

Middle States Commission on Higher Education Institutional Profile 2015-16

[0460] School of Visual Arts
Printed on 4/19/2016

A. General Information

	Data on File (2014-15)	IP Data (2015-16)
Institution Name	School of Visual Arts	School of Visual Arts
IPEDS ID	197151	197151
OPE ID	00746800	00746800
Address	209 East 23rd Street New York, NY 10010	209 East 23rd Street New York, NY 10010
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:		
2010 Carnegie Classification	Special Focus - Schools of Art, Music and Design	Special Focus - Schools of Art, Music and Design
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 Degree or Certificate Levels		
<p>Indicate the number of programs of study that your institution currently offers within each approved degree or certificate 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 degree or certificate levels reported in the IP must match the institution's approved degree or certificate levels. Please ensure these are accurate as changes to degree or certificate levels fall under MSCHE Substantive Change policy.</p>		
<p>Substantive change (prior approval) is required to add degree/certificate levels. Please see instructions for more detail.</p>		
	Data on File (2014-15)	IP Data (2015-16)
	Approved Number of Programs	Approved Number of Programs
Postsecondary Award/Cert/Diploma (< 1 year)	no 0	no 0

Postsecondary Award/Cert/Diploma (>=1 year, < 2 years)	yes	0	yes	1
Associate's	no	0	no	0
Postsecondary Award/Cert/Diploma (>= 2 years, < 4 years)	no	0	no	0
Bachelor's	yes	12	yes	11
Postbaccalaureate Award/Cert/Diploma	no	0	no	0
Master's	yes	22	yes	21
Post-Master's Award/Cert/Diploma	no	0	no	0
Doctor's - Professional Practice	no	0	no	0
Doctor's - Research/Scholarship	no	0	no	0
Doctor's - 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	

Notes

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B. Key Contacts

Key Contact	Data on File (2014-15)	IP Data (2015-16)
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 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 Distance Education	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 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	none	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	none	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	Mr. Dennis Mayer <i>Assistant Controller</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2684 Fax: 212 592 2628 Email: dmayer1@sva.edu	Mr. Dennis Mayer <i>Assistant Controller</i> 209 East 23rd Street New York, NY 10010 Phone: 212 592 2684 Fax: 212 592 2628 Email: dmayer1@sva.edu

Person Completing IP (Key User)

Mr. Jerold L. Davis
*Director of Institutional
Research*
209 East 23rd Street
New York, NY 10010

Phone: 212 592 2829
Fax: 212 592 2558
Email: jdavis8@sva.edu

Mr. Jerold L. Davis
Director of Institutional Research
209 East 23rd Street
New York, NY 10010

Phone: 212 592 2829
Fax: 212 592 2558
Email: jdavis8@sva.edu

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

1. Awards Granted

Report all degrees or other formal awards conferred by your institution between July 1, 2014, and June 30, 2015. 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	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Postsecondary Certificate (less than 1 year)	0	0
Postsecondary Certificate (>= 1 year, < 2 years)	0	0
Associate's	0	0
Postsecondary Certificate (>= 2 years, < 4 years)	0	0
Bachelor's	754	753
Postbaccalaureate Certificate	0	0
Master's	345	368
Post-Master's Certificate	0	0
Doctor's - Professional Practice	0	0
Doctor's - Research/Scholarship	0	0
Doctor's - Other	0	0
Screening Question		
Did your institution report Outcome Measures to IPEDS in the most recent survey?	no	yes

2. Outcome Measures

The Outcome Measures component collects award and enrollment data from degree-granting institutions on four undergraduate cohorts at two points in time: six-year and eight-year.

The four cohorts of degree/certificate-seeking undergraduates are:

- Full-time, first-time
- Part-time, first-time
- Full-time, non-first-time
- Part-time, non-first-time

All reporting institutions will report on an entering cohort year: 2007

Award Status at Six Years. IP Data (2015-16)

	2007 cohort	Exclusions to 2007 cohort (through August 31, 2013)	Adjusted 2007 cohort	Awarded by your institution (through August 31, 2013)	Percent of adjusted cohort who received an award from your institution by August 31, 2013
First-time entering					
Full-time	658	0	658	425	65
Part-time	0	0	0	0	0
Non-first-time entering					
Full-time	332	0	332	238	72
Part-time	3	0	3	2	67

Award and Enrollment Status at Eight Years. IP Data (2015-16)

	2007 cohort	Exclusions to 2007 cohort (through August 31, 2015)	Adjusted 2007 Cohort	Awarded by your institution (through August 31, 2015)	Students who did not receive an award from your institution by August 31, 2015				Percent of adjusted cohort who received award from your institution by August 31, 2015	Percent of adjusted cohort who are still enrolled (at institution or another institution)
					Number still enrolled at your institution	Number who subsequently enrolled at another institution	Number of students whose subsequent enrollment status is unknown	Total number who did not receive an award from your institution		
First-time entering										
Full-time	664	3	661	431	0	146	84	230	65	22
Part-time	0	0	0	0	0	0	0	0	0	0
Non-first-time entering										
Full-time	334	4	330	240	0	42	48	90	73	13
Part-time	3	0	3	2	1	0	0	0	67	33

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D. Enrollment (Unduplicated)

1. Fall Enrollment

	Data on File (fall 2014)		IP Data (fall 2015)	
	Undergraduate	Graduate	Undergraduate	Graduate
Total credit hours of all part-time students	1149	552	1077	386
Minimum credit load to be considered a full time student per semester	12	12	12	12
Full-Time Head Count	3435	629	3478	638
Part-Time Head Count	243	90	241	62

2. Credit Enrollment (fall 2015)

	Data on File (fall 2014)	IP Data (fall 2015)
Number of Students matriculated, enrolled in degree programs (Undergraduate + Graduate)	4267	4281
Number of Students not matriculated, enrolled in credit-bearing courses	130	138

3. Non-Credit Enrollment (Prior Year)

	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Number of Students enrolled in non-credit, graduate level courses	0	0
Number of Students enrolled in non-credit, undergraduate level and other continuing education (excluding avocational) courses	8570	5732
Number of Students in non-credit avocational continuing education courses	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

Substantive change (prior approval) is required to offer Distance Education Programs.

Screening Question	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Did your institution, in the most recent prior year (July 1, 2014 - June 30, 2015), offer distance education courses, as defined in the Instructions?	Yes	Yes

Provide: (a) the unduplicated headcount of all students in the most recent prior year (July 1, 2014 - June 30, 2015) 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 (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Headcount	33	28
Total Registrations	32	37

Programs

Programs. Report the number of degree or certificate programs offered during the previous year (July 1, 2014 - June 30, 2015) 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.

	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
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.

Screening Question	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Did your institution, in the most recent prior year (July 1, 2014 - June 30, 2015), offer Correspondence education courses?	No	No

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F. Other Regional, National, and Specialized Accreditation

1. Accreditors Recognized by the U.S. Department of Education

Please list any other accrediting organizations that accredit your institution or its programs.

Data on File (2014-15)	IP Data (2015-16)
Accreditors Recognized by U.S. Secretary of Education <ul style="list-style-type: none">National Association of Schools of Art and Design, Commission on AccreditationNew York State Board of Regents, and the Commissioner 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 AccreditationNew York State Board of Regents, and the Commissioner of Education

2. Other Accreditors

Please list any other accrediting organizations that accredit your institution or its programs.
Please separate each accreditor by semi-colon (;).

Council for Interior Design Accreditation; Council for the Accreditation of Educator Preparation (CAEP); American Art Therapy Association, Inc.

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 Personnel (Fall)

	Data on File (fall 2014)		IP Data (fall 2015)	
	Full-Time Headcount	Part-Time Headcount	Full-Time Headcount	Part-Time Headcount
Total Faculty	207	898	196	972

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H. Other Geographical Locations

H-1. Study Abroad

This section is only required if your institution's Self-Study Visit is scheduled for 2016-17 or 2017-18.

Note:

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

	Data on File (2014-15)	IP Data (July 1, 2015 - June 30, 2016)
Country		Cuba
Number of Sites		1
Total Students at All Sites		21
Country		France
Number of Sites		1
Total Students at All Sites		9
Country		Germany
Number of Sites		1
Total Students at All Sites		3
Country		Italy
Number of Sites		1
Total Students at All Sites		10
Country		Mexico
Number of Sites		1
Total Students at All Sites		1
Country		Spain
Number of Sites		1
Total Students at All Sites		2

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H-2. Branch Campuses

The Commission defines a "Branch Campus" as a domestic or international location of an institution that is geographically apart, independent of the primary/main campus of the institution, and at which the institution offers at least 50% of the requirements of an educational program. The branch campus is considered independent of the main campus if it is permanent in nature; offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; has its own faculty and administrative or supervisory organization; and has its own budgetary and hiring authority.

Substantive change (prior approval) is required to add, close, relocate or reclassify Branch Campuses. Please see instructions for more detail.

Data on File (2014-15)	IP Data (2015-16)
No Branch Campuses.	No Branch Campuses.

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H-3. Additional Locations

The Commission defines an "Additional Location" as a domestic or international location, other than a branch campus or an other instructional site, that is geographically apart from the primary/main campus and at which the institution offers at least 50% of the requirements of an educational program. Additional locations may include sites and locations utilized or established for limited, rather than ongoing provision of programs. If a location does not meet the 50 percent or more rule, it should be treated as an "Other Instructional Site."

Substantive change (prior approval) is required to add, close, relocate or reclassify Additional Locations. Please see instructions for more detail.

Data on File (2014-15)	IP Data (2015-16)
No Additional Locations.	No Additional Locations.

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H-4. Other Instructional Sites

MSCHE defines an "Other Instructional Site" as any off-campus site, other than those meeting the definition of a Branch Campus or an Additional Location, at which the institution offers one or more courses for credit. Sites designated as Other Instructional Site do not require substantive change approval (except to reclassify them to a Branch Campus or Additional Location).

Do not report a site as an Other Instructional Site if 50% or more of a program can be completed at the site.

Data on File (2014-15)	IP Data (2015-16)
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. * denotes a required field.

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.

Enter negative numbers using a minus sign. For example, enter -100,000, not (100,000).

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

	Data on File Fiscal Year Ending 2014	IP Data Fiscal Year Ending 2015	
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? (Click on the '? Instructions' link for assistance.) Fiscal Year Begin Fiscal Year End	7/1/2013 6/30/2014	7/1/2014 6/30/2015	
Does your institution allocate Operation & Maintenance of Plant expense? Does your institution allocate Depreciation Expense?	No Yes	No Yes	
Did your institution receive a <u>letter</u> from USDE with a Financial Responsibility Composite Score below 1.5 for fiscal year ended 2014 or 2015?	N/A	No	
	IPEDS Part-Line	Data on File Fiscal Year Ending 2014	IP Data Fiscal Year Ending 2015
		Expenses	Expenses
Instruction	E-01	\$52,176,776	\$55,829,247
Research	E-02a	\$0	\$0
Public Services	E-02b	\$6,499	\$48
Academic Support	E-03a	\$7,515,720	\$7,673,957
Student Services	E-03b	\$9,555,775	\$9,718,569

Institutional Support	E-03c	\$33,942,822	\$29,907,094
Auxiliary Enterprises	E-04	\$0	\$7,816,203
Net Grant Aid to Students	E-05	\$0	\$0
Hospital Services	E-10	\$0	\$0
Operation and Maintenance of Plant	E-Col 4	\$22,750,634	\$27,782,516
Other Expenses	E-06	\$0	\$0
Total Expenses		\$125,948,226	\$138,727,634
Total Expenses from IPEDS Report	E-07		\$138,727,634

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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 the data on the Institutional Profile in Section 2B below which can be obtained from your institution's audited financial statements and/or supporting documents.

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 2014	IP Data Fiscal Year Ending 2015
SECTION 2A -- Data from IPEDS			
Property, Plant and Equipment, net	A-01b	\$165,021,985	\$163,490,758
Total Assets	A-01	\$227,122,920	\$232,035,643
Long Term Debt Related to Property, Plant and Equipment	A-02a	\$51,400,000	\$48,400,000
Change in Shareholder Equity	B-04+B-05	\$4,593,540	\$4,916,602
Shareholder Equity (Beginning of Year)	B-06	\$34,585,904	\$31,272,096
Adjustment to Shareholder Equity (Beginning of Year)	B-07	(\$7,907,348)	\$0
Shareholder Equity (End of Year)	B-08	\$31,272,096	\$36,188,698
Allowances/Scholarships (Applied to Tuition & Fees)	C-06	\$15,780,375	\$17,404,329
Tuition and Fees Revenue (Net of Allowances)	D-01	\$137,231,101	\$144,676,911
Depreciation Expense	E-Col 5	\$0	\$0
SECTION 2B -- Data from Audited Financial Statements and Supporting Documents			
Total Operating Revenue		\$140,001,801	\$148,179,839
Total Operating Expense		\$131,835,328	\$138,727,634
Net Income/Loss		\$4,803,966	\$4,746,003
Deposits Held by Bond Trustees		\$0	\$0
Principal Payments on Long Term Debt		\$1,113,863	\$1,172,297
Interest Expense on Long Term Debt		\$2,940,643	\$2,907,446

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 15, 2016**. **NOTE: Each file name needs to include the institution name** (can be abbreviated), **key words for each file** (examples in italics below) **and the fiscal year ending date**.

- A copy of the institution's fiscal year 2015 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 2015 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 2015 (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).

<u>File Type</u>	<u>Example File Name</u>
Audited Financial Statements	InstitutionName-AFS 6-30-15
Management Letter	InstitutionName-Mgmt 6-30-15
IPEDS Submission	InstitutionName-IPEDS 6-30-15
Catalog	InstitutionName-Catalog

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 Name	File Type	File Size	Last Updated
FY16_IPEDS_Finance_Survey.pdf	Adobe Acrobat Document	150.6 KB	4/6/2016 2:54:45 PM
SVA-2016-2017-Catalog_3.pdf	Adobe Acrobat Document	5481.58 KB	4/5/2016 10:29:10 AM
SVA-2016-graduate-catalog.pdf	Adobe Acrobat Document	8335.98 KB	4/4/2016 8:59:36 AM
SVA_2016_17-ug_Catalog_2.pdf	Adobe Acrobat Document	16049.36 KB	4/5/2016 9:57:25 AM
SVA_FY15_AFS.pdf	Adobe Acrobat Document	198.88 KB	4/5/2016 11:11:53 AM

If you are not able to upload the required attachments, please contact:

Mr. Tze Joe
Information Technology Coordinator
tjoe@msche.org

