



Instructions and Definitions for the Application Form

1. **Completeness.** No item is to be left unanswered or blank. If, for some reason, a particular item does not apply to your institution, write n/a (not applicable). If the item does apply, but the quantity is zero, write 0.
2. **Format.** Please type or print the required information. Financial data should appear in whole dollar amounts, i.e., \$26,435.
3. **Procedure.** It is recommended that the various sections of the Application Form be completed by the individual with immediate responsibility for a given area, e.g. Institutional Data (President), Enrollment Data and Student Data (Registrar), Outcomes Data, Professional Staff Data, and Curricula Data (Academic Dean), Library Data (Librarian), and Financial Data (Business Manager). Each of these individuals must be provided with a copy of these "Instructions and Definitions."
4. **Enclosures.** The following must accompany this Application Form:
 - a) **College Catalogs** (2) for the current academic year. Mark one to indicate the number of credit hours being taught by each part-time instructor and identifying, those instructors who are no longer employed by the college.
 - b) **List of New Professional Staff** (full and part-time), identify the details of their academic preparation and experience.
 - c) **Audited Financial Report** for the fiscal year just completed.
 - d) **Official Letter** from the chief executive officer stating the board of control's desire for the college to pursue accreditation with the ABHE.
 - e) **A Document** that demonstrates the institution's compliance with the Association's Conditions of Eligibility.
 - f) **Tenets of Faith** - An official statement from the chief executive officer reflecting a board of control decision to affirm support of the ABHE Tenets of Faith
5. **Responsibility.** The person signing this Application Form is to assure that the above Completeness, Format, Procedure, and Enclosure requirements have been met.

Specific Instructions and Definitions

The ABHE Application Form is designed to be self-explanatory. Nevertheless, the following referenced instructions and definitions are provided as an additional aid for the preparer.

Institutional Data

- A. Specify title (Ms., Dr., Rev., etc.) and highest earned degree.
- B. Required for official communication from the Association.
- C.1 **Quarter.** An academic year consisting of 3 quarters of about 12 weeks each. Range of 10 to 15 weeks. May have additional summer quarter.

Semester. An academic year consisting of 2 semesters of about 16 weeks each. Range of 15 to 18 weeks. May also have summer session.

4-1-4 Plan. Four courses taken for 4 months, 1 course for 1 month, and 4 courses for 4 months. May have additional summer session.
- C.2 **Branch Campus.** Geographically separate unit with its own core facilities, curricula, faculty, and instructional resources. General oversight is provided by the parent institution.

Additional Location. Any location other than the main campus at which the institution offers at least 50 percent of an educational program

Extension Classes. Under direct control of college administration faculty. Usually taught by college's own faculty in local churches or rented quarters. Such locations must offer less than 50 percent of a defined educational program in this way.

Distance Education. An educational program that is characterized by the separation, in time or place, between instructor and student.

Enrollment Data

- A. **F.T.E.** Full-time equivalent enrollment for the term is the sum of all full-time students (those carrying 12 or more credit hours) plus the part-time F.T.E. (total part-time hours being taken divided by 12). Same definition for B.

Student Data

- A. **Applicant.** An individual formally requesting admission to for credit activities. Do not include noncredit correspondence or evening school students. An application must be accompanied by a fee, if required, to be considered a formal application.

Acceptance. Formal notification to an applicant of acceptance into for credit activities.

Enrollee. A student who actually enrolls after being accepted.

First-Time Freshman. Entering freshman who has not previously attended any college (exclude transfers, but include students who enrolled for the first time in prior summer).

- B.1 **American College Testing Program (ACT).** Composite score ranging from 1 to 36 based upon English, mathematics, social studies, and natural science tests. Mean of 20; standard deviation of 5.

Scholastic Aptitude Test (SAT). Scores for each the quantitative and verbal parts of the test range from 200 to 800 in intervals of 10. Mean of 500; standard deviation of 100. Use combined score in reporting, i.e., mean of 1000; standard deviation of 200.

- C. **First-Time Freshman.** Entering Freshman who has not previously attended any college.

Other First-Year Student. A freshman who is not first-time.

Second-Year Student, or Sophomore. A student who has completed the equivalent of one year of full-time undergraduate work.

Third-Year Student, or Junior. A student who has completed the equivalent of two years of full-time undergraduate work, i.e., at least 60 semester hours but less than 90 semester hours in a program of 120 semester hours (or the equivalent amount under another calendar system).

Fourth-Year Student and Beyond, or Senior. An undergraduate student who has completed the equivalent of three years of full-time undergraduate work, i.e., at least 90 semester hours in a 120-hour degree program (or the equivalent amount under another calendar system).

Outcomes Data

- A. **Average G.P.A.** For the most recently completed term, multiply all "A"s awarded by 4, "B"s by 3, "C"s by 2, "D"s by 1, and "F"s by 0. Add these products and divide by the sum of all "A"s, "B"s, "C"s, "D"s, and "F"s awarded.

- B. **Retention Rate.** Divide the number of returnees (Fall enrollees who were in attendance at the college during the previous Spring term) by the number of potential returnees (enrollees for the previous Spring term minus Spring and Summer certificate, diploma, and degree recipients who have not re-enrolled for the Fall term and those Spring term student who were expelled or who have died).
- C. **Program Completion Rate.** Divide program completers (students from the freshman class of five years ago who have subsequently completed their program within one year after the nominal length of the program, e.g., 1 -year certificate within 2 years, 3-year diploma within 4 years. If a program completer subsequently enrolls in another program, e.g., certificate recipient who then pursues a bachelor's degree, consider him as two separate individuals for this computation.
- E. **Graduate School Rate.** Bachelor's degree recipients who have enrolled in a graduate school program within one year of having received their undergraduate degree.
- F. **Placement Rate.** Bachelor's degree recipients from the graduating class of two years ago who have gained employment in a position that is directly related to their undergraduate major or emphasis divided by the total number of bachelor's degree recipients two years ago.

Professional Staff Data

- A.1 **Instructional F.T.E. for Teaching Administrators.** Example: The Academic Dean, Student Dean and Registrar, each of whose primary responsibility at the college is administration, are teaching 3, 9, and 3 credit hours this term respectively. No other college administrators are teaching this term. Hence, the gross hours being taught this term by teaching administrators are $3 + 9 + 3 = 15$. Thus, the Instructional F.T.E. for Teaching Administrators is 15 divided by 12 = 1.25.
- A.2 **Instructional F.T.E. for Part-Time Instructors.** Example: Five part-time instructors, i.e., those either employed at the college full-time for a short period or who are not available to the college for 100% assignment, are teaching 3, 6, 6, 12, and 3 credit hours this term respectively. No other part-time instructors are teaching this term. Hence, the gross hours being taught this term by part-time instructors are $3 + 6 + 6 + 12 + 3 = 30$. Thus, the Instructional F.T.E. for Part-Time Instructors is 30 divided by 12 = 2.5.
- A.5 **Instruction By Full-Time Faculty.** Gross undergraduate credit hours taught by full-time instructors during the most recent Fall term, i.e., those accounted for in A.2.a above, divided by the gross undergraduate credit hours for the most recent Fall term.
- B.1 **Teaching Doctors.** The number of faculty members included in lines 126, 128, and 130 who have earned doctorates.
- B.2 **Teaching Masters.** The number of faculty members included in lines 126, 128, and 130 who have earned masters degrees (include those with earned doctorates).
- C.2 **Actual Average Paid Per Credit Hour Taught.** Example: Four part-time instructors are being paid for their services this term as follows: Instructor A (\$1,500 for 3 credit hours); Instructor B (\$4,000 for 4 credit hours); Instructor C (\$2,000 for 6 credit hours); and Instructor D (\$4,050 for 9 credit hours). There are either no other part-time instructors teaching this term or they are being compensated in a different manner. The total compensation paid to these instructors is $\$1,500 + \$4,000 + \$2,100 + \$4,050 = \$11,650$. Hence, the Actual Average Paid Per Credit Hour Taught by part-time instructors is $\$11,650$ divided by 24 = \$485.

Library Data

- A.1 **Volume.** A single, physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been catalogued, classified, and made ready for use. Hence, a 42-volume encyclopedia equals 42 volumes. Three copies of the same edition of a book equals 3 volumes.

Titles. Catalogued works for which a separate shelf-list entry had been made, excepting bibliographically identical entries that differ only in location of copies. Hence, 6 copies of the same edition of a work count as 1 title. Two editions of the same work that have been catalogued or recorded separately (other than for location of copies) count as 2 titles. A set of 5 items for which 5 separate entries have been made counts as 5 titles. Three sets of the same edition for which 1 entry has been made (or additional entries for location only) count as 1 title.

- B.7. **Library Expenditure as a Percentage of Educational and General Expenditure:** The total Library Expenditures for a given fiscal year divided by the remainder of Current Funds Expenditures minus Transfers and Auxiliary Enterprises for the same fiscal year.

Financial Data

- A.2 **Current Fund Unrestricted Surplus (Deficit).** Increase or decrease in the current Fund Unrestricted for the fiscal year after any mandatory and/or nonmandatory transfers.
- A.3 **Cumulative Current Fund Unrestricted Surplus (Deficit).** Balance in the Current Fund Unrestricted after adding the surplus or subtracting the deficit of Current Fund Unrestricted operations for the fiscal year.
- B.1 **Revenues Generated By Tuition and Fees.** The total of all tuition and fees assessed (net of refunds) against students for educational purposes during a given fiscal year divided by the total Current Funds Revenues for the same fiscal year.
- B.2 **Revenues Generated By Private Gifts, Grants, and Contracts.** The total of all amounts from nongovernmental organizations and individuals, including funds resulting from contracting for the furnishing of goods and services of an instructional, research, or public service nature during a given fiscal year divided by the total Current Funds Revenues for the same fiscal year.
- C.1 **Book Value of Plant and Equipment.** The purchase price of any asset. If gifts were received, they should be valued as the appraised market value at the time of receipt.
- C.2 **Replacement Cost of Plant and Equipment (estimated).** The cost of replacing a particular asset with a replacement of comparable quality and function. Calculated by applying a replacement-cost index to the book value of an asset. In the absence of such data on replacement costs, the insured value is a reasonable alternative.
- C.3 **Indebtedness on Plant and Equipment.** Total principal amounts outstanding on physical plant and equipment.
- C.4 **All Other Indebtedness and Obligations.** Total principal amounts outstanding or obligated that are unrelated to physical plant and equipment.
- C.5 **Debt Service for the Year.** Total amount paid during the fiscal year for principal, interest, and other debt charges against the college's total indebtedness.
- G. **GAAP** - Generally Accepted Accounting Principles.
