

# Focused Visit Report

After the team reaches a consensus, the team chair completes this form to summarize and document the team’s view. Notes and evidence should be essential and concise. **Note:** If the visit involved more than five areas of focus, please contact the institution’s HLC staff liaison for an expanded version of this form.

Submit the completed draft report to the institution’s HLC staff liaison. When the report is final, submit it 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.

Institution:

City, State:

Visit Date: MM/DD/YYYY

**Names of Peer Reviewers** (List the names, titles and affiliations of each peer reviewer. The team chair should note that designation in parenthesis.)

## Part A: Context and Nature of Visit

1. **Purpose of the Visit** (Provide the visit description from the Institution Event Summary.)
2. **Accreditation Status**

[ ]  Accredited

[ ]  Accredited—On Notice

[ ]  Accredited—On Probation

1. **Organizational Context**
2. **Unique Aspects of Visit**
3. **Interactions With Institutional Constituencies and Materials Reviewed.** List the titles or positions, but not names, of individuals with whom the team interacted during the review and the principal documents, materials and web pages reviewed.
4. **Areas of Focus.** Complete the following A and B sections for each area of focus identified in the visit description on the Institution Event Summary. Note that each area of focus should correspond with only one Core Component or other HLC requirement.

**A1.** Statement of Focus:

Relevant Core Component or other HLC requirement:

**B1.** Statements of Evidence (check one below):

[ ]  Evidence demonstrates adequate progress in the area of focus.

[ ]  Evidence demonstrates that further organizational attention, rather than monitoring, is required in the area of focus.

[ ]  Evidence demonstrates that monitoring is required.

[ ]  Evidence demonstrates that HLC sanction is warranted.

The team will also note its determination as to each applicable Core Component or HLC requirement in Part B.

Evidence:

**A2.** Statement of Focus:

Relevant Core Component or other HLC requirement:

**B2.** Statements of Evidence (check one below):

[ ]  Evidence demonstrates adequate progress in the area of focus.

[ ]  Evidence demonstrates that further organizational attention, rather than monitoring, is required in the area of focus.

[ ]  Evidence demonstrates that monitoring is required.

[ ]  Evidence demonstrates that HLC sanction is warranted.

The team will also note its determination as to each applicable Core Component or HLC requirement in Part B.

Evidence:

**A3.** Statement of Focus:

Relevant Core Component or other HLC requirement:

**B3.** Statements of Evidence (check one below):

[ ]  Evidence demonstrates adequate progress in the area of focus.

[ ]  Evidence demonstrates that further organizational attention, rather than monitoring, is required in the area of focus.

[ ]  Evidence demonstrates that monitoring is required.

[ ]  Evidence demonstrates that HLC sanction is warranted.

The team will also note its determination as to each applicable Core Component or HLC requirement in Part B.

Evidence:

**A4.** Statement of Focus:

Relevant Core Component or other HLC requirement:

**B4.** Statements of Evidence (check one below):

[ ]  Evidence demonstrates adequate progress in the area of focus.

[ ]  Evidence demonstrates that further organizational attention, rather than monitoring, is required in the area of focus.

[ ]  Evidence demonstrates that monitoring is required.

[ ]  Evidence demonstrates that HLC sanction is warranted.

The team will also note its determination as to each applicable Core Component or HLC requirement in Part B.

Evidence:

**A5.** Statement of Focus:

Relevant Core Component or other HLC requirement:

**B5.** Statements of Evidence (check one below):

[ ]  Evidence demonstrates adequate progress in the area of focus.

[ ]  Evidence demonstrates that further organizational attention, rather than monitoring, is required in the area of focus.

[ ]  Evidence demonstrates that monitoring is required.

[ ]  Evidence demonstrates that HLC sanction is warranted.

The team will also note its determination as to each applicable Core Component or HLC requirement in Part B.

Evidence:

1. **Other Accreditation Issues**. If applicable, list evidence of other accreditation issues, identify the related Core Components or other HLC requirements and note the team’s determination as to each applicable Core Component or other HLC requirement in Part B.

Part B: Recommendation and Rationale

**Recommendation:**

[ ]  Evidence demonstrates that no monitoring is required.

[ ]  Evidence demonstrates that monitoring is required.

[ ]  Evidence demonstrates that HLC sanction is warranted.

**Rationale for the Team’s Recommendation**

**Stipulations or Limitations on Future Accreditation Relationships**If recommending a change in the institution's stipulations, state both the old and new stipulation and provide a brief rationale for the recommended change. Check the Institutional Status and Requirements (ISR) Report for the current wording. (Note: After the focused visit, the institution’s stipulations should be reviewed in consultation with the institution’s HLC staff liaison.)

**Monitoring**
The team may call for a follow-up interim report. If the team concurs that a report is necessary, indicate the topic (including the relevant Core Components or other HLC requirements), timeline and expectations for that report. (Note: the team should consider embedding such a report as an emphasis in an upcoming comprehensive evaluation in consultation with the institution’s HLC staff liaison.)

The team may call for a follow-up focused visit. If the team concurs that a visit is necessary, indicate the topic (including the relevant Core Components or other HLC requirements), timeline and expectations for that visit. (Note: The team should consider embedding such a visit as an emphasis in an upcoming comprehensive evaluation in consultation with the institution’s staff liaison.)

**Core Component Determinations**Indicate the team’s determination(s) (met, met with concerns, not met) for the applicable Core Components related to the areas of focus or other accreditation issues identified by the team in Part A. If a Core Component was not included in an area of focus, it should be marked as not evaluated.

| **Number** | **Title** | **Met** | **Met With Concerns** | **Not Met** | **Not Evaluated** |
| --- | --- | --- | --- | --- | --- |
| 1.A | Core Component 1.A | [ ]  | [ ]  | [ ]  | [ ]  |
| 1.B | Core Component 1.B | [ ]  | [ ]  | [ ]  | [ ]  |
| 1.C | Core Component 1.C | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.A | Core Component 2.A | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.B | Core Component 2.B | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.C | Core Component 2.C | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.D | Core Component 2.D | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.E | Core Component 2.E | [ ]  | [ ]  | [ ]  | [ ]  |
| 3.A | Core Component 3.A | [ ]  | [ ]  | [ ]  | [ ]  |
| 3.B | Core Component 3.B | [ ]  | [ ]  | [ ]  | [ ]  |
| 3.C | Core Component 3.C | [ ]  | [ ]  | [ ]  | [ ]  |
| 3.D | Core Component 3.D | [ ]  | [ ]  | [ ]  | [ ]  |
| 4.A | Core Component 4.A | [ ]  | [ ]  | [ ]  | [ ]  |
| 4.B | Core Component 4.B | [ ]  | [ ]  | [ ]  | [ ]  |
| 4.C | Core Component 4.C | [ ]  | [ ]  | [ ]  | [ ]  |
| 5.A | Core Component 5.A | [ ]  | [ ]  | [ ]  | [ ]  |
| 5.B | Core Component 5.B | [ ]  | [ ]  | [ ]  | [ ]  |
| 5.C | Core Component 5.C | [ ]  | [ ]  | [ ]  | [ ]  |

**Other HLC Requirement Determinations**Indicate the team’s determination(s) (met or not met) for the HLC requirements related to the areas of focus or other accreditation issues identified by the team in Part A.