

Substantial Presence Worksheet

Instructions

The purpose of this worksheet is for an institution to demonstrate substantial presence within HLC's jurisdiction in accordance with HLC policy. Institutions will complete or update this worksheet at various points in the process of seeking accreditation.  
  
Institutions should familiarize themselves with [HLC’s Glossary](https://www.hlcommission.org/General/glossary.html). Many terms in this document are defined in the Glossary.

Institution:

City, State:

Name of person completing this form:

Title:

Phone:

Email:

Date submitted: MM/DD/YYYY

## Part 1: Incorporation and Authorization

1. Where is the institution incorporated?
2. In which states, sovereign nations, or other jurisdictions is the institution authorized to offer educational programs?

## Part 2: Executive and Administrative Leadership

1. Where is the work of the chief executive officer (CEO) conducted?
2. Where and through what mechanisms (in-person, virtual meetings, etc.) do the CEO, senior administrators, cabinet, and other administrators conduct their work together, and what is the frequency of these meetings?
3. Where and through what mechanisms (in-person, virtual meetings, etc.) does the governing board conduct its meetings, and what is the frequency of these meetings?

## Part 3: Business Operations

1. Describe the institution’s general level of workplace centralization, including components of the institution in which faculty, staff and administration work virtually/remotely.
2. From what locations and through what mechanisms (in-person, online, vendor-provided services, etc.) does the institution receive and process tuition and fee payments?
3. Where does the institution maintain bank accounts?
4. Where is the work of the chief financial officer (CFO) conducted?
5. Where are customer service representatives and enrollment management personnel located when responding to inquiries from students or the public?
6. What is the address of record for IRS filings (e.g., tax statements, 990s, etc.)?
7. In what state(s) or countries does the institution file tax-related documents?
8. Who provides the institution’s human resource function, and from where does this work occur?
9. Where is the work of the chief information officer conducted? If hardware is used to support the educational enterprise (including, if applicable, servers supporting online delivery), where is it located and from where is it supported?

## Part 4: Educational Administration

1. Where is the work of educational administration employees (e.g., vice president for academic affairs/Provost, deans, etc.) conducted?
2. Who is involved in curriculum development and program review, and from where is this work accomplished?
3. Who maintains student records for the institution, including the role of registrar, and from where does this work occur?
4. From where are student support services (e.g., advisors, career counselors, student affairs professionals) provided?
5. List all campuses and additional locations, and identify the main campus. Include the name(s) of the location, if any, and the address(es). If the institution does not have a main campus, list the name and address of the institutional headquarters.
6. Describe the geographic location(s) in which the institution markets its programs and from where it derives its aggregate enrollments, including both on-ground and on-line instructional modalities. Include data that differentiates between what occurs within HLC’s jurisdiction and what occurs outside of HLC’s jurisdiction.
7. Describe any vendor relationships, outsourcing, or shared services arrangements that support instruction, faculty development, academic advising, library and information expertise and resources, career placement, student support services, assessment, program development and review, and institutional research. From where are these activities managed and supported?