



Wayne State University's campus is comprised of more than 100 buildings on 203 acres of landscaped green spaces in Midtown Detroit.

## Institutional Snapshot

### Higher Learning Commission Annual Institutional Data Update *2005 Annual Institutional Data Update*

#### CONTACT INFORMATION

##### General Institutional Address

*Note: Please contact our office if the name of your institution has changed.*

Wayne State University  
656 W Kirby St  
Detroit MI 48202-3622

(313) 577-2230 (Phone)  
(313) 577-3200 (Fax)

<http://www.wayne.edu>

##### Chief Executive Officer

*Note: Include designations such as S.J., B.V.M., etc. in the Suffix field. DO NOT INCLUDE ACADEMIC CREDENTIALS such as M.B.A., M.S.N., D.B.A, J.D., etc. If permanent position is vacant, enter the interim or acting officer.*

Salutation	Dr.
First name	Irvin
Middle name	D.
Last name	Reid
Suffix	
Title	President

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Address1	656 W Kirby St
Address2	4200 Faculty/Administration Bldg
City	Detroit
State	MI
Zip	48202-3622
Phone number	(313) 577-2230
Fax number	(313) 577-3200
E-mail address	president@wayne.edu

## Chief Academic Officer

*Note: Include designations such as S.J., B.V.M., etc. in the Suffix field. DO NOT INCLUDE ACADEMIC CREDENTIALS such as M.B.A., M.S.N., D.B.A, J.D., etc. If permanent position is vacant, enter the interim or acting officer.*

Salutation	Dr.
First name	Nancy
Middle name	S.
Last name	Barrett
Suffix	
Title	Provost & Senior VP for Academic Affairs
Address1	656 W Kirby St
Address2	4092 Faculty/Administration Bldg
City	Detroit
State	MI
Zip	48202-3622
Phone number	(313) 577-2200
Fax number	(313) 577-5666
E-mail address	nancy.barrett@wayne.edu

## Data Update Coordinator

*Note: Include designations such as S.J., B.V.M., etc. in the Suffix field. DO NOT INCLUDE ACADEMIC CREDENTIALS such as M.B.A., M.S.N., D.B.A, J.D., etc. If permanent position is vacant, enter the interim or acting officer.*

Reported as “Your Data Update Coordinator” last year, this position:

- was/is appointed by your CEO
- is responsible for the accuracy and completeness of this Data Update
- serves as the contact between your institution and the Commission regarding this Data Update
- is responsible for the timely submission of this Data Update

Salutation	
First name	Paul
Middle name	N.
Last name	Moniodis
Suffix	
Title	Executive Director, Institutional Research
Address1	656 W Kirby St
Address2	1309 Faculty/Administration Bldg
City	Detroit
State	MI

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Zip 48202-3622  
Phone number (313) 577-5743  
Fax number (313) 577-2198  
E-mail address Paul.Moniodis@wayne.edu

Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

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## FEDERAL COMPLIANCE

### Academic Calendar

Select all that apply:

- Semester** — An academic year that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer semester.
- Trimester** — An academic year that consists of three terms of about 10 weeks each.
- Quarter** — An academic year that consists of three sessions of about 12 weeks each. The range is typically from 10 to 15 weeks. There may be an additional quarter in the summer.
- Four-One-Four Plan** — The 4-1-4 calendar consists of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.
- Modular** — Courses are typically in 4- to 6-week blocks with specific start and end times (frequently cohort).
- Continuous** — Courses are not defined by specific start dates (usually applies to distance delivery).

### Sanctions by Other Accrediting Agencies

Has any accrediting agency (specialized, professional, or institutional) applied sanctions or withdrawn accreditation within the last year?

- Yes
- No

If yes, list the agency (*exclude actions by The Higher Learning Commission*).

### Refund Policy

Does the institution have a formal student refund policy?

- Yes
- No

Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

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## STUDENT HEADCOUNT BY LEVEL (Previous Year's Data in Parenthesis)

### Instructions:

- Report your numbers as of your institution's IPEDS official Fall 2005 Reporting Date
- Headcount is unduplicated
- Definitions appear below ...
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

	(Previous)	New
1. full-time undergraduate	(11,608)	11,924
2. part-time undergraduate	(9,104)	8,813
3. full-time graduate	(4,107)	4,044
4. part-time graduate	(5,522)	5,304
5. full-time post-baccalaureate first professional	(1,836)	1,872
6. part-time post-baccalaureate first professional	(209)	203
7. non-credit student (all levels)	(256)	250

### Headcount/Level Definitions:

- Undergraduate are those students enrolled in:
  - 4 or 5 year bachelor's programs
  - associate's degree programs
  - vocational/technical degree or certificate granting programs below the baccalaureate level
  - courses creditable toward an associate's or bachelor's degree or toward a certificate below baccalaureate level
- Graduate are those students enrolled in:
  - any graduate programs
  - any graduate courses creditable toward a graduate degree or post-baccalaureate certificate
  - thesis or dissertation credits
- First Professional are those students enrolled in any of the following programs or in courses creditable toward those programs:
  - Chiropractic: D.C. or D.C.M.
  - Dentistry: D.D.S. or D.M.D.
  - Medicine: M.D.
  - Optometry: O.D.
  - Osteopathic Medicine: D.O.
  - Pharmacy: Pharm. D. or Bachelor of Pharmacy
  - Podiatry: D.P.M. or D.P. or Pod. D.
  - Veterinary Medicine: D.V.M.
  - Law: L.L.B or J.D.
  - Theology: M. Div. or M.H.L. or B.D. or Ordination
- Non-credit students are those students enrolled:
  - exclusively in non-credit courses
  - exclusively as an auditor of credit courses
  - exclusively for CEU's



## STUDENT HEADCOUNT BY CATEGORY (Previous Year's Data in Parenthesis)

### Instructions:

- Report your numbers as of your institution's IPEDS official Fall 2005 Reporting Date
- Headcount may be duplicated
- Degree-seeking are those students enrolled for credit in a degree program
- Certificate-seeking are those students enrolled in a credit OR non-credit certificate program
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

	(Previous)	New
1. degree-seeking undergraduate	(19,113)	19,505
2. certificate-seeking undergraduate	(1,599)	1,232
3. post-baccalaureate certificate seeking	(0)	
4. post-baccalaureate degree seeking	(11,674)	11,423

## TOTAL ENTERING UNDERGRADUATE HEADCOUNT (Previous Year's Data in Parenthesis)

### Instructions:

- Report your numbers as of your institution's IPEDS official Fall 2005 Reporting Date
- Include freshmen and new transfer students enrolled for credit or non-credit
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

	(Previous)	New
1. full-time	(3840)	3810
2. part-time	(1848)	1821

## INSTITUTIONAL HEADCOUNT (Previous Year's Data in Parenthesis)

### Instructions:

- Report your numbers as of your institution's IPEDS official Fall 2005 Reporting Date
- Report unduplicated numbers
- If an employee serves in more than one category, report that person in the category used by your institution to classify that person. Report that person only once
- Definitions appear below ...
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

	(Previous)	New
1. full-time faculty	(1,764)	1759
2. part-time faculty	(1,984)	1997
3. full-time administration	(2,179)	2181
4. part-time administration	(172)	169
5. full-time staff	(1,156)	1133
6. part-time staff	(1,213)	1163

### Institution Headcount Definitions:

- Faculty are employees whose primary responsibilities are instruction, research, and/or service.
  - Include both tenure and non-tenure track.
  - Adjunct faculty should be counted as part-time faculty.
  - Graduate assistants should be counted as part-time faculty.
  - Full-time faculty on sabbatical should be counted as full-time faculty.
- Administration includes the following IPEDS categories:
  - executive
  - administration
  - managerial
  - other professionals
- Staff includes the following IPEDS categories:
  - technical and paraprofessional
  - clerical and secretarial
  - skilled crafts
  - service/maintenance

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## EDUCATIONAL PROGRAMS (Previous Year's Data in Parenthesis)

### Instructions:

- Report your numbers as of the date of submission of this Data Update
- Report certificate, diploma, or degree programs that are offered in CIP-defined fields of study
  - Typically these correspond to majors
  - Do not count sub-fields or concentrations within a major as separate programs
  - CIP Codes can be found at <http://nces.ed.gov/pubs2002/cip2000/>
- Definitions appear below ...
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or [lakutis@hlcommission.org](mailto:lakutis@hlcommission.org)

	(Previous)	New
1. Pre-associate certificate/diploma programs:	(0)	
2. Other undergraduate certificates/diploma programs:	(0)	
3. Associate's degree programs:	(0)	
4. Bachelor's degree programs:	(129)	114
5. Master's degree programs:	(134)	126

6. Specialist's degree programs:	(8)	8
7. Doctor's degree programs:	(56)	61
8. Post-baccalaureate first professional degree programs:	(3)	3
9. Post-baccalaureate certificate programs:	(34)	32

### Programs & Awards Definitions:

- Pre-associate certificate/diploma programs:
  - credit-bearing
  - culminate in the awarding of a certificate or diploma, but not a degree
  - usually require no previous college credit for admission
  - course work is lower-division undergraduate
- Other undergraduate certificate/diploma programs:
  - credit OR non-credit bearing
  - culminate in the awarding of a certificate or diploma, but not a degree
  - frequently require previous college credit for admission
  - course work is upper-division undergraduate
- Associate's degree programs:
  - requires the completion of at least 2 years of full-time equivalent college-level work in a specified field of study
  - meets institutional requirements for completion of a degree
  - culminates in the awarding of a degree
- Bachelor's degree programs:
  - requires the completion of at least 4 years of full-time equivalent college-level work in a specified field of study
  - meets institutional requirements for completion of a degree
  - culminates in the awarding of a degree
- Post-baccalaureate certificate programs:
  - beyond bachelor's degree
  - requires the completion of an organized field of study
  - culminates in the awarding of a certificate, but not a degree
  - course work is graduate level
- Master's degree programs:
  - beyond bachelor's degree
  - requires the completion of at least 1 year of full-time equivalent graduate-level
  - meets institutional requirements for completion of the degree
  - culminates in awarding of the degree
- Specialist's degree programs:
  - beyond bachelor's degree
  - requires the completion of college work beyond the bachelor's degree in a specific field of study
  - frequently found in Education and related academic disciplines
- First professional degree programs:
  - provides the requisites for licensure in a recognized profession
  - requires at least 2 years of college-level work for admission
  - requires the completion of at least 6 years of full-time equivalent college work
  - must be within one of the following fields:
    - Chiropractic: D.C. or D.C.M.
    - Dentistry: D.D.S. or D.M.D.
    - Medicine: M.D.

- Optometry: O.D.
- Osteopathic Medicine: D.O.
- Pharmacy: Pharm. D. or Bachelor of Pharmacy
- Podiatry: Pod. D. or D.P. or D.P.M.
- Veterinary Medicine: D.V.M.
- Law: L.L.B. or J.D.
- Theology: M. Div. or M.H.L or B.D. or Ordination

■ Doctor's degree programs:

- beyond the master's degree
- includes a dissertation or other original project
- meets institutional requirements for completion of the degree
- culminates in the awarding of the degree

Direct questions regarding definitions or instructions for this section to Lady Branham at (800) 621-7440 x.137 or lbranham@hlcommission.org



## CERTIFICATES & DEGREES AWARDED (Previous Year's Data in Parenthesis)

### Instructions:

- Report the numbers from July 1, 2004, through June 30, 2005.
- Definitions appear below ...
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

	(Previous)	New
1. Pre-associate certificates awarded:	(0)	
2. Other undergraduate certificates/diplomas awarded:	(0)	
3. Associate's degrees awarded:	(0)	
4. Bachelor's degrees awarded:	(2,380)	2,294
5. Master's degrees awarded:	(2,468)	2,347
6. Specialist's degrees awarded:	(0)	17
7. Doctor's degrees awarded:	(194)	173
8. Post-baccalaureate first professional degrees awarded:	(507)	509
9. Post-baccalaureate certificates awarded:	(197)	127

### Programs & Awards Definitions:

- Pre-associate certificate/diploma programs:
  - credit-bearing
  - culminate in the awarding of a certificate or diploma, but not a degree
  - usually require no previous college credit for admission
  - course work is lower division undergraduate
- Other undergraduate certificate/diploma programs:
  - credit OR non-credit bearing
  - culminate in the awarding of a certificate or diploma, but not a degree
  - frequently require previous college credit for admission
  - course work is upper-division undergraduate



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- Associate's degree programs:
    - requires the completion of at least 2 years of full-time equivalent college-level work in a specified field of study
    - meets institutional requirements for completion of a degree
    - culminates in the awarding of a degree
  
  - Bachelor's degree programs:
    - requires the completion of at least 4 years of full-time equivalent college-level work in a specified field of study
    - meets institutional requirements for completion of a degree
    - culminates in the awarding of a degree
  
  - Post-baccalaureate certificate programs:
    - beyond bachelor's degree
    - requires the completion of an organized field of study
    - culminates in the awarding of a certificate, but not a degree
    - course work is graduate level
  
  - Master's degree programs:
    - beyond bachelor's degree
    - requires the completion of at least 1 year of full-time equivalent graduate-level
    - meets institutional requirements for completion of the degree
    - culminates in awarding of the degree
  
  - Specialist's degree programs:
    - beyond bachelor's degree
    - requires the completion of college work beyond the bachelor's degree in a specific field of study
    - frequently found in Education and related academic disciplines
  
  - First professional degree programs:
    - provides the requisites for licensure in a recognized profession
    - requires at least 2 years of college-level work for admission
    - requires the completion of at least 6 years of full-time equivalent college work
    - must be within one of the following fields:
      - Chiropractic: D.C. or D.C.M.
      - Dentistry: D.D.S. or D.M.D.
      - Medicine: M.D.
      - Optometry: O.D.
      - Osteopathic Medicine: D.O.
      - Pharmacy: Pharm. D. or Bachelor of Pharmacy
      - Podiatry: Pod. D. or D.P. or D.P.M.
      - Veterinary Medicine: D.V.M.
      - Law: L.L.B. or J.D.
      - Theology: M. Div. or M.H.L or B.D. or Ordination
  
  - Doctor's degree programs:
    - beyond the master's degree
    - includes a dissertation or other original project
    - meets institutional requirements for completion of the degree
    - culminates in the awarding of the degree

Direct questions regarding definitions or instructions for this section to Lady Branham at (800) 621-7440 x.137 or lbranham@hlcommission.org



## FINANCIAL STRENGTH (Previous Year's Data in Parenthesis)

Refer to your last complete audit information.

### Definitions to be used by Public Institutions:

- Fiscal Year of Last Complete Audit — Provide the entire period: for example, 2003-2004
- FY 2005 Instructional Spending per Student FTE — Instructional Spending:  
Refer to IPEDS - Finance - Part C - Expenses and other Deductions. Use the line item titled "Instructional Spending"
  - Student FTE = (# of full-time students) + 1/3 (# of part-time students). FTE is for FY 2005
- FY 2005 Percentage of Operating Revenues Used for Instructional Purposes
  - Operating Revenues = Total operating revenues + Total non-operating revenues.  
Refer to IPEDS - Finance - Part B - Revenues and Other Additions
  - Instructional Purposes = Instruction + Research + Academic support.  
Refer to IPEDS - Finance - Part C - Expenses and other Deductions
- Changes in Net Assets
  - Change in Net Assets = Total revenues & other additions - Total expenses & deductions
  - Change in Net Assets = increase (decrease) in net assets during year
  - Refer to IPEDS - Finance - Part D - Summary of Changes in Net Assets
- Ratio Analysis
  - Report all four ratios in decimals. Report negative ratios in the following format: -0.4
  - For a detailed description, download/view Ratio Analysis in Higher Education, 5th edition — Public Institutions (227k PDF) [<http://www.prager.com/ibanking/raihe5.pdf>], published by Prager, McCarthy & Sealy, LLC. Refer especially to the Appendix and to Sections IV and V. The Appendix provides the components of each of the numerators and denominators of the four ratios
  - Viability Ratio = (Expendable Net Assets) / (Total Long-term Debt)
  - Primary Reserve Ratio = (Expendable Net Assets) / (Total Expenses)
  - Net Operating Revenues Ratio = (Adjusted Net Operating Revenues) / (Adjusted Total Income)
  - Debt Burden Ratio = (Debt Service) / (Total Expenditures)

Direct questions regarding definitions or instructions for this section to Lady Branham at (800) 621-7440 x.137 or lbranham@hlcommission.org

	(Previous)	New
1. Instructional Spending per Student FTE:	(19,759)	17,743
2. % of Revenues Used for Instructional Purposes:	(64)	60.42
3. Last Audited Fiscal Year (enter as "2003-2004"):	(2003)	2004-2005
4. Change in Net Assets:	(-3227186)	37640100
5. Viability Ratio:(82.29)	92.68	
6. Primary Reserve Ratio:	(36.83)	40.14
7. Net Operating Revenues Ratio:	(-1.28)	3.47
8. Debt Burden Ratio:	(2.23)	2.77
9. Moody's Bond Rating (if applicable):	(AA- Standard & Poors, Fitch)	AA-
10. Standard and Poor's Bond Rating (if applicable):	(AA- Standard & Poors, Fitch)	AA-

Notes regarding the financial information reported above: You have not submitted any notes regarding the above data.



## OFF CAMPUS ACTIVITIES — OTHER CAMPUSES (do NOT include main/home campus)

Report information current as of the date of submission of this Data Update.

### Definitions:

- Other Campus (do NOT include main/home campus)
  - students can complete at least one degree program
  - campus personnel provide a full range of administrative and student services
  - has an administrative head (e.g. a campus dean or provost)
- In State — Other Campus is in addition to the main campus and is in the institution’s home state
- Out of State — Other Campus is outside of the institution’s home state
- Out of USA — Other Campus is outside of the 50 United States
  - include Other Campuses located in US territories in this category
  - DO NOT include study abroad in this category
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

### Previously Reported Other Campuses

Location	Name of Other Campus	City	State	Country	Student Headcount	
					Grad	Undergrad

### Report New “Other Campuses”

Location	Name of Other Campus	City	State	Country	Student Headcount	
					Grad	Undergrad



## OFF CAMPUS ACTIVITIES — SITES

Report information current as of the date of submission of this Data Update.

### Definitions:

- Site
  - students can complete 50% or more of a degree program
  - include degree completion programs
  - DOES NOT have a full range of administrative and student services staffed by institution’s personnel
  - administrative and student services may be provided from the home campus
- In State — Site is in the institution’s home state
- Out of State — Site is outside of the institution’s home state
- Out of USA — Site is outside of the 50 United States
  - include states located in US territories in this category
  - do not include study abroad in this category

Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

## Previously Reported Sites

Location	Name of Other Campus	City	State	Country	Program Type Restrictions	Student Headcount	
						Grad	Undergrad
In State	Dearborn School District	Dearborn	MI	United States	Total Degree &	<100	0
In State	Detroit Public Schools	Detroit	MI	United States	50% - 99% & None	<100	0
In State	Focus Hope	Detroit	MI	United States	50% - 99% &	0	<100
In State	Mott Community College	Flint	MI	United States	50% - 99% &	<100	0
In State	Michigan Library Consortium	Lansing	MI	United States	50% - 99% &	<100	0
In State	Pontiac School District	Pontiac	MI	United States	50% - 99% &	<100	0
In State	Warren Consolidated School District	Warren	MI	United States	50% - 99% &	<100	0
In State	Wayne RESA	Wayne	MI	United States	Total Degree &	<100	0
In State	Wyandotte Public Schools	Wyandotte	MI	United States	Total Degree &	<100	0
Out of State	Bureau of Land Management	Phoenix	AZ	United States Other	50% - 99% &	<100	0

## Report New Sites

Location	Name of Other Campus	City	State	Country	Program Type Restrictions	Student Headcount	
						Grad	Undergrad
In State	University Center at Macomb	Clinton Township	MI	United States	Total Degree & None	72	330
In State	Ford Motor Company	Dearborn	MI	United States	Total Degree & None	<100	0
In State	Wayne County Center	Detroit	MI	United States	Total Degree & None	121	1145
In State	Oakland Center	Farmington Hills	MI	United States	Total Degree & None	1396	2391
In State	St Clair Community College (SC4)	Port Huron	MI	United States	50% - 99% & None	0	16

## OFF CAMPUS ACTIVITIES — IN STATE COURSE LOCATIONS (Previous Year's Data in Parenthesis)

Report information current as of the date of submission of this Data Update.

### Definitions:

- Course Location
  - students can complete up to, but not including, 50% of a degree program

- include locations for dual enrollment, if applicable
  - do not include non-credit courses
- In State — Course location is in institution’s home state
  - Headcount
    - may be duplicated
    - is the sum of all headcount at all in-state course locations

Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

	(Previous)	New
1. Number of locations:	(2)	2
2. Total headcount of these locations:	(2449)	602



## OFF CAMPUS ACTIVITIES — OUT OF STATE COURSE LOCATIONS

Report information current as of the date of submission of this Data Update.

### Definitions:

- Course Location
  - students can complete up to, but not including, 50% of a degree program
  - include locations for dual enrollment, if applicable
  - do not include non-credit courses
- Out of State — course location is outside of institution’s home state
- Out of USA — course locations in US territories in this category
  - DO NOT include study abroad in this category
- Headcount may be duplicated

Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

### Previously Reported Course Locations

Location	Name of Location	City	State	Country	Restrictions	# Course	Student Headcount	
							Grad	Undergrad

### Report New Course Locations

Location	Name of Location	City	State	Country	Restrictions	# Course	Student Headcount	
							Grad	Undergrad
Out of State	Bureau of Land Management	Phoenix	AZ	United States	Other	2	<100	0



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## DUAL ENROLLMENT (Previous Year's Data in Parenthesis)

### Definitions:

Report dual enrollment headcount from Fall 2005.

- Dual Enrollment — Students are enrolled in high school simultaneous to earning college credit at your institution
- Headcount is unduplicated
- Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

	(Previous)	New
Total dual enrollment student headcount:	(0)	14

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## DISTANCE EDUCATION PROGRAMS

Report information current as of the date of submission of this Data Update.

### Definitions:

- Distance Education Program
  - include degree, degree completion and certificate programs
  - students can complete the entire degree, degree completion or certificate at a distance, except for the possibility of an orientation or proctored exams at a specific site
  - the program is asynchronous
  - the program is specifically and intentionally designed to be a distance program
- Program Name — includes both the degree level or certificate and the CIP code program name
  - Example 1: a BA in English and a BA in Philosophy would be reported as two separate programs
  - Example 2: an AAS in Accounting and a certificate in Accounting would be reported as two separate programs
  - Sample program name entries:
    - “Certificate in Accounting”
    - “AAS in Accounting”
    - “BA in English”
  - List all programs separately following the preceding example
- Primary Modality — select the dominant delivery method for the named program
- Headcount is optional and unduplicated

Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

### Instructions:

- *Previously Reported Distance Education Programs appear in a list below*
  - *Update headcount for each entry:*
    - *click “Update Headcount”*
    - *enter new headcount numbers in the fields provided*
    - *click “Save”*
  - *To reformat an existing Program Name to comply with the examples above:*

- Delete the existing record
- Re-enter as a new record (see instruction below: "To add a Distance Education Program to this list")
- For any Previously Reported Distance Education Programs which are now inactive:
  - click "Delete"
  - verify that you have selected the correct record for deletion
  - click "Delete Record"
- To add a Distance Education Program to this list:
  - scroll to the bottom of this page
  - complete the fields under Report New Distance Education Programs
  - click "Save New Record"
  - newly reported records will appear in the list at the bottom of the page

## Previously Reported Distance Education Programs

Program Name	Primary Modality	Headcount	
		Grad	Undergrad

## Report New Distance Education Programs

Program Name	Primary Modality	Headcount	
		Grad	Undergrad
Master of Business Administration	Internet	0	0



## COLLABORATIVE EDUCATION

Report information from Fall 2005.

### Definitions:

- Collaborative Education
  - refers to programs offered by your institution
  - requires the student to be involved with another institution for completion of a degree or certificate program
  - your institution has a formal consortia or collaborative arrangement with the other institution
  - your institution issues the degree or certificate
  - do not include "2+2" programs
  - do not include clinicals or internships
- Program Name - includes both the degree level or certificate and the CIP code program name
  - Example 1: a BA in English and a BA in Philosophy would be reported as two separate programs
  - Example 2: an AAS in Accounting and a certificate in Accounting would be reported as two separate programs
  - Sample program name entries:
    - "Certificate in Accounting"
    - "AAS in Accounting"
    - "BA in English"
  - List all programs separately following the preceding example
- Consortium/Institution name
  - if the collaborative agreement carries a formal title, use that title
  - if the collaborative agreement does not carry a formal title, list the partner institution
  - if you have collaborative agreements for the same program but with more than one institution, each is a separate entry

- Headcount
  - report Fall 2005 unduplicated numbers

Direct questions regarding definitions or instructions for this section to Lil Nakutis at (800) 621-7440 x.113 or lnakutis@hlcommission.org

**Instructions:**

- *Previously Reported Collaborative Education appear in a list below*
  - *Update headcount for each entry:*
    - *click “Update Headcount”*
    - *enter new headcount numbers in the fields provided*
    - *click “Save”*
  - *To reformat an existing Program Name to comply with the examples above:*
    - *Delete the existing record*
    - *Re-enter as a new record (see instruction below: “To add a Collaborative Education entry to this list”)*
  - *For any Previously Reported Collaborative Education which are now inactive:*
    - *click “Delete”*
    - *verify that you have selected the correct record for deletion*
    - *click “Delete Record”*
  - *To add a Collaborative Education entry to this list:*
    - *scroll to the bottom of this page*
    - *complete the fields under Report New Collaborative Education*
    - *click “Save New Record”*
    - *newly reported records will appear in the list at the bottom of the page*

**Previously Reported Collaborative Education**

Program Name	Consortium/Institution Name	Total Headcount
BS in Manufacturing Engineering Technology	Greenfield Coalition Focus Hope	34

**Newly Reported Collaborative Education**

Program Name	Consortium/Institution Name	Total Headcount
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