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Serving the common good by assuring and enhancing the quality of higher learning

July 1, 2010

Dear Colleague:

On July 1, 2010, the Commission's revised policies for notification and approval of institutional change become effective. The new policies reflect the Commission's effort to address the range and pace of change; to improve consistency and efficiency in the handling of requests; and to align our practices with federal definitions and the practices of sister agencies.

In conjunction with these changes, the Commission is also introducing a revamped change approval process with more efficient review methods and simplified documentation requirements. Three new review methods—desk review, change review panel, change review visit (previously known as focused visit requested)—will replace the current methods for most change requests. The new process for submitting change requests will be available as an option to institutions beginning July 1. Submissions of change requests after September 1, 2010, will follow the new process and document requirements unless other specific arrangements have been made with the Commission.

This message and the ["Overview of Commission Policies and Procedures for Institutional Changes Requiring Commission Notification or Approval"](#) identify the changes requiring Commission notification or approval as of July 1, 2010, and provide an overview of the process for submitting change requests. A comprehensive guide to substantive change and to submitting change requests will be available on the Commission's Web site later this year.

Please be sure to read the ["Overview of Commission Policies and Procedures for Institutional Changes Requiring Commission Notification or Approval"](#) carefully so as to remain current regarding Commission expectations for notification and prior approval of substantive change. Pay particular attention

to the September 15, 2010 deadline related to distance education in the notes on page 7 of the overview. This information should be shared with your colleagues in academic affairs and financial aid. If you have questions about the policies or how to submit a change request:

- consult the Commission's [Web page](#) on substantive change,
- e-mail [changerequests@hlcommission.org](mailto:changerequests@hlcommission.org), or
- call the office (800-621-7440) and request to speak to Michael Kane at extension 139 or Tamas Horvath at extension 137.

Sincerely,

Sylvia Manning  
President