <u>does not</u> calculate the percentages.

10. Financial Report

Please enter the financial information using information from the most recent financial statement available for the institution and provide responses to the questions.

Financial Statement Submissions: Effective January 2020, the DEAC implemented a significant change to the procedures institutions will use to annually submit audited or reviewed financial statements as required by Standard XI.D Financial Reporting. **DEAC-accredited institutions will no longer submit financial statements with the Annual Report.** DEAC institutions will submit their audited or reviewed comparative year-end financial statements using a new submission timeframe that is based upon its fiscal year end date. For example, an institution that reports a fiscal year end date of December 31,

2019 will have a due date of June 30, 2020 to submit their audited or reviewed comparative financial statements. Please use the chart below to determine the deadline for submitting your institution's financial statements.

Institution Fiscal Year End Date	Financial Statement Due Date
Between July 1 and December 31	June 30
Between January 1 and June 30	December 31

For more information on the instructions for financial statement submission to DEAC, please visit the website at www.deac.org and go to the Applications and Reports landing page to access the DEAC Instructions for Financial Statement Submission.
DEAC is offering two webinars on the new deadlines for financial statement submissions on

Wednesday, March 4th 11 a.m. PST / 2 p.m. EST
Wednesday, March 11th 11 a.m. PDT / 2 p.m. EDT

Institutions may use this link to register for the webinar or visit the DEAC website for more information. https://detc.wufoo.com/forms/xhm5mbn0ea0vyk/.