

# Multi-location Visit Institutional Report

Instructions

Submit the completed report as a single PDF file to the peer reviewer assigned to conduct the visit and to HLC at [hlcommission.org/upload](https://www.hlcommission.org/upload). Select “Visit Materials” from the list of submission options to ensure the institution’s materials are sent to the correct HLC staff member. Brief evidentiary materials may be included if they are necessary to support information provided in the report. The report is due 30 days prior to the peer reviewer’s visit to the first location.

**Institution Name:**

## Overview Statement

1. Provide a brief overview statement about current additional locations, and about the institution’s general approach to off-campus instruction. List the current approved active additional locations. For each location, provide the full address and all academic programs offered at the location.
2. What future growth does the institution anticipate (e.g., in the next six months, three years, 10-20 years) for additional locations?

## Institutional Planning

1. How does the institution ascertain that facilities at each location will meet the needs of the students and the curriculum?
2. What is the process through which the institution assesses and adjusts, as necessary, funding and staffing for locations?

## Facilities

1. How does the institution ensure that the facilities at each location meet the needs of students and the curriculum?

## Instructional Oversight

1. How does the institution ensure that promotion, marketing and enrollment for the additional location stay in balance with the institution’s actual resources and technical capabilities?
2. How does the institution effectively oversee instruction at an additional location?

## Institutional Staffing and Faculty Support

1. What evidence demonstrates that the institution has appropriately qualified and sufficient staff and faculty in place for the location?
2. What evidence demonstrates the institution supports and evaluates personnel at off-campus locations? Consider the processes in place for selecting, training and orienting faculty at the location.

## Student Support

1. What evidence demonstrates that the institution effectively delivers, supports and manages necessary academic and student services at off-campus locations?
2. What evidence demonstrates that the institution provides students with sufficient access (in person, by computer, by phone, etc.) to admissions, registration/student records, financial aid and job placement services?
3. What evidence demonstrates that student concerns are addressed?

## Evaluation and Assessment

1. How does the institution measure, document and analyze student academic performance sufficiently to maintain academic quality at a location?
2. How are the measures and techniques the institution uses for a location equivalent to those for assessment and evaluation at the main campus or other locations? If there are differences, why are these differences appropriate?

## Continuous Improvement

1. How does the institution encourage and ensure continuous improvement at a location?

## Marketing and Recruiting Information

1. What controls are in place to ensure that the information presented to students in advertising, brochures and other communications is accurate?