



VOLUNTARY RESIGNATION OF HLC AFFILIATION

Under [HLC Policy INST.B.30.010, Termination of Affiliation or Accreditation](#), an institution may elect to voluntarily resign its affiliation with HLC at any time, including during the candidacy process. Institutions may choose to resign their affiliation with HLC for any reason, including that they are closing and ceasing operations, merging with another institution, or changing accreditors. The resignation process requires the submission of formal, signed documents, and an institution seeking to resign affiliation should regularly communicate with its HLC staff liaison throughout this process. Upon its acceptance of a letter of resignation and the effective date of resignation, HLC will notify external parties, including the Department of Education, state agencies and other accreditors.

RESIGNATION PROCESS

An institution seeking to resign affiliation with HLC must submit a formal letter of resignation. This letter must meet the following requirements:

- The letter is submitted on the institution's official letterhead.
- The letter is addressed to HLC's president.
- The letter is signed by the institution's president/CEO.
- The letter is either signed by the chair of the institution's governing board (in addition to its president/CEO) or includes a copy of meeting minutes showing the governing board's approval of the resignation.

- The letter includes a specific effective date. The effective date must be within one year of the date of the letter and must not exceed the maximum interval for reaffirmation of accreditation. If the institution is in candidacy, the effective date must not be more than four years from the date candidacy was awarded.
- The letter includes information on where transcripts will be stored after closing, if applicable.

Institutions should also notify their state higher education agency and other accrediting agencies with which they have a relationship of their resignation from HLC. If the institution is closing, it will need to ensure that it has made arrangements for student transcripts following any applicable state law requirements.

Within 10 days of submission of the letter of resignation, HLC's president will reply with a letter to the institution confirming receipt and formally accepting the effective date of resignation. Upon acceptance by HLC's president, the resignation is irrevocable.

ADDITIONAL REQUIREMENTS FOR CLOSING OR MERGING INSTITUTIONS

Institution Closing or Merging With an Institution Outside of HLC's Region

An institution seeking to resign affiliation because it is closing or merging with an institution outside of HLC's region may also be required to file a separate provisional plan and agreement for teaching out its students. See [Teach-Out Requirements](#) for more information. If required, the plan and agreement must

be submitted separately from the letter of resignation and must be approved through HLC's normal decision-making process.

Institution Merging With an HLC-Accredited Institution

If an institution is resigning affiliation because it is merging with another institution accredited by HLC, the merger must be approved by HLC prior to the closing of the transaction. See [Change of Control, Structure or Organization](#) for more information. Once the transaction has been approved, the merging institution must submit its letter of resignation to HLC. The effective date of the resignation should be the close date of the transaction.

HLC NOTIFICATIONS REGARDING RESIGNATIONS

Under HLC policy and federal regulation, HLC is required to notify the public and external stakeholders upon acceptance of a voluntary resignation. HLC will do so by copying the U.S. Department of Education and applicable state agencies on the letter from HLC's president accepting the institution's resignation. A Public Disclosure Notice will accompany the letter and will be posted to HLC's website after the letter is sent. The notice will include the effective date of the resignation, the reason for the resignation and information on who to contact for more information.

Within 30 days following the effective date of the institution's resignation, HLC will again notify the Department of Education, state higher education agencies and other accreditors that the institution is no longer affiliated with HLC. HLC will also post information about the resignation, including a link to the Public Disclosure Notice, on the Department of Education's [Database of Accredited Postsecondary Institutions and Programs](#).

INSTITUTIONAL OBLIGATIONS

PRIOR TO RESIGNATION

After acceptance of a voluntary resignation, an institution must continue to adhere to the [Obligations of Affiliation](#) until the effective date of resignation. Institutions should make sure that they have satisfied all financial obligations to HLC prior to their resignation.

AFTER THE EFFECTIVE DATE OF RESIGNATION

On the effective date of the resignation of affiliation, the institution's status will be changed to "inactive" in HLC's online [Directory of Institutions](#) and in HLC's various databases. The institution will no longer have access to online systems, such as the Institutional Update and Assurance System. Additionally, HLC's Mark of Affiliation will no longer display on the institution's website.

The Public Disclosure Notice describing the resignation will remain on HLC's website for three years. The institution's Statement of Accreditation Status in the Directory of Institutions will include a permanent note marking its effective date of resignation with HLC.

The institution will remain responsible for any outstanding invoices from HLC.

PROCESS FOR REAPPLYING FOR ACCREDITATION

After resigning from HLC, an institution is ineligible for affiliation for a period of two years. If an institution seeks accredited status with HLC following a resignation, it must reapply through the [Eligibility Process](#).