

# UNC HLC Additional Locations Procedures

February 2024

## Purpose

These procedures outline the processes for ensuring UNC's ongoing compliance with HLC substantive change policies related to off-campus activities, specifically as they relate to additional locations for delivering academic programs. The additional location procedures apply to institutional decisions that affect an entire location (i.e., opening, closing, or relocating a facility). Changes to academic programs offered at an additional location should be addressed through UNC's Academic Program Proposal or Curriculum Process, both of which can be found on the [UNC website](#). In the event that a change to an academic program would result in opening, closing, or relocating a facility, the additional location procedure must also be completed.

The HLC defines an additional location as "a facility that is geographically apart from the main campus, where instruction takes place, and it is possible for students to do one or more of the following:

- Complete 50% or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential.
- Complete 50% or more of a degree completion program (even if the degree completion program provides less than 50% of the courses leading to the degree)."

Only Deans may initiate proposals for changes to UNC's additional locations. These changes must be carefully considered to determine alignment with UNC's strategic priorities, resource commitments, impact on faculty workload, impact on current and prospective students, demand, and financial sustainability. All changes to additional locations require prior approval from the HLC, which takes three to five months. In some cases, the HLC may also require an additional location confirmation visit within six months of student matriculation at the site. The HLC assesses a fee for reviewing additional location change requests with the total cost dependent on whether a location visit is required.

## Procedure for Opening or Relocating to a New Location

1. The Dean should consult the Executive Director of Extended Campus, the Dean of the Graduate School, and the Assistant Vice President for Undergraduate Studies of the proposed change.
2. The Dean should contact the HLC Accreditation Liaison Officer (ALO) to obtain the HLC Additional Location Application and instructions for completing the required sections. Requests to relocate to a new location will require a provisional teach-out plan for all students enrolled at the existing location, and the HLC ALO will provide instructions on the requirements.
3. Submit the proposal to the Substantive Change Committee for review.
4. The Substantive Change Committee will determine whether the proposal should proceed and provide written notification of its decision. The committee will review and make one of the following determinations:
  - a. Approve (proceed to step 4);
  - b. Return for revision and resubmission (feedback will be provided on necessary revisions); or
  - c. Do not advance proposal (this decision may be appealed to the Provost)

If approved to proceed, the committee will provide information about any other internal or external approvals required by the university and/or the HLC.

5. Upon approval from the Substantive Change Committee, proceed using UNC's existing [contracts process](#) to establish (i.) a rental agreement for facilities involving a cost to the university or (ii.) a Memorandum of Understanding (MOU) for facilities that do not involve a cost to the university. Additional location MOUs must, at a minimum, address the following:
  - a. The physical location of the facilities being provided for UNC delivery of academic programs.
  - b. A description of the instructional space to be provided and any technology and/or equipment necessary to support delivery of the program(s).
  - c. A start and end date for use of the facilities.
  - d. Any services for faculty and students available at the facilities (e.g., access to parking, office space for meetings with students, food services/vending, technology support, etc.).
6. Acquire any necessary approvals as per the Substantive Change Committee's determination.
7. Contact the HLC ALO to complete the remaining sections of the HLC application.
8. The HLC ALO will submit the HLC application on behalf of the university.

#### Procedure for Closing a Location

1. The Dean should consult with the Executive Director of Extended Campus, the Dean of the Graduate School, the Assistant Vice President for Undergraduate Studies, and the Dean(s) of any other colleges offering programs at the location.
2. The Dean should contact the HLC Accreditation Liaison Officer (ALO) to obtain instructions for developing a provisional teach-out plan for all students enrolled at the existing location.
3. The Dean should prepare a proposal that addresses the following:
  - a. Brief description of the proposed change
  - b. Rationale for the proposed change
  - c. Projected financial impact, including implications for existing rental agreements
  - d. Impact on current students
  - e. Impact on academic units delivering programs at the existing location
4. Submit the proposal to the Substantive Change Committee for review.
5. The Substantive Change Committee will determine whether the proposal should proceed and provide written notification of its decision. The committee will review and make one of the following determinations:
  - a. Approve (proceed to step 4);
  - b. Return for revision and resubmission (feedback will be provided on necessary revisions); or
  - c. Do not advance proposal (this decision may be appealed to the Provost)

If approved to proceed, the committee will provide information about any other internal or external approvals required by the university and/or the HLC.

6. Acquire any necessary approvals as per the Substantive Change Committee's determination.
7. Provide a copy of the provisional teach-out plan to the HLC ALO.
8. The HLC ALO will submit the provisional plan to the HLC.

#### Procedure for Suspension of Activity for More than One Semester

In some cases, it may become necessary for UNC to suspend all activity at a specific location for a brief period of time. Suspension of activity means that UNC intends to maintain the location but will temporarily pause delivery of any academic programs offered at the site. Examples of events that might require temporary suspension of a specific location include the following:

- Significant damage to the facility that makes it unsafe for program delivery until the damage is repaired; or
- The location is the site of a single program that requests a temporary enrollment pause.

HLC policy stipulates that a location may remain inactive for a maximum of two consecutive years. After two years, the HLC will require UNC to resume operations with students present or permanently close the location. The Executive Director of Extended Campus should contact the HLC Accreditation Liaison Officer to discuss the temporary suspension and whether any other university or HLC processes will be necessary (e.g., temporary enrollment pause for program(s) operating at the location).