

**DEPARTMENT OF EDUCATION
BUREAU OF POSTSECONDARY AND ADULT EDUCATION**
October 5, 2012

SUBJECT: Annual Survey of Educational Programs (ASEP)

TO: All Pennsylvania Degree Granting Institutions
Chief Academic Officers
Registrars
Official ASEP Contact Persons

FROM: Patricia A. Landis, Chief
Division of Higher and Career Education
Bureau of Postsecondary and Adult Education
Pennsylvania Department of Education

The Annual Survey of Educational Programs (ASEP) is required of all Pennsylvania academic degree granting institutions. Access to the ASEP will be through the PDE home page at www.education.state.pa.us. If instructions on accessing the ASEP application are needed, please contact Dr. Rod Niner at the information provided below.

It is necessary to submit the Annual Survey of Educational Programs information via the ASEP on-line system. The deadline for submitting this information is **January 31, 2013**. The information collected is exactly the same as in prior years. It consists of those additions, deletions and modifications to the institution's program offerings. Programs (not separate courses), which are "distance learning," "distance education," or "alternate instructional delivery modes," should be identified through the "Instructional Type" drop down box. If a program has been discontinued, note the close year (the last calendar year new enrollments were accepted) in the column "Enrollment Close Year".

If you are a first time user of the system and require user assistance in accessing and completing the survey, or if you are having technical issues related to the application, contact the Helpdesk at 717-506-2317 or at 888-498-8129. If during the submission process, you require clarification regarding the information on the survey feel free to contact the Division of Higher and Career Education at 717-783-8228.