**ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS**
750 FIRST STREET, NE, SUITE 980     • WASHINGTON, D.C.  20002-4241 • (202) 336-6780

GUIDELINES AND INSTRUCTIONS FOR COMPLETING THE
2010 ANNUAL INSTITUTIONAL REPORT

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## I.    GENERAL GUIDELINES

The 2010 Annual Institutional Report (AIR) is located on the ACICS Web site, www.acics.org, under "Applications" and then side bar "Annual Institutional Report." All currently accredited main and branch campuses are required to file the report. A memo containing the ACICS ID Code (User Name) and Password has been sent to the primary contact of each main and branch campus. An institution's obligation to file an AIR is not fulfilled until a completed report is received by ACICS.

The AIR is a yearly requirement separate and apart from any reports or documents required during the evaluation process. All institutions, including those currently undergoing reevaluation or preparing for any type of evaluation, must submit this report.

The instructions that follow should be used to answer the questions. Appropriate back-up data to support the AIR and a current catalog must be submitted electronically. *Please see pages 16 and 19 for additional information.*

A **$500 Late Fee** will be assessed for on-line submissions of the report, the back-up data or the catalog received **after September 15, 2010.**

No extensions will be granted.

A **$250 Revision Fee** will be assessed for reports revised after the Annual Institutional Report has been submitted. No exceptions will be made.  The AIR will be permanently locked **November 15, 2010**.  Institutions seeking to make revisions after November 15 must contact the ACICS office.  If approved, revisions submitted after November 15 must be submitted in hard copy.  Institutions will be assessed a $250 Revision Fee.

## II.    ACICS RETENTION AND PLACEMENT STANDARDS

The Council's retention and placement standards are 60% and 65% respectively.  An institution with retention and/or placement rates not in keeping with Council standards may be subject to reporting.  Institutions that fall below the Council's standards may submit to the ACICS office a narrative explanation detailing any mitigating circumstances that contributed to the institution's retention and/or placement rates.  All explanations and any supporting documentation must be submitted electronically by **September 15, 2010** to Ms. Terron King, at Tking@acics.org.

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III.     REMINDER OF CHANGES TO THE AIR

The Council has approved changes to the 2010 Annual Institutional Report.  These changes have been made to aid the Council in the collection of additional information pertaining to distance educational activities and inter-institutional collaboration, , and to permit institutions to report the number of students who graduate from a program (along with their placement status) and who enter another program at the same institution within the same reporting period.

**DISTANCE EDUCATION**

**INSTITUTION DATA & PROGRAM DATA**
[EXISTING QUESTION]
6. Of the total enrollment (#3 above), how many:
…
c.  Enrolled in one or more courses through distance learning
     delivery mode?

[NEW QUESTIONS]
7.[FOR INSTITUTIONAL DATA, #5. FOR PROGRAM DATA]  Of the number of students enrolled in one or more courses through distance learning (6c), how many:
        a.) Were at least partially on-ground students but enrolled in one or more distance
        learning courses (hybrid)?

        b. Were classified as fully online or 100% distance learning students?

**INSTITUTION DATA**
**Inter-Institutional Collaboration**
18.  Does the institution participate in a Consortium agreement with another entity?
     (Yes No)

19.  Does the institution serve as a Host Institution under a Consortium arrangement?
     (Yes/No/NA)

20.  Is the Consortium agreement among institutions operated by the owning corporation?
     (Yes/No/ NA)

**PROGRAM DATA**
[NEW INTRODUCTORY QUESTION)]
**Modes of Instructional Delivery Offered (check one only)**
        ( ) 100% on ground
        ( ) 100% online
        ( ) Hybrid
        ( ) 100% on ground and hybrid
        ( ) 100% on ground and 100% online
        ( ) 100% on ground, 100% online, and hybrid

## GRADUATES

In order to make it possible for institutions to describe accurately students who graduate from a program and then re-enroll in another program during the same reporting year, the Council has approved three changes: (1) to modify the definitions of "new starts" and "graduate," (2) to include an additional question about the number of such students, and (3) to add a calculation in order to determine the "total unduplicated headcount."

**MODIFIED DEFINITIONS** [These definitions apply to both institution and program data. Deletions are indicated by ~~strikethroughs~~, additions by underlining]

**Question 2A – New Starts.**  Determine the number of students who enrolled in your institution for the first time between July 1, 2009 and June 30, 2010.  These are students who had never enrolled in your institution prior to this reporting period <u>or who had enrolled and then graduated from a program and have subsequently enrolled for the first time in a different program than the one from which they graduated.</u>

**Question 8c – Enrollees Who Graduated from a Program**
A **graduate** (graduates must fulfill all of the following criteria):
Has achieved a GPA of 2.0 or greater at graduation
Has successfully passed all courses in the program or substitute courses permitted by the institution
Has attained required competencies or speed levels in all courses
Has met all clinical, internship, and externship requirements
Has satisfied all other academic requirements for graduation
Has satisfied all non-academic requirements for graduation such as payment of tuition and fees, return of books, etc.
Has received the appropriate credential
Ceased enrollment in ~~a~~ <u>the</u> program at the institution

**INSTITUTION DATA**
[ADDITIONAL QUESTION]
3. Total enrollment during the reporting period (1 + 2a + 2b)
[With the changes described above, this question now double counts students in the beginning enrollment who graduate and enroll again. A new question is needed to determine the unduplicated headcount.]

4. <u>How many students reported as part of the Enrollment as of the beginning of this reporting period (1) were also reported as New Starts (2a) during this same reporting period?</u>

[ADDITIONAL CALCULATION - This number will be auto-calculated.]
5. <u>Total unduplicated headcount during the reporting period (3 – 4)</u>

**PROGRAM DATA**
[DELETED QUESTION]
6.  Of the total enrollment, how many:
a.        Transferred out of the program to other programs?
         ~~i. Of these, how many completed or graduated from a program before transferring?~~

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IV.     GENERAL INSTRUCTIONS

**THE REPORTING PERIOD IS JULY 1, 2009, THROUGH JUNE 30, 2010.**

The on-line report, back-up documentation, and catalog must be electronically submitted by **September 15, 2010**.

**ENROLLMENT DATA**
**(INSTITUTION AND INDIVIDUAL PROGRAMS)**

The main report requests information on your campus' overall enrollment during the reporting period for all programs, including all learning site activities. The program form requests identical information for each individual program of study. All reports are analyzed for accuracy. Those reports with errors will be returned, and the institution will be assessed a $250 revision fee.

Each student may be counted more than once on the enrollment data form, but only once for each enrollment. For example, some students may enroll, graduate, and then reenter a new program during the same reporting period. In such cases, the students should be counted once as part of the beginning enrollment, they should be included in the count of enrolled students who graduate, and then they should be counted again as new starts.  Questions 4 and 5 are designed to identify students counted more than once and remove them to determine a total unduplicated headcount.

**Question 1 - Enrollment at the Beginning of the Period** - Determine the number of students enrolled in your institution on July 1, 2009. (This figure is also the total number reported on Question 5g on the 2009 AIR). If this figure has changed from the 2009 AIR, please send an explanation under separate cover.

**Question 2a - New Starts** - Determine the number of students who enrolled in your institution for the first time between July 1, 2009, and June 30, 2010. These are students who had never enrolled in your institution prior to this reporting period or who had enrolled and then graduated from a program and have subsequently enrolled for the first time in a different program than the one from which they graduated.

**Question 2b - Reentries** - Determine the number of returning students who enrolled in your institution between July 1, 2009, and June 30, 2010, who have previously withdrawn from your institution. These are students who may have dropped out of your institution in a prior reporting period for any number of reasons (e.g., personal, academic, summer vacation, employment) but have returned to your institution during the current reporting period.

**Question 3 - Total** - The form will calculate your total; however, please check your math carefully.

**Question 4 – Beginning students who graduate and then enroll as new starts**.  Enter the number of students who have been double counted in this fashion.

**Question 5 – Unduplicated Headcount.**  This question will auto-calculate the unduplicated number of headcount students.

**Question 6** - It is possible for a student to fall into more than one category in this question (e.g., a non-high school graduate might obtain a G.E.D. while enrolled at your institution). If students fall into multiple categories, include them in each appropriate category.

> **Question 6a** - Using the list of students compiled to answer Question 3, determine the number of students who enrolled without a high school diploma or its equivalent.

> **Question 6b** - Using the list of students compiled to answer Question 4a, determine the number of students who obtained a high school diploma or its equivalent during their enrollment period.

> **Question 6c** - Using the list of students compiled to answer Question 3, determine the number of students who are enrolled in one or more courses through a distance learning delivery mode.  The definition of distance learning can be found in the Glossary section of the *Accreditation Criteria*.

**Question 8** - This question asks the institution to allocate its total enrollment listed in Question 3 into the following seven categories. Each student must be classified in only <u>one</u> category.

> **Question 8a - Enrollees in Less than a Full Program.**  Determine the total number of students enrolled in individual courses (i.e., not enrolled in a program) or sponsored by a private company for additional skill development between July 1, 2009, and June 30, 2010.

> **Question 8b – Completed a program.**  Determine the number of students who completed a program but did not graduate (see definition below) between July 1, 2009 and June 30, 2010.

> **A completer** is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

> > 1. Achieve a GPA of at least 2.0.
> > 2. Attain required competencies or speed skills.
> > 3. Satisfy non-academic requirements (e.g., outstanding financial obligations).

> Students who are classified as completers must be tracked for placement purposes even if the institution's policy is to withhold placement services.  The Council considers both graduates and completers to be eligible for placement.  Those completers who are not documented as placed must be counted as "not working" (Question 14i).

> **Question 8c - Enrollees Who Graduated from a Program** - Determine the number of students who graduated from a program (see definition below) between July 1, 2009 and June 30, 2010.

A **graduate** (all of the following):

1.  Has achieved a GPA of 2.0 or greater at graduation.
2.  Has successfully passed all courses in the program or substitute courses permitted by the institution.
3.  Has attained required competencies or speed levels in all courses.
4.  Has met all clinical, internship, and externship requirements.
5.  Has satisfied all other academic requirements for graduation.
6.  Has satisfied all non-academic requirements for graduation, such as payment of tuition and fees, return of books, etc.
7.  Has received the appropriate credential.
8.  Ceased enrollment in the program at the institution.

**Question 8d - Enrollees Who Have Withdrawn Due to Military Service** – Determine the number of students (including spouses or dependents of military personnel who were enrolled at your institution) who have moved to a military base due to orders from the armed services. Students who have withdrawn due to active military service will not count against the retention percentage.

**Question 8e - Enrollees Who Have Withdrawn to Enroll in Institution with Common Ownership** – Determine the number of students who withdrew and re-enrolled in an institution under common ownership during the reporting period. Students who have withdrawn to enroll in an institution with common ownership will not count against the retention percentage.

*NOTE: Institutions must keep documentation in student files of transfer of students to institutions with common ownership.*

**Question 8f – Other Enrollees Who Have Withdrawn from the Institution** - Determine the number of students who did not complete their objective and who withdrew from your institution (see definition below) between July 1, 2009 and June 30, 2010. Withdrawals are students who have no intention of returning to your institution, as well as students who have withdrawn but are expected to return sometime in the future. Institutions that operate on traditional academic calendars where students take the summer off should count students expected to return in the fall as continuously enrolled. Those students who fail to return should be counted as withdrawals in the subsequent year. A student on an approved leave of absence is not a withdrawal and should be included in Question 8g.

**A withdrawal –** A student no longer enrolled who (any of the following):

1.  Has failed to complete all required courses satisfactorily and to earn the required number of credits or clock hours.
2.  Has not maintained satisfactory academic progress.
3.  Has not attained required competencies or speeds.
4.  Is not eligible for a credential.
5.  Has failed to meet the institution's attendance requirements.

**Question 8g - Enrollees Who Are Still Enrolled** - Determine the number of students who were still enrolled in your institution as of June 30, 2010.

**Question 9 - Total Enrollment** - The form will calculate the total of lines 8a through 8g. This total must equal the total found on line 3. If these figures are not the same, there is an error in your calculation that must be corrected.

**Question 10 – Adjusted Total Enrollment** - The form will calculate the adjusted total enrollment by subtracting line 8e from the total enrollment.

**Question 11 -** Total number of completers and graduates. The form will calculate the total.

**Question 12 - Graduates and Completers without High School Diploma or the Equivalent** - Self-explanatory.

**Question 13 - Withdrew for Related Employment** - Determine the number of students who withdrew from your institution prior to their expected graduation or completion of their objective in order to work in a field of employment related to their area of study. For example, if a word processing student begins employment as a secretary prior to completing the final term, s/he would be listed both in this category and in Question 8f as a withdrawal.

**Questions 14a, 14b, 14c - Placement** - Indicate the current employment status of the completers and graduates listed in Question 8 as of the date this report is prepared (i.e., graduates and completers who complete their training between July 1, 2009 and June 30, 2010, and who are placed before the submission of the Annual Institutional Report should be included in the reported placement data).

*Placement Definitions*

*In field - The position requires a direct use of the skills taught in the program.*

*Related field - The position requires an indirect use of the skills taught in the program.*

*Out of field - The position does not require use of skills taught in the program.*

**Questions 14d, 14e, 14f, 14g, 14h - Number of Graduates Not Available** - Enter the number of completers and graduates **documented** to be unavailable for placement because of pregnancy, death, or other health-related situations, continuing education, or military service, as well as students who are not eligible for placement in the United States because of visa restrictions, or who are completers and graduates of a stand-alone English as a Second Language program. Spouses and dependents of military personnel who have moved due to military transfer orders should be included in the category 14f.

Graduates are not considered "Not Available" if they sign a placement waiver, have moved out of state or to another country, or have decided to take time off after completing the program. Examples of **unacceptable waivers** include graduates who have relocated from the area, declined the use of placement services, or expressed a lack of interest in seeking employment. Also, graduates who may be working out of their home cannot be listed under this category. Instead, they must be listed as placed if documented evidence is available or not working if documentation cannot be obtained.

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**Question 14i - Number of Graduates Not Working** - Enter the number of completers and graduates who either are not working or are not documented to be working. <u>Waivers for reasons other than those listed above are not permitted for the purpose of reporting to ACICS</u>.

**Question 15 - Total Placement Figures** - The form will calculate the total from the entries for lines 14a through 14i. This total must equal the total on line 11. If these figures are not the same, there is an error in your calculations that must be corrected.

## CONTRACT TRAINING

**Question 16 - Students Trained under Contractual Agreement** - Indicate if your institution participated with a federal, state or local government entity (including GI Bill, WIA, VOCREHAB, VEA - Vocational Education Act, and AEA - Adult Educational Act) or any other company or organization whereby your institution was responsible for providing training to contracted students. This includes students who were incarcerated at the time of training.

**Question 17 - Third Party Training** - Indicate if your institution participated in any third-party contracts with any other organization(s). Examples of such a contract would include utilizing the computer center at the local community college to teach computer programming or arranging for a travel agency to teach computerized travel reservations systems to your students.

## INTER-INSTITUTIONAL COLLABORATION

**Question 18 – 19.** These questions are self-explanatory.

## FACULTY DATA

Questions 21 through 23 apply only to full-time or part-time faculty members. Do not include data on any individuals involved in full-time administrative work.

**Question 21 - Faculty at Beginning of Reporting Period** - Determine the number of full-time and part-time faculty members employed at your institution on July 1, 2009. This figure should be the same as Question 22 on the 2009 Annual Institutional Report.

**Question 21a - Additions** - Determine the number of new full-time and part-time faculty members who became employed at your institution during the reporting year.

**Question 21b - Resignations and Terminations** - Determine the number of full-time and part-time faculty members who resigned or were terminated from your institution during the reporting year.

**NOTE:** Part-time faculty members that you employ on a regular basis year after year but not for every quarter, semester, or term during the reporting period should not be reported as terminations or as additions. Additions are for faculty members employed for the first time, and terminations are faculty members whom you do not expect to return.

**Question 22 - Faculty at the End of the Reporting Period** - The form will calculate the total by using the sum of the full-time and part-time faculty members by adding Question 21 and Question 21a, then subtracting from that number the full-time and part-time faculty members reported in Question 21b.

**Question 23 - Student-Faculty Ratio** - Determine the total number of class hours pursued by the students enrolled in your institution. This number is calculated by finding the number of students enrolled in your institution during the reporting period (see Question 3) and multiplying that number by the number of class hours each student took during each term, quarter, or semester of the reporting period. This figure represents the numerator in the formula for calculating the student-faculty ratio. The denominator in the formula is the total number of class hours taught by the full-time and part-time faculty members between July 1, 2009 and June 30, 2010, which is calculated by adding the number of hours taught by all faculty members employed (see Questions 15, 15a, and 15b above) during the reporting period. To determine the final ratio, divide the numerator by the denominator.

$$\text{Student/Faculty Ratio} = \frac{\text{Total Number of Class Hours Pursued by Students during the Year}}{\text{Total Number of Class Hours Taught by Faculty during the Year}}$$

## LEGAL/REGULATORY DATA

**Questions 24a and 24b - Lawsuits and Program Reviews** - Indicate whether the institution has been subject to a state or federal government review of any kind or is a party in any civil or criminal procedure. If you answer "Yes" to Question 24a or Question 24b, please provide the Council with a summary report of the type of review, the findings, and corrective action plans, if any, or the status of any litigation.

## INSTITUTIONAL DEFAULT DATA

**Question 25 - Cohort Default Rate** - Indicate your institution's cohort default rate for the years indicated. The U.S. Department of Education provides this information to your institution on an annual basis. Please select "N/A" if your institution did not have a default rate for the year(s) requested. Please put an asterisk by the number if you have requested a recalculation or appealed the result and you have not yet received a response to your request.

## DEMOGRAPHIC INFORMATION

**Question 26- Market Area** - Indicate the one category that **best** describes the area where your institution is located. Disregard any learning sites if they are in a different market area.

**Question 27- Demographic Breakdown of Enrollment** - Of the students listed in Question 3, indicate how many fit the listed categories. The total number of female and male students must equal the total enrollment.

# INSTRUCTIONS FOR COMPLETING THE
# ACADEMIC PROGRAM FORM

The institution is required to submit data for every program approved during the period July 1, 2009 through June 30, 2010 even if a program had no enrollments during the period. **This form should not include students enrolled in individual courses.**

**Name of Program** - List the complete name of the program as it appears in the institutional catalog.

**Program Code Number** - From the program listing, please select the program code number that best reflects the program offered. A copy of the program list has been attached for your convenience. Your institution may have more than one program with the same program code number. You must select a program code from the list, even if it does not exactly describe the program. This information will be used to prepare your institution's listing in the annual membership directory.

**Credential Awarded** - Check only one box.

**Length in Weeks** - Please list the number of weeks that it takes a normally progressing, full-time student to complete the program. The answer must be reported as a whole number (no fractions or decimals). You must enter a number even if the program is only offered as a day or night program.

**Credits or Hours Awarded** - List the number of units or hours awarded by the program and check the appropriate box indicating which type of unit is awarded. If your institution has day and night programs in similar curricular areas with similar objectives that do not contain an identical number of total academic credits or hours, then the Council considers these to be two different programs, and each program must be reported on a separate Academic Program Information forms. Additionally, if you have made a revision to a program and the credential, objectives, or the number of academic credits/clock hours have not changed, the original and revised program should be reported as one program. If the program has been revised and is considered a new program by the Council's definition, you will then need to report the programs as two different programs. If the program contains a range of credits or hours, please enter the minimum amount required to complete the program.

**Number of Contact Hours** - List the total number of contact hours required to complete the program. If the program contains a range of contact hours, please enter the minimum amount required to complete the program.

**Number of General Education Credits or Hours** - List the total number of general education credits required to complete the program.

**Tuition Charged** - List the total tuition charged to complete this program as listed in the institutional catalog. Round to the nearest whole dollar. Foreign currencies must be converted to U.S. dollar equivalents. Dollar signs, commas, and/or decimal points should not be entered.

**Fees Charged** - List the total fees charged to complete this program as listed in the institutional catalog. Round to the nearest whole dollar. Foreign currencies must be converted to U.S. dollar equivalents. Dollar signs, commas, and/or decimal points should not be entered.

**Modes of Instructional Delivery** – Check only one box to describe the mode or combination of modes utilized to deliver this program, using the following definitions:

> **Hybrid Program.** A hybrid program is one which offers or requires a percentage of the required courses in a program online.

> **Online Learning.** A term used interchangeably with Internet-based Learning, Web-based Learning, or Distance Learning.

**Programmatic Accreditation** - If this program has programmatic accreditation, please list the agency. Otherwise, select "No." Do not list ACICS in response to this question.

**Certification, Licensure, and Registration** - Indicate whether certification, licensure, or registration is required to become employed in the specific curriculum area. If yes, list the results of graduates or completers taking state certification examinations for the past three reporting years.

**Question 2c - Transfers into the Program from Other Programs at the Institution** - List the number of students who fit this category. Every student who transfers into a program must be reported as transferring out of another program.

**Question 5 – Distance Learning Students -** These questions are self-explanatory.

**Question 6a - Transfers out of the Program to Other Programs at the Institution** - List the number of students who fit this category. Every student who transfers out of a program must be reported as transferring into another program at the institution.

**Question 6b-6g – Total Enrollment -** The definitions of "completer," "graduate," and "withdrawal" that are given on pages 9 and 10 for institutional data apply here to program data.

**Questions 7 – 10.** These questions are self-explanatory.

**Question 11 – 12**. **Placement of Program Graduates and Completers** - The definitions of completer given above on page 9, graduate on page 10, and placement on page 11 for Institutional Data apply here to Program Data.

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# ANNUAL INSTITUTIONAL REPORT BACK-UP DATA

Institutions are required to keep appropriate back-up data to verify the ACICS Annual Institutional Report. During all scheduled and unscheduled evaluations, institutions will be asked to produce this information. Because the Council does not require the submission of back-up documentation in a particular format, it is up to the institution to develop a clear and concise method for reporting this information. If the back-up documentation does not appear to be consistent with the data published on the AIR, the institution will be required to submit a revised AIR, corrected back-up documentation, or both, along with a $250 revision fee.

In prior years, institutions have submitted back-up documentation that consisted of lists correlating with the question published on the AIR. For example, institutions have submitted lists of those who were enrolled on July 1 (question 1) and another completely separate list for those who have enrolled during the reporting year (question 2a). While this method is acceptable, the suggested format would include an Excel or Lotus spreadsheet that includes all of the categories from the AIR (questions 1 – 12). Using such a format will allow for consistent evaluations among all ACICS-accredited institutions and provide for accurate data collection. This format can be downloaded easily from the ACICS Web site at www.acics.org in the Applications (Annual Institutional Report/Backup Documentation) section of the site. Your files should be saved as a "read-only" format or as an Adobe PDF file (Portable Document Format).

The placement information should identify <u>completers and graduates</u> by the program enrolled. It also must indicate which students were placed in field, were placed in a related field, were placed out of field, are unavailable for placement for documented reasons, and are not working. All of this information can be published on the same spreadsheet in the format described in the previous paragraph.

For those completers and graduates who are working, the back-up data available on-site should include the employer's name and telephone number, job title, and any other pertinent information to assist verification by evaluation teams. Although all of the information concerning the graduate's or completer's occupation may not be on the back-up documentation submitted to the Council, it should be easily accessible at the institution.

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# INSTRUCTIONS FOR USING THE FORM

## General Instructions

Use your ACICS ID Code and password to login.  Please notify the Council office if you experience problems logging on to complete the report. The Council office may be contacted at airtech@acics.org or if you require personal assistance call (202) 336-6780.

You can conveniently move through the fields by pressing the TAB key on your keyboard as you enter data or by using your mouse to select a field as you progress through the form.  Some values will be automatically calculated. Make sure that you tab through all fields before selecting the "save" button.

You must complete an entire section of the AIR in order to save any data. If a page has been incompletely filled out or if the values are inconsistent and you attempt to save, you will receive an error message. Correct these items and then save or your data will be lost **(Please note, after you are logged in if you are idle for more than 30 minutes the system will automatically log you out and you will lose all of your unsaved data.  You will need to login again)**.

Upon completion and after saving each section of the AIR, you will be given a summary page. Please review your entries after the completion of all sections and make any corrections as necessary.  Save a copy of all summary pages for your records.

## Step 1

Once at the login screen, enter your ID and password. Upon a successful login, you will be taken to the AIR Report Main Page.  From this main page, you can select to view your 2009 AIR or to complete and submit your 2010 AIR. Anytime the link "Main Page" is available, you will be taken back to the screen that gives you the option of accessing the 2009 or 2010 AIR information.

When you select the link to access the 2010 AIR, you will need to select the "add your Institutional Report" to begin. Click on the "add" link to be directed to a page that displays your institutional information, which has been partially populated with the data we have in our records. Make sure that you complete all of the fields and then click "continue." You will then have a summary page of the entered information. Please make sure that you print this page for your records, include a copy of this page with the submission of your backup data and institutional catalog. At the bottom of this summary page, click on "continue" to move on to enter all of the institutional data for your institution. At the end of the form, you will need to click "save" so that your entries have been retained. If you have successfully completed the page, a summary page containing all of your institutional data will appear. Print this page for your records. At the bottom of the page you will also have the option to "edit" (to edit the Institutional data), "add program" (to move onto Step 2), or "home." **Please note that selecting "add program" does not imply that you are applying for a new program**.

## Step 2

After you have entered your institutional data, you will have the option to begin entering your programmatic information. To enter a program, please select "add program." When you select this link, you will be taken to the program page where you can begin to enter your program data. You will follow similar instructions as when you entered your institutional data. When you have entered the information for a program, you must select the "save" button at the bottom of the form or you will lose your data. After you have saved the information, you will again see a summary page for that program. If you need to add additional programs, you only need to select "add program."

After you have entered each of your programs, you can view a listing of all your programs entered on the 2010 AIR Home Page. Here you will have the option to add, edit, view, or delete a program. Additionally, you can view or edit your institutional data. If you select "add," you will be allowed to enter another program. If you select "edit," you will be allowed to edit any programmatic or institutional information that you have already saved. If you select "view," you will be redirected to the summary page of either the selected program or your institutional data entries. If you select "delete," this will delete the entire program that you have entered. Delete is not an option for the institutional data.

## Step 3

When you have finished adding all of your institutional programs, you will need to click on the "home" button at the bottom of the page. Here you will have the option again to view, edit, add, or delete your institutional or programmatic information.

Additionally, you will be able to submit your report. **You can only submit your report by selecting the "submit" button.** If you do not select the "submit" button and continue to logout, all the information that you have entered on your session(s) will be saved to our database and you will be able to review it the next time you login. **However, until you submit the report by selecting the "submit" button, your report will not be considered final.** Final submission is due by September 15, 2010. **A saved report is not considered as fulfillment of the AIR requirement and you will be charged a late fee if you submit after September 15, 2010.** After you submit your report, your account will be locked and you will only be allowed to re-enter the form in a view only format. To make revisions to your AIR, you will need to contact the Council office to have your report unlocked. Please note that a **$250 revision fee** will be assessed for reports revised after the Annual Institutional Report has been submitted.

**TIPS FOR COMPLETING**
**THE 2010 ANNUAL INSTITUTIONAL REPORT**

- **Compile data before submitting.** The on-line AIR has been provided to help ease the process of submitting your institution's data. The form is merely a medium to submit your data <u>after</u> you have compiled your institution's data. Please do not try to compile your data while you are making entries into the form.

- **Please remember that the accuracy of the AIR is imperative**. The results of these reports are made available to a wide audience, including federal, state, and local officials, and the Council places great weight on these reports when it makes accreditation decisions. Therefore, the Council strongly encourages institutions to ensure that experienced staff members have responsibility for compiling the data and preparing the AIR.

- **Every section must be answered with a numeral or selected answer in the appropriate field**. You must answer every question. Some questions will ask you to select "Yes" or "No." If you answer "Yes" to a question, you must fill in the corresponding field if there is a required entry. If you answer "No," proceed to the next question and do not fill in the corresponding field. If a question does not apply to you, you will need to select "No" or "N/A" where appropriate. When answering all other questions, you must enter a numerical value; this includes "0" if there is no data to enter into the field. The program will make all necessary calculations. Remember, if the appropriate information has not been entered into a field, or if certain required totals do not match, you will receive an error message.

- **The total enrollment on the institutional report does not necessarily have to equal the sum of the total enrollment for each individual program**. Each year, the Council receives phone calls from institutions concerned that the sum of the total enrollment reported in Question 3 on the individual program forms did not equal the total institutional enrollment reported in Question 3 of the institutional report. In many cases, these totals will not equal. The total enrollment on the programmatic forms includes transfers into the program from other programs at the institution (Question 2c). These transfers appear on more than one program sheet, but they represent only one enrollment.

- **Even if your institution offers only one program, a program data form must be completed**. ACICS accredits a number of institutions that offer only one program. This form is needed to ensure the accurate compilation of data for the *Summary of Key Operating Statistics* document published each year.

- **Produce clear, concise back-up documentation that can be easily understood and reviewed by ACICS**. Because the Council does not have a required format, some institutions have used lists of students for each category or a spreadsheet format. The Council has developed an optional Excel spreadsheet format for back-up documentation that can be downloaded from <u>www.acics.org</u>. Once on the Web site, click on "Applications" and then "Annual Institutional Report" (on the left hand column), then "Backup Documentation" (on the left hand column). If your institution's back-up

documentation cannot be verified or does not support the data reported on the AIR, the Council may require your institution to reproduce the back-up documentation, AIR, or both, along with a revision fee.

- **Submit all of the appropriate documents to the Council office electronically by September 15, 2010.**  Documentation includes:

     A.  The on-line submission of your 2010 AIR

     B.  The on-line submission of the institution's backup documentation

     C.  The on-line submission of the current institutional catalog

- **DON'T FORGET TO HIT THE SUBMIT BUTTON** to submit the report when it has been completed.  You will receive a notice to verify that ACICS has received the report.

- **For assistance with technical issues please email airtech@acics.org.  For personal assistance, please contact the ACICS office at 202-336-6780.**  Thank you.

# PROGRAM CODE LIST

NOTE: If you do not find your program CIP on the following list, please contact Terron King at tking@acics.org and ask to have it added to the AIR database. Once it has been added, you will be able to proceed with submitting that program information.

**PROGRAM CODES SORTED BY CODE**

| CIP Code | Government CIP Code Description |
|----------|-------------------------------|
| 01.0505 | Animal Training |
| 01.0507 | Equine Studies |
| 01.0608 | Floriculture |
| 04.0201 | Architecture |
| 09.0903 | Advertising |
| 10.0202 | Radio/Television Broadcasting Technology |
| 10.0303 | Desktop Publishing and Digital Imaging Design |
| 10.0304 | Animation/Interactive Technology/Video Graphics |
| 11.0103 | Information Technology |
| 11.0201 | Computer Programming |
| 11.0301 | Data Processing Technology |
| 11.0401 | Information Sciences/Studies |
| 11.0601 | Data Entry/Microcomputer Applications |
| 11.0602 | Word Processing |
| 11.0701 | Computer Science |
| 11.0801 | Web Page and Digital/Multimedia Design |
| 11.0802 | Data Modeling/Warehousing and Database Admin |
| 11.0803 | Computer Graphics |
| 11.0899 | Computer Software and Media Applications |
| 11.0901 | Computer Systems Networking/ Telecommunications |
| 11.1001 | System Administration |
| 11.1003 | Computer and Information Systems Security |
| 11.1004 | Web/Multimedia Management |
| 12.0401 | Cosmetology |
| 12.0402 | Barbering/Barber |
| 12.0409 | Aesthetician/Esthetician and Skin Care Specialist |
| 12.0410 | Nail Technician/Specialist and Manicurist |
| 12.0500 | Cooking and Related Culinary Arts |
| 12.0501 | Baking and Pastry Arts |
| 12.0502 | Bartending |
| 13.1206 | Teacher Education |
| 13.1210 | Early Childhood Education |
| 13.1401 | English as a Second Language |
| 14.0901 | Computer Engineering |
| 14.1001 | Electronics and Communications Engineering |
| 15.0000 | Engineering Technology |

| CIP Code | Government CIP Code Description |
|---|---|
| 15.0101 | Architectural Engineering Technology |
| 15.0303 | Computer and Electronics Engineering Technology |
| 15.0401 | Biomedical Technology/Technician |
| 15.0501 | Heating, A/C and Refrigeration Technology |
| 15.0613 | Industrial Automation Engineering Technology |
| 15.1201 | Computer Engineering Technology |
| 15.1202 | Computer Systems Technology |
| 15.1301 | Drafting and Design Technology |
| 15.1302 | Computer Drafting and Design |
| 15.9999 | Engineering Technologies/Technicians, Other |
| 16.1603 | Sign Language |
| 19.0706 | Child Development |
| 19.0708 | Child Care and Support Services Management |
| 22.0301 | Legal Administrative Assistant |
| 22.0302 | Legal Assistant/Paralegal |
| 22.0303 | Court Reporting |
| 24.0102 | General Studies |
| 26.1201 | Biotechnology |
| 31.0301 | Recreation and Leisure Facilities Management |
| 31.0599 | Health and Physical Education/Fitness |
| 36.0101 | Leisure and Recreational Activities |
| 41.0100 | Biology Tech/Biotechnology Lab Tech |
| 41.0101 | Biology Tech/Biotechnology Lab Tech |
| 43.0103 | Criminal Justice/Law Enforcement |
| 43.0109 | Security/Loss Prevention Services |
| 44.0401 | Public Administration |
| 46.0000 | Construction Trades |
| 46.0503 | Plumbing Technology |
| 47.0000 | Mechanics and Repairers |
| 47.0103 | Communication Systems Technology |
| 47.0104 | Computer Installation and Repair Technology |
| 47.0199 | Electrical/Electronics Maintenance and Repair Tech |
| 47.0303 | Industrial Mechanics and Maintenance Technology |
| 47.0408 | Watchmaking and Jewelrymaking |
| 47.0604 | Automotive Mechanics Technology |
| 48.0508 | Welding Technology/Welder |
| 48.0509 | Ironworking/Ironworker |
| 49.0104 | Aviation Management and Operations |
| 49.0205 | Commercial Vehicle Operation |
| 50.0102 | Digital Arts |
| 50.0401 | Design and Visual Communications |
| 50.0404 | Industrial Design |
| 50.0407 | Fashion/Apparel Design |
| 50.0408 | Interior Design |

| CIP Code | Government CIP Code Description |
|---|---|
| 50.0409 | Graphic Design |
| 50.0410 | Illustration |
| 50.0602 | Cinematography and Film/Video Production |
| 50.0605 | Photography |
| 50.0702 | Fine/Studio Arts, General |
| 50.0999 | Music, Other |
| 51.0000 | Health Services/Allied Health/ Health Sciences |
| 51.0601 | Dental Assistant |
| 51.0602 | Dental Hygiene/Hygienist |
| 51.0701 | Health Care Administration/Management |
| 51.0707 | Health Information Technology |
| 51.0708 | Medical Transcription |
| 51.0710 | Medical Office Assistant |
| 51.0713 | Medical Insurance Coding Specialist/Coder |
| 51.0714 | Medical Insurance Specialist/Medical Biller |
| 51.0715 | Health/Medical Claims Examiner |
| 51.0716 | Medical Administrative Assistant |
| 51.0717 | Medical Staff Services Technology/Technician |
| 51.0801 | Medical/Clinical Assistant |
| 51.0803 | Occupational Therapist Assistant |
| 51.0805 | Pharmacy Assistant |
| 51.0806 | Physical Therapist Assistant |
| 51.0808 | Veterinary/Animal Health Technology |
| 51.0809 | Anesthesiologist Assistant |
| 51.0812 | Respiratory Therapy Assistant |
| 51.0813 | Chiropractic Assistant |
| 51.0901 | Cardiovascular Technology |
| 51.0904 | Emergency Medical Technology |
| 51.0909 | Surgical Technology |
| 51.0910 | Diagnostic Medical Sonography |
| 51.0911 | Radiologic Technology |
| 51.1005 | Clinical Laboratory Technology |
| 51.1009 | Phlebotomy |
| 51.1501 | Substance Abuse/Addiction Counseling |
| 51.1601 | Nursing/Registered Nurse |
| 51.1613 | Licensed Practical/Vocational Nurse |
| 51.1614 | Nursing/Patient Care Assistant |
| 51.1802 | Optometric Technology |
| 51.1803 | Ophthalmic Technology |
| 51.3101 | Dietetics/Dietitian |
| 51.3200 | Bioethics/Medical Ethics |
| 51.3201 | Bioethics/Medical Ethics |
| 51.3501 | Massage Therapy |
| 51.3801 | Nursing/Registered Nurse |

| CIP Code | Government CIP Code Description |
| --- | --- |
| 52.0201 | Business Administration and Management |
| 52.0208 | E-Commerce |
| 52.0301 | Accounting |
| 52.0302 | Business Accounting Technology |
| 52.0401 | Administrative Assistant |
| 52.0407 | Business Office Technology |
| 52.0411 | Customer Service Support |
| 52.0803 | Banking and Financial Support Services |
| 52.0903 | Tourism and Travel Services Management |
| 52.0904 | Hotel/Motel Administration/Management |
| 52.0905 | Restaurant/Food Services Management |
| 52.1001 | Human Resources Management |
| 52.1201 | Management Information Systems |
| 52.1401 | Marketing/Marketing Management |
| 52.1501 | Real Estate |
| 52.1701 | Insurance |
| 52.1802 | Merchandising and Buying Operations |
| 52.1803 | Retailing and Retail Operations |
| 52.1902 | Fashion Merchandising |
| 52.2001 | Construction Management |

## PROGRAM CODES SORTED BY PROGRAM

| CIP Code | Government CIP Code Description |
|---|---|
| 52.0301 | Accounting |
| 52.0401 | Administrative Assistant |
| 09.0903 | Advertising |
| 12.0409 | Aesthetician/Esthetician and Skin Care Specialist |
| 51.0809 | Anesthesiologist Assistant |
| 01.0505 | Animal Training |
| 10.0304 | Animation/Interactive Technology/Video Graphics |
| 15.0101 | Architectural Engineering Technology |
| 04.0201 | Architecture |
| 47.0604 | Automotive Mechanics Technology |
| 49.0104 | Aviation Management and Operations |
| 12.0501 | Baking and Pastry Arts |
| 52.0803 | Banking and Financial Support Services |
| 12.0402 | Barbering/Barber |
| 12.0502 | Bartending |
| 51.3200 | Bioethics/Medical Ethics |
| 51.3201 | Bioethics/Medical Ethics |
| 41.0100 | Biology Tech/Biotechnology Lab Tech |
| 41.0101 | Biology Tech/Biotechnology Lab Tech |
| 15.0401 | Biomedical Technology/Technician |
| 26.1201 | Biotechnology |
| 52.0302 | Business Accounting Technology |
| 52.0201 | Business Administration and Management |
| 52.0407 | Business Office Technology |
| 51.0901 | Cardiovascular Technology |
| 19.0708 | Child Care and Support Services Management |
| 19.0706 | Child Development |
| 51.0813 | Chiropractic Assistant |
| 50.0602 | Cinematography and Film/Video Production |
| 51.1005 | Clinical Laboratory Technology |
| 49.0205 | Commercial Vehicle Operation |
| 47.0103 | Communication Systems Technology |
| 15.0303 | Computer and Electronics Engineering Technology |
| 11.1003 | Computer and Information Systems Security |
| 15.1302 | Computer Drafting and Design |
| 14.0901 | Computer Engineering |
| 15.1201 | Computer Engineering Technology |
| 11.0803 | Computer Graphics |
| 47.0104 | Computer Installation and Repair Technology |
| 11.0201 | Computer Programming |
| 11.0701 | Computer Science |
| 11.0899 | Computer Software and Media Applications |
| 11.0901 | Computer Systems Networking/ Telecommunications |

| CIP Code | Government CIP Code Description |
|---|---|
| 15.1202 | Computer Systems Technology |
| 52.2001 | Construction Management |
| 46.0000 | Construction Trades |
| 12.0500 | Cooking and Related Culinary Arts |
| 12.0401 | Cosmetology |
| 22.0303 | Court Reporting |
| 43.0103 | Criminal Justice/Law Enforcement |
| 52.0411 | Customer Service Support |
| 11.0601 | Data Entry/Microcomputer Applications |
| 11.0802 | Data Modeling/Warehousing and Database Admin |
| 11.0301 | Data Processing Technology |
| 51.0601 | Dental Assistant |
| 51.0602 | Dental Hygiene/Hygienist |
| 50.0401 | Design and Visual Communications |
| 10.0303 | Desktop Publishing and Digital Imaging Design |
| 51.0910 | Diagnostic Medical Sonography |
| 51.3101 | Dietetics/Dietitian |
| 50.0102 | Digital Arts |
| 15.1301 | Drafting and Design Technology |
| 13.1210 | Early Childhood Education |
| 52.0208 | E-Commerce |
| 47.0199 | Electrical/Electronics Maintenance and Repair Tech |
| 14.1001 | Electronics and Communications Engineering |
| 51.0904 | Emergency Medical Technology |
| 15.9999 | Engineering Technologies/Technicians, Other |
| 15.0000 | Engineering Technology |
| 13.1401 | English as a Second Language |
| 01.0507 | Equine Studies |
| 52.1902 | Fashion Merchandising |
| 50.0407 | Fashion/Apparel Design |
| 50.0702 | Fine/Studio Arts, General |
| 01.0608 | Floriculture |
| 24.0102 | General Studies |
| 50.0409 | Graphic Design |
| 31.0599 | Health and Physical Education/Fitness |
| 51.0701 | Health Care Administration/Management |
| 51.0707 | Health Information Technology |
| 51.0000 | Health Services/Allied Health/ Health Sciences |
| 51.0715 | Health/Medical Claims Examiner |
| 15.0501 | Heating, A/C and Refrigeration Technology |
| 52.0904 | Hotel/Motel Administration/Management |
| 52.1001 | Human Resources Management |
| 50.0410 | Illustration |
| 15.0613 | Industrial Automation Engineering Technology |

| CIP Code | Government CIP Code Description |
|---|---|
| 50.0404 | Industrial Design |
| 47.0303 | Industrial Mechanics and Maintenance Technology |
| 11.0401 | Information Sciences/Studies |
| 11.0103 | Information Technology |
| 52.1701 | Insurance |
| 50.0408 | Interior Design |
| 48.0509 | Ironworking/Ironworker |
| 22.0301 | Legal Administrative Assistant |
| 22.0302 | Legal Assistant/Paralegal |
| 36.0101 | Leisure and Recreational Activities |
| 51.1613 | Licensed Practical/Vocational Nurse |
| 52.1201 | Management Information Systems |
| 52.1401 | Marketing/Marketing Management |
| 51.3501 | Massage Therapy |
| 47.0000 | Mechanics and Repairers |
| 51.0716 | Medical Administrative Assistant |
| 51.0713 | Medical Insurance Coding Specialist/Coder |
| 51.0714 | Medical Insurance Specialist/Medical Biller |
| 51.0710 | Medical Office Assistant |
| 51.0717 | Medical Staff Services Technology/Technician |
| 51.0708 | Medical Transcription |
| 51.0801 | Medical/Clinical Assistant |
| 52.1802 | Merchandising and Buying Operations |
| 50.0999 | Music, Other |
| 12.0410 | Nail Technician/Specialist and Manicurist |
| 51.1614 | Nursing/Patient Care Assistant |
| 51.1601 | Nursing/Registered Nurse |
| 51.3801 | Nursing/Registered Nurse |
| 51.0803 | Occupational Therapist Assistant |
| 51.1803 | Ophthalmic Technology |
| 51.1802 | Optometric Technology |
| 51.0805 | Pharmacy Assistant |
| 51.1009 | Phlebotomy |
| 50.0605 | Photography |
| 51.0806 | Physical Therapist Assistant |
| 46.0503 | Plumbing Technology |
| 44.0401 | Public Administration |
| 10.0202 | Radio/Television Broadcasting Technology |
| 51.0911 | Radiologic Technology |
| 52.1501 | Real Estate |
| 31.0301 | Recreation and Leisure Facilities Management |
| 51.0812 | Respiratory Therapy Assistant |
| 52.0905 | Restaurant/Food Services Management |
| 52.1803 | Retailing and Retail Operations |

| CIP Code | Government CIP Code Description |
|----------|-------------------------------|
| 43.0109 | Security/Loss Prevention Services |
| 16.1603 | Sign Language |
| 51.1501 | Substance Abuse/Addiction Counseling |
| 51.0909 | Surgical Technology |
| 11.1001 | System Administration |
| 13.1206 | Teacher Education |
| 52.0903 | Tourism and Travel Services Management |
| 51.0808 | Veterinary/Animal Health Technology |
| 47.0408 | Watchmaking and Jewelrymaking |
| 11.0801 | Web Page and Digital/Multimedia Design |
| 11.1004 | Web/Multimedia Management |
| 48.0508 | Welding Technology/Welder |
| 11.0602 | Word Processing |