WHY DOES DEAC REQUIRE AN ANNUAL REPORT?

• It is part of DEAC’s ongoing monitoring of accredited institutions.

• Key metrics include

  • Growth or decline in enrollment
  • Growth or decline in the number of programs
  • Significant change in financial situation
  • Student satisfaction
  • Outcomes
SET UP YOUR ACCOUNT(S)

- [https://www.deac.org/Seeking-Accreditation/Annual-Report-Submission.aspx](https://www.deac.org/Seeking-Accreditation/Annual-Report-Submission.aspx)

- Administrative users have access to both the annual report tab and the financial tab.

- Only the administrative user can submit the report.

- Institutional users can enter and edit data, but cannot submit the report.

- A link on the website will guide you through the process of requesting the annual report accounts.

- Each user will have a username and password.
THE PORTAL

DISTANCE EDUCATION ACCREDITING COMMISSION

Please review the following general institutional information and make any necessary corrections so that the information is current and accurate. When you are done, click "Save & Next" to move on to the next data entry screen.

Please enter the institution’s contact information:
INSTITUTIONAL INFORMATION


Please review the following general institutional information and make any necessary corrections so that the information is current and accurate. When you are done, click "Save & Next" to move on to the next data entry screen.

Please enter the institution's contact information:
STATE AUTHORIZATION

Is the institution’s home state a member of SARA? 
Yes

Is the institution a member of SARA? 
Yes

<table>
<thead>
<tr>
<th>State</th>
<th>Completed State Process</th>
<th>Most Recent Authorization Date (MM/DD/YYYY)</th>
<th>Use the spaces below to provide reasons for any “not applicable” or other explanations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alabama</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Compliance Affirmation

## Substantive Changes for January 1, 2020 – December 31, 2020

<table>
<thead>
<tr>
<th>Question</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the institution change its mission?</td>
<td>-Select-</td>
</tr>
<tr>
<td>Did the institution change its name?</td>
<td>-Select-</td>
</tr>
<tr>
<td>Did the institution change its legal status, form of control, or ownership?</td>
<td>-Select-</td>
</tr>
<tr>
<td>Did the institution change the location of the main facility or administrative site, or did the institution add any facility geographically apart from the main facility?</td>
<td>-Select-</td>
</tr>
<tr>
<td>Did the institution implement a new program?</td>
<td>-Select-</td>
</tr>
</tbody>
</table>
DISTANCE EDUCATION ACCREDITING COMMISSION

PROGRAMS

![DEAC Annual Report](deacannualreport.varident.com/admin/annualreport/edittabs.aspx)

- Institutional Information
- State Auth Dist Ed
- Compliance Affirmation
- Programs
- Enrollment

- Institutional Outcomes
- Degree Program Grad Rate
- NonDegree Program Completion
- Student Satisfaction
- Narrative

<table>
<thead>
<tr>
<th>Level</th>
<th>Is Title IV Participating?</th>
<th>Program Name</th>
<th>Does this Program Have a Cohort? (Yes or No)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>Select</td>
<td>business administration</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td>Select</td>
<td>information technology</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

Total Enrollment for the year 2020. (Required)

150

Total Unique Enrollment for the year 2020. (Required)

135
## ENROLLMENT

![DEAC Logo]

### Institutional Information
- **State Auth Dist Ed.**
- **Compliance Affirmation**
- **Programs**
- **Enrollment**
  - **Institutional Outcomes**
  - **Degree Program Grad Rate**
  - **NonDegree Program Completion**
  - **Student Satisfaction**
  - **Narrative**

### Add Enrollment | Edit Enrollment

<table>
<thead>
<tr>
<th>Level</th>
<th>Program Name</th>
<th>Enrollment</th>
<th>New Student</th>
<th>Last Year Enrollment</th>
<th>Last Year New Student</th>
<th>Percent increase in new enrollments from 2019 to 2020</th>
<th>Percent increase in overall enrollment for 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Degree</td>
<td>cyber-security</td>
<td></td>
<td></td>
<td>Not Available</td>
<td>Not Available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Degree</td>
<td>information technology</td>
<td></td>
<td></td>
<td>Not Available</td>
<td>Not Available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTITUTIONAL OUTCOMES

INSTITUTIONAL TOTALS BY CREDENTIAL LEVEL

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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Minimum Length in Credit Hours</th>
<th>Maximum Length in Credit Hours</th>
<th>Credit Hour Type</th>
<th># of New Students in Year Cohort was Established</th>
<th>Number of Students Graduated</th>
<th>Number of Students Withdrawn</th>
<th>Number of Inactive Students</th>
<th>Number of Still Active Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>40</td>
<td>60</td>
<td>noncredit</td>
<td>60</td>
<td>45</td>
<td>10</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Non-Degree</td>
<td>10</td>
<td>25</td>
<td>quarter</td>
<td>100</td>
<td>60</td>
<td>10</td>
<td>12</td>
<td>5</td>
</tr>
</tbody>
</table>
### Institutional Graduate Outcomes

In the table below, enter the number of students that graduated. For that group of students please enter graduate outcomes based on available data.

<table>
<thead>
<tr>
<th>Level</th>
<th>Total Number of Students Graduated</th>
<th>Employed or Continued Employment in Current Position</th>
<th>Employed or Continued Employment in a Profession Related to the Education Program</th>
<th>Employed or Continued Employment in a Profession Unrelated to the Education Program</th>
<th>Continued Education at Another Institution</th>
<th>Active Duty Military Service</th>
<th>Unemployed</th>
<th>Student Indicated &quot;Not Seeking Employment&quot;</th>
<th>Unknown</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTITUTIONAL WITHDRAWALS

In the table below, enter the number of students that withdrew from the programs. For that group of students please enter reasons for withdrawal based on available data. When you are done, click "Save & Next" to move on to the next data entry screen.

<table>
<thead>
<tr>
<th>Level</th>
<th>Total Number of Students Withdrawn</th>
<th>Employment in a Profession Related to the Education Program</th>
<th>Employed in a Profession Unrelated to the Education Program</th>
<th>Transferred to Another Institution</th>
<th>Active Duty Military Service</th>
<th>Unable to Demonstrate Satisfactory Academic Progress</th>
<th>Financial Reasons</th>
<th>Personal Reasons</th>
<th>Unknown</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
DISTANCE EDUCATION ACCREDITING COMMISSION

DEGREE PROGRAM GRADUATION RATE

The image shows a webpage from the Distance Education Accrediting Commission (DEAC) with a table titled "Institutional Outcomes" and a sub-section titled "Degree Program Grad Rate." The table lists data for a program named "Business Administration" with Bachelor's level. The table includes columns for "Program Name," "Level," "# of New Students in Year Cohort was Established," "# of Students Excluded from the Original Cohort," "# of Students Still Continuing in Program," "# Graduating Since Cohort was Established," "Average Years to Complete For Graduates," "Graduation Rate Before Exclusions," and "Graduation Rate after Exclusions." The data is not filled in, indicated by the text "NaN."
NON-DEGREE PROGRAM COMPLETION

Program length should not be included on this tab. For example, a four-year degree program would track new students starting in 2014 who graduated six years later by 2020. 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.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Level</th>
<th># of New Students in Year Cohort was Established</th>
<th># of Students Excluded from the Original Cohort</th>
<th># of Students Still Continuing in Program</th>
<th># Graduating Since Cohort was Established</th>
<th>Average Years to Complete For Graduates</th>
<th>Graduation Rate Before Exclusions</th>
<th>Graduation Rate after Exclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>cyber-security</td>
<td>Non-Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>information technology</td>
<td>Non-Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Question 1. Did you achieve, or will you have achieved upon completing your studies, the goals you had when you started the course or program?

Question 2. Would you recommend these studies to a friend?

Question 3. All things considered, were you satisfied with your studies at this institution?

Degree Program Satisfaction Survey

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.
B. Explain the reasons for any significant growth or decline in enrollments at the institution. Explain in detail whether the institution made changes to staff, faculty, administrators, educational and student support services and financial and marketing strategies as needed to support the changes in student enrollment. Also, please specify the programs that incurred the most growth or decline in enrollments and the strategies the institution implemented during the prior year to respond to these changes.
Please enter financial information for the 2020 Annual Report

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

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. 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.

**Fiscal Year Start Date (MM/DD/YYYY)**

Start Date

**Fiscal Year End Date (MM/DD/YYYY)**

End Date

**Total Tuition Revenue**
Audited or reviewed financial statements are still required by DEAC, but they are not submitted via the portal.

Instructions for submitting financial statements can be found on the DEAC website.

**DEAC Instructions for the Preparation and Submission of Financial Statements**
SUBMIT YOUR ANNUAL REPORT


Please review your data for accuracy prior to submitting to DEAC. Once the submission is done, you will not be able to edit any of the information in your annual report.
WHAT KIND OF FEEDBACK WILL BE PROVIDED?

- DEAC will acknowledge receipt of the annual report.
- DEAC staff may ask for further information related to specific data.
- DEAC staff may refer some annual report data to the Accrediting Commission or committees for review.
- Accreditation teams will review annual report data and may ask for additional information as part of the renewal of accreditation process.
- The Commission may determine that ongoing monitoring is appropriate with respect to specific data.
DEAC ANNUAL REPORT 2020

Presented by

Kimberly Cook, Manager of Institutional Review

Kimberly.cook@deac.org