

# Change Panel Report

Substantive Change Recommendation Form

After the panel reaches consensus, the panel chair completes this form to summarize and document the panel’s view. Notes and evidence should be essential and concise—one or two bullets, 50 words maximum.  
  
Upload the completed report to the Case Files section (under Completed Reports) of the Change Panel Details page in [Canopy](https://canopy.hlcommission.org/), along with any additional materials requested during the panel review. Submit the report as a Word document and the additional materials as a single PDF file.

Institution:       City, State:       Date report submitted:

Change requested:

## Part A: Analysis

### Substantive Change Application: Part 1

1. Classification of Change(s)

Complete

Incomplete

Notes or additions if marked incomplete:

1. Special Conditions

Complete

Incomplete

Notes or additions if marked incomplete:

1. Required Approvals

Complete

Incomplete

Notes or additions if marked incomplete:

### Substantive Change Application: Part 2

1. **Essential Elements**. The categories below relate to the evidence expected across subsections of Part 2 of the change application.

4a. Planning and design of the proposed change, including preparation for and fit of the proposed change to the institution.

Acceptable

Not acceptable

Rationale:

4b. Capacity for the proposed change, including resources and commitment of the institution. Provide an evaluation of the sufficiency, qualifications and experience of the faculty teaching the discipline and at the level of the proposed change.

Acceptable

Not acceptable

Rationale:

4c. Services and support for the proposed change.

Acceptable

Not acceptable

Rationale:

4d. Evaluation, assessment and improvement processes for the proposed change.

Acceptable

Not acceptable

Rationale:

4e. Quality and integrity of the proposed change, including potential positive or negative effects.

Acceptable

Not acceptable

Rationale:

Complete the relevant additional section for applications that involve any of the following:  
  
• [Contractual arrangement](#_5._Contractual_Arrangements)   
  
• [Competency-based education program](#_6._Competency-Based_Education)   
  
• [Pell-eligible prison education program](#_Pell-Eligible_Prison_Education)  
  
If none of those topics apply, go to [Part B: Recommendation and Rationale](#_Part_B:_Recommendation).

### Contractual Arrangements

Complete the questions below only for applications exclusively regarding contractual arrangements.

5a. Modality. Check all that apply:

On-ground delivery  Distance education  Correspondence education

Off-campus delivery  Other:      

Complete

Incomplete

Notes or additions if marked incomplete:

5b. Key Services Provided by Partner

Complete

Incomplete

Notes or additions if marked incomplete:

5c. Level of Programming and Enrollment Affected

Complete

Incomplete

Notes or additions if marked incomplete:

5d. Overall Proportion of Affected Programs Provided by Partner

Complete

Incomplete

Notes or additions if marked incomplete:

### Competency-Based Education Programs

Only complete the following questions for applications exclusively regarding competency-based education (CBE) programs.

6a. The degree or certificate program is consistent with college-level work and rigor, establishing academic outcomes and competency statements comparable to similar programs offered by the institution.

Acceptable

Not acceptable

Evidence:

6b. The institution has submitted with its application a current credit hour worksheet, which it has used to determine credit-hour equivalency for any program involving direct assessment.

Complete

Incomplete

Notes or additions if marked incomplete:

6c. The institution has determined that “sufficient educational activity” takes place in the CBE program and is consistent with the federal definition of the credit hour or is applied to the credit-hour equivalency used by the program (i.e., educational activity that reasonably approximates not less than one hour of classroom instruction and two hours of out-of-class work each week during a typical academic semester).

Complete

Incomplete

Notes or additions if marked incomplete:

6d. The program includes policies and procedures for meeting the federal requirement that “regular and substantive” interaction takes place between students and instructors.

Acceptable

Not acceptable

Not applicable; note that if this program is a correspondence program, the institution is also required to complete a separate correspondence education substantive change application.

Evidence:

6e. The institution has made a reasonable determination of what is expected of enrolled students regarding the normal time to complete the CBE program (typically expressed as “satisfactory academic progress”) and uses that determination to report student progress.

Acceptable

Not acceptable

Evidence:

### Pell-Eligible Prison Education Programs

Only complete the following questions for applications regarding Pell-eligible prison education programs (also referred to as PEPs).

7a. The institution has secured (or is in the process of securing) all required HLC approvals for other aspects of its plans (for example, approval for a new additional location).

Acceptable

Not acceptable

Evidence:

7b. The institution has secured all necessary prior approvals to offer the proposed PEP at the identified location. The institution also has taken measures to ensure that its plans are consistent with all state and federal laws, programmatic accreditor requirements, and licensure, certification or other requirements, as applicable, to allow students to be employable at the conclusion of the proposed program.

Acceptable

Not acceptable

Evidence:

7c. The institution has engaged in an appropriate planning process for the PEP, including the involvement of various constituencies, that will result in appropriate oversight of instruction, sufficient resources for teaching and learning, and appropriate student support services that are accessible to students enrolled in the proposed PEP.

Acceptable

Not acceptable

Evidence:

7d. The institution has demonstrated evidence that the program offered at the location will meet the unique needs of the students while aligning with the outcomes articulated in the curriculum.

Acceptable

Not acceptable

Evidence:

7e. The institution has controls in place to ensure that its marketing materials and ongoing communications related to the program at the proposed location remain current and accurate.

Acceptable

Not acceptable

Evidence:

7f. The institution has taken measures to ensure sustainability of the proposed program at the location and has articulated reasonable plans to provide for the needs of students in the event it discontinues the program.

Acceptable

Not acceptable

Evidence:

7g. The institution has articulated a coherent plan for program review and assessment that evaluates the effectiveness of its educational program at the location, identifies opportunities for improvement and ensures that the PEP meets the same standards as substantially similar programs that are not prison education programs.

Acceptable

Not acceptable

Evidence:

7h. The institution’s planned modality for delivery of instruction for the proposed PEP is (1) consistent with the institution’s capacity for such modality as represented in its HLC stipulations (or pending any HLC approval of a submitted substantive change application) and (2) consistent with the resources available at the location.

Acceptable

Not acceptable

Evidence:

## Part B: Recommendation and Rationale

Recommendation:

Approve request

Approve modified request

Deny request

***Note:*** *In the exceptional circumstance that the panel determines that a decision requires information only available through an on-site visit, check here:   
  
Explain the determination in the rationale section below and submit the form without completing the other sections. HLC staff will review the recommendation of an on-site visit for appropriateness and for consistency with HLC practice and may contact the panel.*

**Rationale for the panel’s recommendation to approve (100 words maximum):** If the recommendation is a modification of the institution’s request, make clear how the panel modified the original request.

**Rationale for the panel’s recommendation to deny:** If recommending denial of the request, explain what was inadequate.

**Clarification of Information:** If applicable, identify the dates and topics of any requests for clarification or communication with the institution and the results. Copy and paste that communication and any materials received at the end of this report or upload them as a single PDF file to the Case Files section of the Change Panel Details page in Canopy.

**Stipulations or limitations on future accreditation relationships:** If recommending a change in the institution's level for review of future changes (locations, programs, delivery, etc.), state both the old and new level and provide a brief rationale for the recommended change. Check the Institutional Status and Requirement (ISR) report for the current wording.

**Monitoring:** In limited circumstances, the panel may call for a follow-up interim report. (Note that some types of substantive changes have built-in follow-up reviews; for example, the Campus Evaluation Visit.) If the panel concurs that a report is necessary, indicate the topic, timeline and expectations for that monitoring.