HLC 2025-2026 ACCREDITATION READINESS CHECKLIST

EVAL SYSTEM

Prep for Re-Affirmation With Confidence

The Higher Learning Commission's updated Criteria for Accreditation, transition to the Canopy platform, and overhauled Institutional Update requirements are converging in 2025. This checklist helps ensure your institution is prepared strategically, operationally, and culturally.

Strategic Alignment

☐ Our leadership team has reviewed the **revised HLC Criteria for Accreditation** effective September 1, 2025
→ View Criteria

☐ We've mapped our current evidence and Assurance Argument structure to the **new Criteria and Canopy framework**
→ Download Canopy Prep Guide

☐ We've appointed a **Primary Filing Coordinator** and begun training key stakeholders on Canopy workflows

Institutional Update (IU) Preparedness

☐ We understand the **IU overhaul for 2025**, including new validations and expanded student-success fields
→ Learn About the IU Process

☐ We've identified data sources for **disaggregated student success metrics** (e.g., by modality, cohort, course)

☐ We can validate data before submission to catch errors early and reduce post-submission corrections

Student Success and Evaluation Data

- [ ] Our course evaluations are producing **high student response rates** (target: >70%)

- [ ] Feedback is collected **mid-term and end-of-term**, enabling timely instructional intervention

- [ ] We can disaggregate feedback data by **modality, instructor, course section, and student group**

- [ ] We track **actions taken** in response to evaluation results and maintain audit trails

- [ ] Our survey system supports **AI-powered comment analysis** for faster insight into qualitative data

Culture of Continuous Improvement

- [ ] Department chairs and faculty regularly **review and act on student feedback**

- [ ] We provide **feedback to students** about how their input shaped changes

- [ ] **IR, Academic Affairs, and Teaching & Learning** teams are collaborating on improvement initiatives

- [ ] We maintain a clear, updated **narrative of continuous improvement** tied to student outcomes

Technology and Evidence Management

- [ ] Our survey platform can generate **export-ready artifacts** (PDF/CSV) that align with HLC folder naming conventions

- [ ] Our tools allow **evidence uploads directly to Canopy**-compatible structures

- [ ] We've conducted a **tech-readiness audit** to ensure smooth transition from the Assurance System to Canopy

- [ ] We have **clear roles assigned for IR, Accreditation, and IT teams** managing the transition

Final Prep Before Your Upcoming Accreditation Review

☐ A **mock Assurance Argument** has been created using updated evidence

☐ Feedback systems are documented in your **Assurance Filing and Institutional Update**

☐ Student success data and evaluation summaries are included as **core evidence for Criteria 4 & 5**

☐ **All contributors have been trained on Canopy**, the new IU structure, and student success expectations

We're Here to Help You Succeed

EvalSystem helps institutions like yours modernize course evaluations, automate evidence preparation, and align feedback systems with HLC's evolving standards.

LET'S TALK EVALS!
CONTACT OUR TEAM TO SCHEDULE A DEMO NOW

EVAL SYSTEM