



July 16, 2013

President David L. Chicoine
South Dakota State University
Box 2201, AD 222
Brookings, SD 57007-2298

Dear President Chicoine:

This letter is formal notification of the action taken concerning South Dakota State University by the Higher Learning Commission. At its meeting on July 1, 2013, the Institutional Actions Council (IAC) acted on the items below. This letter serves as the official record of this action, and the date of this action constitutes the effective date of your new status with the Commission.

Action. IAC approved the revised stipulation for participation in the Commission's Notification Program for South Dakota State University. The new stipulation for additional locations is "The Commission's Notification Program is available for new locations within the United States."

If the current Commission action includes changes to your institution's *Statement of Affiliation Status (SAS)* or *Organizational Profile (OP)*, the changes will appear in these documents on the Commission's Web site within three weeks of the date of action. The *SAS* is a summary of your institution's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent Institutional Update.

If you have questions about these documents after viewing them, please contact Steph Brzuzy. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*, available at <http://ncahlc.org/Information-for-Institutions/institutional-reporting-of-actions.html>.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,

Sylvia Manning
President



Commission Review of Additional Locations

The Higher Learning Commission is updating the way it handles additional locations operated by its affiliated institutions. The Commission is streamlining its processes for seeking approval of additional locations. The Commission is also revamping the way it designates stipulations on additional locations.

Changes to Approval Processes

As part of this simplification, the Commission has discontinued its Expedited Program for Additional Locations and is encouraging eligible institutions to participate in its Notification Program for Additional Locations. Institutions in the Notification Program complete an online form to notify the Commission of changes to their additional locations.

Effective immediately, institutions will either be in the Notification Program for Additional Locations or will need to seek approval for additional locations through the Commission's standard substantive change process.

- Institutions currently in the Notification Program that maintain three or more active additional locations will remain in the Notification Program and will have the stipulations updated to one of the entries identified below.
- Institutions currently in the Expedited Program that have three or more active locations and that meet the other eligibility requirements may [apply](#) for the Notification Program. Those that do not apply for the Notification Program will follow the process below for future requests for approval of additional locations. The Expedited Program is no longer available.
- Institutions that do not have three active additional locations or have not been approved for the Notification Program will need to seek approval for additional locations by completing the Additional Locations Substantive Change application and undergoing the change review process. Some institutions that are currently participating in the Expedited Program may now be in this category. A new, simplified Additional Locations Substantive Change form will be available September 1. The Commission will continue to accept the old form until December 31, 2013.

Transition to this streamlined process for determining the stipulations on additional locations will be complete by September 1, 2013.

Changes to Stipulations Language on Additional Locations

The Commission changed the stipulations language on additional locations to be more consistent across institutions and to avoid highly customized geographic stipulations.

The four new location stipulations will be:

1. Prior Commission approval required.
2. The Commission's Notification Program is available for new locations within the Commission's 19-state region.
3. The Commission's Notification Program is available for new locations within the United States.
4. The Commission's Notification Program is available for new locations within the United States and new locations internationally. (For this stipulation the institution must already have a minimum of three active international locations.)

Definitions. Additional Location Definition: a place, geographically separate from any main or branch campus, where instruction takes place and students can do one or more of the following:

- Complete 50 percent or more of the courses leading to a degree program;
- Complete a full degree program;
- Complete 50 percent or more of the courses leading to a Title IV eligible certificate.
- Complete a degree program that they began at another institution even if the degree completion program provides less than 50 percent of the courses leading to a degree program.
- There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition. An additional location may have five students or 500 students; it might be five miles or 500 miles from the main or other campus.

- An additional location typically does not have a full range of administrative and student services staffed by the facilities personnel; such services may be provided from the main campus or another campus.
- A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video, or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.

Questions. For general questions on approval of additional locations, send an e-mail to changerequests@hlcommission.org or call 800.621.7440 x137. For institution-specific questions, contact the Commission staff liaison assigned to the institution by calling 800.621.7440 and asking to be transferred to the liaison. 🌿