

ADDITIONAL LOCATION CONFIRMATION VISIT

Information for Institutions and Peer Reviewers

Background

HLC policy [Monitoring of Institutional Change \(INST.F.20.060\)](#) requires an on-site evaluation visit to an institution's first three active additional locations after the additional locations have been approved by HLC through the substantive change process and within six months of the initiation of instruction and student matriculation. The purpose of the additional location confirmation visit is to validate that the additional location is as described in the institution's documents on which HLC's approval was based. The visit may be conducted separately or as an additional component of an already scheduled visit.

HLC defines an additional location as:

A place, geographically separate from any main or branch campus, where instruction takes place and students can do one or more of the following:

- Complete 50 percent or more of the courses leading to a degree program.
- Complete 50 percent or more of the courses leading to a Title IV eligible certificate.
- Complete a degree program that they began at another institution even if the degree completion program provides less than 50 percent of the courses leading to a degree program.

There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition.

An additional location typically does not have a full range of administrative and student services staffed by

the facilities personnel. Such services may be provided from the main campus or another campus.

A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video, or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.

Mechanics of the Visit

Additional location confirmation visits are typically one-day visits and involve a single HLC peer reviewer trained in evaluating locations. The visit itself should take no more than four hours.

In some instances, representatives from the state higher education organization may observe the confirmation visit.

Before the Visit

HLC will contact the institution to schedule an additional location confirmation visit after HLC's Institutional Actions Council (IAC) has acted to approve the new additional location. This notification will request that the institution identify potential visit dates within the timeline provided by HLC.

Approximately three months prior to the visit, HLC will confirm the dates and purpose of the visit, as well as inform the institution of the name and contact information of the reviewer. The institution is then expected to forward the required materials to HLC and the reviewer at least six weeks prior to the visit.

Institutional Materials Provided Prior to the Visit

Unless otherwise directed by HLC, the institution should submit the following materials to the reviewer(s) and HLC:

Update Report: The update report should be no more than 10–12 pages and include information on the following:

- Progress made in launching the new additional location since the original substantive change application.
- The institutional response to issues identified during HLC’s review and approval of the additional location.
- The current operations of the campus (programs, enrollment, budget, faculty, etc.).

Change Application: The institution should submit the original change application for approval of the additional location and any additional documents that were provided in the initial approval process.

All materials should be provided electronically, not in hard copy, according to HLC’s document submission guidelines.

Once the materials have been received, the reviewer will contact the institution to finalize the logistics of the visit and to provide the institution with lists of the people the reviewer expects to meet and the materials that the reviewer will need during the visit.

During the Visit

Each visit typically begins with a meeting or conference call with the administrators at the main campus who are responsible for coordinating the educational programs at the main campus with similar activities at the additional location. The reviewer will also interview the additional location administrators, academic leaders, and some faculty and students.

After the Visit

Within 30 days after the visit, the reviewer will complete the [Additional Location Confirmation Visit Report Form](#) and submit it to HLC. The completed report will be sent with a cover letter to the institution. If the confirmation visit was part of an already scheduled comprehensive evaluation or focused visit, the team report will indicate that the location was visited and the additional location confirmation visit report will be submitted with the final team report. Except in rare circumstances, an additional location confirmation visit will not result in action by HLC.

Records

The written additional location confirmation report will become a part of the institution’s official file and will be shared with the next comprehensive evaluation peer review team and with other evaluation teams as deemed appropriate.

Fees

Current fees an additional location confirmation visit are outlined on HLC’s Dues and Fees Schedule, available at hlcommission.org/dues.

Questions?

Contact HLC at accreditation@hlcommission.org.