

COMMUNITY COLLEGE OF DENVER

Title: HLC Annual Institutional Update

Guideline #: ACRD – 1

Approved: April 13, 2015
July 13, 2015
August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To provide accurate and timely information to the Community College of Denver's (College) accrediting body, the North Central Association Higher Learning Commission (HLC).

2. APPLICABILITY

Applies to all College personnel responsible for providing information to the College's Accreditation Liaison Officer (ALO).

3. DEFINITIONS

- a. Accreditation Liaison Officer (ALO) – The person designated by the College to serve as its HLC contact person and who is responsible for ensuring all reporting requirements and other information is provided to HLC timely.

- b. Annual Institutional Update (AIU) – Mandatory HLC report required every six (6) months.
- c. Data Update Coordinator – The College’s Director of Institutional Research and Planning.
- d. Higher Learning Commission (HLC) – The College’s accrediting body.

4. GUIDELINES

For every AIU reporting cycle, HLC provides the data templates required for compliance. Within 48 hours of receipt of those templates, the ALO and Data Update Coordinator will forward the template to the following individuals so that they can provide the information required from their respective areas:

Director of Financial Aid

Controller

Director of Human Resources

Director of Institutional Research and Planning

Academic Deans

Provost

Vice President of Administrative Services and CFO

The ALO will set a date for which all areas must submit their information to the ALO for review. It is the obligation of each of these areas to provide accurate and complete information. The data submission should be written directly as answers within the template form and returned to the ALO no later than fourteen (14) calendar days prior to the date the data submission is due to HLC. Supporting document must also be sent to the ALO for recordkeeping.

A representative of each identified area must be present during the actual submission of the data to HLC in order to ensure accuracy and transparency of the information being sent.