

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

## A. General Information

	<b>Data on File (2008-09)</b>	<b>IP Data (2009-10)</b>
<b>Institution Name</b>	UPR - Cayey	UPR - Cayey
<b>Address</b>	Antonio R. Barcelo Avenue 205 Cayey, PR 00736	Antonio R. Barcelo Avenue 205 Cayey, PR 00736
<b>Telephone</b>	787 738 2161	787 738 2161
<b>Fax</b>	787 738 8039	787 738 8039
<b>Website</b>	www.cayey.upr.edu	www.cayey.upr.edu
<b>Control</b>	Public	Public
<b>Carnegie Classification</b>	Baccalaureate - Diverse Fields	Baccalaureate - Diverse Fields
<b>Affiliation</b>	State	State
<b>Calendar</b>	Semester	Semester
<b>Degree Granting Authority</b>	Puerto Rico	Puerto Rico
<b>Licensed to Operate in</b>	Unavailable: Puerto Rico PR	Unavailable: Puerto Rico PR
<b>Programs</b>		
<b>How many degree/certificate programs (distinct CIP codes) does your institution offer?</b>	0	28
<b>Degrees/Certificates Offered</b>		
<b>Certificate/Diploma</b>	no	no
<b>Associate's</b>	yes	yes
<b>Bachelor's</b>	yes	yes
<b>Master's</b>	no	no
<b>Doctor's - Professional Practice</b>	no	no
<b>Doctor's - Research/Scholarship</b>	no	no
<b>Doctor's - Other</b>	no	no
<b>Related Institutions</b>		
<b>Name, State, Country</b>	none	none
<b>Next Self-Study Visit</b>	2014-15	2014-15
<b>Next Periodic Review Report (PRR)</b>	June 2010	June 2010
<b>CHE Staff Liaison</b>	Dr. Luis G. Pedraja	Dr. Luis G. Pedraja

## Notes

## Instructions

Shaded information cannot be modified on-line. Please contact your staff liaison if you would like to change the data on file. Please complete the following fields that currently are blank and/or are accessible to you. An asterisk (\*) denotes a required field:

### TELEPHONE & FAX

List the numbers to which you prefer to have general inquiries directed. These numbers will be published in our on-line directory.

### WEBSITE

Provide the Uniform Resource Locator (U.R.L.) for your institution's home page on the World Wide Web.

### AFFILIATION (Optional)

Your response is optional. Select one or more of the five designated categories: **Religious** (Optional: Identify the specific religious affiliation of the institution); **State**; **Local**; **State and Local**; **Supervised by** (e.g., State University of New York); **Unit of** (e.g., University System of Maryland or Pennsylvania State System of Higher Education).

### CALENDAR

Indicate the predominant calendar system used at your institution, including:

- \* Semester
- \* Quarter
- \* Trimester
- \* 4-1-4 Plan
- \* Continuous Term
- \* Differs by Program
- \* Other

### LICENSED TO OPERATE IN

Select the state(s)/province(s) or other local jurisdictions in which your institution was required to get national or local government permits or other forms of approval in order to conduct business there. At least one of these must be the same state or country that provided your degree granting authority. Federally chartered institutions (i.e., military) do not need to answer this question.

### RELATED INSTITUTIONS

Is the institution completing this form related to another institution (college, university, or corporation), within this region or elsewhere and not accredited by Middle States? (i.e., Is your institution a branch of another; or is your institution owned or controlled in some manner by another entity; or does your institution share common trustees with another organization, etc.?) If so, give the name and state in which the related institution or organization is located.

See the "Related Entities" policy statement at </documents/P3.5-RelatedEntities.doc>.

### Exclusions:

- Do not report relationships that you are listing elsewhere in the IP as Branch Campuses, Additional Locations, or Other Instructional Sites.
- Institutions in Puerto Rico should not report the University of Puerto Rico or any of the private university systems on the island of which they are a part. But they should report other types of ownership or control not excluded above

### PROGRAMS:

Indicate the number of programs your institution offers. Count the total number of unique CIP codes reported to IPEDS. For information about the Classification of Instructional Programs (CIP), use the "CIP Selector" at <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>.

### DEGREES OFFERED:

The categories of Doctor's degrees have changed as follows:

- Certificate/Diploma
- Associate's
- Bachelor's
- Master's (Including M.Div.)
- Doctor's - Research/Scholarship
- Doctor's - Professional Practice
- Doctor's - Other

**Note:** The U.S. Department of Education notes that "CIP codes generally apply to all levels of certificates and degrees. In some cases, however, degrees were specified in the examples for certain CIP codes...to be able to obtain data on the number of degrees awarded in a particular field of study."

For more information about CIP codes, and whether specific undergraduate and graduate programs share the same CIP code, consult the FAQs at <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>. [Revised 3/11/10]

### INSTITUTION TYPE:

The Commission uses the categories in the 2006 Carnegie Classification for the reporting period covered by this IP, as follows:

ID	Category	Category Explanation
1	Assoc/Pub-R-S	Associate's--Public Rural-serving Small

2	Assoc/Pub-R-M	Associate's--Public Rural-serving Medium
3	Assoc/Pub-R-L	Associate's--Public Rural-serving Large
4	Assoc/Pub-S-SC	Associate's--Public Suburban-serving Single Campus
5	Assoc/Pub-S-MC	Associate's--Public Suburban-serving Multicampus
6	Assoc/Pub-U-SC	Associate's--Public Urban-serving Single Campus
7	Assoc/Pub-U-MC	Associate's--Public Urban-serving Multicampus
8	Assoc/Pub-Spec	Associate's--Public Special Use
9	Assoc/PrivNFP	Associate's--Private Not-for-profit
10	Assoc/PrivFP4	Associate's--Private For-profit
11	Assoc/Pub2in4	Associate's--Public 2-year colleges under 4-year universities
12	Assoc/Pub4	Associate's--Public 4-year Primarily Associate's
13	Assoc/PrivNFP4	Associate's--Private Not-for-profit 4-year Primarily Associate's
14	Assoc/PrivFP4	Associate's--Private For-profit 4-year Primarily Associate's
15	RU/VH	Research Universities (very high research activity)
16	RU/H	Research Universities (high research activity)
17	DRU	Doctoral/Research Universities
18	Master's L	Master's Colleges and Universities (larger programs)
19	Master's M	Master's Colleges and Universities (medium programs)
20	Master's S	Master's Colleges and Universities (smaller programs)
21	Bac/A&S	Baccalaureate Colleges--Arts & Sciences
22	Bac/Diverse	Baccalaureate Colleges--Diverse Fields
23	Bac/Assoc	Baccalaureate/Associate's Colleges
24	Spec/Faith	Special Focus Institutions--Theological seminaries, Bible colleges, and other faith-related institutions
25	Spec/Med	Special Focus Institutions--Medical schools and medical centers
26	Spec/Health	Special Focus Institutions--Other health professions schools
27	Spec/Engg	Special Focus Institutions--Schools of engineering
28	Spec/Tech	Special Focus Institutions--Other technology-related schools
29	Spec/Bus	Special Focus Institutions--Schools of business and management
30	Spec/Arts	Special Focus Institutions--Schools of art, music, and design
31	Spec/Law	Special Focus Institutions--Schools of law
32	Spec/Other	Special Focus Institutions--Other special-focus institutions
33	Tribal	Tribal Colleges

For a complete description of the Carnegie Classification system, go to <http://72.5.117.129/classifications/>.

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

## B. Key Contacts

Key Contact	Data on File (2008-09)	IP Data (2009-10)
<b>System/District Chief Exec Officer</b>	Dr. Jose Ramon de la Torre <i>President</i> G.P.O. Box 4984-G San Juan, PR 00936  Phone: none Fax: none Email: jose.delatorre@upr.edu	Dr. Jose Ramon de la Torre <i>President</i> G.P.O. Box 4984-G San Juan, PR 00936  Phone: 787 250 0000 Fax: none Email: jose.delatorre@upr.edu
<b>Chief Executive Officer</b>	Dr. Raul J. Castro Santiago <i>Acting Chancellor</i> Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161ex. 2122 Fax: none Email: raul.castro@upr.edu	Dr. Raul J. Castro Santiago <i>Acting Chancellor</i> Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161 ex. 2122 Fax: none Email: raul.castro@upr.edu
<b>Chief Academic Officer</b>	Dr. Gloria Butron <i>Interim Dean of Academic Affairs</i> Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2168ex. 2116 Fax: none Email: gloria.butron@upr.edu	Prof. Jose A. Molina <i>Acting Dean of Academic Affairs</i> Antonio R. Barcelo Avenue Cayey, PR 00633  Phone: 787 738 2161 ex. 2116 Fax: none Email: jose.molina3@upr.edu
<b>Chief Financial Officer</b>	Mr. Osvaldo Lasanta <i>Finance Department Director</i> 205 Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161ex. 2004 Fax: 787 263 6765 Email: osvaldo.lasanta@upr.edu	Mr. Jose Colon <i>Finance Office Director</i> Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161 Fax: 787 738 8039 Email: none
<b>Accreditation Liaison Officer</b>	Prof. Irmannette Torres-Lugo <i>Director</i> Assessment and Institutional Research Office UPR Cayey 205 Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161ex. 2556 Fax: 787 265 5465 Email: irmannette.torres@upr.edu	Prof. Irmannette Torres-Lugo <i>Director</i> Assessment and Institutional Research Office UPR Cayey 205 Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161 ex. 2556 Fax: 787 265 5465 Email: irmannette.torres@upr.edu
<b>Director of the Library</b>	Prof. Sonia Davila <i>Director of the Library</i> 205 Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161ex. 2021 Fax: 787 263 2760 Email: sonia.davila@upr.edu	Prof. Sonia Davila <i>Director of the Library</i> 205 Antonio R. Barcelo Avenue Cayey, PR 00736  Phone: 787 738 2161 ex. 2021 Fax: 787 263 2760 Email: sonia.davila@upr.edu
<b>Coordinator of Outcomes Assessment</b>	Prof. Irmannette Torres-Lugo <i>Director</i> Assessment and Institutional Research Office UPR Cayey 205 Antonio R. Barcelo Avenue Cayey, PR 00736	Prof. Irmannette Torres-Lugo <i>Director</i> Assessment and Institutional Research Office UPR Cayey 205 Antonio R. Barcelo Avenue Cayey, PR 00736

	Phone: 787 738 2161ex. 2556 Fax: 787 265 5465 Email: irmannette.torres@upr.edu	Phone: 787 738 2161 ex. 2556 Fax: 787 265 5465 Email: irmannette.torres@upr.edu
<b>Coordinator of Institutional Research Functions</b>	Prof. Irmannette Torres-Lugo <i>Director</i> Assessment and Institutional Research Office UPR Cayey 205 Antonio R. Barcelo Avenue Cayey, PR 00736	Prof. Irmannette Torres-Lugo <i>Director</i> Assessment and Institutional Research Office UPR Cayey 205 Antonio R. Barcelo Avenue Cayey, PR 00736
	Phone: 787 738 2161ex. 2556 Fax: 787 265 5465 Email: irmannette.torres@upr.edu	Phone: 787 738 2161 ex. 2556 Fax: 787 265 5465 Email: irmannette.torres@upr.edu
<b>Chair: Self-Study Steering Committee</b>	none	none
<b>Co-Chair: Self-Study Steering Committee</b>	none	none
<b>Person in the President's Office To Whom MSCHE Invoices Should be Sent</b>	Ms. Yolanda Rivera <i>Special Assistant to the Vice President of Academic Affairs</i> UPR - Central Administration Rio Piedras, PR 00936	Ms. Yolanda Rivera <i>Special Assistant to the Vice President of Academic Affairs</i> UPR - Central Administration Rio Piedras, PR 00936
	Phone: 787 751 8644 Fax: none Email: yorivera@upr.edu	Phone: 787 751 8644 Fax: none Email: yorivera@upr.edu
<b>Person Completing IP Financials</b>	Mr. Osvaldo Lasanta <i>Finance Department Director</i> 205 Antonio R. Barcelo Avenue Cayey, PR 00736	Mr. Jose Colon <i>Finance Office Director</i> Antonio R. Barcelo Avenue Cayey, PR 00736
	Phone: 787 738 2161ex. 2004 Fax: 787 263 6765 Email: osvaldo.lasanta@upr.edu	Phone: 787 738 2161 Fax: 787 738 8039 Email: none
<b>Person Completing IP (Key User)</b>	Mr. Héctor J. Sánchez <i>Statistics Official</i> 205 Antonio R. Barcelo Avenue Cayey, PR 00736	Mr. Héctor J. Sánchez <i>Statistics Official</i> 205 Antonio R. Barcelo Avenue Cayey, PR 00736
	Phone: 787 738 2171 Fax: 787 738 8039 Email: hector.sanchez18@upr.edu	Phone: 787 738 2171 Fax: 787 738 8039 Email: hector.sanchez18@upr.edu

## Instructions

Verify or provide information in all of the requested fields.

If a person has more than one function, please add them to each category. Otherwise, they may not receive postal mail or e-mails that the Commission directs to specific key contacts.

**Telephone/E-mail.** Please note that the telephone number and e-mail address in each instance should be the individual's direct number or address, not the institution's main number or address. This information is exclusively for the internal use of Middle States staff, and it is not made available to the public.

*Exception:* Chief executive officers, chief academic officers, or provosts may provide either their own direct telephone number and e-mail address or those of their personal assistant authorized to receive private messages on their behalf.

**Personnel Changes.** If you are aware that a Key Contact will be leaving your institution after you lock down the IP, leave that person in their current role. The IP should be accurate as of the time of lock down. Subsequently, please notify Mr. Joe ([tjoe@msche.org](mailto:tjoe@msche.org)) by e-mail of the actual termination and/or any replacement, and he will make the change(s) on your behalf.

**Replace/Modify.** For each key contact category, you may **replace** one person with another or **modify** (update) the information about an incumbent.

To replace a person with someone already affiliated with your institution in the Middle States database, select from the list provided. If the replacement is at your institution but has had no prior activity with Middle States or is someone who came to your institution from elsewhere, please send an e-mail to Mr. Tze Joe ([tjoe@msche.org](mailto:tjoe@msche.org)), asking him to add that person to your list. When you are notified that the person has been added to the list, you may modify the information if necessary.

If someone on the list is deceased or has left your institution, please also notify Mr. Joe.

**International Addresses.** For addresses outside the United States, the screen provides three address lines. Starting with Address Line 1, enter the **complete** mailing address in the postal format commonly used in that country.

### SYSTEM/DISTRICT CHIEF EXECUTIVE OFFICER

If Middle States has designated your institution as part of a system or district, please complete this section.

### ACCREDITATION LIAISON OFFICER

Enter the name, title, and phone number of the individual currently appointed by the chief executive officer of your institution to work with the Commission on matters of accreditation. (This person may be the same as or different from the Key Holder, or may hold any other job title at the institution, at the discretion of the CEO.)

### DIRECTOR OF THE LIBRARY

If your institution has multiple libraries, indicate the director of the main library (or one of several equal librarians). If your institution is a separately accredited unit of a multi-campus system, indicate the librarian at the campus completing the IP. **Only one librarian can be listed for each institution that has a single identification number, and that person should be responsible for forwarding correspondence to the others.**

### COORDINATOR OF OUTCOMES ASSESSMENT FUNCTIONS

Enter the name of the administrator or faculty member who is responsible for coordinating your institution's outcomes assessment activities, regardless of that person's actual job title.

### COORDINATOR OF INSTITUTIONAL RESEARCH FUNCTIONS

Enter the name of the person responsible for your institution's institutional research functions, regardless of that person's actual job title.

### CHAIR/CO-CHAIRS OF SELF-STUDY STEERING COMMITTEE

*Complete this item ONLY if your institution is scheduled for a team visit in 2009-10 or 2010-11 or 2011-12. (See the dates pre-formatted in General Information.)* Provide the name and title of the Chair (or co-Chairs) of your institution's Self-Study Steering Committee. If your institution has more than two co-Chairs, select only two for the IP as contacts for MSCHE staff. Please update these Chairs if those who appear in the database were from a previous self-study or PRR and new Chairs have been appointed.

### PERSON IN THE PRESIDENT'S OFFICE TO WHOM INVOICES SHOULD BE SENT

Enter the person who is responsible for coordinating the approval and payment of invoices from MSCHE for dues and fees. MSCHE will send its invoices by e-mail to this individual.

### PERSON COMPLETING IP FINANCIALS

Enter the person who is responsible for providing the financial data and who can answer questions about the meaning of the data.

### PERSON COMPLETING THE IP

Enter the Key User who is responsible for the content of the IP (not necessarily the data entry person).

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

## C. Graduation Data

### Awards Granted

Report all degrees or other formal awards conferred by your institution between July 1, 2008, and June 30, 2009. If an individual received two degrees at different levels during the specified time period, report each degree in the appropriate category.

**Include** earned degrees and awards conferred by branches of your institution located within or outside the Middle States region, including foreign countries.

**Exclude** honorary degrees and awards.

Awards	Data on File (2008-09)	IP Data (2009-10)
Diploma/Certificate	0	0
Associate's	0	0
Bachelor's	528	497
Master's	0	0
Doctor's - Professional Practice	0	0
Doctor's - Research/Scholarship	0	0
Doctor's - Other	0	0
Does your institution have undergraduate programs?	yes	yes
Do your undergraduate programs serve only transfer students? See instructions if the answer is yes.	no	no

### Completers

Provide the total number of students in the relevant cohort who received their awards no later than 2008-09 (which would be within 150 percent of the time expected for them to receive the degree/certificate for which they matriculated). Also provide the total number of students who transferred out of your institution before completing their programs.

2-year Institutions only	Data on File (2008-09)	IP Data (2009-10)
Total Number of students in the cohort	0	0
Number completed within 150% of time to degree	0	0
Total transfers out	0	0
<b>4-year Institutions w/ Baccalaureate Programs</b>		
Total Number of students in the cohort	887	812
Number completed within 150% of time to degree	362	338
Total transfers out	198	81

### Notes

## Instructions

### AWARDS GRANTED

Report all degrees or other formal awards conferred by your institution between July 1, 2008, and June 30, 2009 (or other official year, if your institution uses an enhanced semester calendar). If an individual received two degrees at different levels during the specified time period, report each degree in the appropriate category.

**Include** earned degrees and awards conferred by branches of your institution located within or outside the Middle States region, including foreign countries. [Revised 4/16/10]

**Exclude** honorary degrees and awards. [Revised 4/16/10]

Institutions that indicate "Yes" their undergraduate programs serve only transfer students will not be provided with a Completers section.

### COMPLETERS

**Provide** the total number of students in the relevant cohort who received their awards no later than 2008-09 (which would be within 150 percent of the time expected for them to receive the degree/certificate for which they matriculated). Also provide the total number of students who transferred out of your institution before completing their programs.

**Note:** Institutions that offer transfer programs and have no baccalaureate-level first-year students should check the appropriate box in the screening questions that appear at the beginning of the IP. Institutions that started first-year baccalaureate programs in 2004-05 or later should answer "no." These institutions then do not need to report in the Completers section in order to lock down and submit the IP.

#### **Cohorts:**

**For 2-year institutions**, select full-time, first-time degree/certificate-seeking students who entered in Fall 2006 (i.e., first enrolled in academic year 2006-07, who remained enrolled in or who graduated at the end of 2007-08, and those who may have continued through 2008-09).

If your institution is an Associate's college and began offering such programs in or prior to 2006-07, include in the cohort the students for these programs who enrolled in Fall 2006 and received full credit through 2008-09.

If the mission of particular programs is to prepare students for transfer to other institutions, count as completers those students who have successfully completed a transfer-preparatory program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program. (Note: "Full credit" means the number of credits the institution awards for completing a program, not just some of those credits, and therefore the student is eligible to graduate under the institution's regulations.)

**For Associates institutions with Baccalaureate programs** (i.e., primarily Associate's with some 4-year programs), report as if for a 2-year institution. Exclude students who initially enrolled in and continue exclusively in Baccalaureate programs.

**For Specialized institutions** where the majority of the students are either 2-year students who continue in baccalaureate programs or students who are exclusively in baccalaureate programs, report as if for a 4-year institution, and exclude students who complete in two years. If all of the students complete their programs in two years, report as a 2-year institution.

**For 4-year institutions**, the cohort year includes full-time, first-time degree/certificate-seeking students who entered in Fall 2003 (i.e., enrolled in academic years 2003-04, 2004-05, 2005-06, and 2006-07, who graduated in 2007 or at any time through 2007-08 or 2008-09). Do not include students who entered in Associate's programs or students who transferred into your institution. Institutions that have only transfer programs should check the applicable box in the screening questions at the beginning of the IP.

Four-year institutions that offer 5-year or longer programs should include in the 2003 cohort the students for these programs who received full credit through 2008-09 (i.e., include all the students who entered the 5-year program in Fall 2003 and reflect their status as of the end of the 2008-09 academic year).

**Institutions with a continuous-term calendar** for the majority of their programs should use the full-year cohort.

**(All Institutions) Include:** Students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers and those enrolled in distance learning/home study programs; full-time students taking remedial courses if the student is considered degree-seeking; full-time students who subsequently become part-time, transfer to another institution, drop out, stop out, or have not fulfilled the requirements for a degree or certificate. (Note: A student who is designated as part of a cohort remains in that cohort even if he or she becomes a part-time student.)

**(All Institutions) Exclude:** Students who are enrolled exclusively in non-credit courses or are not seeking a degree/certificate, exclusively auditing classes, studying abroad at a foreign university if their enrollment at the reporting institution is only an administrative record and the fee is only nominal, studying in a branch campus located in a foreign country, part-time, or transfer into the institution.

**Other exclusions are the same as for IPEDS:**

- \* Students who died or became permanently disabled
- \* Students who left school to served in the armed forces (or have been called up to active duty)
- \* Students who left school to serve with a foreign aid service of the Federal Government
- \* Students who left school to serve on an official church mission

**Transfers Out.** If you collect transfer information, report the number of students whom you know to have transferred to another institution, without a degree/award from your institution, within 150% of normal time to completion. If you do not know that they have actually transferred, report them as drop outs and explain in the notes that they are drop outs. Track all of your cohort for 3 years (2-year institutions) or for 6 years (4-year institutions), as applicable.



## DEFINITIONS OF TYPES OF AWARDS

*(Adapted from the IPEDS Glossary)*

**Associate's:** An award that normally requires at least 2 but less than 4 years of full-time equivalent college work

**Bachelor's:** An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. It also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years

**Master's:** An award that requires the successful completion of a program of study of at last the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree

**Doctor's - research/scholarship:** A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.

**Doctor's - professional practice:** A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "First Professional" and may include Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

**Doctor's - other:** A doctor's degree that does not meet the definition of a "doctor's degree - research/scholarship" or a "doctor's degree - professional practice."

**Diploma/Certificate:** A diploma refers to a formal document certifying the successful completion of a prescribed program of studies. A certificate is a formal award certifying the satisfactory completion of a postsecondary education program. Do not provide information here about recreational, avocational (leisure), adult basic, remedial, high school equivalency, or other similar certificates that your institution also offers.

## Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

### D. Enrollment

	Data on File (2008-09)		IP Data (2009-10)	
	Undergraduate	Graduate	Undergraduate	Graduate
Total credit hours of all part-time students	2915	0	2611	0
Minimum credit load to be considered a full time student	12	0	12	0
Full-Time Head Count	3314	0	3458	0
Part-Time Head Count	425	0	372	0

### Credit Enrollment

	Data on File (2008-09)	IP Data (2009-10)
Number of Students matriculated, enrolled in degree programs (Undergraduate + Graduate)	3739	3830
Number of Students not matriculated, enrolled in credit-bearing courses	0	0

### Non-Credit Enrollment

	Data on File (2008-09)	IP Data (2009-10)
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	150	150
Number of Students in non-credit avocational continuing education courses	0	0

### Notes

## Instructions

### TOTAL ENROLLMENT

**Total credit hours of all part-time students.** Compute the total as of Fall 2009, using the institution's official fall reporting date (or as of October 15, 2009, whichever is sooner). Report separately for both undergraduate and graduate students. If your off-campus sites have different census reporting dates from the main campus cutoff date, please report the total number of credit hours, regardless of the census date. [If your institution does not compute this information until the end of the semester, put zero in this field, explain in the Notes, and submit this information when it is available by e-mail to [tjoe@msche.org](mailto:tjoe@msche.org).]

**Minimum credit load for a student to be considered full-time (per semester or equivalent unit).** The general rule is that a full-time student is one who is enrolled for 12 or more semester credits, 12 or more quarter credits, or 24 or more contact hours a week each term. A full-time graduate student is enrolled for 9 or more semester credits, 9 or more quarter credits, or who is involved in thesis or dissertation preparation that the institution considers full-time.

If your definition of a full-time load varies by program or course of study, use the load representing the majority of your students. Explain the difference **briefly** in the Notes; if Commission staff or evaluators need further details, you can provide a full explanation at that time.

**Full-time Headcount.** Provide an unduplicated headcount of all full-time and part-time students, reporting undergraduate and graduate levels separately. The Commission will print the Total FT and PT headcount in its directory and will rely on it when selecting visiting teams of evaluators and for other purposes.

Institutions operating under a calendar that differs by program or enrolling on a continuous basis should include students who were enrolled in your institution at any time between August 1 and October 31 of 2009.

**Rapid Growth:** Please note that MSCHE is required to report to the Secretary, U.S. Department of Education, any institution whose enrollment increases by 50 percent or more in any year. In addition, Rapid Growth requires an institution to submit a Substantive Change request to MSCHE. [Revised 3/5/10.]

#### **Include:**

- Students enrolled in courses for credit at the main campus, at all branch campuses (except those that are separately accredited), and at all off-campus sites as defined in these Instructions (i.e., domestic or overseas branch campuses, additional locations, other instructional sites, and students in the institution's study-abroad program who are enrolled for credit at the reporting institution)
- Students enrolled in courses for credit who are not recognized by the institution as seeking a degree (i.e., students receiving certificates or diplomas for academic, occupational, or post-baccalaureate continuing professional studies.)

*Note:* IPEDS defines an "Occupational program" as "A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation." It is usually below the baccalaureate level. Examples include bookkeeping, office management, massage therapy, etc.

#### **Exclude:**

- Students exclusively auditing classes
- Students who receive the reporting institution's distance education programs but who receive credit from another institution through consortia or other agreements
- Students exclusively enrolled in courses that cannot be credited toward a degree or other formal award (i.e., recreational, avocational [leisure], high school equivalency, or other similar certificates).
- Students at a reporting institution located abroad, who are study-abroad students from a U.S. institution, when those students will not receive their degrees from the reporting institution.

**Summer Programs.** Students attending the Summer 2009 session to complete requirements for graduation in 2008-09 are considered to be part of that prior year. However, students starting early, who take Summer 2009 courses and continue into Fall 2009, are to be counted in the 2009-10 cohort. Alternatively, use your institution's normal procedures for computing an academic year (e.g., Summer 2, Fall, Spring, and Summer 1), if applicable. [Revised 2/18/10]

### CREDIT ENROLLMENT

Report the headcount of all students as of Fall 2009 who are recognized by the institution as being enrolled in and working toward a specific degree or certificate (i.e., matriculated). Report also an unduplicated number of students who are not matriculated but who are enrolled in courses for which credit is awarded.

Exclude students who are matriculated but who are on leave and not actively pursuing a degree/diploma (i.e., not utilizing the institution's faculty, staff, or facilities).

### NON-CREDIT ENROLLMENT

[Revised 2/18/10]

The purpose of reviewing non-credit enrollment is to consider the likely impact of this enrollment on the institution's faculty, facilities, revenue, and other overall operations and integrity.

Report the number of students enrolled in non-credit courses (i.e., courses that cannot be counted toward a degree). The reporting period is the entire **previous** academic year (2008-09), without regard to whether they also enrolled in for-credit courses. Count students once if they enroll in more than one non-credit course. If a non-credit student takes a vocational course and an avocational course, count that student once under vocational.

*Note:* The column marked "2009-10" refers to the year in which your institution is submitting the IP. This is the column where you should enter "the entire previous academic year" referred to above.

Report headcounts separately for: (1) graduate level courses; (2) undergraduate level and other continuing education courses for which certificates of completion may or may not be provided (including ESL, remedial, or career-related skills and knowledge for vocations); and (3) avocational (self-improvement/leisure) courses.

If your institution has no system for separating enrollment in continuing education versus avocational courses, report all such enrollment as continuing education, and explain in the Notes section.

Include any pre-college students, because they also have an impact on the institution's physical, fiscal, and human resources.

***Exclude:***

- Students exclusively auditing classes
- Students enrolled and seeking a formal award who also choose to take a course without credit, who complete all assignments, and who do so for personal enrichment
- Students who receive the reporting institution's distance learning programs but who receive credit from another institution through consortia or other agreements
- Students who are completing requirements for a class taken in a prior semester, who pay a basic registration fee for tracking purposes but who are not independently taking a scheduled non-credit course
- Matriculated students who are required to take a particular non-credit course in order to graduate but who are not independently taking that scheduled non-credit course.

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## E. Distance 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.

	<b>Data on File (2008-09)</b>	<b>IP Data (2009-10)</b>
<b>Did your institution, in the most recent prior year (2008-09), offer distance education or correspondence courses?</b>	No	No

## Notes

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## Instructions

**New.** **Distance education** means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support **regular and substantive interaction** between the students and the instructor, either synchronously or asynchronously. The technologies may include: (1) The Internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audioconferencing; or (4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed above.

**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.

Indicate whether your institution, in the most recent prior year (2008-09), offered courses for credit using distance education or correspondence courses.

### *Courses.*

If you selected 'yes' in the previous question, then provide, in the appropriate field:

(a) the **unduplicated headcount** of all students in the most recent prior year (2008-09) who took distance education or correspondence courses for credit by your institution; and

(b) the **total number of registrations** in the most recent prior year (2008-09) who took distance education or correspondence courses for credit by your institution. ("Registrations" refers to the sum of seats filled. Therefore, registrations may be duplicated if a student enrolls in more than one course.)

Explain in the Notes if the prior year's total is expected to be 50 percent greater in 2009-10.

**Exclude:** Students who drop out before and after the end of the drop/add period. [Revised 2/17/10]

**Rapid Growth:** [The reference to Rapid Growth in the Distance Education section has been eliminated. However, it remains in the Enrollment section. Revised 3/5/10.]

### *Programs.*

Report the number of degree or certificate programs offered during the previous year (2008-09) for which students could meet 50% or more of their requirements for any of the programs by taking distance education or correspondence courses.

**Definition:** Program means a postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential.

**Summer Programs.** Students attending summer sessions to complete requirements for graduation are considered to be part of the prior year. Students starting early, who take summer courses and continue in the Fall are to be counted in the current cohort being reported.

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## F. Regional, National, and Specialized Accreditation

Please list the name of the regional, national, and specialized accrediting organizations that accredit your institution or its programs.

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

### Data on File (2008-09)

■ none

### IP Data (2009-10)

#### Accreditors Recognized by U.S. Secretary of Education

none

## Other Accreditors

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

*Please separate each accreditor by semi-colon (;).*

PR Council on Higher Education (CES) March 2010 - Met all standards of accreditation according to the Board of Evaluators representing the National Council for the Accreditation of Teacher Education (NCATE)

## Instructions

The regional, national, and/or specialized accrediting organizations your institution reported last year are shown in the left column.

In the column on the right, check the box next to the name of the accreditors that currently accredit your institution or its programs. The applicable boxes must be checked each year. The items you selected last year will not carry over automatically to the Current IP Data column.

**Note: This list contains those accrediting agencies that are recognized by the U.S. Secretary of Education. If other accrediting organizations are applicable for your institution, please insert them in the Notes section.**

If your institution offers programs in collaboration with another institution, and the other institution is accredited for that program but you are not, do not list the other institution's accreditor.



# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## G. Instructional Personnel (as of Fall 2009)

	Data on File (2008-09)		IP Data (2009-10)	
	Full-Time Headcount	Part-Time Headcount	Full-Time Headcount	Part-Time Headcount
Tenured Faculty	102	0	101	0
Non-Tenured Faculty (On Tenure Track)	7	0	8	0
Non-Tenured Faculty (Not On Tenure Track)	14	18	39	27

### Notes

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## Instructions

Report an unduplicated headcount of full-time and part-time instructional personnel. Enter the data separately for tenured, non-tenured on tenure track, or non-tenured not on tenure track.

### **Definitions:**

**Full-time vs. Part-time.** Full-time personnel are either available for full-time assignment during the period being reviewed or are designated as "full time" in an official contract or appointment. Normally, employees who work approximately 40 hours per week for a full academic year are considered full-time. Individuals on sabbatical should be counted as full-time if their status was full-time prior to their leave. Faculty who teach only one semester or term are part-time, because the basis of measurement is a full academic year.

**Compensated vs. Uncompensated.** For the purpose of this survey, it is of no consequence whether instructional personnel are financially compensated or not. The purpose is to consider the likely instructional impact on the enrolled students.

**Tenured Faculty.** Include as tenured only faculty who actually have tenure status.

Institutions abroad that do not use the U.S. tenure system should report all instructional personnel as "Non-tenured, Not-on-tenure-track," separating full-time and part-time as explained elsewhere in these Instructions.

**Instructors.** Include those personnel who may have the title of instructor but who are not student assistants, adjunct professors, and lecturers.

**Adjunct professors.** Count adjunct professors and visiting professors as part-time, unless you have a specific category for full-time adjunct or visiting professors. Adjunct faculty are defined by IPEDS as non-tenure-track positions where one has a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. An adjunct who serves only one semester should be counted as a whole (not one-half) part-time assignment.

**Medical School Faculty.** Include those faculty members who may be exclusively involved in clinical and pre-clinical instruction at the primary reporting location and at satellite or other locations where students rotate. Indicate in the Notes section the number of faculty with this role. Again, the purpose is to consider the likely instructional impact on the enrolled students.

### **Exclude:**

- Professional staff, such as librarians, administrators, researchers, and others if they do not have faculty status at your institution, or if they have faculty status but do not teach as their primary activity (*Note: Instructional librarians with faculty status who teach credit-bearing courses would be included.*)
- Faculty who teach only non-credit courses
- Students (typically graduate students) having such titles as teaching assistant, teaching fellow, or research assistant.

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## H. Related Educational Activities

### H-1. Study Abroad

This section is only required if your institution's Self-Study Visit is scheduled for 2010-11 or 2011-12, or if your institution's Periodic Review Report (PRR) is due to be submitted in June 2011.

Note:

Your institution's next Self-Study Visit is scheduled for 2014-15.

Your institution's next Periodic Review Report (PRR) is due to be submitted in June 2010.

## Instructions

This section is required ONLY if your self-study visit is scheduled for 2010-11 or 2011-12, or if your periodic review report (PRR) is due to be submitted in June 2011.

*Note:*

Your next Self-Study Visit is scheduled for (THE ON- LINE PROGRAM WILL INSERT THE DATE FOR YOUR INSTITUTION.)

Your next PRR is due to be submitted in June (THE ON- LINE PROGRAM WILL INSERT THE DATE FOR YOUR INSTITUTION.)

For each country in which your institution offers study abroad programs, select the country from the menu provided. Indicate the total number of sites in each country, and the total number of students for all of those sites in each country.

Enter the total UNDUPLICATED number of students (undergraduate + graduate), as of Fall 2009 AND Spring 2010 (i.e., count a student once if that person enrolls in both the Fall and the Spring). If there is a significant difference between Fall and Spring enrollments, provide the total served for the year and explain the seasonal differences in the Notes. The purpose is to identify the maximum number of people from your institution that an evaluator is likely to find at a given location.

Include only those students who are enrolled in study abroad programs **for which academic credit will be awarded by your institution.**

Do not count students from other institutions enrolled at your site if your institution does not award the credit, regardless of whether or not your institution provides the faculty and other services. These types of situations are more appropriately discussed in your institution's next decennial self-study report or periodic review report.

Do not report sites if no students are enrolled or if none are expected to enroll in the program during 2009-10, even though there were students in a prior year and the institution still has contractual obligations with an affiliated provider or maintains its own physical plant in that location. Do not report sites that are permanently closed.

**Definitions:**

The programs may be sponsored or co-sponsored by your institution. Report only sites where your institution has "ownership" over the curriculum (i.e., determines what will or will not be taught) and where your institution specifically approves which faculty members will or will not teach.

Contracts for programs where the reporting institution has an arm's length contractual relationship with the study abroad site operators (i.e., without veto power over curriculum components and individual faculty) will be treated as if they are equivalent to articulation agreements for the purposes of the IP. They should be reported as such, when appropriate, in your institution's decennial self-study or PRR.

**Exclude :**

- summer enrollment
- individualized or group programs for students who may visit one or more sites in a given season (i.e., not resident at the site for an entire semester or equivalent period)
- exchange programs

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## H-2. Branch Campuses (as of Fall 2009)

### Data on File (2008-09)

No Branch Campuses.

### IP Data (2009-10)

No Branch Campuses.

## Instructions

Please verify pre-printed information as of 2009-10.

*Note:* Provide a **complete** address for **each** branch, including street address. Your institution's Title IV funding could be in jeopardy if the address provided to MSCHE is not identical to the one provided to IPEDS.

**Programs.** Verify the number of degree programs or specialties that may be completed entirely at this branch. Include all certificate/diploma programs but exclude avocational/leisure courses. (IPEDS defines a program as "A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.") In addition, more than one program can result in the award of a degree, and this question does not refer to the number of degrees the institution actually awarded at each branch.

*Note:* The categories of Doctoral programs have changed to be consistent with other sections of this report.

**Headcount.** Provide the full-time and part-time headcount at each branch, reporting graduate and undergraduate students separately. The headcounts at various branches may be duplicated if students attend multiple locations. The objective here is to identify the totals served at each branch. If duplicated, indicate that in the Notes section.

Indicate if 50 percent or more of the students at this branch are U.S. students (including permanently or temporarily living abroad or study abroad students).

**Inactive Branches.** If an institution has no students at a branch during the reporting period for this Institutional Profile, but the institution maintains contractual obligations to maintain the branch, mark the Status as inactive, and the headcount for the current year will be displayed as zero. The purpose of designating a branch as inactive is to avoid the necessity of deleting a branch that has been approved within the scope of your accreditation and then reinstating it on this report in a subsequent year when there are students.

**Add or Close a Branch** Branches may not be added or closed except through the Substantive Change process six months in advance of the addition or closing. See the relevant [policy statement](#) with instructions for submitting a Substantive Change request and the separate [Frequently Asked Questions](#).

For the 2009-10 IP, by indicating that a branch is permanently closed under "Modify," the Middle States database will NOT reflect that it is actually closed, and it will continue to appear as such until you have successfully completed the Substantive Change process.

### **Definitions:**

The Commission defines a branch campus as a facility that is geographically apart from and independent of the main campus of the institution. The facility is independent if it:

- **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**

The Commission's definition of a branch campus may or may not be the definition the institution uses for state reporting purposes.

Branch campuses are not considered to be temporary, but they may be rented or made available to the institution at no cost by another institution, organization, agency, or firm. The branch may be organized and managed by the institution itself or by contractual agreement with a third party.

### **Note:**

A facility listed as a "branch campus" may not also be listed as an "additional location" or an "other instructional site."

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## H-3. Additional Locations (as of Fall 2009)

### Data on File (2008-09)

No Additional Locations.

### IP Data (2009-10)

No Additional Locations.

## Instructions

Please verify pre-printed information as of 2009-10.

*Note:* Provide a **complete** address for **each** Additional Location, including street address. Your institution's Title IV funding could be in jeopardy if the address provided to MSCHE is not identical to the one provided to IPEDS.

**Programs.** Verify the number of degree programs or specialties for which at least 50 percent of the program may be completed at each additional location. Include all certificate/diploma programs but exclude avocational/leisure courses. (IPEDS defines a program as "A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.") In addition, more than one program can result in the award of a degree, and this question does not refer to the number of degrees that students actually earned through each Additional Location.

*Note:* The categories of Doctoral programs have changed to be consistent with other sections of this report.

**Headcounts.** Provide the full-time and part-time headcount at each additional location, reporting graduate and undergraduate students separately. Include only students who are full-time or part-time in degree programs at the location being reported, not whether they are full-time or part-time at the institution as a whole (if there is in fact any difference).

The headcounts at various additional locations may be duplicated (i.e., across locations but not within a location) if students attend multiple locations. The objective here is to identify the totals served at each location. If duplicated, indicate that in the Notes section.

Indicate if 50 percent or more of the students at this location are U.S. students (including permanently or temporarily living abroad or study abroad students).

**Inactive Additional Locations.** If an institution has no students at an additional location during the reporting period for this Institutional Profile, but the institution maintains contractual obligations to maintain the location, mark the Status as inactive, and the headcount for the current year will be displayed as zero. The purpose of designating a branch as inactive is to avoid the necessity of deleting a location that has been approved within the scope of your accreditation and then reinstating it on this report in a subsequent year when there are students.

**Add or Close an Additional Location** Additional Locations may not be added or closed except through the Substantive Change process six months in advance of the addition or closing. See the relevant [policy statement](#) with instructions for submitting a Substantive Change request and the separate [Frequently Asked Questions](#).

For the 2009-10 IP, by indicating that an Additional Location is permanently closed under "Modify," the Middle States database will NOT reflect that it is actually closed, and the location will continue to appear as such until you have successfully completed the Substantive Change process.

**Partial-year Reporting.** If an approved location opens or begins enrolling students in the middle of an academic year, treat the location as Active and report the partial-year enrollment. In the Notes section, give the date activity began.

### **Definitions:**

The Commission defines an Additional Location as a facility, other than a Branch Campus or an Other Instructional Site that:

- is geographically apart from the main campus; AND
- at which students may complete at least 50 percent of an educational program (i.e., of at least one program).

If a location does not meet the 50 percent rule, it should be treated as an "Other Instructional Site." However, if it is currently approved as an "Additional Location," Substantive Change rules apply in order to deactivate it.

Additional Locations are not considered to be temporary but may be rented or made available to the institution at no cost by another institution, organization, agency, or firm. The location may be organized and managed by the institution itself or by contractual agreement with a third party. Programs may be accredited by another recognized accreditor. The criterion for reporting is whether the degree or certificate is awarded in the name of your institution.

### **Note:**

A facility listed as an "additional location" may not also be listed as a "branch campus" or an "other instructional site."



# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## H-4. Other Instructional Sites (as of Fall 2009)

**Data on File  
(2008-09)**

No Other Instructional Sites.

**IP Data  
(2009-10)**

## Instructions

Please verify the pre-printed information for 2009-10, and modify the information as necessary.

Other Instructional Sites may be added, or they may be deleted if there are no plans to use the site in the near future. *[Note: The IP is a "snapshot" as of the fall. Therefore, if a listed site is active but is used only in the summer, report the headcount as zero.]*

Report all Other Instructional Sites, and enter the city, state, and country in which each site is located. Report only sites at which **entire courses**, not partial courses, are offered.

Indicate the name of the site or facility at which courses are being offered.

Enter the total number of students taking courses for credit as of Fall 2009, whether or not those students are matriculated in a specific degree or certificate program. If students attend multiple sites, the headcounts at various sites may be duplicated (i.e., across sites but not within a site). The objective here is to identify the totals served at each site and the likely impact on an institution's resources.

If a site is used primarily in the Spring, report the headcount for the Spring and explain that item in the Notes section.

### **Definitions:**

The Commission defines an Other Instructional Site as any off-campus site, other than a Branch Campus or an Additional Location, at which the institution offers one or more courses for credit.

These sites may include, but are not limited to, high schools, corporations, community centers, and churches.

### **Exclude:**

- Distance education programs;
- Any site used only in the Summer;
- Sites used only for internships or practica (However, if entire courses are available there for other disciplines, those sites should be counted.)

### **Note:**

A facility listed as an "other instructional site" may not also be listed as a "branch campus" or an "additional location."

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

## I. Financial Information

Report the same data for Educational and General (E&G) expenses and assets on the Institutional Profile that your institution reports to the Integrated Postsecondary Higher Education Data Systems (IPEDS).

Verify the beginning and ending date for your institution's fiscal year. The default dates are 7/1/2008 through 6/30/2009 (the most recent year for which you would have an audited financial report). If your institution uses different dates, please change the default dates accordingly.

**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.

Report educational and general expenses by expense category (e.g., instruction, research, public service, etc.). The expense for each category is the sum of restricted and unrestricted expenses.

	Data on File (2008-09)	IP Data (2009-10)
<b>Which reporting standard is used to prepare your institution's financial statements? Your selection determines the value in the column IPED-Line below.</b> FASB (Financial Accounting Standard Board) GASB (Government Accounting Standard Board)		GASB
Note: For Private Institutions the value is set automatically and the field is disabled.		
<b>Is your institution's audited Financial Report Qualified or Unqualified?</b>	Qualified	Qualified
<b>Fiscal Year Begin</b>	7/1/2007	7/1/2008
<b>Fiscal Year End</b>	6/30/2008	6/30/2009
<b>Does your institution allocate Operation &amp; Maintenance of Plant expense?</b>	No	No
<b>Does your institution allocate Depreciation Expense?</b>	No	No

	IPEDS Part-Line	Data on File (2008-09) Expenses	IP Data (2009-10) Expenses
<b>1. Instruction</b>	<b>C-01</b>	\$21,261,758	\$23,806,786
<b>2. Research</b>	<b>C-02</b>	\$1,809,051	\$2,921,914
<b>3. Public Services</b>	<b>C-03</b>	\$458,827	\$722,706
<b>4. Academic Services</b>	<b>C-05</b>	\$5,609,979	\$6,845,352
4a. Included Library Expense		\$1,886,035	\$1,908,554
<b>5. Student Services</b>	<b>C-06</b>	\$2,873,853	\$4,404,211
<b>6. Institutional Support</b>	<b>C-07</b>	\$8,012,683	\$11,159,795
<b>7. Scholarships and Fellowships</b>	<b>C-10</b>	\$8,124,092	\$9,190,162
<b>8. Operation and Maintenance of Plant</b>	<b>C-08</b>	\$7,972,315	\$0
<b>9. Depreciation Expense</b>		\$2,015,636	\$0
<b>Total E&amp;G Expenses</b>		\$58,138,194	\$59,050,926
<b>Net Assets (Beginning of Year)</b>	<b>D-04</b>	\$10,910,693	\$7,107,153
<b>Change in Net Assets</b>	<b>D-03</b>	(\$3,803,540)	(\$90,222)
<b>Net Assets (End of Year)</b>	<b>D-06</b>	\$7,107,153	\$7,016,931

### Notes

Data provided by the UPR Central Administration. Audited Financial Statements are not yet available.

## Instructions

### FREQUENTLY ASKED QUESTIONS

#### Why does the Commission request financial data on the Institutional Profile?

The Commission uses the financial data in two ways. First, the information is used to assess annual membership dues that are based on an institution's Educational and General (E&G) expenditures as reported on its Institutional Profile. Second, the financial information is used, together with other Institutional Profile information, by staff and evaluators who want a quick "snapshot" of the institution prior to a visit.

#### Why does the Commission request an audited financial statement?

Commission staff check the accuracy of the Educational and General (E&G) expenditures reported on the Institutional Profile by comparing it to the E&G expenditures reported in the institution's audited statement. Because membership dues are assessed on the basis of an institution's E&G expenditures, the Commission tries to ensure the financial data reported on the Institutional Profile are correct and that a member institution's dues are properly assessed.

You also are required to provide a copy of any "Management Letter" your auditors provided as part of your audited financial statement.

Staff, evaluators, and financial reviewers use the audited financial statement and management letter to review financial information submitted with the institution's self-study or periodic review reports.

#### Should an institution submit IPEDS financial data for the matching fields on the Institutional Profile?

Yes. Report the same data on the IP that your institution reports to the Integrated Postsecondary Higher Education Data Systems (IPEDS). Line items from the IPEDS survey are provided next to each IP entry for your convenience.

In addition, the IPEDS financial data should cover the same period as the audited financial statement. *[Revised 2/23/10]*

#### What are the most common errors institutions make when completing the Finance section of the Institutional Profile?

Three common errors to avoid in reporting financial information are:

- Reporting tuition discounts or allowances in the IP as Scholarship and Fellowship Expense. (Exclude tuition discounts or allowances from the line item for Scholarship and Fellowship Expense.)
- Entering data in thousands of dollars, rather than with the necessary zeros (In the print version, write \$1,270,000, not \$1270. In the online version, omit the commas.)
- Reporting the financial data for the primary institution and for component units\* (Report only for the primary institution.)

*\*Note:* A component unit is a legally separate organization for which the primary institution is financially accountable or closely related. Examples would include college housing corporations, a student government cooperative, or a university or college foundation.

### FINANCIAL PAGE INSTRUCTIONS

Report the same Educational and General (E&G) expenses that you reported to IPEDS for similar fields.

Verify the beginning and ending date for your institution's fiscal year. The default dates are 07/01/2008 through 06/30/2009 (the most recent year for which you would have an audited financial report). If your institution uses different dates, please change the default dates accordingly.

The user is prompted to answer the following three questions immediately after logging in to the application for the first time. The answer to each of the questions can be revised on the financial page.

- Which reporting standard is used to prepare your institution's financial statements (e.g., FASB - Financial Accounting Standard Board; or GASB - Government Accounting Standard Board)?
- "Does your institution allocate Operation and Maintenance of Plant expense? (The default response is the value your institution previously reported.)
- "Does your institution allocate depreciation expense?" (The default response is "No.")

In the on-line version, you automatically will be provided with the correct form to use. In the print version, your answers to the screening questions will indicate which form you should use. (You do not need to submit the pages with unused forms if you mail the print version.)

**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. NOTE: In the on-line version, do not enter the dollar signs, commas, or decimal points and trailing zeroes; they are used here in these instructions for clarity.

**Foreign Currency Conversion.** An institution that prepares its audited financial statement in a currency other than U.S. dollars may convert the value of their currency to U.S. dollars as of the date of the financial statement.

**Report Educational and General expenses by expense category** (e.g., instruction, research, public service, etc.). The expense for each category is the sum of restricted and unrestricted expenses.

#### Operations and Maintenance (O&M):

- **Institutions that allocate O&M expense across the various expense categories:** For each expense category, enter the total expense, including the pro-rated O&M expense in the column labeled "Expenses," and enter the pro-rated O&M expense in the column labeled "Includes O&M." The on-line program will automatically total the O&M expenses and put the total at the bottom of the column labeled "Includes O&M." (This field is not accessible to the user).
- **Institutions that do not allocate Operations and Maintenance (O&M) expense across the expense categories:** Enter the total O&M expense in the appropriate field in the column labeled "Expenses."

On Line 4a ("Includes Library Expenditures of \$\_\_\_\_"), enter the annual recurring expenditures, which include personnel costs, acquisitions, maintenance, depreciation, etc. Exclude capital expenditures for new construction and major renovations or repairs. These expenditures should appear as future depreciation expenses. *Note:* Line 4a cannot be greater than Line 4; it is a subset of Line 4.

#### **Scholarship and Fellowship Expense:**

Do not report as Scholarship and Fellowship Expense any tuition discounts, scholarship allowances, etc., reported in the income statement of your institution's audited financial statement. You may report the IPEDS calculated value (i.e., net scholarship and fellowship expense after deducting discounts and allowances).

#### **Depreciation:**

- **Institutions that allocate depreciation expense across the various expense categories:** No additional data entry is required.
- **Institutions that do not allocate depreciation expense across the various expense categories:** Enter depreciation expense on Line 9.

The sum of your institution's total reportable E&G expense appears on the last line of the form. In the online version of the IP, last year's reported E&G expense is displayed for comparison.

#### **Total Net Assets and Change in Total Net Assets:**

Enter the Total Net Assets for the end of the fiscal year for which you are reporting the data. Enter the Change in Total Net Assets from the prior year. If the Change in Total Net Assets does not equal the difference between the current year's Total Net Assets and the prior year's Total Net Assets, you will be prompted to revise the data in one or more of these fields.

#### **Total Shareholders Equity and Change in Total Shareholders Equity:**

Enter the Total Shareholders Equity for the current year and the Change in Total Shareholders Equity from the prior year. If the Change in Total Shareholders Equity does not equal the difference between the current year's Total Net Assets and the prior year's Total Shareholders Equity, you will be prompted to revise the data in one or more of these fields.

**Verify that the Key Contacts section includes the name, telephone number and e-mail address of the person completing the financial**

## Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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### J. Significant Developments

Please provide the Commission with early notice of any significant developments your institution is considering for academic years 2010-11 or 2011-12, limited to the topics listed below.

Include potential changes that:

- significantly alter the mission, goals, or objectives of the institution;
- alter the legal status, form of control, or ownership;
- establish instruction constituting at least 50% of a degree program in a significantly different format/method of delivery;
- establish instruction at a new degree or credential level;
- replace clock hours with credit hours;
- increase substantially the number of clock or credit hours awarded for successful completion of a program;
- establish instruction constituting at least 50% of a degree program at a new geographic location;
- relocate the primary campus or an existing branch campus (See definition in Section H, above);
- otherwise affect significantly the institution's ability to continue the support of existing and proposed programs.

In addition, please describe any other major developments taking place at the institution. The information provided should focus on important institutional issues (e.g., development of a new strategic plan, initiation of a capital campaign, establishment of a new academic unit such as a school or college, significant shifts in institutional enrollment or finances, etc.) Please DO NOT include matters related to the day-to-day operation of the institution.

None

## Instructions

Please provide the Commission with early notice of any substantive changes your institution is considering for academic years 2010-11 or 2011-12, limited to the topics listed below.

[*Note:* Please remember that it is still necessary to submit a formal written request to the Commission, prior to implementation, for approval of pending significant developments that meet the Commission's definition of "substantive changes." These changes are NOT included within the scope of your accreditation until the Commission approves them. For further information, see our policy statement, Substantive Change, available as a Publication on our website at [www.msche.org](http://www.msche.org)]

If additional clarification is needed, please contact the Commission staff member assigned as liaison to your institution. Your liaison's name appears in the General Information section of the IP.]

Include potential changes that:

- significantly alter the mission, goals, or objectives of the institution;
- alter the legal status, form of control, or ownership;
- establish instruction constituting at least 50% of a degree program in a significantly different format/method of delivery;
- establish instruction at a new degree or credential level (including certificates);
- replace clock hours with credit hours;
- increase substantially the number of clock or credit hours awarded for successful completion of a program;
- establish instruction constituting at least 50% of a degree program at a new geographic location;
- relocate the primary campus or an existing branch campus;
- otherwise affect significantly the institution's ability to continue the support of existing and proposed programs.

In addition, please describe any other major developments taking place at the institution. The information provided should focus on important institutional measures (e.g., development of a new strategic plan, initiation of a capital campaign, establishment of a new academic unit such as a school or college, significant shifts in institutional enrollment or finances, etc.)

All text must be limited to 2,000 characters. *Note:* Spaces count as characters. **Significant Developments reported in separate attachments will not be accepted.**

DO NOT include matters related to the day-to-day operation of the institution. Summarize developments with simple sentences. Eliminate colorful adjectives (e.g., "located among rolling hills") and unnecessary details (e.g., square footage).

# Middle States Commission on Higher Education Institutional Profile 2009-10

[0619] UPR - Cayey

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## K. Required Attachments

Please mail the entire package of required attachments **as soon as all of the items are available** but no later than **May 1, 2010**.

- A copy of the institution's most recent audited financial statement, including any management letter that the auditors may have attached to the statement.
- Provide the exact web address for the home page of the catalog. If the catalog is not available on-line provide a digital copy of the catalog on a CD/DVD or a printed version if a digital copy does not exist.
- If you submit annual financial data to IPEDS provide a copy of the financial section of the IPEDS submission.

### Uploaded Files (*Optional*)

File Name	File Type	File Size	Last Updated
2009_2010_IPEDS_CYCLE_FINANCE.pdf	Adobe Acrobat Document	119.78 KB	4/29/2010 12:14:05 PM
ESTADOS FINANCIEROS UPR JUNIO 2009.pdf	Adobe Acrobat Document	24.55 KB	4/29/2010 12:22:43 PM
Links_Catalog_Institutional_Data.docx	DOCX File	10.91 KB	4/29/2010 12:24:44 PM
Middle State Institutional Profile 2008-09 UPR en Cayey_Submitted_UPRAC.pdf	Adobe Acrobat Document	29.8 KB	4/29/2010 12:18:47 PM

### Mail the required attachments to:

Mr. Tze Joe  
Information Associate  
Middle States Commission on Higher Education  
3624 Market Street, Philadelphia, PA 19104



Access to UPRCayey Undergraduate Catalog:  
<http://www.cayey.upr.edu/catalogo-de-cursos>

Access to other institutional data:  
<http://www.cayey.upr.edu/oficina-de-avaluo-e-investigacion-institucional>

**FINANCIAL INFORMATION**  
**U.P.R. CAYEY**

<b>Fiscal Year Begin</b>	<b>Data on File</b> (2008-09)	<b>IP Data</b> (2009-10)
<b>Fiscal Year End</b>	1/7/2007	1/7/2008
	6/30/2008	6/30/2009
<b>Does your Institution allocate Operation &amp; Maintenance of Plant Expense?</b>	NO	YES
<b>Does your Institution allocate Depreciation Expense?</b>	NO	YES

<b>Education &amp; General Expenses</b>	<b>IP Data (2008-09)</b>	<b>IP Data (2009-10)</b>
1. Instruction	21,261,758	23,806,786
2. Research	1,809,051	2,921,914
3. Public Service	458,827	722,706
4. Academic Support	5,609,979	6,845,352
4a. Includes Library Expenditures of:	1,886,035	1,908,554
5. Student Services	2,873,853	4,404,211
6. Institutional Support	8,012,683	11,159,795
7. Scholarship and Fellowship Expense (Exclude tuition discount & allowances)	8,124,092	9,190,162
8. Operation and Maintenance of Plant	7,972,315	0
9. Depreciation Expense	2,015,636	0
<b>Total E &amp; G (Lines 1 through 9, Excluding 4a)</b>	<b>58,138,194</b>	<b>59,050,926</b>
Net Assets(Beginning of Year)	10,910,693	7,107,153
Changes in Net Assets	-3,803,540	-90,222
Net Assets(End of Year)	7,107,153	7,016,931
<b>IMPORTANT: Please note the "Person Completing Financial Section" in Key Personnel</b>		
María de los A. Colón (E-mail: maria.colon26@upr.edu)		

April 9, 2010

Prof. Ibis L. Aponte-Avellanet  
Vice president for Academic Affairs  
University of Puerto Rico  
San Juan, Puerto Rico



Dear Prof. Aponte:

Finance Office

As the University of Puerto Rico continues its re-accreditation process with Middle States Association, the presentation of the audited financial statements are required. The Finance Office of the Central Administration is in charge of presenting the audited financial statements of all institutional units of the University of Puerto Rico.

This is to inform you that the audited financial statements for the year June 30, 2009 are expected to be available by April 30, 2010. Please feel free to call me at your convenience, if further information is required about this topic.

Cordially,

Gabriel F. Rivera  
Director

c Nazeerah Elmadah  
Accounting Director

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Jardín Botánico Sur  
1187 Calle Flamboyán  
San Juan, Puerto Rico  
00926-1117

Tel: (787) 250-0600  
Fax: (787) 764-1971

**REVISED DOCUMENTATION SUBMITTED BY  
FINANCE OFFICE, UPR-CENTRAL ADMINISTRATION  
ON APRIL 30, 2010  
AFTER UPR-CAYEY MSCHE-IP SUBMISSION**

**FINANCIAL INFORMATION**  
**U.P.R. CAYEY**

Fiscal Year Begin  
Fiscal Year End

Data on File  
(2008-09)  
1/7/2007  
6/30/2008

IP Data  
(2009-10)  
1/7/2008  
6/30/2009

Does your Institution allocate Operation & Maintenance of Plant Expense?  
Does your Institution allocate Depreciation Expense?

NO YES  
NO YES

Education & General Expenses	IP Data (2008-09)	IP Data (2009-10)	Includes O&M
1. Instruction	21,261,758	21,079,711	3,688,322
2. Research	1,809,051	2,921,914	452,684
3. Public Service	458,827	722,706	111,967
4. Academic Support	5,609,979	6,845,352	1,060,532
4a. Includes Library Expenditures of:	1,886,035	1,908,554	0
5. Student Services	2,873,853	4,262,698	682,333
6. Institutional Support	8,012,683	11,159,796	1,728,957
7. Scholarship and Fellowship Expense (Exclude tuition discount & allowances)	8,124,092	9,190,162	0
8. Operation and Maintenance of Plant	7,972,315	0	0
9. Depreciation Expense	2,015,636	0	0
Total E & G (Lines 1 through 9, Excluding 4a)	58,138,194	56,182,339	7,724,795
Net Assets(Beginning of Year)	10,910,693	7,107,153	
Changes in Net Assets	-3,803,540	-90,222	
Net Assets(End of Year)	7,107,153	7,016,931	
<b>IMPORTANT: Please note the "Person Completing Financial Section" in Key Personnel</b>			
María de los A. Colón (E-mail: maria.colon26@upr.edu)			

## Finance 2009-10

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Finance - Public institutions****Reporting Standard****Please indicate which reporting standards are used to prepare your financial statements:**

- GASB (Governmental Accounting Standards Board), using standards of GASB 34 & 35
- FASB (Financial Accounting Standards Board)

**Please consult your business officer for the correct response before saving this screen.** Your response to this question will determine the forms you will receive for reporting finance data.

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Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Finance - Public institutions****Form Version****Finance - Public Institutions**

The survey for GASB has been realigned to improve commonality and comparability of the finance data, however reporting in the new format is **OPTIONAL** for Fiscal Year 2008-09. Please indicate in which version you will report finance data:

- GASB, using standards of GASB 34 & 35
- Aligned GASB, using standards of GASB 34 & 35 (OPTIONAL in Fiscal Year 2008-09)

**Please consult your business officer for the correct response before saving this screen.** Your response to this question will determine the forms you will receive for reporting finance data.

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Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Finance - Public institutions****General Information****GASB-Reporting Institutions (aligned form)**

To the extent possible, the finance data requested in this report should be provided from your institution's audited General Purpose Financial Statements (GPFS). Please refer to the instructions specific to each screen of the survey for details and references.

**1. Fiscal Year Calendar**

**This report covers financial activities for the 12-month fiscal year:** (The fiscal year reported should be the most recent fiscal year ending before October 1, 2009.)

Beginning: month/year (MMYYYY)

Month: Year: 

And ending: month/year (MMYYYY)

Month: Year: **2. Audit Opinion**

Did your institution receive an unqualified opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above? (If your institution is audited only in combination with another entity, answer this question based on the audit of that entity.)

 Unqualified Qualified  
(Explain in  
box below) Don't know  
(Explain in  
box below)**3. Reporting Model**

GASB Statement No. 34 offers three alternative reporting models for special-purpose governments like colleges and universities. Which model is used by your institution ?

 Business Type Activities Governmental Activities Governmental Activities with Business-Type Activities**4. Intercollegiate Athletics**

If your institution participates in intercollegiate athletics, are the expenses accounted for as auxiliary enterprises or treated as student services?

 Auxiliary enterprises Student services Does not participate in intercollegiate athletics Other (specify in box below)**5. Endowment Assets**

Does this institution or any of its foundations or other affiliated organizations own endowment assets ?

 Yes - (report endowment assets) No

**You may use the space below to provide context for the data you've reported above.**

The information provided for year end June 30, 2009 is unaudited.



Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part A - Statement of Net Assets****Fiscal Year 2009**

Line no.		Current year amount	Prior year amount
	<u>Current Assets</u>		
01	Total <u>current assets</u>	16,162,533	8,762,114
	<u>Noncurrent Assets</u>		
31	Depreciable <u>capital assets</u> , net of depreciation	42,711,890	42,001,871
04	Other noncurrent assets CV=[A05-A31]	7,473,354	16,524,879
05	Total noncurrent assets	50,185,244	58,526,750
06	Total assets CV=(A01+A05)	66,347,777	67,288,864
	<u>Current Liabilities</u>		
07	<u>Long-term debt, current portion</u>	1,666,000	1,716,400
08	Other <u>current liabilities</u> CV=(A09-A07)	3,440,936	2,933,394
09	Total current liabilities	5,106,936	4,649,794
	<u>Noncurrent Liabilities</u>		
10	<u>Long-term debt</u>	48,183,201	49,694,057
11	Other noncurrent liabilities CV=(A12-A10)	6,040,709	5,837,860
12	Total noncurrent liabilities	54,223,910	55,531,917
13	Total liabilities CV=(A09+A12)	59,330,846	60,181,711
	<u>Net Assets</u>		
14	<u>Invested in capital assets, net of related debt</u>	928,334	2,950,227
15	<u>Restricted-expendable</u>	6,088,596	4,156,926
16	<u>Restricted-nonexpendable</u>	0	0
17	<u>Unrestricted</u> CV=[A18-(A14+A15+A16)]	1	0
18	Total net assets CV=(A06-A13)	7,016,931	7,107,153

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part A - Statement of Net Assets (Page 2)****Fiscal Year 2009**

Line No.	Description	Ending balance	Prior year Ending balance
<b>Capital Assets</b>			
21	<u>Land &amp; land improvements</u>	2,127,750	<b>2,127,749</b>
22	<u>Infrastructure</u>	1,824,585	<b>1,824,585</b>
23	<u>Buildings</u>	50,393,482	<b>48,067,314</b>
32	Equipment, including art and <u>library collections</u>	8,759,839	<b>8,614,545</b>
27	<u>Construction in progress</u>	421,254	<b>250,124</b>
	<b>Total for Plant, Property and Equipment CV = (A21+ .. A27)</b>	63,526,910	<b>60,884,317</b>
28	<u>Accumulated depreciation</u>	20,815,021	<b>18,882,447</b>
33	Intangible assets, net of accumulated amortization	0	
34	Other capital assets	0	

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part B - Revenues and Other Additions**

Fiscal Year 2009

Line No.	Source of Funds	Current year amount	Prior year amount
<b>Operating Revenues</b>			
01	<u>Tuition &amp; fees, after deducting discounts &amp; allowances</u>	1,928,802	1,785,739
	<u>Grants and contracts - operating</u>		
02	Federal operating grants and contracts	5,148,830	4,018,812
03	State operating grants and contracts	21,310	65,898
04	Local government/private operating grants and contracts	90,722	282,845
	04a Local government operating grants and contracts	0	
	04b Private operating grants and contracts	90,722	
05	Sales & services of <u>auxiliary enterprises, after deducting discounts &amp; allowances</u>	0	0
06	Sales & services of <u>hospitals, after deducting patient contractual allowances</u>	0	0
26	<u>Sales &amp; services of educational activities</u>	1,378,545	
07	<u>Independent operations</u>	0	0
08	Other sources - operating CV=[B09-(B01+ .....+B07)]	24,577	2,046,827
09	Total operating revenues	8,592,786	8,200,121

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Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part B - Revenues and Other Additions**

Fiscal Year 2009

Line No.	Source of funds	Current year amount	Prior year amount
<b><u>Nonoperating Revenues</u></b>			
10	Federal appropriations	0	0
11	State appropriations	37,361,026	37,630,063
12	Local appropriations, education district taxes, & similar support	0	0
<b><u>Grants-nonoperating</u></b>			
13	Federal nonoperating grants	9,992,479	8,987,676
14	State nonoperating grants	0	0
15	Local government nonoperating grants	0	0
16	Gifts, including contributions from affiliated organizations	136,870	114,090
17	Investment income	1,164	2,067
18	Other nonoperating revenues CV=[B19-(B10+...+B17)]	7,791	7,294
19	Total nonoperating revenues	47,499,330	46,741,190

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Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part B - Revenues and Other Additions****Fiscal Year 2009**

Line No.	Source of funds	Current year amount	Prior year amount
	Other Revenues and Additions		
20	Capital appropriations	0	0
21	Capital grants & gifts	0	0
22	Additions to permanent endowments	1	0
23	Other revenues & additions CV=[B24-(B20+...+B22)]	0	0
24	Total other revenues and additions	1	0
25	Total all revenues and other additions CV=(B09+B19+B24)	56,092,117	54,941,311

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part C - Expenses and Other Deductions****Fiscal Year 2009**

Line No.	Description	1 Total amount	2 Salaries & wages	3 Employee fringe benefits	4 Operation and maintenance of plant	5 Depreciation	6 Interest	7 All other
<b>Expenses and Deductions</b>								
01	Instruction	21,079,711	11,486,066	3,904,879	3,688,322	1,019,767		980,677
02	Research	2,921,914	1,215,808	266,638	452,684	125,161		861,623
03	Public service	722,706	195,652	45,809	111,967	30,957		338,321
05	Academic support	6,845,352	3,075,114	1,040,894	1,060,532	293,222		1,375,590
06	Student services	4,262,698	2,444,565	803,345	682,333	188,655		143,800
07	Institutional support	11,159,796	5,506,439	1,904,832	1,728,957	478,031		1,541,537
08	Operation & maintenance of plant (see instructions)	0	4,117,512	1,653,839	-7,724,795			1,953,444
10	Scholarships and fellowships expenses, excluding discounts & allowances	9,190,162						9,190,162
11	Auxiliary enterprises	0	0	0	0	0	0	0
12	Hospital services	0	0	0	0	0	0	0
13	Independent operations	0	0	0	0	0	0	0
14	Other expenses & deductions CV=[C19-(C01+...+C13)]	0	0	0	0	0	0	0
19	Total expenses & deductions	56,182,339	28,041,156	9,620,236	0	2,135,793	0	16,385,154
	Prior year amount	<b>58,524,488</b>	<b>29,797,864</b>	<b>9,925,686</b>		<b>2,015,636</b>		<b>16,785,302</b>

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part D - Summary of Changes In Net Assets**

Fiscal Year 2009

Line No.	Description	Current year amount	Prior year amount
01	Total revenues & other additions <b>(from B25)</b>	56,092,117	<b>54,941,311</b>
02	Total expenses & deductions <b>(from C19)</b>	56,182,339	<b>58,524,488</b>
03	Change in net assets during year <b>CV=(D01-D02)</b>	⬇ -90,222	<b>-3,583,177</b>
04	<u>Net assets</u> beginning of year	7,107,153	<b>10,910,693</b>
05	<u>Adjustments to beginning net assets</u> <b>CV=[D06-(D03+D04)]</b>	0	<b>-220,363</b>
06	Net assets end of year <b>(from A18)</b>	7,016,931	<b>7,107,153</b>

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part E - Scholarships and Fellowships****Fiscal Year 2009**

Line No.	Source	Current year amount	Prior year amount
01	<u>Pell grants (federal)</u>	9,992,479	<b>8,987,676</b>
02	<u>Other federal grants</u>	1,106,833	<b>1,027,852</b>
03	<u>Grants by state government</u>	773,588	<b>804,792</b>
04	<u>Grants by local government</u>	0	<b>0</b>
05	<u>Institutional grants from restricted resources</u>	59,939	<b>53,080</b>
06	<u>Institutional grants from unrestricted resources</u> <b>CV=[E07-(E01+...+E05)]</b>	0	<b>0</b>
07	Total gross scholarships and fellowships	11,932,839	<b>10,873,400</b>
<u>Discounts and Allowances</u>			
08	<u>Discounts &amp; allowances applied to tuition &amp; fees</u>	2,742,677	<b>2,749,308</b>
09	<u>Discounts &amp; allowances applied to sales &amp; services of auxiliary enterprises</u> <b>CV= (E10-E08)</b>	0	<b>0</b>
10	Total discounts & allowances <b>CV=(E07-E11)</b>	2,742,677	<b>2,749,308</b>
11	Net scholarships and fellowships expenses after deducting discount & allowances <b>(from C10)</b>	9,190,162	<b>8,124,092</b>

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.



Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part J - Revenue Data for Bureau of Census****Fiscal Year 2009**

Source and type	Amount				
	Total for all funds and operations (includes endowment funds, but excludes component units)	Education and general/independent operations	Auxiliary enterprises	Hospitals	Agriculture extension/experiment services
	(1)	(2)	(3)	(4)	(5)
01 Tuition and fees	4,671,479	4,671,479			
02 Sales and services	1,378,545	1,378,545	0	0	0
03 Federal grants/contracts (excludes Pell Grants)	5,148,830	5,148,830	0	0	0
Revenue from the state government:					
State					
04 appropriations, current & capital	37,361,026	37,361,026	0	0	0
05 State grants and contracts	21,310	21,310	0	0	0
Revenue from local governments:					
Local					
06 appropriation, current & capital	0	0	0	0	0
Local					
07 government grants/contracts	0	0	0	0	0
08 Receipts from property and non-property taxes	0				
09 Gifts and private grants, including capital grants	227,592				
10 Interest earnings	1,164				
11 Dividend earnings	0				
12 Realized capital gains	0				

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part K - Expenditure Data for Bureau of Census****Fiscal Year 2009**

Category	Amount				
	Total for all funds and operations (includes endowment funds, but excludes component units)	Education and general/independent operations	Auxiliary enterprises	Hospitals	Agriculture extension/experiment services
	(1)	(2)	(3)	(4)	(5)
01 Salaries and wages	28,041,156	28,041,156	0	0	0
02 Employee benefits, total	9,620,236	9,620,236	0	0	0
03 Payment to state retirement funds (maybe included in line 02 above)	3,180,728	3,180,728	0	0	0
04 Current expenditures other than salaries	5,419,994	5,419,994	0	0	0
05 Capital outlay: Construction	256,068	256,068	0	0	0
06 Equipment purchases	201,608	201,608	0	0	0
07 Land purchases	0	0	0	0	0
08 Interest on debt outstanding, all funds & activities	1,975,194				
09 Scholarships/fellowships	11,932,839	11,932,839			

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part L - Debt and Assets, page 1****Fiscal Year 2009****Debt**

Category	Amount
01 Long-term debt outstanding at beginning of fiscal year	51,032,386
02 Long-term debt issued during fiscal year	0
03 Long-term debt retired during fiscal year	7,724,956
04 Long-term debt outstanding at end of fiscal year	43,307,430
05 Short-term debt outstanding at beginning of fiscal year	0
06 Short-term debt outstanding at end of fiscal year	0

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Part L - Debt and Assets, page 2****Fiscal Year 2009****Assets**

Category	Amount
07 Total cash and security assets held at end of fiscal year in sinking or debt service funds	0
08 Total cash and security assets held at end of fiscal year in bond funds	322,867
09 Total cash and security assets held at end of fiscal year in all other funds	0

You may use the space below to provide context for the data you've reported above.

The information provided for year end June 30, 2009 is unaudited.

Institution: University of Puerto Rico at Cayey (243151)

User ID: P92431511

**Explanation Report**

There are no explanations for selected survey and institution