

Accreditation Liaison Officers: *Welcome to the Role*

The Higher Learning Commission (HLC) asks each member institution to identify an Accreditation Liaison Officer (ALO). Along with the institution's chief executive officer (CEO), the ALO is a primary contact point between HLC and institution.

Responsibilities

General Communications

With HLC

- Serve as a recipient of HLC communications regarding the institution's accreditation, in addition to the CEO.
- Stay current with HLC policies and procedures.
- Provide comments to HLC as requested in its consideration of [proposed policies](#), procedures and issues affecting the accreditation relationship.
- Facilitate responses to HLC inquiries, including [complaints](#) referred by HLC staff to the CEO.

On Campus

- Disseminate information and answer questions about HLC policies and procedures for all audiences within the institution.
- Maintain the institution's file of official documents and reports related to the [institution's relationship with HLC](#).

Reporting Requirements

- Provide oversight and direction for the institution's Data Update Coordinator to ensure the accuracy of information submitted in the [Institutional Update](#).
- Notify HLC if certain actions are taken by the [U.S. Department of Education, state agencies or other recognized accreditors](#).

Substantive Change

- Notify HLC of changes to the institution's operations and academic offerings, as required by HLC's substantive change [policy](#) and [procedures](#).
- Provide oversight and direction for the timely submission of [substantive change requests and reports](#) required by HLC policy.

Membership Dues and Fees

- Ensure that the institution meets its financial obligations to HLC through the timely payment of [dues and fees](#).

Resources and Training

Resources

HLC Staff Liaison

Each institution has an HLC staff liaison who serves as your primary contact for questions or individual guidance on your accreditation relationship.

A staff liaison's responsibilities include:

- Advise institutions about HLC's policies and procedures.
 - Provide information about your institution's relationship with HLC.
 - Identify resources that may help your institution.
 - Facilitate accreditation processes.
 - Give information about your institution's responsibilities related to substantive change.
 - Advise on your institution's preparation for upcoming evaluations.
 - Provide guidance regarding the transition to a new Pathway for Reaffirmation of Accreditation.
- Coordinate the peer review and decision-making process.
 - Work with HLC staff members to identify and prepare peer review teams for evaluations.
 - Review reports and finalize documents to facilitate decision making by HLC's decision-making bodies.

Canopy

Canopy is HLC's online system for you to manage your institution's accreditation relationship with HLC. Depending on your HLC role, you can view your institution's profile, update the contacts on file with HLC, or manage your additional location and branch campus records.

Log into Canopy at canopy.hlcommission.org.

For more details about the system and training resources, see hlcommission.org/canopy.

Institutional Status and Requirements (ISR) Report

The ISR Report provides a summary of the institution's accreditation relationship with HLC. ALOs and CEOs can download the ISR Report in Canopy.

The report includes a complete institutional history with HLC, the status of current or upcoming accreditation events, and information on the institution's designated Pathway for Reaffirmation of Accreditation and related events.

HLCommission.org

HLC's website, at hlcommission.org, is your resource for the most up-to-date information on HLC's policies, procedures and programming.

Training

See HLC's website for details on all of our [programs and events](#).

ALO Orientation: An Introduction to the Role at HLC *Spring and Fall Sessions Offered Annually*

Get the information you need to be successful as a new Accreditation Liaison Officer in this self-paced, virtual orientation course. You'll create an action plan for carrying out your responsibilities in the first year of the role, as well as a plan for getting familiar with substantive change activities on your campus.

Preparing for an Upcoming Accreditation Activity

If you have a review coming up, you may be eligible to participate in an HLC program that will help you get prepared. Eligible ALOs and key institutional representatives are invited via email for these events.

Webinars and Online Resource Library

HLC hosts live webinars on current relevant topics throughout the year. We also have pre-recorded overviews on the Criteria for Accreditation, substantive change, Federal Compliance and more.

[Upcoming and recorded webinars](#) are available on HLC's website.

