



## Pikes Peak State College (PPSC) Educational Procedure

### EP 105A Appendix – Revisions to HLC-Approved Degree or Certificate Programs

#### Originated:

July 2024

#### Revised:

#### References:

[HLC Policy Book](#) Chapter G: Substantive change, including change of control (INST.G.10.010 Substantive change, page 130).

[PPSC Accreditation](#)

#### Approved By:

Jacquelyn Gaiters-Jordan

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Jacquelyn Gaiters-Jordan (Nov 6, 2024 21:18 MST)

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11/06/2024

Date

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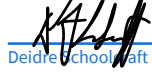
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11/07/2024

Date

Deidre Schoolcraft

EP Committee Chair, Pikes Peak State College

  
Deidre Schoolcraft (Nov 7, 2024 10:58 MST)

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11/07/2024

Date

**I. Purpose:**

Used to determine if a program will need re-approval by the HLC due to substantive changes.

**II. Scope:**

HLC notification or prior approval is required for the following changes:

- A change of 25% or more to the number of credit hours required to complete a degree program or certificate program, either in a single change or as the sum of aggregate changes since the institution's most recent accreditation review (comprehensive evaluation visit or mid-cycle assurance review).
- A change of 25% or more to the content of a program, either in a single change or as the sum of aggregate changes since the most recent PPSC accreditation review (comprehensive evaluation visit or mid-cycle assurance review). Program content changes include changes to learning objectives, competencies, or required clinical experiences. This includes changes in required program-specific courses, as well as general education courses.

*Table 1: Content & Credit Hour Change Matrix*

	Change in credit hours < 25%	Change in credit hours > 25%
Change in content < 25%	HLC notification or prior approval is <b>NOT needed</b>	HLC notification or prior approval is needed
Change in content > 25%	HLC notification or prior approval is needed	HLC notification or prior approval is needed

**III. Procedure:****STEP 1**

Determine whether the proposed revisions result in a 25% or more increase or decrease in the total number of credit hours compared to the current total (single change). If the proposed change is less than 25%, determine whether the cumulative revisions since PPSC's most recent accreditation review result in a 25% or more change in total credit hours (aggregate change). Refer to Examples 1 and 2 for guidance.

**STEP 2**

Determine whether the proposed revisions result in a 25% or more change to the program content compared to the current content (single change). If the change is less than 25%, determine whether the cumulative revisions since PPSC's most recent accreditation review amount to a 25% or more change (aggregate change). Refer to Examples 3 and 4 for guidance.

**STEP 3**

If either the credit hours or content change by 25% or more, contact the PPSC Accreditation Liaison Officer (ALO) within thirty (30) days of internal approval. The ALO will complete the HLC Screening Form for Changes to Existing Academic Programs. HLC will then determine whether prior approval is needed based on the information provided in the screening form. The Accreditation Liaison Officer (ALO) will inform the appropriate academic department of the Higher Learning Commission (HLC) decision and forward the HLC notification email to other interested parties (Vice President for Instructional Services, Executive Dean, Associate Dean, Instructional Support team, Curriculum Committee chair, and various Directors (Advising, Military & Veterans Program, Admission/Enrollment Services, Registrar, Marketing, and Financial Aid).

*Example 1 - Single change to the number of credit hours*

<b>Current total number of credit hours required to complete the program</b>	<b>Proposed number of credit hours</b>	<b>Difference in total number of credits hours</b>	<b>Percentage of change</b>	<b>HLC notification or prior approval needed?</b>
12	21	+9	75% (=9/12)	<b>YES</b>
21	24	3	14% (=3/21)	<b>NO</b>
36	27	-9	25% (=9/36)	<b>YES</b>
15	12	-3	20% (=3/15)	<b>NO</b>

*Example 2 - Aggregate change to the number of credit hours*

<b>Total number of credit hours required to complete the program as of the most recent accreditation review (per PPSC Catalog)</b>	<b>Proposed number of credit hours</b>	<b>Difference in total number of credits hours</b>	<b>Percentage of change</b>	<b>HLC notification or prior approval needed?</b>
12	21	+9	75% (=9/12)	<b>YES</b>
21	24	+3	14% (=3/21)	<b>NO</b>
36	27	-9	25% (=9/36)	<b>YES</b>
15	12	-3	20% (=3/15)	<b>NO</b>

*Example 3 - Single change to program content*

<b>Current total number of courses required to complete the program</b>	<b>Number of required courses being replaced</b>	<b>Percentage of change</b>	<b>HLC notification or prior approval needed?</b>
20	5	25% (=5/20)	<b>YES</b>
9	2	22% (=2/9)	<b>NO</b>

Example 4 - Aggregate change to program content

Total number of courses required to complete the program as of the most recent accreditation review (per PPSC Catalog)	Number of required courses being replaced	Percentage of change	HLC notification or prior approval needed?
20	5	25% (=5/20)	<b>YES</b>
9	2	22% (=2/9)	NO










# EP 105A Revisions to HLC approved Degree Programs 11.4.24

Final Audit Report

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