HLC Accreditation Checklist

Criteria effective September 1, 2025

AP = Assumed Practices. Includes the policy text edited February 2026.

Review the academic processes and records CourseLeaf can support.

☐ Document faculty-led academic decisions

2.A; 4.A; AP A.12; B.2.b

CIM retains curriculum proposals, academic rationale, reviewer participation, and approvals through workflows that reflect institutional governance.

Records: Approval routes, faculty reviews, and completed proposals.

CIM

☐ Maintain coherent courses and programs

3.A; AP B.1.b

CIM maintains course and program structures, prerequisites, and academic relationships. CAT carries approved requirements into publication.

Records: Approved program structures, prerequisites, and requirement grids.

CIM / **CAT**

☐ Review credits and credential requirements

3.A; AP B.1.a-d

CIM retains credit values, program requirements, rationale, and approvals. CAT publishes credit definitions and applicable institutional-credit policies.

Records: Course credits, program totals, academic policies, and approvals.

CIM / **CAT**

☐ Connect general education requirements

3.B; AP B.1.g

CIM maintains approved general education designations and curriculum relationships. CAT publishes the framework and requirements students need to follow.

Records: General education framework, approved courses, and published requirements.

CIM / **CAT**

☐ Make graduate expectations clear

3.A; AP B.1.c

CIM retains advanced program expectations, prerequisites, and research or practice requirements. CAT and SYL communicate approved program and course expectations.

Records: Graduate program structures, advanced course descriptions, and syllabi.

CIM / **CAT** / **SYL**

HLC / Continued

☐ Maintain approved learning outcomes

3.A; AP B.2.b

CIM can maintain outcomes and curriculum relationships in the institution's configured academic model. CAT and SYL help communicate approved expectations.

Records: Approved outcomes, curriculum relationships or maps, and revision history.

CIM / **CAT** / **SYL**

☐ Keep syllabi aligned with approved information

3.A; AP C.4

SYL connects approved course information and shared institutional requirements with faculty-managed content, helping departments maintain and retrieve representative syllabi.

Records: Syllabi across sections, locations, and formats; required institutional content.

SYL

☐ Carry review findings into academic changes

3.F | 3.E; AP C.5

CIM can retain supplied assessment or program-review findings with resulting proposals and approvals. CAT and SYL carry approved revisions into publication. The institution supplies assessment results.

Records: Findings, related proposals, approvals, and revised academic information.

CIM / **CAT** / **SYL**

☐ Publish trusted academic requirements

2.B; AP A.5-A.6

CAT connects approved course and program information with collaborative editing, review, publication, and archived catalog editions.

Records: Catalog URLs, reviewed requirements, and applicable archived editions.

CAT

☐ Publish academic policies and course expectations

2.A-2.B; AP A.3; A.5.b, f, g | 2.D-2.E | AP A.4

CAT publishes approved academic policies and procedures. SYL carries required language or links into syllabi, including applicable integrity, academic freedom, complaint, and AI guidance.

Records: Reviewed policy pages, publication dates, and syllabus references.

CAT / **SYL**

HLC / Continued

☐ Keep student-facing disclosures current

2.B; AP A.5.d-e; A.7 | AP A.8

CAT can publish or link to calendars, costs, refund policies, accreditation statements, and applicable program disclosures supplied and verified by institutional content owners.

Records: Reviewed public URLs, current statements, and content-owner approvals.

CAT

☐ Maintain transfer decisions and credit policies

AP A.5.c; B.1.e; C.2 | AP A.5.c; B.1.f; C.2

Commons supports course-equivalency review using current academic information. CAT publishes transfer and prior-learning policies. Other prior-learning evaluations and individual credit awards remain institutional responsibilities.

Records: Reviewed equivalencies, transfer criteria, prior-learning policies, and articulation information.

Commons / **CAT**

☐ Connect advising with planning and registration

3.D

PATH connects course discovery, academic planning, schedule building, and registration using curriculum, degree-audit, and student-specific SIS information. CAT provides published requirements.

Records: Planning guidance, registration procedures, and representative student journeys.

PATH / **CAT**

☐ Coordinate instructional assignments

3.C

CLSS supports coordinated course offerings and teaching assignments. These records inform instructional-capacity discussions; faculty qualifications and sufficiency judgments remain with the institution.

Records: Section schedules, teaching assignments, and capacity comparisons.

CLSS

☐ Coordinate program changes and student completion

AP D.7: academic completion planning component

CIM records program changes and effective terms. CAT communicates revised requirements; CLSS and PATH support remaining offerings and student planning. External approvals and teach-out obligations remain institutional.

Records: Approved changes, effective requirements, remaining offerings, and planning guidance.

CIM / **CAT** / **CLSS** / **PATH**

Official sources: Official standards / Related guidance

Institutions demonstrate compliance. CourseLeaf capabilities vary by module and configuration.