



Instructions for Monitoring Documents Submission – 2024-2025

Document	Instructions	File Name
1. Institutional Survey 2024-2025	<p>Please respond to each item in the Institutional Survey, leaving no blanks in either the '23-'24 or '24-'25 columns. If there is no change for '24-'25 from the answer for '23-'24, please fill in "No Change." The Department of Education insists there be no blanks in this document.</p> <p>The Institutional Survey is in an editable PDF format. Please type in the answers and email it along with the other monitoring documents. Handwritten or scanned documents will not be accepted.</p>	Use filename: XXXX_Survey_24-25
2. 2023-2024 Pell Roster	Please use the Excel template provided to submit the <u>'23-'24</u> Pell Roster.	Use the template provided and filename: XXXX_Pell_24-25
3. 2023-2024 State Tuition Grant Roster	Please use the Excel template provided to submit the <u>'23-'24</u> State Tuition Grant Roster.	Use the template provided and filename: XXXX_StateGrants_24-25
4. Students Earning Degrees	<p>Please use the Excel template provided to submit a list of students who earned degrees in AARTS-accredited programs between January 1, 2024 – December 31, 2024.</p> <p>If no students earned degrees during that period, please indicate that in the template.</p>	Use the template provided and filename: XXXX_Degrees_24-25

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<p>5. Transfer Students</p>	<p>Please use the Excel template provided to submit a list of students who were enrolled in AARTS-accredited programs at any point during the 2023-24 academic year and who have since transferred to other post-secondary institutions.</p> <p>If the school does not track such students, or if no students transferred in this period, please indicate that in the template.</p>	<p>Use the template provided and filename: XXXX_Transfers_24-25</p>
<p>6. 2024-2025 Faculty Vitae</p>	<p>Please submit Faculty Vitae for '24-'25 for the school's hanhala and <u>main</u> faculty members. We have provided a template which delineates the essential elements; schools may substitute a different template (in PDF format) as long as it includes those elements.</p>	<p>Attach as a pdf using the filename: XXXX_Faculty_24-25</p>
<p>7. Financial Reporting</p>	<p>See the AARTS Guidance for Financial Reporting for details about the different kinds of audits/financial statements.</p> <p>Schools which have or are required to have Single Audits are to submit their Single Audit, including year-over-year comparisons, for their most recent fiscal year. The due date for the Single Audit is nine (9) months after the end of the most recent fiscal year.</p> <p>Schools which do not have or are not required to have a Single Audit but do have or are required to have Audited Financial Statements, are to submit their Audited Financial Statement, including year-over-year</p>	<p>Attach as a pdf using the filename: XXXX_Finance_24-25</p>

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	<p>comparisons, for their most recent fiscal year. The due date for the Audited Financial Statement is six (6) months after the end of the most recent fiscal year.</p> <p>Schools which do not have and are not required to have Audited Financial Statements may instead submit a Compilation (unaudited financial statements) with explanatory notes and year-over-year comparisons, for their most recent fiscal year. The due date for the Compilation is six (6) months after the end of the most recent fiscal year.</p> <p>For the '24-'25 Monitoring Documents, the earliest due date for this item #7 is March 10, '25. So even if the six- or nine-month date has already passed, the due date is March 10, '25; if the six- or nine-month date is later than March 10, '25, then the due date is the six- or nine-month date.</p>	
<p>8. 2024-2025 Catalog, Redline Version, and Catalog Supplement</p>	<p>Please submit your '24-'25 Catalog together with a redline version showing all changes from the '23-'24 version of the Catalog.</p> <p>Catalog Preparation Guidelines are to be followed. Schools which utilize a Catalog Supplement for calendar and fees, etc., should also submit their Catalog Supplement.</p> <p>Note that: (i) If the school participates in a written arrangement (study abroad/contractual agreement), the catalog should</p>	<p>Attach as pdfs using the following filenames:</p> <p>XXXX_Catalog_24-25</p> <p>XXXX_CatalogRedline_24-25</p> <p>XXXX_Supplement_24-25</p>

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	<p>reflect the required disclosures per the Written Arrangements Protocol.</p> <p>(ii) For NY schools, AARTS has made minor changes to its preferred version of the NYS disclosure which has to be in the catalog. The Catalog Preparation Guidelines provides the details.</p> <p>AARTS strong preference is for all AARTS-accredited degree programs at a school to be included in a single Catalog. If a school nonetheless has separate catalogs for separate AARTS-accredited degree programs, all relevant catalogs must be submitted.</p>	
<p>9. Catalog Submission Signature Form</p>	<p>Please fill out, sign and submit the Catalog Submission Signature form (covering consistency with board resolutions, and whether or not the school utilizes a Catalog Supplement).</p>	<p>Attach as pdf using the filename: XXXX_Signature_24-25</p>
<p>10. State Authorization</p>	<p>Please submit a state authorization letter dated January 1, 2020 or later. Requirements vary from state to state.</p>	<p>Attach as pdf using the filename: XXXX_Authorization_24-25</p>
<p>11. Updated Outcomes Metrics</p>	<p>Please submit updated outcomes metrics for at least two metrics approved by AARTS. The list of approved outcomes metrics is here.</p> <p>There should be a minimum of three consecutive recent years of data included for each of the chosen outcomes metrics.</p>	<p>Attach as pdf using the filename: XXXX_Metrics_24-25</p>