



## SUBSTANTIVE CHANGE POLICY AND REVIEW PROCESSES

### Policy Change Adopted on Second Reading

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The Higher Learning Commission (HLC) Board of Trustees (“the Board”) adopted this policy on second reading at its meeting on [date].

#### Background

The adopted policy changes would more closely align HLC’s Substantive Change policy with federal regulations. Specifically, the revisions:

1. Articulate that the broad purpose of HLC’s substantive change review and approval process is to ensure that once implemented, the substantive change will not adversely affect an institution’s capacity to continue to meet HLC requirements.
2. Specify that institutions under a provisional certification with the U.S. Department of Education after July 1, 2020, must apply for prior HLC approval of certain substantive changes.
3. Remove language related to temporary approval of new academic programs.

Moreover, adopted revisions to HLC’s Review of Substantive Change policy clarify that when conducting a Desk Review of any substantive change application, HLC staff may recommend a denial and that, under such circumstances, an institution is afforded an opportunity to provide an institutional response prior to a decision by the authorized decision-making body. The revisions also clarify that, in limited circumstances, HLC staff has the authority to make the final decision regarding a substantive change application.

HLC circulated these policy changes to the membership and other interested parties after the Board’s February 2022 meeting. No comments were received warranting changes in language. However, having had the opportunity to more fully explore how the addition of “under a provisional certification” will impact participation in substantive change processes and the Notification Program for additional locations, staff made several changes to support implementation of that policy change, and regarding administration of the

Notification Program more generally. This includes adding a requirement in the Obligations of Membership regarding institutions notifying HLC when they are placed under or removed from a provisional certification status.

## Implementation

This policy is effective immediately.

## Adopted Policy

Wording that was deleted or revised is shown as strikethrough (~~old wording~~); new language, whether through addition or revision, is shown in bold (**new wording**). Wording that was moved is shown with a double underline in its new location (moved to) and a double strikethrough in its previous location (~~~~moved from~~~~). Changes between first and second reading, other than minor editing, are indicated in italics (*new wording, old wording, new wording deleted or revised after first reading, new wording moved after first reading*). These revisions have been made on HLC's website at [hlcommission.org/policies](https://hlcommission.org/policies).

### Policy Title: Substantive Change

Number: INST.F.20.040

An institution shall have the obligation hereunder to report certain changes, some of which may constitute substantive changes under federal regulation, to HLC as identified in this policy and related policies and to seek and receive HLC approval where appropriate prior to implementing specific changes.

The institution shall use HLC's change reporting protocol for this purpose. Changes identified as requiring prior HLC approval prior to implementation shall be included in the institution's accreditation only after HLC has reviewed the change through a process identified in these policies and formally acted to approve the change. **HLC's review and approval process is intended as far as possible to ensure that if implemented the proposed substantive change will not adversely affect the institution's capacity to continue to meet HLC's requirements.** Changes identified as requiring HLC notification are generally included in the institution's accreditation provided that the institution provides timely notification to HLC through the Institutional Update and other data reporting instruments established by HLC according to a schedule established by HLC. Additionally, institutions that have access to the Notification Program for Additional Locations must notify HLC and receive acknowledgment prior to initiating the Additional Location.

As further detailed below, some of these requirements only apply to institutions that *(1) are currently, or in the prior three years have been, on a sanction or under a Show-Cause Order with HLC, or (2) are currently*

under a provisional certification with the U.S. Department of Education *or that have been on a sanction or under a Show Cause Order with HLC, or under a provisional certification with the U.S. Department of Education in the prior three academic years.*

#### Substantive Change Requiring Notification or Approval

1. Changes in actual or apparent mission of the institution or its educational objectives require prior HLC APPROVAL.
2. Significant changes in the character or nature of the student body of the institution, particularly, but not limited to, those changes involved in seeking international students for the first time or acquiring students being taught-out of programs provided by a closing institution require prior HLC APPROVAL.
3. Initiation of new academic program(s) or major(s) other than those listed below, or cancellation or suspension of academic programs requires HLC NOTIFICATION. ~~(Note: HLC may provide approval on a temporary basis for the initiation of new academic programs or majors to facilitate a teach-out at another institution or for other appropriate purposes.)~~ The following changes require prior HLC APPROVAL:
  - a. The addition of academic program(s) at a degree or credential level not previously included in the institution's accreditation by HLC;
  - b. the addition of academic program(s), including Title IV-eligible Certificate programs not related to existing degree programs, that represent a significant departure from programs previously included in the institution's accreditation;
  - c. the addition of a direct assessment program or the addition of competency-based programs wherein the academic program is organized around competencies;<sup>1</sup>
  - d. the addition of academic programs that require allocation of substantial financial investment or resources, or any programs acquired from another institution;
  - e. the addition of academic programs outside stipulations imposed by a previous HLC action limiting such activity without prior approval.
4. A change in one or more of the following requires NOTIFICATION OR APPROVAL:
  - a. change from clock to credit hours in one or more institutional programs;
  - b. substantial increase or decrease in the number of clock or credit hours required for successful completion of an academic program;

- c. change in term length (e.g. semesters to quarters or semesters to a five-week compressed term) that affects 25% or more of all the institution's courses or programs;
  - d. **increase or decrease in the number of credit hours per course in 25% or more of the courses in the institution's curriculum;** and
  - e. a change in the manner(s) in which an institution measures student progress, regardless of method.
5. Change in the method of delivery of courses or programs requires prior HLC APPROVAL:
- a. The initial offering of academic programs through distance, correspondence or other alternate delivery wherein 50% or more of the courses or credits in the program are provided through the alternate delivery;
  - b. The initial offering of courses through distance, correspondence or other alternate delivery if the institution is not already approved to offer programs through that delivery mechanism; and
  - c. Programs offered for the first time by an institution are subject to review and approval, if required, by HLC as a new program (see #3 of this section) prior to being reviewed as distance or correspondence education.
6. The establishment of a campus, including a branch campus, or an additional location requires prior HLC APPROVAL unless the institution has been approved for access to the Notification Program for Additional Locations as outlined in INST.F.20.050.
7. The acquisition of a campus, including a branch campus, or an additional location from another institution, including one established or acquired in order to provide for teach-out of the students from another institution, requires prior HLC APPROVAL unless the institution has been approved for access to the Notification Program for Additional Locations as outlined in INST.F.20.050.
8. Closure or suspension for more than one semester of any of the following requires HLC NOTIFICATION:
- a. an additional location, or
  - b. a campus, including a branch campus.
9. The initiation of a contractual or other arrangement wherein an institution outsources some portion of one or more of its educational programs to any of the following parties: an unaccredited institution;

an institution that is not accredited by an accreditor recognized by the U.S. Department of Education; or a corporation or other entity:

- a. less than 25% of any educational program outsourced to the other party requires HLC APPROVAL for institutions that are currently on a sanction or under a Show-Cause Order or that have been on a sanction or under a Show-Cause Order in the prior three academic years and requires HLC NOTIFICATION for all other institutions;
- b. 25%-50% of any educational program outsourced to the other party requires prior HLC APPROVAL;
- c. more than 50% of any educational program outsourced to the other party will receive intense scrutiny and will not be approved by HLC except in exceptional circumstances. (Note that federal regulations provides that educational programs provided through contractual arrangements between an accredited institution and an ineligible entity wherein more than 50% of the educational program is being provided by the ineligible entity will not receive Title IV assistance even if approved by the accreditor.)

10. A change in the legal status, form of control, or ownership of the institution shall be subject to the requirements of and procedures associated with HLC's policies related to Change of Control, Structure or Organization.

11. The following changes require HLC NOTIFICATION within thirty (30) days:

- a. A change in an existing program's method of delivery.
- b. An aggregate change of 25 percent or more of the clock hours, credit hours, or content of a program since the agency's most recent accreditation review.
- c. The development of customized pathways or abbreviated or modified courses or programs to:
  - i. Accommodate and recognize a student's existing knowledge, such as knowledge attained through employment or military service; and
  - ii. Close competency gaps between demonstrated prior knowledge or competency and the full requirements of a particular course or program.
- d. The initiation of a contractual or other arrangement wherein an institution outsources some portion of one or more of its educational programs to any of the following parties: an unaccredited institution; an institution that is not accredited by an accreditor recognized by the U.S. Department of Education; or a corporation or other entity.

12. Beginning with institutions placed on a sanction or under a Show-Cause Order **with HLC** after July 1, 2020, or placed under a **provisional certification with the U.S. Department of Education as of that same date**, the changes detailed above in #9 and #11 require HLC APPROVAL for institutions that (1) are currently, *or in the prior three years have been*, on a sanction or are under a Show-Cause Order *with HLC*, or (2) *are currently under a provisional certification with the U.S. Department of Education or that have been on a sanction or under a Show-Cause Order or provisional certification in the prior three academic years.*

<sup>1</sup> For institutions that offered competency-based programs prior to December 1, 2014, HLC will validate the ongoing approval of the programs and their inclusion in the accreditation of the institution.

### Policy History

Last Revised: June 2022

First Adopted: June 2010

Revision History: November 2011, November 2012, April 2013, November 2013, February 2014, February 2016, February 2020, June 2020, June 2022

Notes: Policies combined November 2012 – 3.2(a), 3.2(b), 3.2(b)1. In February 2021, references to the Higher Learning Commission as “the Commission” were replaced with the term “HLC.”

Related Policies: INST.B.20.040 Change of Control, Structure or Organization, FDCR.B.10.010 HLC Approval of Institutional Teach-Out Arrangements, INST.F.20.030 Non-Substantive Changes in the Accreditation Relationship Between an Institution and HLC

### Policy Title: Review of Substantive Change

Number: INST.F.20.050

The review process for requests for approving those substantive changes that require HLC APPROVAL as detailed in HLC policies shall primarily be determined in the following two ways: (1) each member institution shall be assigned a designation by HLC according to its experience and maturity in offering new educational programs and new methods of delivery, including offering distance and correspondence education; (2) HLC shall determine the complexity of the specific proposed changes being requested for approval.

An institution requesting prior approval of a substantive change shall present appropriate application information seeking approval of the change according to HLC's change review protocols. Generally, such materials shall be reviewed by HLC according to the provisions of this section; however, certain types of change may require additional review provisions as provided herein.

As determined by the designation of the institution and the complexity of the change, and unless otherwise stated herein, the change request will be reviewed by one of the following: a Change Panel, a Change Visit or a Desk Review, each of which is described below.

~~With the exception of changes submitted under INST.F.20.030 Non-Substantive Changes in the Accreditation Relationship Between an Institution and HLC – Notification, a~~ All change requests will be presented for final review and approval by an HLC decision-making body recognized by the U.S. Department of Education **unless approval by HLC staff is otherwise explicitly permitted by HLC policies**. Changes will be effective on or after the date of the action of that body. In no case will such approval be retroactive.

#### Change of Control, Structure or Organization-

The review process for requests for changes identified as subject to HLC's Change of Control, Structure or Organization policy will be reviewed in accordance with separate associated procedures found in HLC's policies regarding Change of Control, Structure or Organization.

#### Review of a Campus-

Institutions seeking HLC approval of a main campus or branch campus that houses a full range of instruction as well as administrative and support services shall provide a business plan for the new campus that specifies the following:

1. the educational programs to be offered at the campus;
2. the projected revenues, expenditures and cash flow at the campus; and
3. the operational, management, and physical resources at the campus.

Within six months of the date the campus matriculates students and offers instruction, HLC will conduct a campus visit.

#### Review of Additional Locations-

The review process for additional locations offering 50% or more of an academic program shall be determined in the following two ways: (1) each member institution shall be assigned a designation by HLC according to its experience and maturity in offering new additional locations; (2) HLC shall determine the complexity of

the specific proposed changes being requested for approval. Such review shall include consideration of the institution's fiscal and administrative capacity to operate that location. The only exception shall be for institutions approved for access to the Notification Program for Additional Locations, as defined in this policy.

Within six months of the date an institution matriculates students and begins instruction at any of its first three new additional locations, HLC will conduct an on-site evaluation visit to that additional location.

#### Notification Program for Additional Locations-

Institutions that have previously received approval from HLC to initiate at least three additional locations may seek access to the Notification Program for Additional Locations. Such access shall reflect HLC's determination that the institution has a proven record of educational and administrative oversight of such locations and has the capacity to extend that oversight to new additional locations. An institution's request for initial access to the Notification Program will be granted only after the institution has been reviewed by a Change Visit or other review for other additional locations resulting in a written report that documents the institution's compliance with appropriate requirements as outlined in this policy. *Staff may act to remove an institution temporarily or permanently from the Notification Program in the following circumstances: (1) when an institution's capacity to provide appropriate oversight over its existing or future additional locations has been called into question; (2) when it has been placed on sanction or Show Cause with HLC, or under provisional certification with the U.S. Department of Education; or (3) when it has had its accreditation withdrawn even though such action may be stayed while pending appeal or other proceeding.*

~~An institution with access to the Notification Program for Additional Locations will be able to open new additional locations as defined in the institution's Statement of Accreditation Status after notifying HLC prior to initiating any new additional locations and receiving an acknowledgment that HLC has added the new additional location to its database.~~

Eligibility Criteria for the Notification Program. ~~Access to the Notification Program for Additional Locations will be granted only to institutions that~~ *In order to be eligible to participate in the Notification Program for Additional Locations, an institution must* meet the following criteria:

- 1. The institution has completed at least once cycle of accreditation by HLC for at least 10 consecutive years with no record of any action during that period for Probation, Show Cause, or monitoring of issues related to the quality of instruction or to the oversight of existing additional locations or campuses. An institution that has been on Notice for issues unrelated to the quality of instruction or oversight of additional locations or campuses and was approved for the Notification program prior to being placed on Notice may seek*



~~readmission to the Notification program after the next comprehensive evaluation or after a period of four years, whichever is longer; if the Notice was related to the quality of the institution's off campus instruction or related issues, the institution may not reapply until it has completed the ten years of good standing required for access to the Notification Program for Additional Locations.~~

2. ~~The institution has demonstrated success in overseeing more than at least three locations.;~~
3. The institution is not under a provisional certification with the U.S. Department of Education (having been placed on such status on or after July 1, 2020). ~~no other HLC or other legal restrictions on additional locations and/or programs offered off campus; and~~
4. ~~During the previous three years, the institution has not been subject to monitoring of for issues related to the quality of instruction at, or to the oversight of, existing additional locations or campuses. appropriate systems at the institution 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.;~~  
~~and~~
5. ~~The institution is not currently on Notice with HLC. The institution is not under a provisional certification with the U.S. Department of Education.~~
6. ~~During the previous three years, the institution has not been placed on Notice.~~
7. ~~The institution is not currently on Probation with HLC or under a Show-Cause Order with HLC.~~
8. ~~During the previous three years, the institution has not been placed on Probation or under a Show-Cause Order.~~
9. ~~The institution has not had its accreditation withdrawn and the withdrawal action is stayed pending appeal.~~
- ~~3.~~ 10. There are no other HLC or other legal restrictions on additional locations and/or programs offered off campus.; ~~and~~
4. 11. There are appropriate systems at the institution 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.; ~~and~~

An institution with access to the Notification Program for Additional Locations will be able to open new additional locations as defined in the institution's Statement of Accreditation Status after notifying HLC prior to initiating any

new additional locations and receiving an acknowledgment that HLC has added the new additional location to its database systems.

Continued institutional eligibility for access to the Notification Program for Additional Locations will be reviewed at least every five years, typically in conjunction with ~~the comprehensive evaluation and the~~ a multi-location visit.

*Removal or Suspension from the Notification Program. HLC may act to suspend or remove an institution from the Notification Program if it does not meet the criteria above.*

*An institution will be suspended from the Notification Program if:*

- 1. The institution is under a provisional certification with the U.S. Department of Education.*
- 2. During the previous three years, the institution has been subject to monitoring for issues related to the quality of instruction at, or to the oversight of, existing additional locations or campuses.*
- 3. The institution is, or during the previous three years has been, on Notice with HLC.*

*An institution that is suspended from the Notification Program will be eligible to participate in the Notification Program once the issue that resulted in the suspension is resolved, provided that the institution continues to meet all of the other criteria for eligibility to the Notification Program.*

*An institution will be removed from the Notification Program if:*

- 1. The institution does not have at least three additional locations.*
- 2. During the previous three years, the institution has been placed on Notice for issues related to the quality of the institution's off-campus instruction or related issues.*
- 3. The institution, or during the previous three years has been, on Probation with HLC or under a Show-Cause Order with HLC.*
- 4. The institution has had its accreditation withdrawn and the withdrawal action is stayed pending appeal.*
- 5. There are HLC or other legal restrictions on additional locations and/or programs offered off campus.*
- 6. There are not appropriate systems at the institution 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.*

*An institution that is removed from the Notification Program must re-apply to participate in the Notification Program.*

*HLC may also suspend or remove an institution with access to the Notification Program for Additional Locations that undergoes a Change of Control, Structure or Organization as defined in HLC policy will ~~may no longer be eligible for~~ from the Notification Program, for example, based on concerns related to its additional locations until such time as it ~~the institution demonstrates at the time of the next comprehensive evaluation after the transaction~~ its Change of Control application is approved by HLC that it continues to meet the requirements for inclusion in the program.*

#### Substantive Change Review Process Structure

Change Panel. A Change Panel shall consist of two or more peer reviewers who shall review applications for approval of substantive change submitted by institutions.

The Change Panel may seek additional information from the institution if such information is being sought to explain or clarify the materials provided by the institution in its application for change.

The Change Panel may recommend that the change be denied or that it be approved with or without additional monitoring as appropriate. Such recommendation will then be forwarded to an appropriate HLC decision-making body. The institution shall be given an opportunity to review the recommendation and provide an institutional response prior to consideration by the decision-making body.

Alternatively, the Change Panel may recommend that the change be further evaluated by an on-site evaluation team, either by a Change Visit or by a previously scheduled focused or comprehensive evaluation.

Change Visit. A Change Visit shall consist of a team of two or more peer reviewers designated by HLC who shall review applications for approval of substantive change submitted by institutions.

The Change Visit team may recommend that the change be denied or that it be approved, with or without additional monitoring as appropriate. Such a recommendation will then be forwarded to an appropriate HLC decision-making body. The institution shall be given an opportunity to review the recommendation and provide an institutional response prior to consideration by the decision-making body.

Desk Review. A Desk Review shall consist of a review of a proposed institutional change conducted by HLC staff. The staff member may recommend that the change be denied or that it be approved, with or without additional monitoring as appropriate. **Unless approval by HLC staff is otherwise explicitly permitted by these policies, The the Desk Review will result in a recommendation for approval of substantive change to an appropriate HLC decision-making body. The institution shall be given an opportunity to review the any recommendation for denial and to provide an institutional response prior to consideration by the decision-making body.**

## Policy History

Last Revised: June 2022

First Adopted: November 1999, June 2010

Revision History: November 1999, June 2009, June 2011, June 2012, November 2012, February 2014, June 2020, November 2020, June 2021, June 2022

Notes: Policies combined November 2012 – 3.2(b)1.1, 3.2(b)1.2, 3.2(b)1.3, 3.2(b)1.4, 3.2(b)1.4a, 3.2(b)1.4b, 3.2(b)1.4c, 3.2(b)1.4d, 3.2(b)1.4e, 3.2(b)1.5, 3.2(b)2, 3.2(b)2.1, 3.2(b)2.2, 3.2(b)2.3. In February 2021, references to the Higher Learning Commission as “the Commission” were replaced with the term “HLC.”

Related Policies: INST.B.20.030 Effective Date of Accreditation Actions, INST.F.20.030 Non-substantive Changes in the Accreditation Relationship Between an Institution and HLC, COMM.B.10.020 Staff Authority

## Policy Title: Obligations of Membership

Number: INST.B.30.020

While seeking and holding membership with HLC, an institution voluntarily agrees to meet obligations set forth by HLC as follows:

1. The institution participates in periodic evaluation through the structures and mechanisms set forth in HLC policies, submission of reports as requested by HLC, filing of the Institutional Update, and any other requirements set forth in its policies.
2. The institution regularly reviews current HLC policies and procedures. It adheres to such policies and procedures in good faith.
3. The institution designates an Accreditation Liaison Officer in accordance with HLC requirements.
4. The institution is candid, transparent, and forthcoming in its dealings with HLC, including cooperating with all requests for information from HLC.

5. The institution notifies HLC of any condition or situation that has the potential to affect the institution's status with HLC, such as a significant reduction in program offerings, potential institutional closure or serious legal investigation (including, but not limited to, conditions or situations included in HLC's policy on special monitoring).
6. As further defined and explained in HLC policy, the institution informs HLC of its relationship with any related entity wherein institutional decision-making is controlled by that entity and of any changes in that relationship that may affect the institution's compliance with HLC accreditation requirements.
7. The institution describes itself in identical terms to HLC and to any other recognized accreditor or regulatory body with which it holds or seeks membership with regard to purpose, operating authority, governance, programs, locations, degrees, diplomas, certificates, personnel, finances, and constituents.
8. The institution notifies HLC ~~and its constituents~~ when it receives a pending or final adverse action from or has been placed on sanction by any other recognized accreditor; ~~or~~ if a state has issued a pending or final action that affects the institution's legal status or authority to grant degrees; *or if it is placed on, or removed from, a provisional certification for participation in Title IV by the U.S. Department of Education;*
9. *The institution notifies its constituents when it receives a pending or final adverse action from or has been placed on sanction by any other recognized accreditor or if a state has issued a pending or final action that affects the institution's legal status or authority to grant degrees.*
- ~~9.~~ 10. The institution notifies applicable constituents whenever HLC has required it to submit a Provisional Plan for approval, and provides an accurate explanation as to the rationale for that Provisional Plan.
- ~~10.~~ 11. The institution accepts that HLC will, in the interest of transparency to the public, publish outcomes from its accreditation process in accordance with HLC policy.
- ~~11.~~ 12. The institution portrays its accreditation status with HLC clearly to the public, including the status of its branch campuses and related entities. The institution posts the electronic version of HLC's Mark of Accreditation Status in at least one place on its website, linking users directly to the institution's status on HLC's website.
- ~~12.~~ 13. The institution provides its constituents and applicants with any Public Disclosure Notice or Public Statement it receives from HLC and accurately communicates the significance of, and underlying reasons for, such Public Disclosure Notice or Public Statement as required by HLC.

- ~~13.~~ 14. The institution maintains prominently on its website a telephone number that includes an option for both current students and the public to speak with a representative of the institution.
- ~~14.~~ 15. The institution ensures that any information submitted to HLC generally will not include unredacted personally identifiable information (PII). If the institution submits information with unredacted PII because it is necessary for evaluative purposes or otherwise, it will clearly identify the information as such, if applicable.
- ~~15.~~ 16. The institution submits timely payment of dues and fees in accordance with the published Dues and Fees Schedule and accepts the fact of surcharges for late payment.
- ~~16.~~ 17. The institution agrees to accept binding arbitration regarding actions by HLC, including adverse actions, that the institution disputes and is not able to resolve through HLC's processes. The institution agrees to grant immunity to HLC from claims of civil liability related to decisions made by HLC in the course of its work of accrediting institutions provided that HLC was acting in good faith and within the scope of its responsibilities.
- ~~17.~~ 18. The institution agrees that in the event it, or any third party, takes legal action against HLC related to any accreditation action or makes any legal inquiries of HLC related to the institution, the institution shall, to the extent allowed by law, be responsible for all expenses, including but not limited to attorneys' fees, expert witness, and related fees, incurred by HLC in responding to such legal inquiries and/or defending the action.

### Meeting Obligations of Membership

Institutions must remain in compliance with the Obligations of Membership at all times. The HLC President shall make a final determination as to whether an institution is in violation of the Obligations of Membership such that Administrative Probation should be imposed. HLC may make use of any reasonable means to determine whether the institution has violated an Obligation of Membership including, but not limited to, seeking written information from the institution or scheduling one or more peer reviewers or staff members to meet with one or more institutional representatives either on-campus or through other appropriate method.

### Administrative Probation

HLC staff or peer reviewer(s) may recommend an institution for Administrative Probation. Such recommendation shall be made to the President in writing and information about such recommendation shall be provided to the institution for an institutional response. The institution shall have a minimum of two weeks to respond in writing to the recommendation. The HLC President shall then review the recommendation and the institution's response and make the decision whether to impose Administrative

Probation. If the institution's response is unsatisfactory, the HLC President shall place the institution on Administrative Probation for a period not to exceed ninety days. The HLC President will notify the institution of the imposition of the Administrative Probation and the conditions for its removal in writing. During the ninety-day time period, the institution will be expected to remedy the situation that led to the imposition of Administrative Probation. At the end of the ninety-day period, the institution shall provide evidence that it has remedied the conditions leading to Administrative Probation to the President. Such evidence may be reviewed directly by HLC Staff, or peer reviewers as necessary to confirm the institution's compliance. Upon such validation, the President shall remove Administrative Probation.

If an institution fails to remedy the situation that led to Administrative Probation by the end of the ninety-day period, the HLC President shall take a recommendation concerning the institution to a decision-making body. Depending on the nature and the severity of the circumstances, such recommendation may involve a change in the institution's Pathway for Reaffirmation of Accreditation at the time of its next comprehensive evaluation, removal from the Notification Program for Additional Locations, interim monitoring on the underlying issue that led to Administrative Probation, the application of a sanction, the issuance of a Show-Cause Order or the withdrawal of accreditation, in accordance with HLC policies and procedures.

#### Disclosure of Administrative Probation

Administrative probation is noted on an institution's Statement of Accreditation Status along with the reason for the Administrative Probation until its removal.

#### Policy History

Last Revised: June 2022

First Adopted: January 1983

Revision History: Renumbered February 2010, February 2012, June 2013, February 2017, June 2019 (effective September 2020), June 2020, November 2020, February 2022, June 2022

Notes: Policies combined November 2012 – 1.6, 2013 – 1.6(a), 1.6(b), 1.6(b)1. In February 2021, references to the Higher Learning Commission as “the Commission” were replaced with the term “HLC.”

Related Policies: