

Additional Location Confirmation Visit Report Form

Institution name:

Name and street address of additional location:

Date of visit:

Reviewer:

Compare the written description of the location (provided in the institution’s change request, HLC’s response and/or the team report) with the actual location and answer the following questions. Document findings for each item and indicate the institution’s strengths and/or opportunities for improvement in controlling and delivering degree programs off campus.  
  
Submit the completed report as a single PDF file 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.

1. Is the location at the approved address and are the programs or courses offered as described in the original request?

Yes  No

Comments:

1. Are the instructional resources (e.g. registration, advising, career counseling and placement, library access) as described in the original request? What evidence demonstrates that they are appropriate for the programs offered?

Yes  No

Comments:

1. Are the financial resources for the location as described in the original request? What evidence demonstrates that the institution effectively plans for growth and maintenance of additional locations?

Yes  No

Comments:

1. Does the evidence confirm that the institution effectively oversees instruction at the additional locations?

Yes  No

Comments:

1. Does the evidence confirm that the measures and techniques employed for assessment and evaluation at the location are equivalent to those on the main campus?

Yes  No

Comments:

1. Does the evidence confirm 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 the additional location?

Yes  No

Comments:

1. Does the evidence confirm that the institution delivers, supports and manages necessary student services at the additional location?

Yes  No

Comments:

## Summary Recommendation

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

Confirm approval of the additional location based on evidence that the institution has the capacity to sustain quality and thus meets HLC expectations as defined in its Criteria for Accreditation. No monitoring is necessary.

Confirm approval of the additional location based on evidence that the institution has the capacity to sustain quality and thus meets HLC expectations as defined in its Criteria for Accreditation. However, there are some concerns, as detailed in the individual comments in the previous sections. The institution can be expected to follow up on these matters without monitoring by HLC.

Identify specific areas needing organizational attention.

Confirm approval of the additional location based on evidence that the institution has the capacity to sustain quality at the campus and thus meets HLC expectations as defined in its Criteria for Accreditation. However, concerns identified in the review indicate that monitoring is necessary.

Indicate recommendation for HLC follow-up, including specific concerns and monitoring.