Form

New Educational Program

Substantive Change Application

Institution

Institution: City, State:

Person Completing This Application

If the person completing this application is not the institution's CEO or the Accreditation Liaison Officer, it is understood that they have consulted with those individuals and are authorized to submit this form on the institution's behalf.

Name:

Title: Email:

Date Submitted:

This completed application will constitute your institution's request for approval of a substantive change. This form will be the basis for review of this request.

Note: HLC updates its applications annually, on or about September 1 of each year. However, if an application was accessed more than 90 days prior to filing, please visit hlcommission.org/change to ensure that there have been no changes to the form in the intervening time.

Application Length and Attachments

The application questions are designed to elicit brief, succinct, detailed information, rather than a narrative or references to extensive supporting documents. Do not attach other documents unless they are specifically requested in the questions and are germane to the request.

Excluding attachments, the completed application form should be no more than 15–20 pages on a single classification of change. The total submission, including attachments, should not exceed 200 pages.

Submission Instructions

Submit the completed application as a single PDF file at hlcommission.org/upload. Select "Change Requests" from the list of submission options to ensure the application is sent to the correct HLC staff member.

Part 1: General Questions

1. **Requested Change(s).**

   An institution should submit a separate application for each requested program, unless the programs represent closely related disciplines.

   New educational program(s):

   ☐ Associate's   ☐ Bachelor's   ☐ Master's

   ☐ Specialist   ☐ Doctorate   ☐ Certificate or diploma

   ☐ *Check if program is at a new degree level*

   Provide the following details for the proposed program(s).

   Full program name:

   Instructional level:

   Six-digit CIP code (XX.XXXX):

   Academic calendar (semester or quarter):

   Total number of clock or credit hours required to complete the program:

2. **Does another characteristic of the change requested in this application also require prior HLC approval?** (See list of topics below.)

   ☐ No

   ☐ Yes

   If yes, please briefly explain the second type of substantive change requiring prior HLC approval and submit the relevant application separately (or indicate the date on which it was submitted):

   Change requests may be related to the topics below. Visit hlcommission.org/change to make certain that current HLC policy requires the institution to seek approval. An institution submitting more than one change request should complete multiple applications, one for each type of change.

   • New educational programs, including degree and certificate programs
   • New Pell-eligible prison education programs (also referred to as PEPs)
   • New reduced-credit bachelor's degree programs
   • Changes to existing academic programs involving credit/clock hours, method of delivery

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or length of term

- Opening or closing additional locations or branch campuses
- Provisional Plans (with or without Teach-Out Agreements, as applicable)
- Teach-Out Agreement if closing a campus or additional location that provides 100% of at least one program
- Access to HLC's Notification Program for Additional Locations
- Initiating or expanding distance education offerings
- Initiating or expanding correspondence education offerings
- Offering programs through competency-based education (credit-based, direct assessment or hybrid)
- Initiating or modifying contractual arrangements
- Change in mission
- Change in student body

3. **Special conditions.** Indicate whether any of the conditions identified below fit the institution (Yes or No). If Yes, explain the situation in the space provided.

a. Is the institution, in its relations with other institutional or specialized accrediting agencies, currently under or recommended for a negative status or action (e.g., withdrawal, probation, sanction, warning, show-cause, etc.)?

b. Is the institution now undergoing or facing substantial monitoring, special review, or financial restrictions from the U.S. Department of Education or other federal or state government agencies?

c. Has the institution's senior leadership or board membership experienced substantial resignations or removals in the past year?

d. Is the institution experiencing other pressures that might affect its ability to implement the proposal (e.g., a collective bargaining dispute or a significant lawsuit)?

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4. **Internal and External Approvals. All required approvals must be obtained before submitting this application.**

   a. **Internal Approvals**

   Attach one of the following:

   i. Documentation of internal (faculty, board) approvals for the proposed change; or

   ii. Evidence that approval is not needed (e.g., applicable regulation, statute or correspondence).

   ☐ I confirm that the required documentation is attached to this application.

   b. **State Approvals**

   Attach one of the following:

   i. Documentation of state approvals for the proposed change; or

   ii. Evidence that approval is not needed (e.g., applicable regulation, statute or correspondence).

   ☐ I confirm that the required documentation is attached to this application.

   c. **System Approvals**

   Attach one of the following:

   i. Documentation of system approval for the proposed change; or

   ii. Evidence that approval is not needed (e.g., applicable regulation, statute or correspondence).

   ☐ I confirm that the required documentation is attached to this application.

   ☐ Not applicable, because the institution is not part of a system.

   d. **Foreign Country Approval(s).** *Note:* Documentation must be written in or translated to English.

   Attach one of the following:

   i. Documentation of foreign country approval(s) for the proposed change; or

   ii. Evidence that approval is not needed.

   ☐ I confirm that the required documentation is attached to this application.

   ☐ Not applicable, because the proposed change is not related to offerings in a foreign country.

5. **Specialized Accreditation.** Complete this section only if specialized accreditation is required for licensure or practice in program(s) covered by this change application.

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☐ The institution has already obtained the appropriate specialized accreditation. Attach a copy of the letter from the agency granting accreditation.

☐ The institution has begun the process of seeking or plans to seek specialized accreditation. Specify the name of the agency and the timeline for completing the process in the space below. (If approval is a multi-stage process, the institution should contact the HLC staff liaison to discuss the timeline before submitting this change application form.)

☐ The institution does not plan to seek specialized accreditation. Provide a rationale for not seeking this accreditation in the space below.

☐ Not applicable

6. **For change requests that require a Change Visit.** Complete this section only if the institution has confirmed that the proposed change will need to be reviewed through a Change Visit (rather than a Change Panel or Desk Review). Otherwise, leave this section blank and submit the full application. HLC will advise the institution based on the information provided.

HLC identifies the possible review processes for specific types of change requests in the substantive change section of our website.

If a Change Visit is required, the institution may submit Part 1 of the application to begin the process of scheduling a Change Visit or embedding a Change Visit into an already scheduled visit. The full application must be submitted at a later date.

Note: This section is not for scheduling follow-up visits after a change request has been approved, such as additional location confirmation visits or campus evaluation visits.

a. Select the type of Change Visit the institution is requesting:

☐ Request to schedule a stand-alone Change Visit.

Change Visits typically are scheduled approximately four months from the date an institution submits its change request. The full change application and other required materials will be due to HLC and the peer review team eight weeks before the visit date. See Change Visit: Required Materials and Submission Procedures for more information.

☐ Request to embed a Change Visit into an already scheduled visit.

Note: Such requests must be submitted at least six months before the visit date. HLC staff will determine whether to embed a Change Visit based on peer reviewer availability and the

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complexity of the scheduled visit, among other factors. HLC may not be able to accommodate all requests.

Specify type of visit and date scheduled: ▨

The institution's full change application should be submitted along with other materials required for the already scheduled visit.

b. Provide URLs to the institution's faculty/staff handbook and catalog below. If the URLs are not available, please provide PDF versions of these documents when submitting other required materials prior to the visit.

Faculty/Staff Handbook URL: ▨

Catalog URL: ▨

Part 2: Topic-Specific Questions

If the institution is unsure whether prior HLC approval for the proposed program is required, complete the [New Degree Program Screening Form](#).

An institution should submit a separate application for each requested program, unless the programs represent closely related disciplines. If more than one program is being requested in this application, please be sure to sufficiently address each program when answering the following questions, particularly in Sections A, D, E and F. Each proposed new program should be identified by using the *Classification of Instructional Programs terminology (CIP codes)*. CIP codes are established by the U.S. Department of Education's National Center for Education Statistics as a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity.

Section A. Characteristics of the Change Requested

1. Identify the basic characteristics of the proposed educational program as indicated below:

   a. The full official name of the program, the specific degree and the six-digit 2020 CIP code (XX.XXXX) of the program (CIP code, program name and additional description [optional])

   b. Total credit hours (indicate whether semester or quarter) required for completion of the program. (If your institution uses clock hours please respond to questions accordingly.)

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c. Normal or typical length of time for students to complete the program.

d. Proposed initial date for implementation of the program.

e. Primary target audience for the program (e.g., full-time, part-time, traditional college age, working adults, transfer students, military personnel, etc.):

f. Will the program require a contractual arrangement for its implementation (see HLC's website for a definition of contractual arrangements)?

☐ No

☐ Yes

Important: If yes, complete the Contractual Arrangement Screening Form for each planned involvement to determine whether additional HLC approval is required.

- **If contractual approval is required:** Complete the full contractual application and submit it in conjunction with this application.
- **If approval is not required:** Attach the confirmation email from HLC to this application.

g. Will the program be offered via distance education or correspondence education (see HLC's website for definitions of distance and correspondence education)?

☐ No

☐ Yes

Important: If yes, check the institution's distance delivery stipulation in its Institutional Status and Requirements Report in Canopy. If this program does not fit within the institution's current stipulation, submit a distance education or correspondence education application in conjunction with this application.

h. Will the program be offered as a competency-based education (CBE) program?

☐ No

☐ Yes

If yes, select the type of CBE approach the program will use:

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☐ Direct assessment or hybrid direct assessment

Prior HLC approval is required for all direct assessment or hybrid programs. Submit the CBE program application in conjunction with this application.

☐ Credit-based

Check the institution's competency-based education stipulation in its Institutional Status and Requirements Report in Canopy. If this program does not fit within the institution's current stipulation, submit the CBE program application in conjunction with this application.

2. Is the institution requesting a change to its General stipulation for the proposed program? If yes, provide a rationale for this request. The institution's Accreditation Liaison Officer or chief executive officer can view the institution's stipulations in Canopy, under the Institutional Profile or Institutional Status and Requirements Report.

Note: A change in stipulation might require an on-site visit by HLC peer reviewers. If the institution is requesting a new stipulation, please complete Section 1, Question 6.

Section B. Institution's History With Programs

3. Does the institution currently offer one or more programs at the same instructional level and with the same 4-digit 2020 CIP code (XX.XX) as the proposed program?

☐ No

☐ Yes

If yes, complete questions #3a–b.

3a. Identify the programs currently offered and whether they are degree programs.

3b. Will the proposed program replace any of the programs currently offered? If so, specify the program that will be replaced

4. Does the institution currently offer two or more programs at the same instructional level with the same 2-digit 2020 CIP code (XX.) as the proposed program?

☐ No

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☐ Yes

If yes, complete question #4a.

4a. Identify the two such programs with the highest numbers of graduates during the past year, along with their numbers of graduates.

Section C. Institutional Planning for Program Change

5. Describe the planning process for determining the need for this new program, including the role of faculty in the planning and approval processes. Specifically, describe how the anticipated benefits and potential challenges of offering the program were discussed and addressed in the planning process. Identify who is involved in the institution's governance for determining whether and when to offer programs.

6. What is the evidence that a market for the new program(s) exists? How has estimated program demand been factored into realistic enrollment projections? How has this evidence been used in planning and budgeting processes to develop a quality program that can be sustained as intended by the institution? Specifically, include information about market research, federal data and any other data sources that were examined to explain why the program should be offered.

7. If the program request is approved, what future growth is anticipated (e.g., in the next six months, three years) and how does the institution plan to manage this growth?

8. How does this proposed program fit into the current and expected financial picture of the institution? In particular, does the institution intend for the program to be financially self-sustaining? If not, please explain. Submit a three-year budget projection for the proposed program with the application.

9. What physical facilities, technology and equipment are needed to support the program? Are these facilities, technology and equipment currently available or will they need to be acquired? Indicate the impact the proposed change will have on existing physical resources and laboratories that currently accommodate existing programs and services.

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10. What are the admission requirements for this program?

11. Describe the institution's planned communications about this program. How does the institution plan to manage communications to prospective and enrolled students? Outline the communication and advertising plan.

Section D. Curriculum and Instructional Design

12. What informed the development of the curriculum for the program? How does the curricular arc of the program build understandings of program concepts? How will the format impact the objectives, structure and time involved in each course?

13. List the intended program learning outcomes.

14. Please list all the courses that comprise the program and identify if the program will include any new courses. Include course descriptions and number of credit hours for each course and explain how each course links to program learning outcomes (e.g. a curricular map).

15. How will the institution ensure that the modalities used to deliver the program are adequate and appropriate?

Section E. Institutional Faculty, Staffing and Student Support

16. Does the institution possess qualified faculty for the program? If not, what are the institution's plans and budget to ensure qualified faculty? What are the institution's policies and procedures to ensure qualified faculty for this program?

17. Does the institution possess sufficient faculty for the program? If not, what are the institution's plans and budget to ensure sufficient faculty? What are the institution's policies and procedures to ensure sufficient faculty for this program?

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18. For graduate programs, please describe the scholarship and research capability of the faculty. For doctoral programs, please describe faculty experience in directing student research.

19. What student support services will be offered for this program? How will the institution ensure that these services are adequate and appropriate for the student population for this program?

Section F. Assessment of Student Learning and Evaluation

20. Describe how the institution will ensure that students will achieve the learning outcomes described in Section D, question #13.

21. How will the institution monitor and evaluate the overall effectiveness and quality of the proposed program?

22. Explain the processes by which the results of evaluation will be used to improve the program's curriculum, teaching, services and operations.

23. Describe the process for monitoring and improving student persistence and completion for the program. What additional measures of success may be used for this program (continuation into graduate or professional schools, rates of grants and fellowship, rates of post-college entry into the Peace Corps or other service settings, etc.)?

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