

## Executive Summary

A baccalaureate-degree granting institution, using the Higher Learning Commission (“HLC”) Standard Pathway of Accreditation, was preparing for a comprehensive evaluation and onsite visit. The school requested assistance with the preparation of the Assurance Argument and Federal Compliance filing.

## Client Challenges

- Faculty and administrative staff had previously prepared a draft of the report which did not answer the key questions or provide adequate documentation to support the assertions made in the report.
- Faculty and administrative staff were reluctant to work with a consultant to improve the report.
- The school was recently removed from a “reporting” requirement.

## Details

- Met with the school’s faculty and staff in person and conducted follow-up interviews to gather clarifying and/or additional information via telephone and email.
- Steps were taken to gather as much faculty and administrative staff input and insights and to maintain as much of the wording of the draft Assurance Argument as possible.
- Rewrote the school’s Assurance Argument & Federal Compliance Filing and submit it to HLC through the Commission’s Assurance System.
- Assembled the Assurance Argument, including the Federal Filing, all necessary attachments and appendices, and submitted the document through the HLC Assurance System.

## Results & How our services positively impacted the Client

- The school responded to HLC requests for further (minimal) documentation which was not available at the time of the submission.
- The school hosted a successful HLC team visit and the Commission accepted the Team Report.
- Successful reaffirmation, the school was reaffirmed without additional follow-up or actions.