HENRY FORD COLLEGE

HLC Compliance
Evidence Collection

Step 1

On the Desktop click on Computer or Network. Select the G:\ drive.

- Network Location (7)
 - APPS (\\APPSVS) (F:)
  - **ADMDBS (\\ADMDBSVS) (G:)**
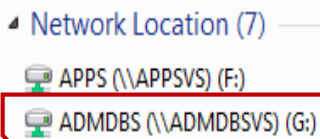
Step 2

Double click on the Higher Learning Commission Drop Box folder.

- ADMDBS (\\ADMDBSVS) (G:)
  - Higher Learning Commission Drop Box
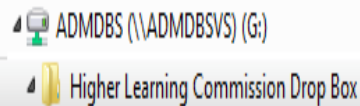
Step 3

Place a **COPY** of your document in the Drop Box folder.

Final documents **MUST**:

- be dated and have a title
- be submitted in a timely manner

Notes

- All committee meeting agendas and minutes must be submitted no later than the subsequent meeting.
- An e-mail reminder will be sent for any **MISSING** or **DELINQUENT** documents.
- Contact Pauline Barbas (x1504) with any questions or assistance.