	Phase 0 Development/Executive Summary	Phase 1 PTP	Phase 2 LICC	Phase 3 President's Staff	Phase 4 BoT Study Session	Phase 5 Board of Trustees	Phase 6 KBOR	Phase 7 HLC	Phase 8 Dept of Education	Phase 9 Posting & Notification
NEW Degree, Certificate, SAPP Program Approval Timeline Current HLC and Department of Ed Approved Programs and Certificates	Phase Zero Executive Summary Template Must have approval before proceeding.	Present Executive Summary to PTP. Coordinate with the VP of Instruction Office to get on agenda.	Present Executive Summary to LICC. Coordinate with the VP of Instruction Office to get on agenda.	Originator or Dean presents Executive Summary for approval.	Originator or Dean presents Executive Summary. Completed CA-1, CA-1a & Curriculum Guide are due to the VP of Instruction Office before proceeding	Originator or Dean presents Executive Summary for approval.	VP of Instruction Office submits documentation to KBOR. When approved, notify PTP, post to T:\CurriculumGuides Submissions Financial Aid Director notifies PTP when approved.	Financial Aid Director submits documentation to HLC. Template for Submitting a New Certificate Program to HLC Financial Aid Director notifies PTP when approved.	Financial Aid Director submits documentation to ED. Template for Submitting a New Certificate Program to ED Academic Year Template Academic Year Guidelines Financial Aid Director notifies PTP when approved.	Publish Curriculum Guide to T:\ drive and web Registrar updates Banner and Degree Works Update KHEDS Update Programs of Study page and website Director of Fin Aid updates master list
REVISED Degree, Certificate, SAPP Program Approval Timeline Current HLC and Department of Ed Approved Programs and Certificates	Phase Zero Executive Summary Template Must have approval before proceeding.	Present Executive Summary to PTP. Coordinate with the VP of Instruction Office to get on agenda.	Present Executive Summary to LICC. Coordinate with the VP of Instruction Office to get on agenda.	Originator or Dean presents Executive Summary for approval.	Originator or Dean presents Executive Summary. Completed CA-1, CA-1a & Curriculum Guide are due to the VP of Instruction Office before proceeding	Originator or Dean presents Executive Summary for approval.	VP of Instruction Office submits documentation to KBOR. When approved, notify PTP, post to T:\CurriculumGuides Submissions Financial Aid Director notifies PTP when approved.	Financial Aid Director submits documentation to HLC. Financial Aid Director notifies PTP when approved.	Financial Aid Director submits documentation to ED. Template for Submitting a Revision to a Certificate Program to ED Academic Year Template Academic Year Guidelines Financial Aid Director notifies PTP when approved.	Publish Curriculum Guide to T:\ drive and web Registrar updates Banner and Degree Works Update KHEDS Update Programs of Study page and website Director of Fin Aid updates master list
REVISIONS < 6 Hours Degree, Certificate, SAPP	Phase Zero Executive Summary Template (Modified) Must have approval before proceeding.	Present Executive Summary to PTP. Coordinate with the VP of Instruction Office to get on agenda.	Present Executive Summary to LICC. Coordinate with the VP of Instruction Office to get on agenda.	If changes are less than 6-9 credit hours AND do not affect the total credit hours of the program: No Action Required - Proceed to Step 9						Publish Curriculum Guide to T:\ drive and web Registrar updates Banner and Degree Works Update KHEDS Update Programs of Study page and website Director of Fin Aid updates master list
Inactivating / Phasing Out a Current Program	Phase Zero Executive Summary Template (Modified) Must have approval before proceeding.	Present Executive Summary to PTP. Coordinate with the VP of Instruction Office to get on agenda.	Present Executive Summary to LICC. Coordinate with the VP of Instruction Office to get on agenda.	No Action Required - Proceed to Step 6			VP of Instruction Office moves program to Phase Out in KHEDS	Financial Aid Director moves program to Phase Out where it applies.		Publish Curriculum Guide to T:\ drive and web Registrar updates Banner and Degree Works Update KHEDS Update Programs of Study page and website Director of Fin Aid updates master list

Updated 5/18/2021 SMR Timeline Link	Phase 0 Development/Executive Summary	Phase 1 PTP	Phase 2 LICC	Phase 3 President's Staff	Phase 4 BoT Study Session	Phase 5 Board of Trustees	Phase 6 KBOR	Phase 7 HLC	Phase 8 Dept of Education	Phase 9 Posting & Notification
New Syllabus	No Action Required - Proceed to Step 2		Originator should discuss course submission worksheet with their supervisor/department before submitting. Originator submits Course Submission Worksheet to VP of Instruction Office & presents at meeting			No Action Required - Proceed to Step 9				Update Banner / Update Concourse / Update KHEDS
Revised Syllabus See Criteria for Revisions	No Action Required - Proceed to Step 2		Originator should discuss course submission worksheet with their supervisor/department before submitting. Originator submits Course Submission Worksheet to VP of Instruction Office & presents at meeting			No Action Required - Proceed to Step 9				Update Banner / Update Concourse / Update KHEDS

	Phase 0 Development/Executive Summary	Phase 1 PTP	Phase 2 LICC	Phase 3 President's Staff	Phase 4 BoT Study Session	Phase 5 Board of Trustees	Phase 6 KBOR	Phase 7 HLC	Phase 8 Dept of Education	
New Site Location	No Action Required Proceed to Step 1	Originator notifies Dean. If required, MOU w/location must be completed			No further action required - Proceed to Step 7			Request approval with Barton's Accreditation Officer — Timeline for Approval	Request approval with Barton's Director of Financial Aid — Timeline for Approval	After
New Course Location	No Action Required Proceed to Step 1	Originator notifies Dean. If required, MOU w/location must be completed			No further action required - Proceed to Step 7			Request approval with Barton's Accreditation Officer — Timeline for Approval	Request approval with Barton's Director of Financial Aid — Timeline for Approval	After
Location Revision	No Action Required Proceed to Step 1	Originator notifies Dean, who notifies all parties.			No further action required - Proceed to Step 7			Request approval with Barton's Accreditation Officer — Timeline for Approval	Request approval with Barton's Director of Financial Aid — Timeline for Approval	After
Location Closure	No Action Required Proceed to Step 1	Originator notifies Dean, who notifies all parties.			No further action required - Proceed to Step 7			Request approval with Barton's Accreditation Officer	Request approval with Barton's Director of Financial Aid	After

History:
Until very recently, HLC (Higher Learning Commission) and USDE (U.S Department of Education) had different requirements for reporting location information. During the past few years, the two entities have worked together towards an agreement of consistent reporting of locations to both. The new policy regarding reporting locations and guidance on such to institutions was published December, 2008.

HLC Definitions:
Campus (or Branch Campus) – 1) offers courses towards degrees, certificates, or other recognized educational credential; 2) is permanent in nature; 3) has its own faculty, administrative, and supervisory organization; 4) has academic resources and support services for students that include library, laboratories, business operations, admissions,
Site – a separate physical location where instruction is provided for 50% or more of a degree or certificate including degree/certificate completion.
Course locations – a separate physical location where a student can only complete less than 50% of a degree or certificate.

HLC Location Reporting and Approval Requirements:
All campuses, sites, and course locations must be reported to HLC. Campuses and sites must be approved by HLC prior to marketing and matriculation of students to these locations. Adding a branch campus requires a site visit by HLC. To report additional sites, Barton is able to use the Streamlined Review process which is an online submission process. Instate course locations must be reported to HLC by letter to Dr. Spangel (cc'd to Erika Swain), but these do not need to be approved.   Out of state course locations must be reported to and approved by HLC.
All degree and certificate programs (whether they are Title IV eligible or not) must be reported by location to HLC.

- There is a $650 fee for any new location approval (for 1 – 5 sites). There is no fee for editing of existing site information.
- Instruction provided at course locations is not eligible for federal aid and those courses should be entered into Banner with an "I" (Ineligible for Financial Aid) grade mode. A report is being written to catch any coded into Banner incorrectly.
- If Barton discontinues offering a program at an approved campus or site prior to students completing the program, Barton is liable for repaying any student loans disbursed to students at that location.

2/10/2022 Shift	**Phase 0**	**Phase 1**	**Phase 2**	**Phase 3**	**Phase 4**	**Phase 5**	**Phase 6**	**Phase 7**	**Phase 8**	**Phase 9**
Timeline Link	**Development/Executive Summary**	**PTP**	**LICC**	**President's Staff**	**BoT Study Session**	**Board of Trustees**	**KBOR**	**HLC**	**Dept of Education**	**Posting & Notification**
College to University Agreements	Originator or Dean should work with the the Office of Instruction for approval. Formal approval from VP of Instruction and the President along with signatures is likely required.									Transfer and Articulation Information webpage is updated
Course Transferability & Verification	No Action Required Proceed to Step 2	Originator seeks approval from Dean Contacts KS 4year schools for learning outcome alignment See New or Revised Syllabus		No Further Action Required - Proceed to Step 9						Update Concourse

Program Development Timeline

	Research and Development	Programs Topics & Processes	LICC	President's Staff	Board Study Session	Board of Trustees	KBOR Deadline	KBOR	HLC	ED	Banner/Publish
New Degrees (at approved location)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	9-12 months	N/A	1-4 weeks
New Certificates (at approved location)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	60 days	90 days	1-4 weeks
New Degree + New Site Location	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	9-12 months	90 days	1-4 weeks
New Certificate + New Site Location	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	90 days	90 days	1-4 weeks
New SAPP (Stand Alone Program)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	N/A	1-2 months	N/A	N/A	1-4 weeks
Revised Degrees	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	60 days*	N/A	1-4 weeks
Revised Certificates	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	45 days	90 days	1-4 weeks
Revised SAPP (Stand Alone Programs)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	N/A	N/A	1-4 weeks
Changing Electives Only	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	N/A	1-2 months	*	N/A	1-4 weeks
Degree Changes (Gen Eds)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	KBOR Approval Timeline	1-2 months	N/A	N/A	1-4 weeks
New Site Location	1-4 months	N/A	N/A	N/A	N/A	N/A	KBOR Approval Timeline	N/A	90 days	90 days	1-4 weeks
Location Information Revision	N/A	N/A	N/A	N/A	N/A	N/A	KBOR Approval Timeline	N/A	60-90 days	90 days	1-4 weeks

Additional notes

KBOR: Once a program submission has been made to KBOR, that submission can not be changed. However, new submissions not related to the the first program may be entered.

ED: Once a submission has been made under a specific program type, the database is locked. No further submissions are allowed in the area until everything is approved.

* If the ratio of electives to the total credit amount changes by more than 25% HLC needs to be notified.

Updated 10/9/2020