



ADDITIONAL LOCATION CONFIRMATION VISIT

Information for Institutions and Peer Reviewers

BACKGROUND

HLC policy [Monitoring of Institutional Change \(INST.F.20.060\)](#) requires an on-site evaluation visit to an institution's first three active additional locations after the additional locations have been approved by HLC through the substantive change process and within six months of the initiation of instruction and student matriculation.

The purpose of the additional location confirmation visit is to validate that the additional location is as described in the institution's documents on which HLC's approval was based. The visit may be conducted separately or as an additional component of an already scheduled visit.

See [HLC's Glossary](#) for the definition of an additional location.

MECHANICS OF THE VISIT

Additional location confirmation visits are typically one-day visits and involve a single HLC peer reviewer trained in evaluating locations. The visit itself should take no more than four hours.

In some instances, representatives from the state higher education organization may [observe the confirmation visit](#).

BEFORE THE VISIT

HLC will email the institution to schedule an additional location confirmation visit after HLC's Institutional Actions Council (IAC) has acted to approve the new additional location. This email will ask the institution to confirm the date that instruction and student matriculation will begin at the additional location.

HLC will use this information to invite a reviewer. Once assigned, HLC will inform the institution of the name and contact information for the reviewer. The institution will work with the assigned reviewer to schedule the visit date within the timeline provided by HLC. When the visit date has been determined, the reviewer should inform HLC.

Materials Provided Prior to the Visit

Unless otherwise directed by HLC, the institution should submit an update report to the reviewer and HLC at least six weeks prior to the visit. The report should be no more than 2–3 pages and include information on the following:

- Progress made in launching the new additional location since the original substantive change application.
- The institutional response to issues identified during HLC's review and approval of the additional location.
- The current operations of the campus (programs, enrollment, budget, faculty, etc.).

HLC will provide the following materials to the reviewer at least six weeks prior to the visit:

- **Substantive Change Application:** The original application for approval of the additional location and any additional documents that were provided in the initial substantive change process.
- **Change Routing and Review Form (CRRF):** This document guided the original application for approval of the additional location through the substantive change process. If the additional location was reviewed by desk review, the CRRF is what was used to recommend approval to the IAC.
- **Change Panel Analysis Report (if applicable):** If the additional location was reviewed by a change panel, this document provides the panel's analysis of the original application and its recommendation to IAC.
- **Action Letter:** This letter notifies the institution regarding IAC approval of the additional location.
- **Institutional Status and Requirements (ISR) Report:** The ISR details the institution's membership with HLC, including its upcoming reviews, stipulations, program offerings, off-campus activities and review history.

When submitting the update report, please carefully consider whether documents containing personally identifiable information (PII) must be included. If the documents must be included for evaluative purposes, please redact the PII where possible. If redaction of the PII will interfere with the evaluative value of the document, please clearly identify the document as containing PII (for example, through a cover page or prominent notation on the document). Institutions are not expected to redact or identify information or documents where the only PII included is employee or Board member names and work contact information.

PII is any information about an individual that allows the individual to be specifically identified. This includes, but is not limited to: name, address, telephone number, birthday, email, social security number, bank information, etc. A document does not include PII if personal information is de-identified (for example, student financial receivables without student names or bank routing information) or is

provided in the aggregate (for example, data on faculty qualifications). See HLC's [PII Guidelines](#) for more information.

The update report should be provided electronically, not in hard copy, to both the reviewer and HLC. The institution should email the report to the peer reviewer directly and submit it to HLC at hlcommission.org/upload. Select "Visit Materials" from the list of submission options to ensure the report is sent to the correct HLC staff member.

Once the reviewer receives the materials from the institution and HLC, the reviewer will contact the institution to finalize the logistics of the visit and to provide the institution with lists of the people the reviewer expects to meet and the materials that the reviewer will need during the visit.

DURING THE VISIT

Each visit typically begins with a meeting or conference call with the administrators at the main campus who are responsible for coordinating the educational programs at the main campus with similar activities at the additional location. The reviewer will also interview the additional location administrators, academic leaders, and some faculty and students.

AFTER THE VISIT

Within 30 days after the visit, the reviewer will complete the [Additional Location Confirmation Visit Report Form](#) and submit it to HLC. The reviewer does not need to send a draft report to the institution to review for corrections to errors of fact. Following review by staff for completeness, HLC will send the report to the institution.

If the reviewer recommends monitoring, HLC will invite the institution to submit a response to the reviewer's recommendation. HLC then submits the institutional materials, reviewer's recommendation and institutional response to the Institutional Actions Council (IAC) for review and action. If the reviewer does not recommend monitoring, the report will be accepted by the IAC as an item of information and no action will be taken.

RECORDS

The additional location confirmation visit report and, if applicable, the institutional response will become a part of the institution's official file and will be shared with the next comprehensive evaluation peer review team and with other evaluation teams as deemed appropriate.

FEES

Current fees for an additional location confirmation visit are outlined on HLC's Dues and Fees Schedule, available at hlcommission.org/dues.



QUESTIONS?

Contact accreditation@hlcommission.org