

# Notification Program for Additional Locations

Substantive Change Application

Institution:       City, State:

Name of person completing this application:

Title:       Phone:       Email:

Date Submitted:

*About the Notification Program for Additional Locations*

An institution with access to the Notification Program for Additional Locations is able to open new additional locations after notifying HLC prior to initiating any new additional locations and receiving an acknowledgement that HLC has added the new additional location to its database.

*Who Should Apply*

Institutions are eligible for admission to the Notification Program if they meet the conditions identified in HLC policy [Review of Substantive Change (INST.G.10.020)](https://www.hlcommission.org/Policies/review-of-substantive-change.html). The Notification Program is appropriate for institutions that have a distributed network of additional locations and intend to open new additional locations frequently during the year.

To qualify for the program, an institution must demonstrate that it 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. **Evidence for this application must be based on at least three active, HLC-approved additional locations. The locations must also be confirmed through additional location confirmation visits.**

The application together with the recommendation and the action letter are shared with HLC peer review teams during future reviews, such as comprehensive evaluations and focused visits.

Any institution participating in the Notification Program for Additional Locations must continue to meet all eligibility criteria listed in HLC policy, including successfully overseeing three additional locations. Otherwise, it will be suspended or removed from the program and will be placed back into the regular substantive change process for additional locations. HLC reserves the right to reconsider this privilege at any time and for any reasons it deems appropriate.

*General Instructions*

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.*

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. **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

**Section A. Institutional Context for the Application**

1. Does the institution have any state or other legal restrictions on additional locations and/or programs offered off campus?

[ ]  No

[ ]  Yes

If yes, please explain:

### Section B. Current Approach to Additional Locations

1. Provide a brief overview statement about current additional locations and about the institution’s general approach to off-campus instruction.
2. How does the institution determine the need for a new additional location and the community in which to place the location? How does the institution determine projected enrollment at each location?
3. What is the long-term plan for expansion of additional locations? Include details about how the institution will monitor and adjust this plan as necessary on a regular basis. Identify related initiatives at the institution that will drive the future growth of off-campus instruction. How does the institution plan to manage this growth?

### Section C. Academic Controls

1. How does the institution determine what impact (if any) a new location will have on instructional capacity at existing approved locations?
2. What is the evidence that the institution effectively delivers, supports, and manages necessary academic and student services at its additional locations?
3. How does the institution measure, document, and analyze student academic performance sufficiently to maintain academic quality at a location? Consider, in particular, setting of measurable learning objectives, actual measurement of performance, and analysis and use of assessment data to maintain/improve quality).

### Section D. Facilities, Staff and Faculty

1. How does the institution assure that physical facilities, technology and equipment at each location meet the needs of faculty, students, and the curriculum?
2. How does the institution create, evaluate, and adjust plans to staff an additional location, including faculty qualifications and full-time vs. part-time faculty? How does this differ from processes for staffing at the main campus?
3. What is the institution’s process for selecting, training, and orienting faculty for an additional location? What professional development, support, or released time is provided for these faculty? How are faculty members evaluated?

### Section E. Financial Support

1. How does the institution ensure that financial planning and budgeting for additional locations are realistic? How does the institution set projected revenues and expenses for new locations? What is the institution’s process for assessing and adjusting funding for locations?

### Section F. Evaluation and Continuous Improvement

1. How are the measures and techniques used by the institution for evaluating its additional locations equivalent to those used at the main campus? If there are differences, why are these differences appropriate?
2. How does the institution encourage and ensure continuous improvement at a location?