

Institutional Update 2017-2018

Muskegon Community College(1351)

Institutional Update 2017-2018

Institution Information

Instructions

- If the name of your institution has changed, you must notify your HLC staff liaison.
- Enter the **Main Phone Number** that should be used for public contact with the institution.
- Do not enter ampersands or HTML characters.

Ownership of the Institution

- Ownership of the institution is the full name of an entity that owns or controls the institution. Such entities include the ultimate corporate parent, denomination or other organization. If the institution is a public institution, enter Not Applicable.
- Ultimate corporate parent is a company that controls other, smaller businesses by owning an influential amount of voting stock or control. Parent companies are typically larger firms that exhibit control over one or more small subsidiaries in either the same industry or complimentary industries. Parent companies can be either hands-on or hands-off with subsidiaries, depending on the amount of managerial control given to subsidiary managers.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Institution Information
Name	Muskegon Community College
Mailing Address 1	221 S. Quarterline Rd.
Mailing Address 2	
City	Muskegon
State	Michigan
Country	United States
Postal Code	49442
Main Phone Number	(231) 773-9131
Extension	
Fax	(231) 777-0452
Website	www.muskegoncc.edu

What is the enabling or authorizing legislation for the institution?

- Report the name of the act or statutory citation that enables or authorizes your institution. Contact your institution's in-house legal counsel for the information.

Michigan Constitution 1963

Contact Information

Instructions

- 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 the permanent position is vacant, enter the interim or acting officer.
- For each contact, indicate whether you made no change, updated the existing contact's information or replaced the person with a new contact.
- Check the Not Applicable box under each field that is left blank (even where you made no changes to a contact's information).

Chief Executive Officer

- The principal administrative official responsible for the direction of all affairs and operations of the institution.
- The official who directs the post-secondary education component of the institution, and who may report to a governing board.

Chief Academic Officer

- The senior academic administrator at the institution.

Chief Financial Officer

- The principal administrative official for the finances of the institution.

Accreditation Liaison Officer

- Is appointed by your CEO.
- Serves as the primary contact between your institution and HLC.
- Communicates changes at the institution to HLC and responds to communication from HLC.
- Provides oversight for the institution's currency, accuracy, and timeliness of institutional information submitted to HLC, including the Institutional Update.

Data Update Coordinator

- Is appointed by your CEO.
- Is responsible for the accuracy and completion of the Institutional Update.
- Serves as the contact between your institution and HLC regarding the Institutional Update and is responsible for the timely submission of the Institutional Update.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Have you made changes to the Chief Executive Officer contact information below?

(Select one)

- ☒ No Change
- ☐ Update Contact (new information for this person)
- ☐ New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Chief Executive Officer
Prefix	Dr.
First	Dale
Middle	K.
Last	Nesbary
Suffix	
Title	President
Institution Name	Muskegon Community College
Address 1	221 S. Quarterline Rd
Address 2	
City	Muskegon
State	Michigan
Postal Code	49442
Country	United States
Phone	(231) 777-0311
Extension	
Fax	(231) 777-0312
Email Address	dale.nesbary@muskegoncc.edu

Have you made changes to the Chief Academic Officer contact information below?

(Select one)

- ☒ No Change
- ☐ Update Contact (new information for this person)
- ☐ New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Chief Academic Officer (CAO)
Prefix	Ms.
First	Kelley
Middle	
Last	Conrad
Suffix	
Title	Vice President for Academic Affairs
Institution Name	Muskegon Community College
Address 1	221 S. Quarterline Rd.
Address 2	
City	Muskegon
State	Michigan
Postal Code	49442
Country	United States
Phone	(231) 777-0321

Extension	
Fax	(231) 777-0452
Email Address	kelley.conrad@muskegoncc.edu

Have you made changes to the Chief Financial Officer contact information below?

(Select one)

- ☒ No Change
- ☐ Update Contact (new information for this person)
- ☐ New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Chief Financial Officer
Prefix	Mr.
First	Kenneth
Middle	
Last	Long
Suffix	
Title	Director of Finance
Institution Name	Muskegon Community College
Address 1	221 S. Quarterline Rd.
Address 2	
City	Muskegon
State	Michigan

Postal Code	49442
Country	United States
Phone	(231) 777-0560
Extension	
Fax	
Email Address	kenneth.long@muskegoncc.edu

Have you made changes to the Accreditation Liaison Officer contact information below?

(Select one)

- ☒ No Change
- ☐ Update Contact (new information for this person)
- ☐ New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Accreditation Liaison Officer (ALO)
Prefix	Dr.
First	Edward
Middle	
Last	Breitenbach
Suffix	
Title	Dean of Instruction & Assessment
Institution Name	Muskegon Community College
Address 1	221 S. Quarterline Rd.

Address 2	
City	Muskegon
State	Michigan
Postal Code	49442
Country	United States
Phone	(231) 777-0526
Extension	
Fax	(231) 777-0452
Email Address	edward.breitenbach@muskegoncc.edu

Have you made changes to the Data Update Coordinator contact information below?

(Select one)

- ☒ No Change
- ☐ Update Contact (new information for this person)
- ☐ New Contact (new person in this role)

Check the Not Applicable box if you leave any field blank.

Contact Type	Data Update Coordinator
Prefix	Mr.
First	Eduardo
Middle	
Last	Bedoya
Suffix	

Title	Director of Institutional Research and Grants
Institution Name	Muskegon Community College
Address 1	221 S. Quarterline Rd
Address 2	
City	Muskegon
State	Michigan
Postal Code	49442
Country	United States
Phone	(231) 777-0332
Extension	
Fax	
Email Address	eduardo.bedoya@muskegoncc.edu

Financial Information

Instructions

- Only information for the current data collection year can be updated. Data from previous years is for informational purposes only.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	FY 2017	FY 2016	FY 2015
Ending month of fiscal year:	June	June	June
Last completed audit year:	2017	2016	2015
Did you receive your last completed audit within 6 months of the close of your fiscal year?	Yes	Yes	Yes
Was your most recent financial audit UNQUALIFIED?	Yes	Yes	Yes
Did your most recent audit report include a going concern for disclosure?	No	No	No

Instructions

- **To complete this section, utilize your last complete fiscal year audit.**
 - **Please Note:** Public institutions will be required to submit financial data twice. The first time, institutions will be asked to submit data directly from their audited financial statements, which will include the impact of GASB 68. (GASB 68 is a Statement on Accounting and Financial Reporting for Pensions issued by the Governmental Accounting Standards Board.)
 - The second instance, institutions are asked to submit data adjusted to exclude the impact of GASB 68.
- Guidelines and illustrations regarding the financial ratios for public institutions are found in [Strategic Financial Analysis for Higher Education, 7th ed.](#)
- Calculate the Composite Financial Index using this [worksheet](#).
- **Note:** all strength factors are limited to a scale of -4 to 10.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- There are four sections for each year. Be sure to enter all information.
- Only data for the current data collections year can be updated. Data from previous years are for informational purposes only.
- The **Viability** strength factor is set to 10 when there is no long-term debt.

Data submitted in the previous two years are shown.

Numerator Total

Same total as in viability.

Change in Net Value

Consolidated amounts should be used, if available.

Institutional Long-Term Debt

Information not obtained from the financial statements directly since this information is usually contained in the notes.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Primary Reserve Ratio Calculation

	FY 2017	FY 2016	FY 2015
Institution unrestricted net assets	-23765514.00	-23454616.00	-20018784.00
Institution expendable restricted net assets	356529.00	335744.00	3005320.00
Component Unit (C.U.) unrestricted net assets	0.00	0.00	0.00
C.U. temporarily restricted net assets	0.00	0.00	0.00

C.U. net investment in plant	0.00	0.00	0.00
Numerator Total	-23408985.00	-23118872.00	-17013464.00
Institution operating expenses	45047537.00	41690274.00	39818656.00
Institution non-operating expenses	879113.00	1020651.00	871516.00
C.U. total expenses	0.00	0.00	0.00
Denominator Total	45926650.00	42710925.00	40690172.00
Primary reserve ratio	-0.51	-0.54	-0.42
Primary reserve strength	-3.83	-4.00	-3.14
Primary reserve weight	0.35	0.35	0.35
Primary reserve CFI	-1.34	-1.40	-1.10

Net Operating Revenue Ratio Calculation

	FY 2017	FY 2016	FY 2015
Institution operating income (loss)	-22171720.00	-19755042.00	-18434505.00
Institution net non-operating revenues	21488529.00	19474309.00	19706174.00
C.U. change in unrestricted net assets	0.00	0.00	0.00
Numerator Total	-683191.00	-280733.00	1271669.00
Institution operating revenues	22875817.00	21935232.00	21384151.00
Institution non-operating revenues	22367642.00	20494960.00	20577690.00
C.U. total unrestricted revenues	0.00	0.00	0.00
Denominator Total	45243459.00	42430192.00	41961841.00
Net operating revenue ratio	-0.02	-0.01	0.03
Net operating revenue strength	-1.16	-0.51	2.33
Net operating revenue weight	0.10	0.10	0.10
Net operating revenue CFI	-0.12	-0.05	0.23

Return on Net Assets Ratio Calculation

	FY 2017	FY 2016	FY 2015
Change in net assets plus C.U. change in net assets	3809402.00	4366067.00	1271669.00
Total net assets + C.U. total net assets (beginning of year)	3475332.00	-890735.00	-2162404.00
Return on net assets ratio	1.10	-4.90	-0.59
Return on net assets strength	10.00	-4.00	-4.00
Return on net assets weight	0.20	0.20	0.20
Return on net assets CFI	2.00	-0.80	-0.80

Viability Ratio Calculation

	FY 2017	FY 2016	FY 2015
Expendable net assets (from Primary Reserve Numerator)	-23408985.00	-23118872.00	-17013464.00
Institution long-term debt (total project-related debt)	28056941.00	29055159.00	30267773.00
C.U. long-term debt (total project-related debt)	0.00	0.00	0.00
Total long-term + C.U. debt (total project-related debt)	28056941.00	29055159.00	30267773.00
Viability ratio	-0.83	-0.80	-0.56
Viability strength	-2.00	-1.91	-1.35
Viability weight	0.35	0.35	0.35
Viability CFI	-0.70	-0.67	-0.47

	FY 2017	FY 2016	FY 2015
Total Composite Financial Indicator Score	-0.16	-2.92	-2.14
Comments	Negative CFI due to GASB 68	Negative CFI due to GASB 68	Negative CFI due to GASB 68

Instructions

- **To complete this section, utilize your last complete fiscal year audit.**
 - **Please Note:** Public institutions will be required to submit financial data twice. The first time, institutions will be asked to submit data directly from their audited financial statements, which will include the impact of GASB 68. (GASB 68 is a Statement on Accounting and Financial Reporting for Pensions issued by the Governmental Accounting Standards Board.)
 - The second instance, institutions are asked to submit data adjusted to exclude the impact of GASB 68.
- Guidelines and illustrations regarding the financial ratios for public institutions are found in [Strategic Financial Analysis for Higher Education, 7th ed.](#)
- Calculate the Composite Financial Index using this [worksheet](#).
- **Note:** all strength factors are limited to a scale of -4 to 10.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- There are four sections for each year. Be sure to enter all information.
- Only data for the current data collections year can be updated. Data from previous years are for informational purposes only and do not reflect any impact of GASB 68.
- The **Viability** strength factor is set to 10 when there is no long-term debt.

Data submitted in the previous two years are shown.

Numerator Total
Same total as in viability.

Change in Net Value
Consolidated amounts should be used, if available.

Institutional Long-Term Debt
Information not obtained from the financial statements directly since this information is usually contained in the notes.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

GASB Primary Reserve Ratio Calculation

	FY 2017	FY 2016	FY 2015
Institution unrestricted net assets	7241409.00	6781312.00	10032686.00
Institution expendable restricted net assets	356529.00	335774.00	3005320.00
Component Unit (C.U.) unrestricted net assets	0.00	0.00	0.00
C.U. temporarily restricted net assets	0.00	0.00	0.00

C.U. net investment in plant	0.00	0.00	0.00
Numerator Total	7597938.00	7117086.00	13038006.00
Institution operating expenses	45047537.00	41690274.00	39616947.00
Institution non-operating expenses	879113.00	1020651.00	871516.00
C.U. total expenses	0.00	0.00	0.00
Denominator Total	45926650.00	42710925.00	40488463.00
Primary reserve ratio	0.17	0.17	0.32
Primary reserve strength	1.24	1.25	2.42
Primary reserve weight	0.35	0.35	0.35
Primary reserve CFI	0.44	0.44	0.85

GASB Net Operating Revenue Ratio Calculation

	FY 2017	FY 2016	FY 2015
Institution operating income (loss)	-21400725.00	-19570584.00	-18232796.00
Institution net non-operating revenues	21488529.00	19474309.00	19706174.00
C.U. change in unrestricted net assets	0.00	0.00	0.00
Numerator Total	87804.00	-96275.00	1473378.00
Institution operating revenues	22875817.00	21935232.00	21384151.00
Institution non-operating revenues	22367642.00	20494960.00	20577690.00
C.U. total unrestricted revenues	0.00	0.00	0.00
Denominator Total	45243459.00	42430192.00	41961841.00
Net operating revenue ratio	0.00	0.00	0.04
Net operating revenue strength	0.15	-0.17	2.70
Net operating revenue weight	0.10	0.10	0.10
Net operating revenue CFI	0.01	-0.02	0.27

GASB Return on Net Assets Ratio Calculation

	FY 2017	FY 2016	FY 2015
Change in net assets plus C.U. change in net assets	4580397.00	4550525.00	1473378.00
Total net assets + C.U. total net assets (beginning of year)	34482255.00	29160735.00	27687357.00
Return on net assets ratio	0.13	0.16	0.05
Return on net assets strength	6.64	7.80	2.66
Return on net assets weight	0.20	0.20	0.20
Return on net assets CFI	1.33	1.56	0.53

GASB Viability Ratio Calculation

	FY 2017	FY 2016	FY 2015
Expendable net assets (from Primary Reserve Numerator)	7597938.00	7117086.00	13038006.00
Institution long-term debt (total project-related debt)	28056941.00	29055159.00	30267773.00
C.U. long-term debt (total project-related debt)	0.00	0.00	0.00
Total long-term + C.U. debt (total project-related debt)	28056941.00	29055159.00	30267773.00
Viability ratio	0.27	0.24	0.43
Viability strength	0.65	0.59	1.03
Viability weight	0.35	0.35	0.35
Viability CFI	0.23	0.21	0.36

	FY 2017	FY 2016	FY 2015
Total Composite Financial Indicator Score	2.01	2.19	2.01
Comments	Excludes GASB 68	Excludes GASB 68	Excludes GASB 68

Federal Compliance

Instructions

- Adding or modifying the Academic Term may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's website.
- Institutions are required to disclose to HLC if another recognized accrediting agency has placed the institution on a sanction or Probation, or if it has been subject to Adverse Action, including the denial of accreditation or withdrawal of accreditation. HLC policy requires disclosures to be made regarding such actions from any accrediting agency that is recognized by the U.S. Department of Education and/or Council on Higher Education Accreditation (CHEA). HLC is displaying data based on information received from either the institution or the agency, regardless of status. This list may be incomplete.
- If the institution is on a sanction or Probation with a recognized agency that is not listed, if the institution has been subject to Adverse Action from another recognized accrediting agency that is not listed, or if the standing displayed with an agency is not correct, please contact HLC directly at legalaffairs@hlcommission.org. In the correspondence, please include a copy of the most recent Action Letter from the agency and the change being requested. Institutions do not need to report additional accreditation relationships that are not displayed if the institution is in good standing with the agency. An end date is only displayed if HLC has a record of the institution's accreditation relationship with the listed agency having ceased.
- Check with your registrar or financial aid officer for assistance in completing the section on **Title IV Financial Aid**. Also see the Federal Compliance Program Guide on HLC's [website](#).
 - Adding or modifying **Clock or Credit Hours** may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's [website](#).
 - Identify the institution's **FY2015 Three-Year Draft Cohort Default Rate for Student Loans**, which was released by the U.S. Department of Education to institutions in February 2018.
 - Enter the percentage of first-time, full-time students receiving **Pell Grants** at your institution. Enter the average amount of grant aid received per student. The Pell Grant information should be from the 2017-2018 IPEDS Financial Aid Survey which covered 2016-2017.

Semester: An academic year that consists of two semesters during the academic year with about 14-17 weeks for each semester of instruction. There may be an additional summer semester.

Trimester: An academic year that consists of three terms of about 15 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 as defined by the institution. 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).

Clock Hour Program

Check with the institution's financial aid officer to determine if the institution offers any programs in clock hours OR that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs. Such programs typically include those required to be

identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing, or other programs in licensed fields.

- Federal Formula for Minimum Number of Clock Hours of Instruction
 - One semester of trimester hour must included at least 37.5 clock hours of instruction.
 - One quarter hour must include at least 25 clock hours of instruction.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view accrediting agencies reported to HLC.

There are no accrediting agencies.

I have reviewed the list of accrediting agencies provided and made any necessary changes by contacting legalaffairs@hlcommission.org

<u>X</u>	Yes		No
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Academic Term

(Select all that apply)

_____	Continuous
_____	Four-one-four
_____	Modular
_____	Quarter
<u> X </u>	Semester
_____	Trimester

Does the institution have a formal student refund policy?

(Select one)

 X Yes No

Does the institution report any degree program, certificate or other academic program to the U.S. Department of Education in clock hours for Title IV purposes?

(Select one)

 Yes X No

If Yes, how many academic programs are reported in clock hours? (select Not Applicable if previous question was answered "No")

Not Applicable

Identify the institution's FY 2015 Three-Year Draft Cohort Default Rate for student loans.

19.20

Enter the percentage of first-time, full-time students receiving Pell Grants.

50.00

Enter the average amount of Pell Grant aid received by these students.

4187.00

Does the institution provide information to students and the public about student achievement?

(Select one)

☐

Yes

☒

No

Student Head Count by Level

Instructions

- Report your numbers as of your institution's **IPEDS Fall 2017** reporting date.
- Enter data as reported in Part A - Fall Enrollment.
- Head count is unduplicated.
- Enter zero if there is no enrollment.
- Do not include undergraduate non-degree/non-certificate seeking students (which include dual credit students). Dual credit students will be addressed in a separate section of the survey.

Full-time degree/certificate-seeking undergraduates are those students enrolled for:

- 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Enter IPEDS data as displayed in Part A - Fall Enrollment for Full-time Undergraduate Students, Grand Total (men+women), Total Degree/Certificate Seeking.
- 4- or 5-year Bachelor's degree 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.

Part-time degree/certificate-seeking undergraduates are those students enrolled for:

- Either less than 12 semester or quarter credits, or less than 24 contact hours a week each term.
- Enter IPEDS data as displayed in Part A - Fall Enrollment for Part-time Undergraduate Students, Grand Total (men+women) Total Degree/Certificate Seeking.
- 4- or 5-year Bachelor's degree 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.

Full-time graduates are those students enrolled for:

- 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Enter IPEDS data as displayed in Part A - Fall Enrollment for Graduate Students, Grand Total (men+women), Total full-time students.
- Any graduate programs.
- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.

- Thesis or dissertation credits.

Part-time graduates are those students enrolled for:

- Less than 9 semester or quarter credits.
- Enter IPEDS data as displayed in Part A - Fall Enrollment for Part-time Graduate Students, Grand Total (men+women) Total part-time students.
- Any graduate programs.
- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
- Thesis or dissertation credits.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Undergraduate Head Count	1488	1466
Part-time Undergraduate Head Count	2823	2957
Full-time Graduate Head Count	0	0
Part-time Graduate Head Count	0	0

Student Head Count by Category

Instructions

- Report your numbers based on **IPEDS Fall 2017 reporting date**.
- Head count may be duplicated.
- Include both full and part time students.

Degree-Seeking Undergraduates are students enrolled in a degree program at the undergraduate level.

Post-Baccalaureate Certificate-Seeking Students are students enrolled in a credit-bearing certificate program above the baccalaureate level.

Post-Baccalaureate Degree-Seeking Students are students enrolled in a degree program above the baccalaureate level.

Non-Degree Seeking Students are students enrolled for credit who are not recognized by the institution as seeking a degree or formal award.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Certificate Seeking Undergraduate	283	270
Degree Seeking Undergraduate	3121	3171
Post-Baccalaureate Certificate-Seeking	0	0
Post-Baccalaureate Degree-Seeking	0	0
Non-Degree Seeking	900	982

Institutional Head Count

Instructions

- Report your numbers as of your institution's **IPEDS Fall 2017 reporting date**.
- Report unduplicated numbers.
- Enter zero if there are no employees for a category.
- 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.**
- Complete HLC's **Student-to-Faculty Ratio** [worksheets](#). Download [one worksheet](#) for institutions with associate and/or bachelor's level programs and [one worksheet](#) for institutions with offerings that include graduate programs. (This refers to your actual offerings rather than your Carnegie classification.)
- **Institutions offering graduate programs only should enter zero.**

Data submitted in the previous year are shown.

Full-time/Part-time Faculty

- Faculty are employees whose primary responsibilities are instruction, research and/or public service.
- Include both tenure and non-tenure track.
- Full-time faculty on sabbatical should be considered as full-time faculty.
- Adjunct faculty should be counted as part-time faculty.
- Graduate assistants should be counted as part-time faculty.

Full-time/Part-time Administration

Administration includes the following IPEDS categories:

- Management Occupations
- Business and Financial Operation Occupations
- Librarians and Library Technicians
- Archivists, Curators, Museum Technicians
- Computer, Engineering and Science Occupations
- Community, Social Service, Legal, Arts, Design, Entertainment
- Sports and Media Occupations
- Healthcare Practitioners and Technical Occupations
- Student and Academic Affairs and Other Educational Services Occupations

Full-time/Part-time Staff

Staff includes the following IPEDS categories:

- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations

- Natural Resources, Construction and Maintenance Occupations
- Production, Transportation and Material Moving Occupations

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Faculty	83	83
Part-time Faculty	204	204
Full-time Administration	54	53
Part-time Administration	0	0
Full-time Staff	74	74
Part-time Staff	4	4
Student-to-Faculty Ratio	19.09	19.00

Dual Credit

Instructions

- Report dual credit head count from **IPEDS Fall 2017 reporting date**.
- Head count is unduplicated.
- Enter zero for head count if there is no dual credit enrollment.
- Use the best estimate for the dual credits awarded for the academic year 2017-2018.

Data submitted in the previous year are shown.

Dual Credit

Dual Credit, also called concurrent enrollment, refers to courses taught to high school students for which the students receive both high school and college credit.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Total Dual Credit Student Head Count:	208	188
How many dual credits awarded in the academic year 2017-2018?	1627	1304

Certificates & Degrees Awarded

Instructions

- Report the numbers from July 1, 2016 through June 30, 2017.
- Enter zero for any category for which no certificates or degrees were awarded.

Data submitted in the previous year are shown.

Certificate Program

- Credit bearing program culminating in the awarding of a certificate or diploma but not a degree.
- A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.
- Report both graduate level and undergraduate level certificates.

Certificates Not Part of a Degree Program

- Certificates that have a minimum length of 24 semester hours (or 36 quarter hours) where the courses are not part of an already existing degree program.
- This certificate is one that is separate from any degree program offered by the institution.

Associate's Degrees

- Programs require the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Bachelor's Degrees

- Programs require the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level.
- Programs meet institutional requirements for completion of the degree and culminate in awarding of the degree.

Specialist Degrees

- Programs require the completion of college work beyond the bachelor's degree in a specific field of study.
- Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

Doctoral Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Graduate Certificates Awarded	0	0
Undergraduate Certificates Awarded	120	95
Total Certificates Awarded	120	95
Of the undergraduate certificates listed above, how many are NOT part of an existing degree program?	12	6

	Current Year	Previous Year
Associate's Degrees Awarded	493	456
Bachelor's Degrees Awarded	0	0
Master's Degrees Awarded	0	0
Specialist Degrees Awarded	0	0
Doctoral Degrees Awarded	0	0

Certificate and Degree Programs Offered

Instructions

- Enter current information of degree programs offered.
- Enter zero for any programs not offered.
- Report degree programs that are offered in CIP-defined fields of study.
- Typically the CIP-defined fields of study correspond to majors and should be carried out up to the fourth decimal point (example: 30.1301 Medieval and Renaissance Studies).
- Do not count sub-fields or concentrations within a major as separate programs.
- Adding or modifying Courses at a New Degree Level may require prior HLC approval. Details about the Commission's policies and procedures related to institutional change can be found on the Commission's [website](#).

Data submitted in the previous year are show.

Certificate Program

- Credit bearing program culminating in the awarding of a certificate or diploma but not a degree.
- A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.
- Report both graduate level and undergraduate level certificates.

Associate's Degrees

- Programs require the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Bachelor's Degrees

- Programs require the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

Master's Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level.
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Specialist Degrees

- Programs require the completion of college work beyond the bachelor's degree in a specific field of study.
- Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

Doctoral Degrees

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Total Number Credit-Bearing Certificates Offered	33	40
Associate's Degree Programs Offered	53	54
Bachelor's Degree Programs Offered	0	0
Master's Degree Programs Offered	0	0
Specialist Degree Programs Offered	0	0
Doctoral Degree Programs Offered	0	0

Distance Education & Correspondence Education

Instructions

- Review your institution's distance and/or correspondence education stipulation and confirm that you have reviewed that information. Accreditation Liaison Officers can request the Institutional Status and Requirements (ISR) report to review all stipulations.
- If the distance and/or correspondence education stipulation is not correct, contact changerequests@hlcommission.org.
- **Looking Ahead:** In an effort to present a more complete picture of the offerings at member institutions, HLC is exploring the feasibility of collecting information regarding the institutional program offerings and publishing them in the Institutional Status and Requirements (ISR) Report. More information about this project will be available in the coming years.

Distance-delivered Courses

Distance delivered courses are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

Distance-delivered Programs

Distance-delivered programs are those certificates or degree programs in which 50% or more of the required courses may be taken as distance-delivered courses.

Federal Definition for Correspondence Education

Correspondence education means (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.

Federal Definition for Distance Education

Distance education means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor; and (ii) to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmission through open broadcast, closed circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the above technologies listed in clauses (i) through (iii).

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Distance Education and Correspondence Education Stipulation

Approved for distance education courses and programs. The institution has not been approved for correspondence education.

I have reviewed the distance and/or correspondence education stipulation. If incorrect, contact changerequests@hlcommission.org.

X Yes

_____ No

Branch Campuses

Instructions

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is consistently reported to the U.S. Department of Education (USDE) and to HLC. HLC does not approve branch campuses or additional locations retroactively; therefore it is very important for institutions and the students they serve that institutions are very careful to seek approval well before any students matriculate at a new or relocated campus or additional location.

- A branch campus is "a location of an institution that is geographically apart and independent of the main campus of the institution". HLC considers a location of an institution to be independent of the main campus if the location:
 - Is permanent in nature.
 - Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential.
 - Has its own faculty and administrative or supervisory organization.
 - Has its own budgetary and hiring authority.
 - A branch campus must have all four of these attributes.
- Log in to the HLC's [Location & Campus Update System](#) to update the information on your institution's branch campuses.
 - Enter a head count range for each branch campus based on the actual or anticipated enrollment for the current year.
 - Adding or modifying a branch campus requires prior HLC approval. Details about the HLC's policies and procedures related to institutional change can be found on the [website](#).
 - The institution's locations should be reported the same to the U.S. Department of Education and HLC.

Please Note: Branch Campuses and Additional Locations Dues Calculation

- This information is used to calculate your institution's HLC membership dues. HLC will calculate your institution's dues based on the number of branch campuses and additional locations identified at the time of the Institutional Update submission. Adjustment to the dues will NOT be made based on changes that occur after the Institutional Update submission yet before the dues invoice is mailed in July.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view branch campuses reported to HLC.

There are no branch campuses.

I have reviewed the list of branch campuses provided and made any necessary changes using the Location & Campus Update System or HLC's institutional change process.

X Yes

 No

Additional Locations

Instructions

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is consistently reported to the U.S. Department of Education (USDE) and to the HLC. HLC does not approve branch campuses or additional locations retroactively; therefore, it is important that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.

- An additional location is defined as a place, geographically separate from any main or branch campus, where instruction takes place and students can do one or more of the following:
 - Complete 50 percent or more of the courses leading to a degree program.
 - Complete a full degree program.
 - Complete 50 percent or more of the courses leading to a Title IV eligible certificate.
 - Complete a degree program that they began at another institution even if the degree completion program provides less than 50 percent of the courses leading to a degree program.
 - There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition. An additional location may have five students or 500 students; it might be five miles or 500 miles from the main or other campus.
 - An additional location typically does not have a full range of administrative and student services staffed by the facilities personnel; such services may be provided from the main campus or another campus.
 - A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video, or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.
- Log in to the HLC's [Location & Campus Update System](#) to update the information on your institution's additional locations.
 - Enter a head count range for each additional location based on the actual or anticipated enrollment for the current year.
 - Adding or modifying an additional location may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on the [website](#).

Please Note: Branch Campuses and Additional Locations Dues Calculation

- This information is used to calculate your institution's HLC membership dues. HLC will calculate your institution's dues based on the number of branch campuses and additional locations identified at the time of the Institutional Update submission. Adjustment to the dues will NOT be made based on changes that occur after the Institutional Update submission yet before the dues invoice is mailed in July.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view additional locations reported to HLC.

Name	Status	Address	Open Date	Title IV Eligible	Head Count	Program Type	Location Type
Grand Haven Community Center	Active	421 Columbus Street Grand Haven, MI 49417	01/07/2013	Yes	100-499	Total Degree	In State
Newaygo County Regional Education Service Center (NCRESA)	Active	4747 W 48th Street Fremont, MI 49412	10/07/2013	Yes	100-499	Total Degree	In State

I have reviewed the list of additional locations provided and made any necessary changes using the Location & Confirmation Update System or HLC's institutional change process.

 X Yes

 No

Contractual Arrangements

Instructions

All arrangements previously approved are displayed. Please verify that data shown are correct.

- You will need to assure all contractual arrangements meet the following definition:
 - The contractual partner is not accredited by a recognized accreditor
 - The contractual partner provides a percentage of the academic content of one or more degree programs of Title IV eligible certificate programs
 - The contractual partner provides academic content not just a course delivery platform
 - Your institution issues the degree or certificate for these programs
- Adding or modifying a contractual arrangement may require prior HLC approval. Details about HLC's policies and procedures related to institution change can be found on HLC's [website](#).

Contractual Arrangements

The initiation, modification or renewal of a contractual or other arrangement wherein an institution outsources some portion of one or more of its educational programs (including instruction, oversight of the curriculum, assurance of the consistency in the level and quality of instruction and in expectations of student performance and/or the establishment of the academic qualifications for instructional personnel) to any of the following parties: an unaccredited institution; an institution that is not accredited by an accreditor recognized by the U.S. Department of Education; or a corporation or other entity.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view contractual arrangements reported to HLC.

There are no contractual arrangements.

I have reviewed the list of contractual arrangements provided and made any necessary changes using HLC's institutional change process.

 X Yes

 No

Consortial Arrangements

Instructions

All arrangements previously reported are displayed. Please verify that data shown are correct. (Please note: HLC requires no reporting of a consortial arrangement if 24% or less of the credits in a degree or certificate program are coming from the consortial partner(s). These arrangements are not displayed.)

- You will need to assure that the consortial arrangements meet this definition:
 - The participating organization(s) are accredited by an agency that is recognized by the U.S. Department of Education as an institutional accreditor whose scope of recognition includes the accreditation of degree-granting institutions and covers the full range of academic degrees potentially offered by the institution. By being recognized by the U.S. Department of Education as a gatekeeper agency, the accreditor fulfills specific, federally defined responsibilities within the accreditation process.
 - The participating organization(s) provide 50% or more of the academic content of one or more degree programs or Title IV eligible certificate programs.
 - Your institution issues the degree or certificate for these programs.
- Adding or modifying a consortial arrangement may require prior HLC approval. Details about HLC's policies and procedures related to institutional change can be found on HLC's [website](#).

Consortial Arrangements

The initiation, modification or renewal of a consortial or other arrangement wherein a consortium of institution(s) accredited by an accreditor recognized by the U.S. Department of Education provides a significant portion of the academic program.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view consortial arrangements reported to HLC.

Consortium Name	Program	Associated Institutions	State/Country	Start Date	Head Count
MCC / MSU Agriculture Program	01.0101, Associate, Agriculture Degree	Michigan State University	, US	09/05/2016	

I have reviewed the list of consortial arrangements provided and made any necessary changes using HLC's institutional change process.

X Yes

_____ No