



# Application Form

to the  
Commission on Accreditation  
of the



**Association for Biblical Higher Education**

## Institutional Data

Name of Institution: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_ URL: \_\_\_\_\_

### A. Names of Officers & E-Mail Address

<u>Name</u>	<u>Title (i.e. Rev., Dr.)</u>	<u>Highest Earned Degree</u>
President: _____	_____	_____
Chf. Academic Officer: _____	_____	_____
Chf. Student Development Ofcr.: _____	_____	_____
Development Director: _____	_____	_____
Chf. Financial Administrator: _____	_____	_____
Dir. of Spiritual Life: _____	_____	_____
Library Director: _____	_____	_____
Registrar: _____	_____	_____

### B. Name of Governing Board Chair

Board Chair: \_\_\_\_\_ Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**C. Describe your Institutional Characteristics in terms of:**

1. Academic Calendar, e.g., semester, quarter, 4-1-4 (see definitions) \_\_\_\_\_
2. Off-Campus Locations (name, city, state/province) (see definitions); List offerings, credentials (if applicable) [Attach separate sheet if necessary]
  - a. Branch Campuses \_\_\_\_\_
  - b. Additional Locations \_\_\_\_\_
  - c. Extension Classes \_\_\_\_\_
  - d. Distance Education (Method: i.e., correspondence, online) \_\_\_\_\_
3. Control/Affiliation
  - a. Give the name of the denomination by which your institution is controlled or to which it is closely affiliated. If none, write "independent." \_\_\_\_\_
  - b. If independent, identify the theological perspective to which your institution adheres, e.g., Baptist, Wesleyan. If course work is taught from an interdenominational perspective, write "interdenominational" or "nondenominational." \_\_\_\_\_
4. Accreditation other than ABHE \_\_\_\_\_

**Enrollment Data**

**Fall 20\_\_ \_\_**

	<u>Fall Term 4 Yrs Ago</u>	<u>Fall Term 3 Yrs Ago</u>	<u>Fall Term 2 Yrs Ago</u>	<u>Previous Fall Term</u>	<u>Most Recent Fall Term</u>
<b>A. Undergraduate</b> (for credit only)					
1. Headcount	_____ (01)	_____ (02)	_____ (03)	_____ (04)	_____ (05)
2. FTE (see instructions)	_____ (11)	_____ (12)	_____ (13)	_____ (14)	_____ (15)
<b>B. Graduate</b>					
1. Headcount	_____ (21)	_____ (22)	_____ (23)	_____ (24)	_____ (24)
2. FTE (see instructions)	_____ (31)	_____ (32)	_____ (33)	_____ (34)	_____ (35)
<b>C. Distance Education</b>					
1. Headcount	_____ (41)	_____ (42)	_____ (43)	_____ (44)	_____ (45)
<b>D. Off Campus</b> (for credit only)					
1. Headcount	_____ (51)	_____ (52)	_____ (53)	_____ (54)	_____ (55)

# Student Data

(Undergraduate—Most Recent Fall Term)

**A. Admissions Data for Entering Students** (see instructions & definitions)

	<u>Headcount</u>	<u>Rate</u>
1. Applicants (including transfers)	_____ (60)	
2. Acceptances (including transfers)	_____ (62)	
3. Enrollees (including transfers)	_____ (64)	
4. Acceptance Rate (line 62 divided by line 60)		_____ (67) %
5. Enrollment Rate (line 64 divided by line 62)		_____ (69) %
6. First-Time Freshmen (Exclude transfers, but include students who enrolled for first time in prior summer)	_____ (70)	

**B. Preparedness of Entering Students** (see definition)

1. Mean Standardized Test Scores (add all scores for given test and divide by the number of students who took the test)		<u>Mean</u>
a. American College Testing Program (ACT)		_____ (72)
b. Scholastic Aptitude Test (SAT)		_____ (74)
c. We don't request this information of students (if so, check box)	<input type="checkbox"/>	

2. Secondary School Rank in Class		
First-time freshmen only (percent of line 70)		
a. Without H.S. Diploma or G.E.D.	<u>Headcount</u>	<u>Percentage</u>
b. With G.E.D. or H.S. Rank Unknown	_____ (76)	_____ (77)
c. 91 <sup>st</sup> – 100 <sup>th</sup> Percentile	_____ (78)	_____ (79)
d. 71 <sup>st</sup> – 90 <sup>th</sup> Percentile	_____ (80)	_____ (81)
e. 51 <sup>st</sup> – 70 <sup>th</sup> Percentile	_____ (82)	_____ (83)
f. Below 51 <sup>st</sup> Percentile	_____ (84)	_____ (85)
g. TOTAL (add lines 76 through 86 under "Headcount"; this must equal line 70)	_____ (86)	_____ (87)
	_____ (88)	_____ (89) 100%

**C. Distribution of Class Size** (see definition)

1. First-Time Freshmen	<u>Headcount</u>	<u>Percentage</u>
2. Other First-Year Students	_____ (90)	_____ (91)
3. Second-Year Students or Sophomores	_____ (92)	_____ (93)
4. Third-Year Students or Juniors	_____ (94)	_____ (95)
5. Fourth-Year Students and Beyond, or Seniors	_____ (96)	_____ (97)
6. TOTAL (add lines 90 through 98 under "Headcount"; this must equal line 05)	_____ (98)	_____ (99)
	_____ (100)	_____ (101) 100%

## Outcomes Data

(See Instructions & Definitions)

<b>A. G.P.A.</b> (Must define computation)		<b><u>Most Recent Academic Year</u></b>
		_____ (102)
<b>B. Retention Rate</b> (Must define computation)		<b><u>Rate</u></b>
		_____ (104)
<b>C. Program Completion Rate</b> (Must define computation)		_____ (106)
<b>D. Degrees Granted this Past Academic Year</b>		<b><u>Headcount</u></b>
1. Certificate, Postsecondary (at least one but less than four years)		_____ (108)
2. Associate's (at least two, but less than four years)		_____ (110)
3. Diploma (normally three, but less than four years)		_____ (112)
4. Bachelor's Degrees		_____ (114)
5. Master's/Doctoral Degrees		_____ (116)
6. TOTALS		_____ (118)
		<b><u>Rate</u></b>
<b>E. Graduate School Rate</b> (Must define computation)		_____ (120)
<b>F. Placement Rate</b> (Must define computation)		_____ (122)

## Professional Staff Data

(Undergraduate)

	<b><u>Most Recent Fall Term</u></b>	
<b>A. Type Position</b> (Each individual must be accounted for only <b><u>ONE</u></b> time)	<b><u>Headcount</u></b>	<b><u>Instructional FTE</u></b>
1. Administrators (Individuals whose <i>primary</i> responsibility is administration)		
a. Non-Teaching	_____ (124)	
b. Teaching (Instructional F.T.E. = see example in Definitions)	_____ (126)	_____ (127)
2. Instructors (Individuals whose <i>primary</i> responsibility is classroom teaching)		
a. Full-Time, normally 40 hours per week on a regular basis (cell 128 should equal 129)	_____ (128)	_____ (129)
b. Part-Time, either full-time for short period or not available to the institution for 100% assignment (Instructional F.T.E. = see example in Definitions)	_____ (130)	_____ (131)

**Professional Data (Cont'd)**

3. Total

a. Headcount (add lines 124, 126, 128, and 130)

b. F.T.E. (add lines 127, 129, and 131)

**Headcount**

\_\_\_\_\_ (132)

**Instructional FTE**

\_\_\_\_\_ (135)

**Percentage**

\_\_\_\_\_ % (136)

\_\_\_\_\_ % (138)

4. Full-Timeness of Faculty (line 129 divided by line 135)

5. Instruction by Full-Time Faculty (See Instructions)

**Ratio**

\_\_\_\_\_ :1 (140)

6. Student to Faculty Ratio (divide line 15 by 135)

**B. Academic Preparation of Professional Staff** (See Instructions & Definitions)

1. Teaching Doctors (highest degree)

2. Teaching Masters (highest degree)

3. Professional Teaching Staff (add lines 126, 128, and 130)

4. Percent Instructional Faculty with Doctorates (line 142 divided by line 146)

5. Percent Instructional Faculty with Masters (line 144 divided by line 146)

**Headcount**

\_\_\_\_\_ (142)

\_\_\_\_\_ (144)

\_\_\_\_\_ (146)

**Percentage**

\_\_\_\_\_ % (149)

\_\_\_\_\_ % (151)

**C. Compensation of Faculty**

Provide the actual average annual compensation (including all benefits and adjusted to a 12-month basis) for instructors only, i.e., those included on lines 128 and 130 only.

Do not include salary data for administrators, i.e., those included on lines 124 and 126.

1. Full-time Instructors

a. Professor

b. Associate Professor

c. Assistant Professor

d. Instructor

e. No Ranking System (average for all)

**Actual Average Annual Compensation**

\_\_\_\_\_ (152)

\_\_\_\_\_ (154)

\_\_\_\_\_ (156)

\_\_\_\_\_ (158)

\_\_\_\_\_ (162)

2. Part-Time Instructors (see Instructions)

**Actual Average Paid per Credit Hour Taught\***

\_\_\_\_\_ (162)

## Library Data

### A. Collection (See Definitions)

	<u>Fall Term 2 Years Ago</u>	<u>Previous Fall Term</u>	<u>Most Recent Fall Term</u>
1. Books			
a. Volumes held	_____ (170)	_____ (171)	_____ (172)
b. Titles held	_____ (180)	_____ (181)	_____ (182)
2. Periodicals			
a. Bound Periodicals	_____ (190)	_____ (191)	_____ (192)
b. Unbound Periodicals	_____ (200)	_____ (201)	_____ (202)
c. Paid Subscriptions	_____ (210)	_____ (211)	_____ (212)

### B. Library Expenditures

	<u>Fiscal Year 2 Years Ago</u>	<u>Previous Fiscal Year</u>	<u>Most Recent Fiscal Year</u>
1. Library Salaries	\$ _____ (220)	\$ _____ (221)	\$ _____ (222)
2. Book Purchases	_____ (230)	_____ (231)	_____ (232)
3. Periodical Purchases	_____ (240)	_____ (241)	_____ (242)
4. Equipment & Furnishings	_____ (250)	_____ (251)	_____ (252)
5. All Other Library Expenditures	_____ (260)	_____ (261)	_____ (262)
6. Total Library Expenditure (add lines in column)	\$ _____ (270)	\$ _____ (271)	\$ _____ (272)
7. Library Expenditures as Percentage of Educational and General Expenditures (See Instructions)	_____ % <sub>(280)</sub>	_____ % <sub>(281)</sub>	_____ % <sub>(282)</sub>

## Curricular Data

### A. Degrees, Diplomas, Certificates Offered

Degree	Hours Required for Completion (Specify semesters or quarters)	No. of Graduates During Most Recent Academic Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**B. Biblical Studies [Undergraduate Only]****YES****NO**

1. Do you offer any four-year programs for Bible teachers requiring less than 40 semester hours of biblical studies?
2. Do you offer any four-year programs requiring less than 30 semester hours (or equivalent) of biblical studies?
3. Do you offer any two-year programs requiring less than 12 semester hours of biblical studies?

**C. General Studies [Undergraduate Only]****YES****NO**

1. Do you offer any four-year programs requiring less than 36 semester hours of general studies?
2. Do you offer any three-year degree programs (Canada Only) requiring less than 27 semester hours of general studies?
3. Do you offer any two-year programs requiring less than 18 semester hours of general studies?

**D. Student Ministries Participation [Undergraduate Only]****Previous Academic Year****Most Recent Academic Year**

(percent of full-time students engaged in systematic ministry activities)

- |                              |                          |                          |
|------------------------------|--------------------------|--------------------------|
| 1. First Term                | _____ % <sup>(290)</sup> | _____ % <sup>(291)</sup> |
| 2. Second Term               | _____ % <sup>(292)</sup> | _____ % <sup>(293)</sup> |
| 3. Third Term, if applicable | _____ % <sup>(294)</sup> | _____ % <sup>(295)</sup> |

**Financial Data****A. Current Fund – Unrestricted****Fiscal Yr - 2 Years Ago****Previous Fiscal Year****Most Recent Fiscal Year**

- |   |                |                |                |
|---|----------------|----------------|----------------|
| 1. TOTAL Current Fund – Unrestricted Income                 | \$ _____ (300) | \$ _____ (301) | \$ _____ (302) |
| 2. Current Fund – Unrestricted Surplus (Deficit)            | \$ _____ (310) | \$ _____ (311) | \$ _____ (312) |
| 3. Cumulative Current Fund – Unrestricted Surplus (Deficit) | \$ _____ (320) | \$ _____ (321) | \$ _____ (322) |

**B. Current Funds (Sources of Funds)**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Revenues Generated by Tuition and Fees                    | _____ % <sup>(330)</sup> | _____ % <sup>(331)</sup> | _____ % <sup>(332)</sup> |
| 2. Revenues Generated by Private Gifts, Grants and Contracts | _____ % <sup>(340)</sup> | _____ % <sup>(341)</sup> | _____ % <sup>(342)</sup> |

**C. Indebtedness (See Definition)**

- |   |                |                |                |
|---|----------------|----------------|----------------|
| 1. Book Value of Plant and Equipment        | \$ _____ (350) | \$ _____ (351) | \$ _____ (352) |
| 2. Replacement Value of Plant and Equipment | \$ _____ (360) | \$ _____ (361) | \$ _____ (362) |
| 3. Indebtedness on Plant and Equipment      | \$ _____ (370) | \$ _____ (371) | \$ _____ (372) |
| 4. All Other Indebtedness and Obligations   | \$ _____ (380) | \$ _____ (381) | \$ _____ (382) |
| 5. Debt Service for Year                    | \$ _____ (390) | \$ _____ (391) | \$ _____ (392) |

**D. Ratios**

- 1. Cumulative Deficit/Revenue (line 322 divided by line 302) (enter 0 if line 312 is a surplus)
- 2. Deficit/Revenue (line 312 divided by line 302) (enter 0 if line 312 is a surplus)
- 3. Plant and Equipment Indebtedness/Book Value (line 372 divided by line 352) (enter 0 if line 372 is 0)
- 4. Debt/Revenue (the sum of 372 and 382 divided by line 302)
- 5. Debt Service/Revenue (line 392 divided by line 302) (enter 0 if line 392 is 0)

**Ratio**

\_\_\_\_\_ % (400)  
 \_\_\_\_\_ % (402)  
 \_\_\_\_\_ % (404)  
 \_\_\_\_\_ % (406)  
 \_\_\_\_\_ % (408)

**E. Debt Structure**

On a separate paper, please itemize all debts, interest rates, due dates, and items secured

**F. Accounting Standards**

Are your institution's finances reported in compliance with accounting principles as set forth by FASB requirements?

**YES**

**NO**

**G. Annual Audit**

Does your institution receive an annual opinioned financial audit consistent with GAAP?

I hereby certify that, to the best of my knowledge, the above information is correct.

\_\_\_\_\_  
Signature, Chief Executive Officer

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date



**Please Remit Application Form and \$2000 Application Fee To:**  
*The Association for Biblical Higher Education*  
 5575 S.Semorán Blvd. Ste. 26  
 Orlando, FL 32822-1781