

## Middle States Commission on Higher Education Institutional Profile 2015-16

[0626] UPR - Ponce

### A. General Information

	<b>Data on File (2014-15)</b>	<b>IP Data (2015-16)</b>
<b>Institution Name</b>	UPR - Ponce	UPR - Ponce
<b>IPEDS ID</b>	243212	243212
<b>OPE ID</b>	00965200	00965200
<b>Address</b>	Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732	Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732
<b>Telephone</b>	787 844 8181	787 844 8181
<b>Fax</b>	787 844 8679	787 844 8679
<b>Website</b>	www.uprp.edu/	www.uprp.edu/
<b>Student Achievement Website*</b>	www.uprp.edu/index.php?option=com_content&view=article&id=626&Itemid=0&LinkId=77	www.uprp.edu/index.php?option=com_content&view=article&id=626&Itemid=0&LinkId=77
<b>Control</b>	Public	Public
<b>Affiliation Type</b>	Government-State	Government-State Systems
<b>Affiliated Organization:</b>	University of Puerto Rico	University of Puerto Rico
<b>2010 Carnegie Classification</b>	Baccalaureate - Diverse Fields	Baccalaureate - Diverse Fields
<b>Calendar</b>	Semester	Semester
<b>Degree Granting Authority Type</b>	State/State Office	State/State Office
<b>Degree Granting Authority State or Country</b>	Puerto Rico	Puerto Rico
<b>Licensed to Operate in</b>	PR	PR
<b>Related Entities</b>		
<b>Name, State, Country</b>	none	none

#### Approved Degree or Certificate Levels

Indicate the number of programs of study that your institution currently offers within each approved degree or certificate level. The degree levels reported here should be the degrees or certificates currently offered by the institution and approved within the scope of accreditation. The degree or certificate levels reported in the IP must match the institution's approved degree or certificate levels. Please ensure these are accurate as changes to degree or certificate levels fall under MSCHE Substantive Change policy.

**Substantive change (prior approval) is required to add degree/certificate levels. Please see instructions for more detail.**

	<b>Data on File (2014-15)</b>		<b>IP Data (2015-16)</b>	
	<b>Approved</b>	<b>Number of Programs</b>	<b>Approved</b>	<b>Number of Programs</b>
<b>Postsecondary Award/Cert/Diploma (&lt; 1 year)</b>	no	0	no	0
<b>Postsecondary Award/Cert/Diploma (&gt;=1 year, &lt; 2 years)</b>	no	0	no	0
<b>Associate's</b>	yes	48	yes	4
<b>Postsecondary Award/Cert/Diploma (&gt;= 2 years, &lt; 4 years)</b>	no	0	no	0
<b>Bachelor's</b>	yes	409	yes	16
<b>Postbaccalaureate Award/Cert/Diploma</b>	no	0	no	0
<b>Master's</b>	no	0	no	0
<b>Post-Master's Award/Cert/Diploma</b>	no	0	no	0
<b>Doctor's - Professional Practice</b>	no	0	no	0
<b>Doctor's - Research/Scholarship</b>	no	0	no	0
<b>Doctor's - Other</b>	no	0	no	0

**Initial** 1970

1970

**Accreditation**

<b>Last Reaffirmed</b>	2011	2011
<b>Next Self-Study Visit</b>	2015-16	2015-16
<b>Next Periodic Review Report (PRR)</b>	June 2021	June 2021
<b>MSCHE Staff Liaison</b>	Dr. Tito Guerrero	Dr. Tito Guerrero

**Notes**

## Middle States Commission on Higher Education Institutional Profile 2015-16

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**B. Key Contacts****Key Contact****System/District Chief Exec Officer****Data on File (2014-15)**

Dr. Uroyoan Walker  
*President*  
G.P.O. Box 4984-G  
San Juan, PR 00936

Phone: 787 751 8644  
Fax: 787 250 6120  
Email: uroyoan.walker@upr.edu

**IP Data (2015-16)**

Dr. Uroyoan Walker  
*President*  
P.O. Box 4984-G  
San Juan, PR 00936

Phone: 787 751 8644  
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Email: uroyoan.walker@upr.edu

**Chief Executive Officer**

Dr. Leonardo Morales-Tomassini  
*Chancellor*  
Box 7186  
Santiago De Los Caballeros Avenue  
Ponce, PR 00732

Phone: 787 844 8181ex. 3009  
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Dr. Leonardo Morales-Tomassini  
*Chancellor*  
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**Chief Academic Officer**

Prof. Jose V. Madera-Caban  
*Dean of Academic Affairs*  
Ave. Santiago de los Caballeros  
Ponce, PR 00732

Phone: 787 844 8181ex. 3009  
Fax: none  
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Prof. Jose V. Madera-Caban  
*Dean of Academic Affairs*  
Ave. Santiago de los Caballeros  
Ponce, PR 00732

Phone: 787 844 8181 ex. 3009  
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Email: jose.madera1@upr.edu

**Chief Financial Officer**

Mr. Pedro I. Martinez  
*Finance Director*  
P O Box 7186  
Ponce, PR 00732

Phone: 787 844 8181ex. 2615  
Fax: 787 844 8707  
Email: pedro.imartinez@upr.edu

Mr. Pedro I. Martinez  
*Finance Director*  
P O Box 7186  
Ponce, PR 00732

Phone: 787 844 8181 ex. 2615  
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Email: pedro.imartinez@upr.edu

**Chief Information Technology Officer**

Mr. Juan Vega  
*Director Information Technology Office*  
Box 7186  
Santiago De Los Caballeros Avenue  
Ponce, PR 00732

Phone: 787 844 8181  
Fax: none  
Email: juan.vegavega@upr.edu

Mr. Juan Vega  
*Director Information Technology Office*  
Box 7186  
Santiago De Los Caballeros Avenue  
Ponce, PR 00732

Phone: 787 844 8181  
Fax: none  
Email: juan.vegavega@upr.edu

**Accreditation Liaison Officer**

Dr. Jennifer Alicea  
*Director, Planning and Institutional Research Office*  
Box 7186  
Santiago De Los Caballeros Avenue  
Ponce, PR 00732

Phone: 787 844 8181ex. 2304  
Fax: none  
Email: jennifer.alicea@upr.edu

Dr. Jennifer Alicea  
*Director, Planning and Institutional Research Office*  
Box 7186  
Santiago De Los Caballeros Avenue  
Ponce, PR 00732

Phone: 787 844 8181 ex. 2304  
Fax: none  
Email: jennifer.alicea@upr.edu

**Coordinator of Distance Education**

none

none

<b>Coordinator of Outcomes Assessment</b>	Dr. Eunice Mercado <i>Assistant Professor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181ex. 2308 Fax: 787 840 6992 Email: eunice.mercado2@upr.edu	Dr. Eunice Mercado <i>Assistant Professor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181 ex. 2308 Fax: 787 840 6992 Email: eunice.mercado2@upr.edu
<b>Coordinator of Institutional Research Functions</b>	Dr. Jennifer Alicea <i>Director, Planning and Institutional Research Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181ex. 2304 Fax: none Email: jennifer.alicea@upr.edu	Dr. Jennifer Alicea <i>Director, Planning and Institutional Research Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181 ex. 2304 Fax: none Email: jennifer.alicea@upr.edu
<b>Chair: Self-Study Steering Committee</b>	Dr. Jennifer Alicea <i>Director, Planning and Institutional Research Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181ex. 2304 Fax: none Email: jennifer.alicea@upr.edu	Dr. Jennifer Alicea <i>Director, Planning and Institutional Research Office</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181 ex. 2304 Fax: none Email: jennifer.alicea@upr.edu
<b>Co-Chair: Self-Study Steering Committee</b>	Dr. Carmen C. Morales <i>English Professor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181ex. 2327 Fax: none Email: carmen.morales1@upr.edu	Dr. Carmen C. Morales <i>English Professor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181 ex. 2327 Fax: none Email: carmen.morales1@upr.edu
<b>Person in the President's Office To Whom MSCHE Invoices Should be Sent</b>	Dr. Leonardo Morales-Tomassini <i>Chancellor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181ex. 3009 Fax: 787 840 6992 Email: leonardo.morales@upr.edu	Dr. Leonardo Morales-Tomassini <i>Chancellor</i> Box 7186 Santiago De Los Caballeros Avenue Ponce, PR 00732  Phone: 787 844 8181 ex. 3009 Fax: 787 840 6992 Email: leonardo.morales@upr.edu
<b>Person Who Should Receive a Copy of MSCHE Invoices (Optional)</b>	none	none
<b>Person Completing IP Financials</b>	Ms. Miriam Colon <i>Accountant</i> Adm. Central Jardin Botanico Sur 1187 calle Flamboyán San Juan, PR 00936  Phone: 787 250 0000ex. 4326 Fax: none Email: miriam.colon@upr.edu	Ms. Miriam Colon <i>Accountant</i> Adm. Central Jardin Botanico Sur 1187 calle Flamboyán San Juan, PR 00936  Phone: 787 250 0000 ex. 4326 Fax: none Email: miriam.colon@upr.edu
<b>Person Completing IP (Key User)</b>	Ms. Rosa H. Torres-Molina <i>Institutional Research Assistant</i> AVE. SANTIAGO DE LOS CABALLEROS PONCE, PR 00732  Phone: 787 844 8181ex. 2305 Fax: 787 840 6992 Email: rosa.torres6@upr.edu	Ms. Rosa H. Torres-Molina <i>Institutional Research Assistant</i> AVE. SANTIAGO DE LOS CABALLEROS PONCE, PR 00732  Phone: 787 844 8181 ex. 2305 Fax: 787 840 6992 Email: rosa.torres6@upr.edu

**Click here to indicate that you have reviewed and updated the entire list of Key Contacts above.**  
(Required to "Lock Down" the IP data)

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## C. Student Achievement

### 1. Awards Granted

Report all degrees or other formal awards conferred by your institution between July 1, 2014, and June 30, 2015. If an individual received two degrees at different levels during the specified time period, report each degree in the appropriate category.

Please see the instructions for specific inclusions and exclusions.

<b>Awards</b>	<b>Data on File (2013-14)</b>	<b>IP Data (July 1, 2014 - June 30, 2015)</b>
Postsecondary Certificate (less than 1 year)	0	0
Postsecondary Certificate (>= 1 year, < 2 years)	0	0
Associate's	48	60
Postsecondary Certificate (>= 2 years, < 4 years)	0	0
Bachelor's	409	339
Postbaccalaureate Certificate	0	0
Master's	0	0
Post-Master's Certificate	0	0
Doctor's - Professional Practice	0	0
Doctor's - Research/Scholarship	0	0
Doctor's - Other	0	0

### Screening Question

Did your institution report Outcome Measures to IPEDS in the most recent survey?	no	no
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### Notes

## Middle States Commission on Higher Education Institutional Profile 2015-16

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## D. Enrollment (Unduplicated)

### 1. Fall Enrollment

	<b>Data on File (fall 2014)</b>		<b>IP Data (fall 2015)</b>	
	<b>Undergraduate</b>	<b>Graduate</b>	<b>Undergraduate</b>	<b>Graduate</b>
Total credit hours of all part-time students	1344	0	1606	0
Minimum credit load to be considered a full time student per semester	12	0	12	0
Full-Time Head Count	3028	0	3289	0
Part-Time Head Count	201	0	254	0

### 2. Credit Enrollment (fall 2015)

	<b>Data on File (fall 2014)</b>	<b>IP Data (fall 2015)</b>
Number of Students matriculated, enrolled in degree programs (Undergraduate + Graduate)	3229	3543
Number of Students not matriculated, enrolled in credit-bearing courses	0	0

### 3. Non-Credit Enrollment (Prior Year)

	<b>Data on File (2013-14)</b>	<b>IP Data (July 1, 2014 - June 30, 2015)</b>
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	1225	1166
Number of Students in non-credit avocational continuing education courses	0	0

**Notes**

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### E. Distance and Correspondence Education

Distance education means education that uses one or more technologies to deliver instructions to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. See the Instructions for a full explanation.

#### Part 1. Distance Education

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

<b>Screening Question</b>	<b>Data on File (2013-14)</b>	<b>IP Data (July 1, 2014 - June 30, 2015)</b>
<b>Did your institution, in the most recent prior year (July 1, 2014 - June 30, 2015), offer distance education courses, as defined in the Instructions?</b>	No	No

#### Part 2. Correspondence Education

Correspondence education means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor; (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; (3) Correspondence courses are typically self-paced; and (4) Correspondence education is not Distance education.

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

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

**Notes**

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### F. Other Regional, National, and Specialized Accreditation

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

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

**Data on File  
(2014-15)**

**IP Data  
(2015-16)**

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

- American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education
- National Council for Accreditation of Teacher Education

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

- American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education
- Council for the Accreditation of Education Preparation (CAEP)

#### 2. Other Accreditors

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

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

Accreditation Board of Engineering and Technology (ABET); International Association of Counseling Service (IACS); Association of Collegiate Business Schools Programs (ACBSP); Association of College and Research Libraries (ACRL); Association for Childhood Education International (ACEI)

**Notes**

Information in the Notes section does not constitute formal notice to the Commission. It is explanatory and contextual for any evaluator or other person reading the Institutional Profile. **Please do not exceed 500 characters.**

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**G. Instructional Personnel (Fall)**

	Data on File (fall 2014)		IP Data (fall 2015)	
	Full-Time Headcount	Part-Time Headcount	Full-Time Headcount	Part-Time Headcount
Total Faculty	105	74	108	90

**Notes**

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**H. Other Geographical Locations****H-1. Study Abroad**

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

Note:

Your institution's next Self-Study Visit is scheduled for 2015-16.

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**H-2. Branch Campuses**

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

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

**Data on File  
(2014-15)**

No Branch Campuses.

**IP Data  
(2015-16)**

No Branch Campuses.

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**H-3. Additional Locations**

The Commission defines an "Additional Location" as a domestic or international location, other than a branch campus or an other instructional site, that is geographically apart from the primary/main campus and at which the institution

**offers at least 50% of the requirements of an educational program. Additional locations may include sites and locations utilized or established for limited, rather than ongoing provision of programs. If a location does not meet the 50 percent or more rule, it should be treated as an "Other Instructional Site."**

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

**Data on File  
(2014-15)**

No Additional Locations.

**IP Data  
(2015-16)**

No Additional Locations.

**Middle States Commission on Higher Education  
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**H-4. Other Instructional Sites**

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

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

**Data on File  
(2014-15)**

No Other Instructional Sites.

**IP Data  
(2015-16)**

**Middle States Commission on Higher Education  
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**I. Financial Information (Part 1)**

Report the same Operating and Non-Operating expenses on the Institutional Profile that your institution reports to IPEDS (Integrated Postsecondary Higher Education Data Systems). The IPEDS Part and Line numbers are noted for each data element listed. \* denotes a required field.

Verify the Fiscal Year Begin and Fiscal Year End dates. The default dates displayed represent the most recent fiscal year for which you would have audited financial statements.

**Report financial data in whole dollars.** Round cents to the nearest whole dollar. For example, enter 124, not 123.65.

**Do not enter data in thousands of dollars.** For example, enter 1,250,000, not 1,250.

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

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

	<b>Data on File Fiscal Year Ending 2014</b>	<b>IP Data Fiscal Year Ending 2015</b>
<b>Which reporting standard is used to prepare your institution's financial statements? Your selection determines the value in the column IPEDS Part-Line below.</b>	GASB	GASB
<b>FASB (Financial Accounting Standards Board)</b>		
<b>GASB (Governmental Accounting Standards Board)</b>		
<b>Note:</b> For Private and International institutions, the value is automatically set to FASB. FASB is the closest equivalent to the standard used by International institutions.		
<b>Is your institution's Auditor's report on financial statements Unqualified or Qualified? (Click on the '? Instructions' link for assistance.)</b>		Unqualified
<b>Fiscal Year Begin</b>	7/1/2013	7/1/2014
<b>Fiscal Year End</b>	6/30/2014	6/30/2015
<b>Does your institution allocate Operation &amp; Maintenance of Plant expense?</b>	Yes	Yes
<b>Does your institution allocate Depreciation Expense?</b>	Yes	Yes

	<b>IPEDS Part-Line</b>	<b>Data on File Fiscal Year Ending 2014 Expenses</b>	<b>Includes O&amp;M</b>	<b>IP Data Fiscal Year Ending 2015 Expenses</b>	<b>Includes O&amp;M</b>
<b>Instruction</b>	<b>C-01</b>	\$15,711,701	\$2,379,708	\$14,844,909	\$2,286,711
<b>Research</b>	<b>C-02</b>	\$764,904	\$115,853	\$735,808	\$113,344
<b>Public Services</b>	<b>C-03</b>	\$1,512,151	\$229,032	\$1,531,986	\$235,987

<b>Academic Support</b>	<b>C-05</b>	\$2,897,574	\$361,736	\$2,481,178	\$382,201
<b>Student Services</b>	<b>C-06</b>	\$3,513,191	\$532,111	\$3,418,331	\$526,560
<b>Institutional Support</b>	<b>C-07</b>	\$5,669,506	\$858,708	\$5,288,353	\$814,618
<b>Operation and Maintenance of Plant</b>	<b>C-Col 4</b>		\$4,477,148		\$4,359,421
<b>Scholarships and Fellowships</b>	<b>C-10</b>	\$8,991,683	\$0	\$9,641,325	\$0
<b>Auxiliary Enterprises</b>	<b>C-11</b>	\$0	\$0	\$0	\$0
<b>Hospital Services</b>	<b>C-12</b>	\$0	\$0	\$0	\$0
<b>Independent Operations</b>	<b>C-13</b>	\$0	\$0	\$0	\$0
<b>Other Expenses</b>	<b>C-14</b>	\$0	\$0	\$441,226	\$0
<b>Total Expenses</b>		\$39,060,710		\$38,383,116	
<b>Total Expenses from IPEDS Report</b>	<b>C-19</b>			\$38,383,116	

## Notes

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## I. Financial Information (Part 2)

**REMINDER: Please make sure to use the TAB key instead of the ENTER key to navigate from field to field. The ENTER key will cause the data to be submitted (i.e., clicking on the Update button).**

Report the same data on the Institutional Profile in Section 2A below that your institution reports to IPEDS. The IPEDS Part and Line numbers are noted for each data element listed.

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

**Report financial data in whole dollars.** Round cents to the nearest whole dollar. For example, enter 124, not 123.65.  
**Do not enter data in thousands of dollars.** For example, enter 1,250,000, not 1,250.

**Complete every field for which you have financial data. Fields marked with an asterisk are required. You will not be able to "lock down" your data and submit the Institutional Profile if these fields are not completed.**

Shaded information cannot be modified online.

	<b>IPEDS Part-Line</b>	<b>Data on File Fiscal Year Ending 2014</b>	<b>IP Data Fiscal Year Ending 2015</b>
<b>SECTION 2A -- Data from IPEDS</b>			
Depreciable Capital Assets, net	<b>A-31</b>	\$14,317,545	\$13,923,856
Total Assets	<b>A-06</b>	\$21,409,443	\$18,487,938
Long-Term Debt (Current Portion)	<b>A-07</b>	\$410,344	\$818,306
Long-Term Debt (Non-Current)	<b>A-10</b>	\$8,374,636	\$7,379,255
Unrestricted Net Assets	<b>A-17</b>	\$1,546,090	\$501,867
Restricted Net Assets (Expendable)	<b>A-15</b>	\$36,925	\$37,121
Restricted Net Assets (Non-Expendable)	<b>A-16</b>	\$0	\$0
Invested in Capital Assets, net of related debt	<b>A-14</b>	\$5,532,566	\$5,726,295
Change in Net Assets	<b>D-03</b>	\$1,021,851	\$5,159,621
Net Assets (Beginning of Year)	<b>D-04</b>	\$6,093,730	\$7,115,581
Adjustment to Net Assets (Beginning of Year)	<b>D-05</b>	\$0	(\$6,009,919)
Net Assets (End of Year)	<b>D-06</b>	\$7,115,581	\$6,265,283
Discounts/Allowances (Applied to Tuition & Fees)	<b>E-08</b>	\$3,650,220	\$3,895,411
Tuition and Fees Revenue (Net of Discounts/Allowances)	<b>B-01</b>	\$1,043,037	\$1,266,350
Depreciation Expense	<b>C-Col 5</b>	\$1,003,151	\$0
<b>SECTION 2B -- Data from Audited Financial Statements and Supporting Documents</b>			
Total Operating Revenue		\$263,761,656	\$256,482,349
Total Operating Expense		\$1,330,921,626	\$1,264,776,633
Operating Income/Loss		(\$1,067,159,970)	(\$1,008,294,284)
Deposits Held by Bond Trustees		\$54,720,091	\$54,709,240
Principal Payments on Long Term Debt		\$18,110,000	\$19,015,000



Interest Expense on Long Term Debt

\$24,444,250

\$25,538,750

**Notes**

**Click here to indicate that Mr. Pedro I. Martinez has reviewed and approved the data on the "Financial Information (Part 1)" and "Financial Information (Part 2)" pages.**  
 (Required to "Lock Down" the IP data)

## Middle States Commission on Higher Education Institutional Profile 2015-16

[0626] UPR - Ponce

**K. Required Attachments**

Please upload the required attachments listed below as soon as all of the items are available but no later than **April 15, 2016**.

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

- A copy of the institution's fiscal year 2015 Audited Financial Statements [*AFS*]. If the institution's Management Letter is included in the AFS file, please use the label [*AFS-Mgmt*].
- A copy of the institution's fiscal year 2015 Management Letter [*Mgmt*]. If the institution does not have a management letter, please put a Note on the Financial Information (Part 1) page.
- A copy of the Finance section of the institution's IPEDS submission [*IPEDS*] for fiscal year 2015 (if you submit annual financial data to IPEDS).
- A copy of the institution's current Catalog [*Catalog*], PDF format preferred. If the catalog is not available in an digital/electronic that can be uploaded, please upload a Word document with the link(s).

**File Type****Example File Name**

Audited Financial Statements	InstitutionName-AFS 6-30-15
Management Letter	InstitutionName-Mgmt 6-30-15
IPEDS Submission	InstitutionName-IPEDS 6-30-15
Catalog	InstitutionName-Catalog

**Upload Files**

To upload electronic versions of the documents listed above do the following: (**Note: documents can only be uploaded one at a time.**)

1. Click on the **Add File** link below to display the **Select File to Upload** popup window.
2. Click on the **Browse** button to display the **File Upload** popup.
3. Locate the file to be uploaded in the **File Upload** popup window.
4. Double click on the file or single click on the file and then click on the Open button.
5. The **Select File to Upload** popup window will become the active window and the full pathname of the selected file will be displayed in the textbox.
6. Click on the **Upload** button to upload the selected file to the MSCHE server.
7. The **Select File to Upload** popup window will display a message once the file has been successfully loaded.
8. Close the popup window and repeat steps 1 to 7 to upload another file.
9. The selected file will be listed in the table below after it has been successfully uploaded.

**Uploaded Files**

File Name	File Type	File Size	Last Updated
AFS Mgmt Letter.pdf	Adobe Acrobat Document	176.2 KB	4/15/2016 4:57:48 PM
catalogo2015-2016-2.pdf	Adobe Acrobat Document	6789.18 KB	4/13/2016 8:24:26 AM
IPEDS_Finance_Data.pdf	Adobe Acrobat Document	176.81 KB	4/13/2016 8:22:58 AM
IPEDS_Outcome_Measures_Data.pdf	Adobe Acrobat Document	114.97 KB	4/15/2016 5:02:08 PM

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

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