

# Multi-location Visit Peer Review Report

 **Institution:**

**Additional Locations Visited:**

|  |  |  |
| --- | --- | --- |
| **Location Name** | **Location Address** *(street, city, state and ZIP code)* | **Date Reviewed** |
|  |  |  |
|  |  |  |
|  |  |  |

**Peer Reviewer**

Name:

Institution:       Title:

*Instructions*
In order to document effective administrative systems for managing multiple additional locations, please complete the following. For each item, check **adequate** or **attention needed**, and indicate in Comments the institution’s strengths and/or opportunities for improvement in controlling and delivering degree programs off-campus. If comments pertain to a specific location, they should be included along with the identity of that location.

Submit the completed report as a PDF file at [hlcommission.org/upload](https://www.hlcommission.org/upload). Select “Final Reports” from the list of submission options to ensure the institution’s materials are sent to the correct HLC staff member. The report is due within 30 days after the last additional location is visited.

## Overview Statement

Provide information about current additional locations and the institution’s general approach to off-campus instruction. Describe the growth pattern at the institution since the last review of off-campus instruction. Provide information about the involvement of external organizations or other higher education institutions.

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Institutional Planning

What evidence demonstrates that the institution effectively plans for growth and maintenance of additional locations? Identify whether the institution has adequate controls in place to ensure that information presented to students is adequate. Describe whether the financial planning and budgeting process has proven effective at additional locations.

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Facilities

What evidence demonstrates that the facilities at the additional locations meet the needs of the students and the curriculum? Consider, in particular, classrooms and laboratories (size, maintenance, temperature, etc.); faculty and administrative offices (site, visibility, privacy for meetings, etc.); parking or access to public transit; bookstore or text purchasing services; security; handicapped access; and other (food or snack services, study and meeting areas, etc.)

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Instructional Oversight

What evidence demonstrates that the institution effectively oversees instruction at the additional locations? Consider, in particular, consistency of curricular expectations and policies, availability of courses needed for program and graduation requirements, faculty qualifications, performance of instructional duties, availability of faculty to students, orientation of faculty/professional development, attention to student concerns.

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Institutional Staffing and Faculty Support

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

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Student Support

What evidence demonstrates that the institution delivers, supports, and manages necessary student services at the additional locations? Consider, in particular, the level of student access (in person, by computer, by phone, etc.) to academic advising/placement, remedial/tutorial services, and library materials/services. Also, consider the level of access to admissions, registration/student records, financial aid, and job placement services, as well as attention to student concerns.

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Evaluation and Assessment

What evidence demonstrates that the institution measures, documents, and analyzes student academic performance sufficiently to maintain academic quality at the additional locations? How are measures and techniques employed at a location equivalent to those for assessment and evaluation on the main campus? Consider, in particular, the setting of measurable learning objectives, the actual measurement of performance, and the analysis and use of assessment data to maintain/improve quality.

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Continuous Improvement

What evidence demonstrates that the institution encourages and ensures continuous quality improvement at its additional locations? Consider in particular the institution's planning and evaluation processes that ensure regular review and improvement of additional locations and ensure alignment of additional locations with the mission and goals of the institution as a whole.

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Marketing and Recruiting Information

What evidence confirms that the information presented to students in advertising, brochures, and other communications is accurate?

**Judgment of reviewer.** Check appropriate box:

[ ]  Adequate [ ]  Attention Needed

**Comments:**

## Summary Recommendation

Select one of the following statements. Include, as appropriate, a summary of findings.

[ ]  Overall, the pattern of this institution’s operations at its additional locations appears to be adequate, and no further review or monitoring by the Higher Learning Commission is necessary.

[ ]  Overall, the pattern of this institution’s operations at its additional locations needs some attention as defined in this report. The institution can be expected to follow up on these matters without monitoring by the Higher Learning Commission. The next scheduled comprehensive evaluation can serve to document that the matters identified have been addressed.

*Note:* In the Summary of Findings below, identify the specific areas needing institutional attention.

[ ]  The overall pattern of this institution’s operations at its additional locations is inadequate and requires attention from the Higher Learning Commission.

*Note:* In the Summary of Findings below, identify the specific concerns and provide a recommendation for HLC monitoring.

Summary of Findings:

## Notification Program for Additional Locations Approval Form

Complete this form **only** if an institution has been granted access to the Notification Program for Additional Locations. The Institutional Status and Requirements Report for the institution will indicate whether the institution has access to the Notification Program under the Additional Location Stipulation.

|  |  |
| --- | --- |
| The institution has at least three active additional locations. | [ ]  Yes [ ]  No |
| During the previous three years, the institution has not been subject to HLC monitoring for issues related to the quality of instruction at its additional locations and campuses, or to the oversight of its additional locations and campuses. | [ ]  Yes [ ]  No |
| During the previous three years, the institution has not been placed on Notice or Probation or issued a Show-Cause Order by HLC. | [ ]  Yes [ ]  No |
| The institution has no other HLC or other legal restrictions on additional locations and/or programs offered off campus. | [ ]  Yes [ ]  No |
| The institution has appropriate systems to ensure quality control of locations that include clearly identified academic controls; regular evaluation by the institution of its locations; a pattern of adequate faculty, facilities, resources and academic/support systems; financial stability; and long-range planning for future expansion. | [ ]  Yes [ ]  No |