

Eligibility Review Report

Purpose

The purpose of the panel review is to determine whether the institution has the capacity and readiness to pursue membership with HLC, specifically to host a comprehensive evaluation visit for Candidacy. The panel review determines whether the institution has presented sufficient evidence such that it appears likely to have met the Eligibility Requirements. A final determination about whether the institution has met the Eligibility Requirements will be made following the comprehensive evaluation visit for Candidacy. However, the panel review is a helpful tool for HLC and the institution to obtain a preliminary analysis without a comprehensive evaluation.

Instructions

The panel may request additional information in order to complete its review. The institution has up to one year to submit that additional information. The panel does not move forward with its review during this time.

At the conclusion of the panel review, including any additional review following the submission of additional information, the panel will determine:

 • That the institution has provided sufficient information to proceed with the process.

 • The institution has not provided sufficient information to proceed with the process.

The panel will provide the reasons for its determination as to each Eligibility Requirement.

The panel should submit the completed report at [hlcommission.org/upload](https://www.hlcommission.org/upload). Select “Final Reports” from the list of submission options to ensure the report is sent to the correct HLC staff member.

## Review Details

Institution:

Date of review: MM/DD/YYYY–MM/DD/YYYY

List the names, titles and affiliations of each eligibility reviewer.

## Eligibility Requirements

1. **Jurisdiction of HLC**

The institution falls within HLC’s jurisdiction as defined in HLC’s Bylaws (Article III). HLC extends accreditation and candidacy for accreditation to higher education institutions that (1) are 1) incorporated in or operating under federal authority within, the United States, and (2) have substantial presence, as defined in HLC policy, within the United States.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation to proceed with the process of seeking candidate status. The institution may submit additional information within one year. (Note: This option is only available for a first panel review, not an additional review after the institution was previously given the option to submit additional information.)

Rationale:

1. **Legal Status**

The institution is appropriately authorized in each of the states, sovereign nations, or jurisdictions in which it operates to award degrees, offer educational programs, or conduct activities as an institution of higher education. At least one of these jurisdictions must be in HLC’s jurisdiction.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Governing Board**

The institution has an independent governing board that possesses and exercises the necessary legal power to establish and review the basic policies that govern the institution.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Stability**

The institution demonstrates a history of stable operations and consistent control during the two years preceding the submission of the Eligibility Filing or the application for initial accreditation through the accelerated process.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Mission Statement**

The institution has a statement of mission approved by its governing board and appropriate for a degree-granting institution of higher education. The mission defines the nature and purpose of the higher learning provided by the institution and the students for whom it is intended.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Educational Programs**

The institution has educational programs that are appropriate for an institution of higher education. HLC may decline to evaluate an institution for status with HLC if the institution’s mission or educational programs fall outside areas in which HLC has demonstrated expertise or lacks appropriate standards for meaningful review.

In appropriate proportion, the institution’s programs are degree-granting and involve coursework provided by the institution, establishing the institution’s commitment to degree-granting higher education.

The institution has clearly articulated learning goals for its academic programs and has strategies for assessment in place.

The institution:

* maintains a minimum requirement for general education for all of its undergraduate programs whether through a traditional practice of distributed curricula (15 semester credits for AAS degrees, 24 for AS or AA degrees, and 30 for bachelor’s degrees) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any exceptions are explained and justified.
* has a program of general education that is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts common knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess. The institution clearly and publicly articulates the purposes, content and intended learning outcomes of its general education program.
* conforms to commonly accepted minimum program length: 60 semester credits for associate’s degrees, 120 semester credits for bachelor’s degrees, and 30 semester credits beyond the bachelor’s for master’s degrees. Any exception to these minima must be explained and justified.
* meets the federal requirements for credit ascription described in the Commission's Federal Compliance Program.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Information to the Public**

The institution makes public its statements of mission, vision, and values; full descriptions of its program requirements; its requirements for admission both to the institution and to particular programs or majors; its policies on acceptance of transfer credit, including how credit is applied to degree requirements; clear and accurate information on all student costs, including tuition, fees, training and incidentals, and its policy on refunds; its policies regarding good standing, probation, and dismissal; all residency requirements; and grievance and complaint procedures.

The institution portrays clearly and accurately to the public its accreditation status with institutional, specialized, and professional accreditation agencies as well as with the Higher Learning Commission, including a clear distinction between candidate or accredited status and an intention to seek status.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Financial Capacity**

The institution has the financial base to support its operations and sustain them in the future. It demonstrates a record of responsible fiscal management, including appropriate debt levels.

The institution:

* has a prepared budget for the current year and the capacity to compare it with budgets and actual results of previous years; and
* undergoes external financial audit by a certified public accountant or a public audit agency. For private institutions the audit is annual; for public institutions it is at least every two years. (Institutions under federal control are exempted provided that they have other reliable information to document the institution’s fiscal resources and management.)

Conclusion:

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Rationale:

1. **Administration**

The institution has a Chief Executive Officer appointed by its governing board.

The institution has governance and administrative structures that enable it to carry out its operations.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Faculty and Other Academic Personnel**

The institution employs faculty and other academic personnel appropriately qualified and sufficient in number to support its academic programs.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Learning Resources**

The institution owns or has secured access to the learning resources and support services necessary to support the learning expected of its students (research laboratories, libraries, performance spaces, clinical practice sites, museum collections, etc.).

Conclusion:

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Rationale:

1. **Student Support Services**

The institution makes available to its students support services appropriate for its mission, such as advising, academic records, financial aid, and placement.

Conclusion:

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Rationale:

1. **Planning**

The institution demonstrates that it engages in planning with regard to its current and future business and academic operations.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Policies and Procedures**

The institution has appropriate policies and procedures for its students, administrators, faculty, and staff.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Current Activity**

The institution has students enrolled in its degree programs. (To be granted initial accreditation, an institution must have graduated students from at least one degree program.)

Conclusion:

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Rationale:

1. **Integrity of Business and Academic Operations**

The institution has no record of inappropriate, unethical, and untruthful dealings with its students, with the business community, or with agencies of government. The institution complies with all legal requirements (in addition to authorization of academic programs) wherever it does business.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Consistency of Description Among Agencies**

The institution describes itself consistently to all accrediting and governmental agencies with regard to its mission, programs, governance, and finances.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

1. **Accreditation Record**

Within the five years preceding the initiation of the process of seeking accreditation with HLC, the institution has not (a) been subject to a sanction or Show-Cause Order with another recognized accreditor; (b) has not been subject to an adverse action with another recognized accreditor; or (c) has not voluntarily resigned its status with another recognized accreditor while subject to (a) or (b).

Conclusion:

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Rationale:

1. **Good Faith and Planning to Achieve Accreditation**

The board has authorized the institution to seek membership with HLC and indicated its intention, if a member of HLC, to accept the Obligations of Membership.

The institution has a realistic plan for achieving accreditation with HLC within the period of time set by HLC policy.

1. If the institution offers programs that require accreditation from a recognized accreditor in order for its students to be certified or sit for licensing examinations, it either has the appropriate accreditation or discloses publicly and clearly the consequences of the lack thereof. The institution always makes clear to students the distinction between the various types of accreditation and the relationship between licensure and these various types of accreditation.
2. If the institution is predominantly or solely a single-purpose institution in fields that require licensure for practice, it demonstrates that it is also accredited by or is actively in the process of applying to a recognized accreditor for each field, if such a recognized accreditor exists.

Conclusion:

[ ]  The institution has provided sufficient narrative and documentation regarding this Eligibility Requirement to proceed with the process of seeking candidate status.

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Rationale:

## Reviewers’ Conclusion and Analysis

**[ ]** The institution has provided sufficient narrative and documentation to proceed with the process of seeking candidate status.

**[ ]** The institution has not provided sufficient narrative and documentation to proceed with the process of seeking candidate status.

[ ]  The institution has not provided sufficient narrative and documentation to proceed with the process of seeking candidate status. The institution may submit additional information within one year. (Note: This option is only available for a first panel review, not an additional review after the institution was previously given the option to submit additional information.)

Rationale for conclusion:

Summary analysis of the evidence: