

Institutional Characteristics Form

Revised September 2016

This form is to be completed and placed at the beginning of the self-study report:

Date _____

1. Corporate name of institution: _____

2. Date institution was chartered or authorized: _____

3. Date institution enrolled first students in degree programs: _____

4. Date institution awarded first degrees: _____

5. Type of control:

Public

State

City

Other

(Specify) _____

Private

Independent, not-for-profit

Religious Group

(Name of Church) _____

Proprietary

Other: (Specify) _____

6. By what agency is the institution legally authorized to provide a program of education beyond high school, and what degrees is it authorized to grant? _____

7. Level of postsecondary offering (check all that apply)

Less than one year of work

At least one but less than two years

Diploma or certificate programs of _____

Other (Specify)

8. The calendar system at the institution is:

Semester Quarter Trimester Other _____

10. What constitutes the credit hour load for a full-time equivalent (FTE) student each semester?

a) Basic Mediator _____ credit hours

b) Family Mediator _____ credit hours

c) Arbitrator _____ credit hours

11. Student population:

a) Certification-seeking students:

			Total
Full-time student headcount			
Part-time student headcount			
FTE			

b) Number of students (headcount) in non-credit, short-term courses: _____

12. List all programs accredited by a nationally recognized, specialized accrediting agency.

Program	Agency	Accredited since	Last Reviewed	Next Review

13. Off-campus Locations. List all instructional locations other than the main campus. For each site, indicate whether the location offers full-degree programs or 50% or more of one or more degree programs. Record the full-time equivalent enrollment (FTE) for the most recent year. Add more rows as needed.

	Full degree	50%-99%	FTE
A. In-state Locations			
B. Out-of-state Locations			

14. **International Locations:** For each overseas instructional location, indicate the name of the program, the location, and the headcount of students enrolled for the most recent year. An overseas instructional location is defined as “any overseas location of an institution, other than the main campus, at which the institution matriculates students to whom it offers any portion of a degree program or offers on-site instruction or instructional support for students enrolled in a predominantly or totally on-line program.” **Do not include study abroad locations.**

Name of program(s)	Location	Headcount

15. Degrees and certificates offered 50% or more electronically: Enter more rows as needed.

Name of program	Degree level	% on-line	FTE

16. List by name and title the chief administrative officers of the institution. (Use the table on the following page.)

17. Supply a table of organization for the institution. While the organization of any institution will depend on its purpose, size and scope of operation, institutional organization usually includes four areas. Although every institution may not have a major administrative division for these areas, the following outline may be helpful in charting and describing the overall administrative organization:

- a) Organization of academic affairs, showing a line of responsibility to president for each department, school division, library, admissions office, and other units assigned to this area;
- b) Organization of student affairs, including health services, student government, intercollegiate activities, and other units assigned to this area;
- c) Organization of finances and business management, including plant operations and maintenance, non-academic personnel administration, IT, auxiliary enterprises, and other units assigned to this area;
- d) Organization of institutional advancement, including fund development, public relations, alumni office and other units assigned to this area.

18. Record briefly the central elements in the history of the institution:

CHIEF INSTITUTIONAL OFFICERS

Function or Office	Name	Exact Title	Year of Appointment
Chair Board of Trustees			
President/CEO			
Executive Vice President			
Chief Academic Officer			
Deans of Schools and Colleges (insert rows as needed)			
Chief Financial Officer			
Chief Student Services Officer			
Planning			
Institutional Research			
Assessment			
Development			
Library			
Chief Information Officer			
Continuing Education			
Grants/Research			
Admissions			
Registrar			
Financial Aid			
Public Relations			
Alumni Association			
Other			