

Middle States Commission on Higher Education Institutional Profile 2016-17

[0460] School of Visual Arts
Printed on 4/25/2017

A. General Information

	Data on File (2015-16)	IP Data (2016-17)
Institution Name	School of Visual Arts	School of Visual Arts
IPEDS ID Number	197151	197151
OPE ID Number	00746800	00746800
Primary Physical Address	209 East 23rd Street New York, NY 10010	209 East 23rd Street New York, NY 10010
Mailing Address		
Telephone	212 592 2000	212 592 2000
Fax	212 725 3587	212 725 3587
Website	www.sva.edu	www.sva.edu
Student Achievement Website	www.sva.edu/about-sva/consumer-information	www.sva.edu/about-sva/consumer-information
Control	Private (For Profit)	Private (For Profit)
Affiliation Type	None	None
Affiliated Organization:		
2015 Carnegie Classification	Special Focus Four-Year - Arts, Music & Design Schools	Special Focus Four-Year - Arts, Music & Design Schools
Calendar	Semester	Semester
Degree Granting Authority Type	State/State Office	State/State Office
Degree Granting Authority State or Country	New York	New York
Licensed to Operate in	NY	NY
Related Entities		
Name, State, Country	none	none
Approved Credential Levels		
<p>Indicate the number of programs of study that your institution currently offers within each approved credential level. The degree levels reported here should be the degrees or certificates currently offered by the institution and approved within the scope of accreditation. The credential levels reported in the IP must match the institution's approved credential levels. Please ensure these are accurate as changes to credential levels fall under MSCHE Substantive Change policy.</p> <p>Substantive change (prior approval) is required to add credential levels. Please see the Substantive Change policy and accompanying Substantive Change Procedures posted on the Commission's website.</p>		
	Data on File (2015-16)	IP Data (2016-17)
	Approved Number of Programs	Approved Number of Programs

Postsecondary Award (< 1 year)	no	0	no	0
Postsecondary Award (>=1 year, < 2 years)	yes	1	yes	1
Associate's Degree or Equivalent	no	0	no	0
Postsecondary Award (>= 2 years, < 4 years)	no	0	no	0
Bachelor's Degree or Equivalent	yes	11	yes	11
Postbaccalaureate Certificate	no	0	no	0
Master's Degree or Equivalent	yes	21	yes	21
Post-Master's Certificate	no	0	no	0
Doctor's Degree - Professional Practice	no	0	no	0
Doctor's Degree - Research/Scholarship	no	0	no	0
Doctor's Degree - Other	no	0	no	0
Initial Accreditation	1978		1978	
Last Reaffirmed	2012		2012	
Next Self-Study Visit	2016-17		2016-17	
Next Periodic Review Report (PRR)	June 2022		June 2022	
MSCHE Staff Liaison	Dr. Christy L. Faison		Dr. Christy L. Faison	

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B. Key Contacts

Verify existing or provide additional information in ALL of the requested fields. If a person has more than one function, please add his or her name to each category. Otherwise, the correct person may not receive postal mail or e-mails that the Commission directs to specific key contacts. Do not leave any contacts blank (unless noted). Do not enter "vacant." Provide the most appropriate contact name for the position.

Do not leave any contacts blank (unless noted). Do not enter "vacant."
Provide the most appropriate contact name for the position.

Key Contact	Data on File (2015-16)	IP Data (2016-17)
Chief Executive Officer	Mr. David J. Rhodes <i>President</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2350 Fax: 212 260 7621 Email: drhodes@sva.edu	Mr. David J. Rhodes <i>President</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2350 Fax: 212 260 7621 Email: drhodes@sva.edu
Chief Academic Officer	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu
Chief Financial Officer	Mr. Gary A. Shillet <i>Chief Financial Officer</i> 209 East 23rd St., Rm. A-405 New York, NY 10010 Phone: 212 592 2644 Fax: 212 592 2628 Email: gshillet@sva.edu	Mr. Gary A. Shillet <i>Chief Financial Officer</i> 209 East 23rd St., Rm. A-405 New York, NY 10010 Phone: 212 592 2644 Fax: 212 592 2628 Email: gshillet@sva.edu
Chief Information Technology Officer	Mr. Cosmin Tomescu <i>Chief Information Officer</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2718 Fax: 212 592 2243 Email: ctomescu@sva.edu	Mr. Cosmin Tomescu <i>Chief Information Officer</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2718 Fax: 212 592 2243 Email: ctomescu@sva.edu
Accreditation Liaison Officer	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010

	Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu	Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu
Coordinator of Distance Education	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu
Coordinator of Outcomes Assessment	Dr. Emily Ross <i>Assistant Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2378 Fax: 212 592 2558 Email: eross2@sva.edu	Dr. Emily Ross <i>Assistant Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2378 Fax: 212 592 2558 Email: eross2@sva.edu
Coordinator of Institutional Research Functions	Mr. Jerold L. Davis <i>Director of Institutional Research</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2829 Fax: 212 592 2558 Email: jdavis8@sva.edu	Mr. Jerold L. Davis <i>Director of Institutional Research</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2829 Fax: 212 592 2558 Email: jdavis8@sva.edu
Chair: Self-Study Steering Committee	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu
Co-Chair: Self-Study Steering Committee	Mr. Javier Vega <i>Executive Director of Admissions and Student Affairs</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2031 Fax: none Email: jvega@sva.edu	Mr. Javier Vega <i>Executive Director of Admissions and Student Affairs</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2031 Fax: none Email: jvega@sva.edu
Person in the President's Office To Whom MSCHE Invoices Should be Sent	Mr. David J. Rhodes <i>President</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2350 Fax: 212 260 7621 Email: drhodes@sva.edu	Mr. David J. Rhodes <i>President</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2350 Fax: 212 260 7621 Email: drhodes@sva.edu
Person Who Should Receive a Copy of MSCHE Invoices (Optional)	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu	Mr. Jeffrey D. Nesin <i>Provost</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2550 Fax: 212 592 2558 Email: jnesin@sva.edu

Person Completing IP Financials	<p>Mr. Dennis Mayer <i>Assistant Controller</i> 209 East 23rd Street New York, NY 10010</p> <p>Phone: 212 592 2684 Fax: 212 592 2628 Email: dmayer1@sva.edu</p>	<p>Mr. Dennis Mayer <i>Assistant Controller</i> 209 East 23rd Street New York, NY 10010</p> <p>Phone: 212 592 2684 Fax: 212 592 2628 Email: dmayer1@sva.edu</p>
Person Completing IP (Key User)	<p>Mr. Jerold L. Davis <i>Director of Institutional Research</i> 209 East 23rd Street New York, NY 10010</p> <p>Phone: 212 592 2829 Fax: 212 592 2558 Email: jdavis8@sva.edu</p>	<p>Mr. Jerold L. Davis <i>Director of Institutional Research</i> 209 East 23rd Street New York, NY 10010</p> <p>Phone: 212 592 2829 Fax: 212 592 2558 Email: jdavis8@sva.edu</p>

Click here to indicate that you have reviewed and updated the entire list of Key Contacts above.

(Required to "Lock Down" the IP data)

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C. Student Achievement

Part 1. Awards Granted

Report all degrees or other formal awards conferred by your institution between July 1, 2015, and June 30, 2016. If an individual received two degrees at different levels during the specified time period, report each degree in the appropriate category.

Please see the instructions for specific inclusions and exclusions.

Awards Granted by Credential Level	Data on File (2014-15)	IP Data (July 1, 2015 - June 30, 2016)
Postsecondary Award (< 1 year)	0	0
Postsecondary Award (>=1 year, < 2 years)	0	0
Associate's Degree or Equivalent	0	0
Postsecondary Award (>= 2 years, < 4 years)	0	0
Bachelor's Degree or Equivalent	753	848
Postbaccalaureate Certificate	0	0
Master's Degree or Equivalent	368	413
Post-Master's Certificate	0	0
Doctor's Degree - Professional Practice	0	0
Doctor's Degree - Research/Scholarship	0	0
Doctor's Degree - Other	0	0

Part 2. Completers

This section requests completion data on two separate cohorts (150% and 200%) of full-time, first-time, degree/certificate-seeking undergraduate students enrolled in your institution during the specified fall term or academic year. Students must be enrolled full-time in courses that lead to a credit-bearing degree, diploma, certificate or other formal award. Count completers only once and indicate the highest degree level earned. Report the status of these students as of August 31 of the reporting year. Please see the instructions to identify students for inclusion in the specific cohorts.

Screening Questions		
a. Does your institution have undergraduate programs? yes yes		
b. Does your institution serve only transfer students? no no		
Completers of Programs of <= 2 Years	Data on File (as of August 31, 2015)	IP Data (as of August 31, 2016)
Completers Within 150% of Normal Time		
Fall 2013 cohort	0	0

Completers Within 150% of Normal Time to Completion	0	0
Total transfers out	0	0
Still Enrolled	0	0
Completers Within 200% of Normal Time		
Fall 2012 Cohort	0	0
Completers Within 200% of Normal Time to Completion	0	0
Total transfers out	0	0
Still Enrolled	0	0
Completers of Programs of > 2 and <= 4 Years		
Completers Within 150% of Normal Time		
Fall 2010 Cohort	0	667
Completers Within 150% of Normal Time to Completion	0	426
Total transfers out	0	137
Still Enrolled	0	6
Completers Within 200% of Normal Time		
Fall 2008 Cohort	0	666
Completers Within 200% of Normal Time to Completion	0	444
Total transfers out	0	121
Still Enrolled	0	0

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D. Enrollment (Unduplicated)

Part 1. Fall Credit Enrollment

	Data on File (fall 2015)		IP Data (fall 2016)	
	Undergraduate	Graduate	Undergraduate	Graduate
Total credit hours of all part-time students	1077	386	1077	363
Minimum credit load to be considered a full time student per semester	12	12	12	12
Full-Time Head Count	3478	638	3493	595
Part-Time Head Count	241	62	262	56
Adjusted Enrollment	3568	670	3583	625

Part 2. Matriculation

	Data on File (fall 2015)	IP Data (fall 2016)
Matriculated (degree-seeking) Students	4281	4252
Non-Matriculated Students	138	154
Total	4419	4406

3. Dual Enrollment Courses for High School Students

	IP Data (fall 2016)
During the fall semester, did any high school students take courses for college credit through your institution?	No

4. Non-Credit Enrollment (Prior Year)

	Data on File (2014-15)	IP Data (July 1, 2015 - June 30, 2016)
Non-Credit Graduate Level Courses	0	0
Non-Credit Undergraduate Level Courses	5732	6152
Non-Credit Avocational Continuing Education	0	0

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E. Distance and Correspondence Education

Distance education means education that uses one or more technologies to deliver instructions to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. See the Instructions for a full explanation.

Part 1. Distance Education

Part 1 Distance Education collects data on the number of courses, students, and programs offered via distance education. Please see the instructions and help sections for definitions.

	Data on File (2014-15)	IP Data (July 1, 2015 - June 30, 2016)
Part 1. Distance Education - Screening Question		
Did your institution, in the most recent prior year (July 1, 2015 - June 30, 2016), offer distance education courses, as defined in the Instructions?	Yes	Yes

Distance Education Courses

If you selected 'yes' in the previous question, then please complete this section.

Provide: (a) the unduplicated headcount of all students in the most recent prior year (July 1, 2015 - June 30, 2016) who took distance education courses for credit by your institution; and (b) the total number of registrations of all students. The registrations may be duplicated if a student enrolls in more than one course.

Provide an explanation in the Notes context box if this reporting year's total is greater than the prior year and you have significant growth in distance learning enrollment.

	Data on File (2014-15)	IP Data (July 1, 2015 - June 30, 2016)
Distance Education Headcount	28	15
Distance Education Registrations	37	28

Distance Education Programs

Programs. Report the number of degree or certificate programs offered during the previous year (July 1, 2015 - June 30, 2016) for which students could meet at least 50% of their requirements for any of the programs by taking distance education courses.

Substantive change (prior approval) is required to offer Distance Education Programs. Please see the [Substantive Change](#) policy and accompanying [Substantive Change Procedures](#) posted on the Commission's website. You may also email sc@msche.org or your staff liaison with questions.

	Data on File (2014-15)	IP Data (July 1, 2015 - June 30, 2016)
Number of Distance Education Programs	1	1

Part 2. 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; and (4) Correspondence education is not Distance education.

Substantive change (prior approval) is required to offer Correspondence Education Programs. Please see the [Substantive Change](#) policy and accompanying [Substantive Change Procedures](#) posted on the Commission's website. You may also email sc@msche.org or your staff liaison with questions.

Part 2. Correspondence Education - Screening Question	Data on File (2014-15)	IP Data (July 1, 2015 - June 30, 2016)
Did your institution, in the most recent prior year (July 1, 2015 - June 30, 2016), offer Correspondence education courses, as defined in the Instructions?	No	No

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F. Other Regional, National, and Specialized Accreditation

Accreditors Recognized by the U.S. Department of Education

In the column on the right, check the box next to the name of the U.S.D.E. recognized accreditors that currently accredit your institution or its programs. Include accreditors for which your institution is a candidate for accreditation (provide a note in the Notes section indicating that you are a candidate for a particular accreditor).

The list of U.S.D.E recognized accrediting organizations your institution reported last year are shown in the left column labeled "Data on File". The items you selected last year are not automatically pre-populated to the current "IP Data" column for the current reporting year. You must make check box selections each year.

It is not necessary to report the Middle States Commission on Higher Education, and it is excluded from this list.

Data on File (2015-16)	IP Data (2016-17)
Accreditors Recognized by U.S. Secretary of Education	Accreditors Recognized by U.S. Secretary of Education
<ul style="list-style-type: none">▪ National Association of Schools of Art and Design, Commission on Accreditation▪ New York State Board of Regents, and the Commissioner of Education	<ul style="list-style-type: none">▪ National Association of Schools of Art and Design, Commission on Accreditation▪ New York State Board of Regents, and the Commissioner of Education

Notes

Information in the Notes section does not constitute formal notice to the Commission. It is explanatory and contextual for any evaluator or other person reading the Institutional Profile. **Please do not exceed 500 characters.**

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G. Instructional Staff

Report an unduplicated headcount of full-time and part-time instructional personnel employed by your institution as of fall 2016.

Please see the full instructions for more information about inclusions and exclusions.

	Data on File (fall 2015)		IP Data (fall 2016)	
	Full-Time Headcount	Part-Time Headcount	Full-Time Headcount	Part-Time Headcount
Total Faculty	196	972	191	997

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H. Other Geographical Locations

Report all study abroad sites. Verify existing data and add new countries that are considered study abroad sites for the current reporting period (July 1, 2016 - June 30, 2017). If your semesters abroad run into the next reporting year (i.e. summer programs that start in June but run through August for example), include them in the current reporting year. Use the start of the semester as the date for inclusion in the current reporting timeframe.

This section is only required if your institution's Self-Study Visit is scheduled for 2017-18 or 2018-19.

Note:

Your institution's next Self-Study Visit is scheduled for 2016-17.

H-1. Study Abroad

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H. Other Geographical Locations

Verify existing data and provide missing information for all geographical locations that are considered branch campuses for the current reporting period (July 1, 2016 - June 20, 2017).

Your institution's Title IV funding could be in jeopardy if the address provided to MSCHE is not identical to the one provided to the federal government for Title IV purposes.

Substantive change (prior approval) is required to add, close, relocate or reclassify Branch Campuses. Please see the [Substantive Change](#) policy and accompanying [Substantive Change Procedures](#) posted on the Commission's website. You may also email sc@msche.org or your staff liaison with questions.

H-2. Branch Campuses

Data on File (2015-16)	IP Data (2016-17)
No Branch Campuses.	No Branch Campuses.

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H. Other Geographical Locations

Verify existing data and provide missing information for all geographical locations that are considered additional locations for the current reporting period (July 1, 2016 - June 20, 2017).

Your institution's Title IV funding could be in jeopardy if the address provided to MSCHE is not identical to the one provided to the federal government for Title IV purposes.

Substantive change (prior approval) is required to add, close, relocate or reclassify Additional Locations. Please see the [Substantive Change](#) policy and accompanying [Substantive Change Procedures](#) posted on the Commission's website. You may also email sc@msche.org or your staff liaison with questions.

H-3. Additional Locations

Data on File (2015-16)	IP Data (2016-17)
No Additional Locations.	No Additional Locations.

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H. Other Geographical Locations

Verify existing data and provide missing information for all geographical locations that are considered other instructional sites for the current reporting period (July 1, 2016 - June 20, 2017).

Your institution's Title IV funding could be in jeopardy if the address provided to MSCHE is not identical to the one provided to the federal government for Title IV purposes.

Substantive change (prior approval) is not required to add, or delete instructional sites.

H-4. Other Instructional Sites

Data on File (2015-16)	IP Data (2016-17)
No Other Instructional Sites.	

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I. Financial Information (Part 1)

Report the same Operating and Non-Operating expenses on the Institutional Profile that your institution reports to IPEDS (Integrated Postsecondary Higher Education Data Systems). The IPEDS Part and Line numbers are noted for each data element listed.

Verify the Fiscal Year Begin and Fiscal Year End dates. The default dates displayed represent the most recent fiscal year for which you would have audited financial statements.

Report financial data in whole dollars. Round cents to the nearest whole dollar. For example, enter 124, not 123.65.

Do not enter data in thousands of dollars. For example, enter 1,250,000, not 1,250.

Complete every field for which you have financial data. Shaded information cannot be modified online.

	Data on File Fiscal Year Ending 2015	IP Data Fiscal Year Ending 2016	
Which reporting standard is used to prepare your institution's financial statements? Your selection determines the value in the column IPEDS Part-Line below. FASB (Financial Accounting Standards Board) GASB (Governmental Accounting Standards Board)	FASB	FASB	
Note: For Private and International institutions, the value is automatically set to FASB. FASB is the closest equivalent to the standard used by International institutions.			
Is your institution's Auditor's report on financial statements Unqualified or Qualified?		Unqualified	
Fiscal Year Begin	7/1/2014	7/1/2015	
Fiscal Year End	6/30/2015	6/30/2016	
Did your institution receive a <u>letter</u> from USDE with a Financial Responsibility Composite Score below 1.5 for fiscal year ended 2015 or 2016?	No	No	
	IPEDS Part E-1	Data on File Fiscal Year Ending 2015	IP Data Fiscal Year Ending 2016
	Line	Expenses	Expenses
Instruction *	01	\$55,829,247	\$70,844,353
Research *	02a	\$0	\$0
Public Services *	02b	\$48	\$0
Academic Support *	03a	\$7,673,957	\$10,048,757
Student Services *	03b	\$9,718,569	\$12,382,702
Institutional Support *	03c	\$29,907,094	\$40,929,118
Auxiliary Enterprises	04	\$7,816,203	\$9,887,193
Net Grant Aid to Students*	05	\$0	\$0

Hospital Services	10	\$0	\$0
Other Functional Expenses	06	\$0	\$0
See Part 2 for Depreciation and O&M expenses			
Total Expenses		\$138,727,634	\$144,092,123
Total Expenses from IPEDS Report	07		\$144,092,123

* = Educational & General Expenses used for Annual Dues billing.

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I. Financial Information (Part 2)

REMINDER: Please make sure to use the TAB key instead of the ENTER key to navigate from field to field. The ENTER key will cause the data to be submitted (i.e., clicking on the Update button).

Report the same data on the Institutional Profile in Section 2A below that your institution reports to IPEDS. The IPEDS Part and Line numbers are noted for each data element listed.

Report financial data in whole dollars. Round cents to the nearest whole dollar. For example, enter 124, not 123.65.

Do not enter data in thousands of dollars. For example, enter 1,250,000, not 1,250.

Complete every field for which you have financial data. Fields marked with an asterisk are required. You will not be able to "lock down" your data and submit the Institutional Profile if these fields are not completed.

Shaded information cannot be modified online.

	IPEDS Part-Line	Data on File Fiscal Year Ending 2015	IP Data Fiscal Year Ending 2016
SECTION 2A -- Data from Audited Financial Statements			
Property, Plant and Equipment, net	A-01b	\$163,490,758	\$159,934,792
Total Assets	A-01	\$232,035,643	\$231,547,420
Long Term Debt Related to Property, Plant and Equipment	A-02a	\$48,400,000	\$142,970,401
Change in Shareholder Equity	B-04+B-05	\$4,916,602	\$5,679,773
Shareholder Equity (Beginning of Year)	B-06	\$31,272,096	\$36,188,698
Adjustment to Shareholder Equity (Beginning of Year)	B-07	\$0	(\$1,186,690)
Shareholder Equity (End of Year)	B-08	\$36,188,698	\$40,681,781
Discounts/Allowances (Applied to Tuition & Fees)	C-06	\$17,404,329	\$18,992,679
Tuition and Fees Revenue (Net of Allowances)	D-01	\$144,676,911	\$149,514,547
Operation and Maintenance of Plant	E-2 13-4	\$27,782,516	\$26,957,711
Depreciation Expense	E-2 13-5	\$0	\$9,503,812
SECTION 2B -- Data from Audited Financial Statements and Supporting Documents			
Total Operating Revenue		\$148,179,839	\$153,944,787
Total Operating Expense		\$138,727,634	\$138,271,580
Net Income/Loss		\$4,746,003	\$5,086,428
Deposits Held by Bond Trustees		\$0	\$0
Principal Payments on Long Term Debt		\$1,172,297	\$1,229,797
Interest Expense on Long Term Debt		\$2,907,446	\$2,948,139

Notes

Click here to indicate that Mr. Gary A. Shillet has reviewed and approved the data on the "Financial Information (Part 1)" and "Financial Information (Part 2)" pages.

(Required to "Lock Down" the IP data)

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K. Required Attachments

Please upload the required attachments listed below as soon as all of the items are available but no later than **April 28, 2017**.

- A copy of the institution's fiscal year 2016 Audited Financial Statements [**AFS**]. If the institution's Management Letter is included in the AFS file, please use the label [**AFS-Mgmt**].
- A copy of the institution's fiscal year 2016 Management Letter [**Mgmt**]. If the institution does not have a management letter, please put a Note on the Financial Information (Part 1) page.
- A copy of the Finance section of the institution's IPEDS submission [**IPEDS**] for fiscal year 2016 (if you submit annual financial data to IPEDS).
- A copy of the institution's current Catalog [**Catalog**], PDF format preferred. If the catalog is not available in a digital/electronic that can be uploaded, please upload a Word document with the link(s).

Upload Files

To upload electronic versions of the documents listed above do the following: **(Note: documents can only be uploaded one at a time.)**

1. Click on the **Add File** link below to display the **Select File to Upload** popup window.
2. Click on the **Browse** button to display the **File Upload** popup.
3. Locate the file to be uploaded in the **File Upload** popup window.
4. Double click on the file or single click on the file and then click on the Open button.
5. The **Select File to Upload** popup window will become the active window and the full pathname of the selected file will be displayed in the textbox.
6. Click on the **Upload** button to upload the selected file to the MSCHE server.
7. The **Select File to Upload** popup window will display a message once the file has been successfully loaded.
8. Close the popup window and repeat steps 1 to 7 to upload another file.
9. The selected file will be listed in the table below after it has been successfully uploaded.

Uploaded Files

File Type	File Size	Last Updated
-----------	-----------	--------------

Audited Financial Statements	407.45 KB	4/13/2017 3:20:26 PM
Catalog	5487.47 KB	4/13/2017 3:28:40 PM
IPEDS Finance	152.33 KB	4/13/2017 3:21:50 PM

Contact Information

Please contact our support center at support@msche.org or (215) 662-5605 with any questions related to the Institutional Profile.

