

# Branch Campus and Additional Location(s)

Substantive Change Application

Institution:       City, State:

Name of person completing this application:

Title:       Phone:       Email:

Date Submitted:

This completed form will constitute your request for approval of a substantive change. This form will be the basis for review of this application. The questions are designed to elicit brief, succinct, detailed information, rather than a narrative or references to extensive supporting documents. Do not attach other documents unless they are specifically requested in the questions and are germane to the request. Excluding attachments, the completed application form should be no more than 12–15 pages on a single classification of change. The total submission, including attachments, should not exceed 200 pages.  
  
If the person completing this application is not the CEO, CAO or the Accreditation Liaison Officer of the institution, it is understood that the person completing and submitting this application has consulted with and informed those individuals and has been authorized to submit this form on the institution’s behalf.  
  
Please note: HLC plans to update its application forms annually, on or about September 1 of each year. However, if an application form was accessed more than 90 days prior to filing, please visit [hlcommission.org/change](https://www.hlcommission.org/change) to ensure that there have been no changes to the form in the intervening time.  
  
Submit the completed application as a single PDF file at [hlcommission.org/upload](https://www.hlcommission.org/upload). Select “Change Requests” from the list of submission options to ensure the application is sent to the correct HLC staff member.

## Part 1: General Questions

1. **Requested Change(s).** Concisely describe the change for which the institution is seeking approval.
2. **Does another characteristic of the change requested in this application also require prior HLC approval?** (Example: contractual arrangement, new academic program, new additional location, etc.)

No

Yes

If yes, please briefly explain the second type of substantive change requiring prior HLC approval and submit the relevant application form separately (or indicate the date on which it was submitted):

1. **Classification of Change Request.***Note: not every substantive change requires prior review and approval. Visit* [*hlcommission.org/change*](https://www.hlcommission.org/change) *to make certain that current HLC policy requires the institution to seek approval.*

Location(s):

New additional location(s)  New campus(es)

An institution submitting more than one change request should complete multiple applications, one for each type of change. Change requests may be related to the following topics:

• [New academic programs](https://www.hlcommission.org/Accreditation/substantive-change-academic-programs.html), including degree and certificate programs

• [New Pell-eligible prison education programs](https://www.hlcommission.org/Accreditation/substantive-change-pell-eligible-prison-education-programs.html) (also referred to as PEPs)

• [Changes to existing academic programs](https://www.hlcommission.org/Accreditation/substantive-change-clock-credit-hours-program-content-and-length-of-term.html) involving credit/clock hours, method of delivery

or length of term

• Opening or closing [additional locations or branch campuses](https://www.hlcommission.org/Accreditation/substantive-change-off-campus-activities.html)

• [Provisional Plans](https://www.hlcommission.org/Accreditation/provisional-plans-and-teach-outs.html) (with or without Teach-Out Agreements, as applicable)

• [Teach-Out Agreement](https://www.hlcommission.org/Accreditation/provisional-plans-and-teach-outs.html) if closing a campus or additional location that provides 100% of at least   
 one program

• Access to HLC’s [Notification Program for Additional Locations](https://www.hlcommission.org/Accreditation/substantive-change-off-campus-activities.html)

• Initiating or expanding [distance education offerings](https://www.hlcommission.org/Accreditation/substantive-change-distance-or-correspondence-education.html)

• Initiating or expanding [correspondence education offerings](https://www.hlcommission.org/Accreditation/substantive-change-distance-or-correspondence-education.html)

• Offering programs through [competency-based education](https://www.hlcommission.org/Accreditation/substantive-change-competency-based-education.html) (credit-based, direct assessment

or hybrid)

• Initiating or modifying [contractual arrangements](https://www.hlcommission.org/Accreditation/substantive-change-contractual-arrangements.html)

• Change in [mission](https://www.hlcommission.org/Accreditation/substantive-change-mission-or-student-body.html)

• Change in [student body](https://www.hlcommission.org/Accreditation/substantive-change-mission-or-student-body.html)

1. **Special conditions.** Indicate whether any of the conditions identified below fit the institution (Yes or No). If Yes, explain the situation in the space provided.
2. Is the institution, in its relations with other institutional or specialized accrediting agencies, currently under or recommended for a negative status or action (e.g., withdrawal, probation, sanction, warning, show-cause, etc.)?
3. Is the institution now undergoing or facing substantial monitoring, special review, or financial restrictions from the U.S. Dept. of Education or other federal or state government agencies?
4. Has the institution’s senior leadership or board membership experienced substantial resignations or removals in the past year?
5. Is the institution experiencing other pressures that might affect its ability to implement the proposal (e.g., a collective bargaining dispute or a significant lawsuit)?
6. **Internal Approvals.** Attach documentation of internal (faculty, board) approvals that the institution has obtained for the proposed change. **All required approvals must be obtained before submitting the application to HLC.** If no approval is required, attach evidence that approval is not needed (e.g. applicable regulation, statute or correspondence).
7. **State Approvals.** Attach documentation of state approvals that the institution has obtained for the proposed change. **All required approvals must be obtained before submitting the application to HLC.** If no approval is required, attach evidence that approval is not needed (e.g. applicable regulation, statute or correspondence).
8. **System Approvals.** If applicable, attach documentation of system approval that the institution has obtained for the proposed change. **All required approvals must be obtained before submitting the application to HLC.** If no approval is required, attach evidence that approval is not needed (e.g. applicable regulation, statute or correspondence). Check the box below if the institution is not part of a system.

Not Applicable

1. **Foreign Country Approval(s).** If applicable, attach documentation of foreign country approval(s) that the institution has obtained for the proposed change. Documentation must be written in or translated to English. **All required approvals must be obtained before submitting the application to HLC.** If no approval is required, attach evidence that approval is not needed. Check the box below if the proposed change is not related to offerings in a foreign country.

Not Applicable

1. **Specialized Accreditation.** Complete this section only if specialized accreditation is required for licensure or practice in program(s) covered by this change application.

The institution has already obtained the appropriate specialized accreditation. Attach a copy of the letter from the agency granting accreditation.

The institution has begun the process of seeking or plans to seek specialized accreditation. Specify the name of the agency and the timeline for completing the process in the space below. (If approval is a multi-stage process, the institution should contact the HLC staff liaison to discuss the timeline before submitting this change application form.)

The institution does not plan to seek specialized accreditation. Provide a rationale for not seeking this accreditation in the space below.

1. **Changes Requiring Visits.** This section is not for HLC-mandated visits such as additional location confirmation visits or campus evaluation visits.

Complete this section only if the institution is already aware that the proposed change will need to be reviewed through a visit. The institution may submit Part 1 of the change request application to begin the process of scheduling a Change Visit or adding the proposed change to an already scheduled visit. The full application must be submitted at a later date. (If the institution is unsure whether a visit is required, leave this section blank and submit the full change application. HLC will advise the institution based on the information provided.)

1. Select the type of visit the institution is requesting:

Request to schedule a Change Visit.

Change Visits typically are scheduled approximately four months from the date an institution submits its change request. The full change application and other required materials will be due to HLC and the peer review team eight weeks before the visit date. See [Change Visit: Required Materials and Submission Procedures](https://www.hlcommission.org/change-visit) for more information.

Request to embed a Change Visit into an already scheduled visit.

**Note:** Such requests must be submitted at least six months before the visit date. HLC staff will determine whether to embed a Change Visit based on peer reviewer availability and the complexity of the scheduled visit, among other factors. HLC may not be able to accommodate all requests.

Specify type of visit and date scheduled:

The institution’s full change application should be submitted along with other materials required for the already scheduled visit.

1. Provide URLs to the institution’s Faculty/Staff Handbook and Catalog below. If the URLs are not available, please provide PDF versions of these documents when submitting other required materials prior to the visit.

Faculty/Staff Handbook URL:

Catalog URL:

## Part 2: Topic-Specific Questions

As many as three new additional locations, or one branch campus or new main campus, may be requested in a single proposal. If more than one location is being requested in this application, please be sure to sufficiently address each location when answering the following questions.

Type of request:  Additional location(s)  Branch campus or new main campus

Note: The change must be reported the same to HLC and the U.S. Department of Education as either an additional location(s) or branch campus.

### Definitions

**Main campus** *(Based on federal definition):* The primary physical facility that is within the same ownership structure of the institution and, to the extent applicable, at which the institution offers educational programs.

**Campus or branch campus** *(Same as the federal definition)*: A physical facility that is geographically separate from and independent of the main campus of the institution and within the same ownership structure of the institution. HLC considers a location of an institution to be independent of the main campus if it has all four of the following attributes:

* It is permanent in nature.
* It offers courses in educational programs leading to a degree, certificate or other recognized educational credential.
* It has its own faculty and administrative or supervisory organization.
* It has its own budgetary and hiring authority.

**Additional Location Definition** *(Based on federal definition)*: A physical facility that is geographically separate from the main campus of an institution and within the same ownership structure of the institution, where instruction takes place and it is possible for students to do one or more of the following:

* Complete 50% or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.
* Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree).

An additional location may qualify as a branch campus under circumstances that meet the definition of a branch campus.

There is no threshold number of students necessary for a facility to qualify as an additional location.

There is no minimum distance from the campus necessary for a facility to qualify as an additional location.

An additional location typically does not have a full range of administrative and student services staffed by the facility’s personnel. Such services may be provided from the main campus or another campus.

A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video or online teaching. It is an additional location when 50% or more of a distance delivery program is available through one or more of these modalities at that facility. Note: This requirement does not apply for locations in which there is a general computer lab that students might use for distance delivery courses, except for additional locations that are correctional facilities.

A correctional facility where instruction takes place according to any of the 50% thresholds identified above is an additional location even if such instruction takes place primarily through distance education or correspondence courses at that location.

An additional location may have the status of open or closed.

An additional location that is open may have the status of active or inactive. An additional location has active status when students are enrolled at the location. Its status is inactive when students are not enrolled at the location. The status of an additional location can change between active and inactive without approval from HLC. However, a location may only be classified as inactive with no student enrollment at the location for a maximum of two consecutive years. At that point, HLC requires the institution to close the location.

### Section A. Characteristics of the Change Requested

1. Provide the unique **name** and **street address** of each location requested. (No PO Box addresses.)
2. Provide the following information for each branch campus or location:
3. Date on which the branch campus or location is projected to begin operation. (MM/DD/YYYY)
4. Whether the branch campus or location will be permanent or temporary (for a set number of cohorts).
5. The level of program completion at the new additional location. (Total program, adult degree completion or 50-99% program completion.)
6. If the population targeted for the proposed location represents a marked change within the mix of students now enrolled in the institution (e.g., dual credit students at an institution with relatively few such students), briefly explain the institution’s experience with the targeted population.

### Section B. Institution’s History with Branch Campus and Additional Location(s)

1. Does the institution currently operate three or more locations with the same or greater scope/level of instruction as the proposed location(s) and with the same or greater level of sophistication in facilities and services? If yes, please identify the three such locations with the largest enrollments during the past year, along with those enrollments.
2. If approved to open the additional location(s) or branch campus, what future growth does the institution anticipate (e.g., in the next six months, three years) for additional location(s) or branch campus and how does the institution plan to manage this growth?

### Section C. Institutional Planning for Branch Campus and Additional Location(s)

1. What impact might the proposed branch campus or additional location(s) have on the challenge(s) identified as part of or subsequent to the institution’s last HLC comprehensive evaluation and how has the institution addressed the challenge(s)?
2. Briefly describe the planning process for the new branch campus or location(s), including the involvement of the various constituencies in that process, the management of the branch campus or location(s), and how the management of the branch campus or location(s) fits into the organizational structure of the main campus.
3. For each proposed branch campus or location, provide a description of physical facilities, technology and equipment to support the programs that will be offered at the branch campus or location(s).
4. What is the evidence that the facilities at the branch campus or location(s) will meet the needs of the students and the curriculum?
5. What controls are in place to ensure that the information presented to all the constituencies in advertising, brochures and other communications will be accurate?
6. **For additional location(s) only:** How does the institution ensure that financial planning and budgeting for the additional location(s) is(are) realistic? What are the projected revenues and expenses? What are the projected enrollment and staffing needs?
7. **For branch campus only:** Provide a business plan for the branch campus, including a budget projection for the first two years of operation, that describes the educational program(s) to be offered at the branch campus. Please also:
8. Show both projected gross income (including projected enrollments, gross tuition and fees, and any increase in state or federal subsidies generated by the new enrollment), projected gross expenses and cash flow at the branch campus.
9. Describe clearly the contingency plans in case anticipated enrollments, income, or resources do not materialize.

### Section D. Curriculum and Instructional Design

1. How will the institution effectively oversee instruction at the branch campus or location(s)?
2. What impact, if any, will the new branch campus or location(s) have on instructional capacity at existing approved branch campuses or location(s)?
3. Do the proposed branch campus or location(s) involve either dual credit or accelerated delivery (earning of semester credit hours or equivalent routinely exceeds 20 in 4 months or 60 in 12 months)? If so, please explain the extent the options are involved.

### Section E. Institutional Staffing, Faculty, and Student Support

1. How does the institution plan to staff the branch campus or additional location(s), including judging faculty qualifications and full-time vs. part-time faculty? How does this differ from the institution’s processes for staffing at the main campus?
2. What is the institution’s process for selecting, training and orienting faculty for the branch campus or additional location(s)? What special professional development, support or released time does the institution provide for these faculty?
3. What is the evidence that the institution will effectively deliver, support and manage necessary academic and student services at the proposed branch campus or location(s)?

### Section F. Evaluation

1. Describe the process for monitoring, evaluating and improving the overall effectiveness and quality of the offerings.
2. Describe the process for assessing and improving student learning, including student persistence and completion, in the offerings.
3. How are the measures and techniques the institution uses for the location(s) or branch campus equivalent to those for assessment and evaluation at the main campus or other locations? If there are differences, why are these differences appropriate?