

School Name	Q1: Is your program accelerated in 18 months (or some other time frame)?	Q2: Do you run your adult classes in traditional term structures, and does this help with the overall college administration of your program?	Q3: An other advice, besides hiring new staff, you can recommend?	Q4: 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?	Q5: If you have separate personnel for your adult program, approximately what is the 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 what ratio?	Q6: Is the tuition for your adult program the same/more than/less than the traditional campus programs?
Atlanta Christian College		We run on a borrower based system	I have worked at a couple of colleges that decided to match up with the traditional program. I watched their numbers go down because they lost the flexibility of starts when they decided to match the traditional calendar. I believe that they are two different programs and both should be looked at for what they are. Our office is strengths based and cross-trained. This works well with adults.	At this time we only have 300 students so we have a centralized FA, Registrar, and Bus. Office. This will change as we grow	I use SEM philosophy with the adult program. Anyone can help students as they are cross trained.	Our tuition is discounted 50%
Belhaven College		Changed from non-term to term. Now have three terms - Fall (18 weeks), Spring (18 weeks), Summer (14 weeks and two weeks off at Christmas. Courses vary from 5 - 8 weeks depending on the subject. We build our terms with an 18 instructional week maximum because of having to conform with US Dept. of Ed rules for financial aid.	Very smooth now, good decision			
Bethel University				Bethel University College of Adult & Professional Studies/Graduate School is set up as an autonomous unit with a VP/Dean reporting to the 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.	We have approximately 35 staff and a few full time faculty serving around 2000 adult learners each year	Our tuition is about half of the traditional program.
Bluffton University		We have four eighteen week semesters and we start cohorts in Aug and Jan. Students take 12 semester hours during semesters one and two. During semesters three and four they take a minimum of nine semester hours and they have an option to take a semester long online fine arts (semester three) or humanities course (semester four)	Our movement to traditional terms came about for many reasons: a) a concern from FA regarding the Dept. of Ed.; b) we were starting a few weeks after the final fall headcount report and so those students were not included in the final numbers; c) students began complaining about not having summers off. I had concerns that changing to traditional terms would impact enrollment and retention, but it never occurred. For us it's been a positive.			
Bryan College				We have a separate division with its own administration. We share a registrar.	We have 5 employees for 330 students	Tuition is much less than traditional. We do not offer scholarships - just financial aid.
Cornerstone University				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 half of the traditional college tuition.
Crown College				Directors for Adult programs: Lead, Online, Graduate Programs, Enrollment. Use the College Registrar, Financial Aid, Billing Office, Marketing	Ratio approx. 35 to 1	The tuition and books for the Adult Program are about 1/2 the cost of the traditional campus.
Evangel University		ALL Evangel classes now fall into the fall, spring, or summer term. The beginning term date is identified as the week before the traditional schedule begins, the ending term date is a week after the final date of traditional class. All DC cohort programs now have 3 five-week, 3-credit, seated classes and one 15-week online class within each term.	We are conducting online orientation classes regularly, and are considering building a laptop into the program structure since they are now required to take at least one online class each term.			
Goshen College				Director for Adult Programs but uses the college Registrar and Financial Aid	The ration is 2 to 100	The tuition and books for the Adult Program are about 1/3 the cost of the traditional campus
Huntington University	18 month degree completion program with 5 week courses	We do fit the adult program into the traditional registration structure this accomplishes the goal of allowing the traditional program offices to serve our adult program as well Our schedules are required by the financial aid office to be within two weeks (instructional) of each other within a cohort schedule. At no point could a semester be either 19 or 23 weeks and those students still qualify for full financial aid. All semesters have to fit, start to finish within a six month boundary	We have 250 grad and adult students right now, maybe at 500 we will have to have more of a separate governance and student service structure We label each semester based on a July 1 and January 1 start. i.e. if the semester starts after June 1, it is a fall semester. If it starts after January 1 it is a spring semester.			
Huntington University						
Indiana Wesleyan University				Currently we have separate colleges for the traditional & non-traditional programs, each with their own academic affairs committee (approve programs) & own VP/dean. As of July, however we will have a separate school of nursing which will include both traditional & non-traditional programs with a dean for the school and assistant deans for each type of program.	We don't really have ratios, except for academic advisors & even that is rather loose. Currently, I believe 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. It is difficult to find adjuncts in a specialty, we will hire more FT faculty to make up for the deficiency.	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. It really depends on what you and the administration would like to see, your local competition and price point, etc.
Judson University	adult undergraduate program is face-to-face and cohort based and runs on a term schedule - students earn 12 semester hours of credit during a 12-14 week term. The online courses all operate on a 12 week schedule	We do not match with the traditional semester schedule		Yes. 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 through the Center for Adult Professional Studies and are separate from traditional programs.		Tuition is less because adult students are not eligible for institutional aid
Mid-Continent University		Traditional term structure is 18 weeks. Ours runs on a 20 week semester - combination of 4 classes that run consecutively, each for 5 weeks	If we tried to match up with traditional our students would no longer be classified as full-time and would result in a significant difference in the grant money they are eligible for. We also have "rolling state dates", meaning we start a cohort group when we have the right number of students, rather than waiting for a traditional semester to begin. We are geared to be flexible and allow for innovative schedules.	We have a separate administrative structure for our adult program. At this time our academic structure is not separate from the traditional program, although we have several faculty devoted completely to the adult program.	Advising 175:1; Financial Aid 175:1; Registration (includes bookstore operation) 200:1; adjunct faculty support team/portfolio 280:1; admissions/marketing/public relations 50:1; 1 VP & 1 Assistant. Overall ratio 24:1	Tuition is less than that of the traditional program. No scholarships offered.
Nazarene Bible College	Accelerated program runs on a 24 month schedule with six week courses	This corresponds to our online program, but not our traditional campus program	We have talked about changing our traditional program to the six-week format.			
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 ration 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
Philadelphia Biblical University	two 6 month long semesters: Sept - Feb & Mar - Aug to make a full two year program.	We register about the same time as the traditional in the fall and help all our offices by having at least a constant late Feb registration in the spring.	The students were asked if they preferred a shorter time frame or more days off. The response was overwhelmingly "more days off"			
Spring Arbor University				We have a separate School of Graduate and Professional Studies (GPS) 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 one 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 offer a limited amount of scholarships, as well as financial aid.