

**College Procedure:** 703. 4 - Reporting Institutional Changes  
**Policy Reference:** 703 – IE Operational  
**Responsible Department:** Institutional Effectiveness  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Institutional Effectiveness  
**Effective Date:** 8/18/2021

**Version Number:** 2  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):** N/A  
**Scope:** College-wide

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## Reason for Procedure

Kirkwood Community College has an obligation to report institutional changes to the Higher Learning Commission (HLC). This procedure outlines how Kirkwood identifies and reports these changes in compliance with the Higher Learning Commissions (HLC) policy, [Substantive Change INST.F.20.040](#). This document also serves as a resource for administrators in understanding the impact of changes under consideration at the institution.

## The Procedure

### Roles and Responsibilities

#### Identifying Institutional Changes

Institutional changes are identified through Kirkwood’s Cabinet leadership team. All institutional changes approved by Cabinet are reported to Kirkwood’s ALO. The ALO is responsible for reporting institutional changes to HLC. Institutional changes are documented within the [KIN accreditation site](#).

#### Accreditation Liaison Officer (ALO):

The ALO has the responsibility to stay informed with institutional and academic program changes. This information is stored in the [KIN accreditation site](#). The ALO communicates with Kirkwood’s leadership team to stay current with institutional and academic program changes. The ALO is responsible for communicating required changes to HLC.

### Higher Learning Commission Reporting

#### Substantive Change

A substantive change to the institution or academic program may require notification and approval from HLC. If a submission is required, the ALO uses the HLC site to submit the change request. If further information is needed, HLC will send an email to the ALO and college president. HLC will follow the same email protocol once an approval is complete. Substantive change submissions and approvals are stored within the [KIN accreditation site](#).

Summary of Substantive Change requirements, for additional details please visit the [HLC website](#).

1. Change in mission
2. Significant changes in the character or nature of the student body of the institution
3. New program or program closure (see Teach Out information below for closures)
4. Change in: credit hours to clock hours, term length, credit hours per course in 25% or more of the courses in the institution's curriculum, measuring student progress
5. Delivery method of courses or programs
6. Establishment of additional location(s)
7. Acquisition of additional location(s)
8. Closure or suspension for more than one semester of an additional location or campus
9. A change in the legal status, form of control, or ownership of the institution shall be subject to the requirements of and procedures associated with HLC's policies related to Change of Control, Structure or Organization

**The following changes require HLC notification within 30 days of the change.**

10. A change in an existing program's method of delivery
11. An aggregate change of 25 percent or more of the clock hours, credit hours, or content of a program since the agency's most recent accreditation review
12. The development of customized pathways or abbreviated or modified courses or programs
13. The initiation of a contractual or other arrangement wherein an institution outsources some portion of one or more of its educational programs to any of the following parties: an unaccredited institution; an institution that is not accredited by an accreditor recognized by the U.S. Department of Education; or a corporation or other entity

**Provisional Plan and Teach-Out**

Kirkwood Community College is required to complete a Provisional Plan when an academic program is deactivated or closed. A Provisional Plan is required if the closing is handled internally by the college. Provisional Plan and Teach-Out submissions are stored within the [KIN accreditation site](#).

Reasons for a Provisional Plan:

- 1) Program closure (no more students accepted, current students allowed to complete)
- 2) Program deactivation (students are not allowed to complete)

A Provisional Plan identifies how the institution will close the program. The Provisional Plan must include state notification of program closure, identify how students were notified of program closure, identify the last date of new enrollment, and how the institution plans to have students complete.

A Teach-Out submission is required if a program is closing and an external organization is going to support the program going forward or the institution is closing.

## References

[Higher Learning Commission - Substantive Change General Information](#)

[Department Of Education Policy](#)

[Higher Learning Commission Policy: Substantive Change INST.F.20.40](#)

[Accreditation KIN Site](#)

## Definitions

| ALO                | Accreditation Liaison Officer  |
|--------------------|--|
| Cabinet            | Leadership team consisting of all Vice Presidents and President  |
| HLC                | Higher Learning Commission   |
| Provisional Plan   | Documentation submitted to the HLC when an academic program is closed or deactivated.  |
| Substantive Change | Significant change to the institution or academic program as defined by the Department of Education.                                       |
| Teach-Out          | Documentation submitted to the HLC when a program is closed and an external organization adopts the program or the institution is closing. |

## Revision Log

| 1 | 9/30/21 | Cabinet | New procedure     |
|---|---------|---------|-------------------|
| 2 |         |         | Updated procedure |