

# Campus Evaluation Visit Report Form

**Institution name:**

**Name and street address of branch campus:**

**Date of visit:**

**Reviewer(s):** (List names, titles and affiliation of each peer reviewer)

The final report should be no more than 15 pages. The report begins with a general overview of the evaluation conducted and enough information about the campus and its operation to provide the context for an HLC decision or for review by a future evaluation team. For each review category, the team should indicate whether the institution fulfills the expectations of the category and provide 3-4 evidentiary statements that support the judgment. Within the evidentiary statements, the team should identify strengths, opportunities for improvement or any concerns.  
  
A pattern of concerns across multiple categories may result in a recommendation for monitoring or may result in the team determining that the quality of the campus cannot be assured and that the campus should be closed.  
  
Submit the completed report as a single PDF file at hlcommission.org/upload. Select “Final Reports” from the list of submission options to ensure the report is sent to the correct HLC staff member.

Overview

Provide background information about the institution’s general approach to branch campus instruction. Describe the growth pattern at the institution since the last review, if applicable. Provide information about the involvement of external organizations or other higher education institutions.

History, Planning, and Oversight

Provide 3-4 evidentiary statements that demonstrate that the institution effectively plans for and oversees the growth and maintenance of the campus. Describe whether the financial planning and resource allocation have proven effective at the branch campus.

**Judgment**

The evidence indicates that the institution fulfills the expectations of the category.

The evidence indicates that there are concerns related to the expectations of the category.

**Evidentiary Statements**

Facilities and Technology

Provide 3-4 evidentiary statements that demonstrate that the institution has the facilities and technology at the campus to meet the needs of the students, the staff and faculty, and the educational offerings. In particular, consider classrooms and laboratories (size, maintenance, temperature, etc.); faculty and administrative offices (site, visibility, privacy for meetings, etc.); parking or access to public transit; bookstore or text purchasing services; security; handicapped access; and other facilities (food or snack services, study and meeting areas, etc.).

**Judgment**

The evidence indicates that the institution fulfills the expectations of the category.

The evidence indicates that there are concerns related to the expectations of the category.

**Evidentiary Statements**

Human Resources

Provide 3-4 evidentiary statements that demonstrate that the institution has appropriately qualified and sufficient staff and faculty in place for the branch campus, and that the institution supports and evaluates personnel at off-campus locations. Consider the processes in place for selecting, training and orienting faculty at the location, as well as the credentials of faculty dedicated to the campus and other faculty.

**Judgment**

The evidence indicates that the institution fulfills the expectations of the category.

The evidence indicates that there are concerns related to the expectations of the category.

**Evidentiary Statements**

Student and Faculty Resources and Support

Provide 3-4 evidentiary statements that demonstrate that the institution delivers, supports, and manages necessary student and faculty services and academic resources at the campus. Consider, in particular, the level of student access (in person, by computer, by phone, etc.) to academic advising/placement, remedial/tutorial services, and library materials/services. Also, consider the level of access to admissions, registration/student records, financial aid, and job placement services, as well as attention to student concerns. Finally, consider the resources needed by faculty to provide the educational offerings.

**Judgment**

The evidence indicates that the institution fulfills the expectations of the category.

The evidence indicates that there are concerns related to the expectations of the category.

**Evidentiary Statements**

Educational Programs and Instructional Oversight

Provide 3-4 evidentiary statements that demonstrate that the institution effectively oversees educational offerings and instruction at the campus. Identify whether the institution has adequate controls in place to ensure that information presented to students is adequate.

Consider, in particular, consistency of curricular expectations and policies, availability of courses needed for program and graduation requirements, performance of instructional duties, availability of faculty to students, orientation of faculty/professional development, attention to student concerns.

**Judgment**

The evidence indicates that the institution fulfills the expectations of the category.

The evidence indicates that there are concerns related to the expectations of the category.

**Evidentiary Statements**

Evaluation and Assessment

Provide 3-4 evidentiary statements that demonstrate that the institution (a) evaluates and improves the educational offerings of the campus, and (b) measures, documents, and analyzes student learning, persistence, and completion sufficiently to maintain and improve academic quality at the campus. Consider, in particular, the setting of outcomes, the actual measurement of performance, and the analysis and use of data to maintain/improve quality. Identify how the processes at a campus are equivalent to those for assessment and evaluation on the main campus.

**Judgment**

The evidence indicates that the institution fulfills the expectations of the category.

The evidence indicates that there are concerns related to the expectations of the category.

**Evidentiary Statements**

Continuous Improvement

Provide 3-4 evidentiary statements that demonstrate that the institution encourages and ensures continuous quality improvement at the campus. Consider in particular the institution's planning and evaluation processes that ensure regular review and improvement of the campus and ensure alignment of the branch campus with the mission and goals of the institution as a whole.

**Judgment**

The evidence indicates that the institution fulfills the expectations of the category.

The evidence indicates that there are concerns related to the expectations of the category.

**Evidentiary Statements**

Summary Recommendation

Select one of the following statements and include, as appropriate, a summary of findings.

Confirm approval of the new campus 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. No monitoring is necessary.

**Rationale**

Confirm approval of the new campus 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.

**Rationale and Expectations**

**Monitoring Required**

Deny continued approval of the campus based on evidence that the institution lacks the capacity to sustain quality at the campus as defined in HLC’s Criteria for Accreditation. The evidence indicates that the campus should be closed in accordance with HLC policies and procedures on teach out.

**Rationale**