Administrative Structure / Tuition, CAHEA Colleges & Universities (April 2009)

	Do you have a separate administrative / divisional structure for your adult program, or do those who handle the traditional programs ALSO handle the adult program?	**If you have separate personnel for your adult program, what is the approximate ratio of employees per student (e.g., one employee per 50 students)? OR, can you identify distinct personnel who are under the traditional program but handle adult program issues, and at what ratio?**	**Is the tuition for your adult program the same / more than / less than the traditional campus programs?**
Oklahoma Wesleyan University	Yes, we have an entirely separate structure to handle adult students with the exception of the registrar.	We only use ratios for certain categories of employees. For example, we try to maintain a ratio of 200:1 for academic advisors.	Tuition is less—much less. We don't do scholarships or givebacks to the adult population, thus we can discount their tuition upfront.
Indiana Wesleyan University College of Adult & Professional Studies	Currently we have separate colleges for the traditional & non-traditional programs, each with their own academic affairs committee (approve programs) & own VP/dean.	We don't really have ratios, except for academic advisors & even that is rather loose. Currently, we have a 400-1 ratio for academic advisors – that is way too high and we need to hire more advisors. We essentially have a full-time administrator (director) who oversees an academic program and 1 full-time faculty member, at a minimum, per program to oversee curriculum, etc. If a program is large enough or has some distinctions we add an assistant director and/or full-time faculty with expertise in the sub-field	Our tuition runs approximately more than 50% less than our traditional program. The market simply won't accept a program that costs $20,000+ per year and doesn't provide most of the benefits of a traditional campus (health center, student center, large ratio of FT faculty, etc.). I believe I've seen advertised a few programs that do cost about the same as the traditional program & they seem to top out at approximately 300 students or so.
Bryan College - Graduate and Professional Studies	We have a separate division with its own administration. We share a registrar, which I hope to change.	We have 5 employees for 330 students.	Tuition is much less than traditional. We do not offer scholarships—just financial aid.

Spring Arbor University - School of Graduate and Professional Studies	We have a separate school (School of Graduate and Professional Studies – GPS, for short) with its own administrative structure … most of the degree programs offered through GPS are housed in GPS … however, some non-GPS adult degree programs are housed in our other 3 schools (Business, A&S, Education) there is 1 registrar, but we have dedicated registrar staff housed in GPS	We have about 60 employees (non-faculty) for our 1800 (grad + undergrad) adult students	Tuition is much less than traditional. We do not offer scholarships—just financial aid.
Goshen College - Division of Adult and External Studies	Director for Adult programs but uses the college Registrar and Financial Aid.	The ratio is 2 to 100	The tuition and books for the Adult Program are about 33% the cost of the traditional campus
Judson University - Center for Adult Professional Studies	We share registrar's office services, student accounts services, and financial aid services. The marketing, recruiting, advising, counseling, and academic services, i.e. majors, are administered		Tuition is less because adult students are not eligible for institutional aid.
Cornerstone University - Professional and Graduate School	Cornerstone's Professional and Graduate Studies division has its own administration with an Associate Provost and staff. Because of limited space in our building, our academic advisors and assistant registrar are housed in the Registrar's office and financial aid staff are housed in Student Financial Services. However, their wages are part of our budget.	We have 39.5 staff and 950 students. That's about 1:25. Our academic advisor ratio and financial services staff is 1:250-300 students.	Our tuition is a little more than 50% of the traditional college tuition.
Bethel University College of Adult &	We are set up as an autonomous unit with a VP/Dean reporting to the	We have approximately 35 staff and a few full time faculty serving around 2000 adult	Our tuition is about 50% of the traditional program. We are

Professional Studies/Graduate School	provost. We have an assistant registrar assigned to us from the registrar's office and our students are served by a single financial aid office. The largest part of the 35 staff is the admissions team. They have an identity serving adult learners but now report to a VP of Enrollment (a new structure put in place just a few months ago).	learners each year.	housed in an office building off campus.
Crown College Adult & Graduate Studies	Directors for Adult programs: Lead, Online, Graduate Programs, Enrollment. We use the College Registrar, Financial Aid, Billing Office, Marketing	Ratio approx. 35 to 1	The tuition and books for the Adult Program are about 50% the cost of the traditional campus
Atlanta Christian College - School of Professional Studies	At this time we only have 300 students so we have a centralized FA, Registrar, and Bus Office. This will change as we grow.	We use SEM philosophy with the adult program. Anyone can help students as they are cross trained	Our tuition is discounted 50%