

DIN: 3065-3-02
Name of Procedure: Completing Higher Learning Commission Institutional Change Request to Add Certificate/Diploma Programs

Purpose

To delineate all the steps involved in completing a Change Request to the Higher Learning Commission for new certificate and diploma programs when required by Higher Learning Commission policy. and to identify who should provide input/information for the various sections of the form and the timeline for the submission.

Scope

This procedure is directed by the Dean of Academic Affairs or designee with input from various other college personnel. It applies to any approved Certificate or Diploma that has been approved by the MnSCU Program Approval Unit that meets all of the following criteria:

1. The certificate or degree program is freestanding and does not require enrollment in a concurrent degree program.
2. The courses are credit-bearing.
3. The courses are at any degree level or at the pre-associate’s degree level.
4. 50 percent or more of the courses supporting the program have been developed for the certificate or diploma program, and are not drawn from those courses supporting an existing degree program or a previously-approved certificate or diploma program; and
5. The certificate/diploma program is Title IV eligible (eligible for financial aid).

The Change Request must be submitted to the Higher Learning Commission at least 90 days prior to advertising the program and/or enrolling learners.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition/Description
Change Request	A request requiring answers to a set of six questions.
Certificate (according to HLC)	HLC language uses the word Certificate to apply to what NTC calls Certificates or Diplomas. This means anything other than an associate’s degree at the technical college level.
“Additional Location” (according to HLC)	The term “Additional Location” replaces what the HLC previously termed a “Site.” Refer to the HLC document “Information for Institutions Regarding Approval of Off-Campus Instruction” for clarification of what constitutes an “Additional Location.” NOTE: Instruction offered online does not constitute an “Additional Location.”

Procedure

The table below describes the steps in this procedure:

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Step	Action	
1	<p>Upon notice that the program has been approved by the Minnesota State Colleges and Universities Program Approval Unit, determine whether the program meets the above criteria (listed under Scope). If yes, initiate the completion of a Change Request by creating a Change Request (using the HLC Change Request Form) application for the program. Refer to the HLC Document "Information for Institutions Regarding Approval of Certificate Programs" for more information, if needed.</p>	
	<p>If the new program is related to an existing program, send request to the Division Chair to supply the assessment information is required for the Change Request (i.e. "Briefly describe the processes for the assessment of student learning, including development and measurement of learning objectives and continuous quality improvement.")</p>	<p>If the new program is unrelated to any existing programs, the Dean will secure outside advisors appropriate for providing this information for the new program.</p>
2	<p>Using the New Program Intent and New Program Application as the source documents, complete Change Request application by responding to the following:</p> <ol style="list-style-type: none"> 1. Briefly describe the nature of the certificate program. (This means both certificate and diploma in HLC terms.) 2. Briefly describe any contractual or cooperative agreements associated with the certificate program. (<i>NOTE: If NTC is partnering or contracting with a corporation or institution either not accredited or accredited by an agency not recognized by the U.S. Department of Education to offer a percentage of the academic content, including course content, instructional design, academic services or related aspects, the application must identify the information or services provided by the entity and the percentage or portion of the educational program the entity is providing.</i>) 3. Briefly describe the necessary qualifications of the faculty teaching in this certificate program. How are these qualifications being met with new or additional faculty? 4. Briefly describe the processes for the assessment of student learning, including development and measurement of learning objectives and continuous quality improvement. 5. Briefly describe the processes to ensure academic control of the program, such as admission, program content and quality. 6. List the courses that make up the certificate and specify the number of credits to be earned in each course. 	

3.	Send the completed Change Request to the Higher Learning Commission at changerequests@hlcommission.org at least 90 days prior to advertising and/or enrolling new learners in the program.
4.	IF the program will be offered at a location other than the campus, Refer to the HLC Document " Information for Institutions Regarding Approval of Off-Campus Instruction " for more information if needed. If needed, file a request to HLC to offer the program at an "Additional Location."
5.	Upon receipt of notice of approval to offer the new certificate or diploma, notify admissions staff, marketing staff, AASC chair, and appropriate division chair(s) and faculty of the program's approval so that they can begin advertising and enrolling learners in the program. Add the program to the College's official list of programs.

Supporting references

Listed below are college document(s) that support this procedure:

(List here the process that this procedure is part of.)

3065-1-01 New Program Proposal (policy)

3065-2-01 New Program Proposal Process

MnSCU form: New Program Application

MnSCU form: New Program Intent

HLC document: [Information for Institutions Regarding Approval of Certificates](#)

HLC document: [Information for Institutions Regarding Approval of Off-Campus Instruction](#)

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