

Accrediting Commission for Community and Junior Colleges Accreditation Plan

In accordance with Title 5, California Code of Regulations (5, CCR) section 71105.5, the **Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, (ACCJC)** presents its criteria to the Bureau for Private Postsecondary Education. 5, CCR section 71105.5 (b)(1)(2)(3): ACCJC Accreditor Eligibility Requirements

Accreditor's 21 Eligibility Requirements :

1. Authority: The institution is authorized or licensed to operate as a postsecondary educational institution
2. Operational Status: Students are actively pursuing its degree programs
3. Degrees: A substantial number of programs lead to degrees
4. Chief Executive Officer: Appointed by the Board; full time responsibility to the institution
5. Financial Accountability: Annual certified external financial audits are available
6. Mission: Is clearly defined, adopted and published by the governing board
7. Governing Board: Responsible for quality, integrity, and financial stability
8. Administrative Capacity: Sufficient prepared, experienced staff to advance the mission of the institution
9. Educational Programs: Degree programs are congruent with mission
10. Academic Credit: Based on generally accepted practices in higher education
11. Student Learning and Student Achievement: The institution defines standards, assesses and publishes student learning and student achievement outcomes
12. General Education: A substantial component of general education incorporated
13. Academic Freedom: Faculty and students are free to examine knowledge appropriate to their discipline or area of major study
14. Faculty: The institution has a substantial core of qualified full-time faculty
15. Student Support Services: The institution provides appropriate student services that support all student learning within the context of the mission
16. Admissions: Adopts and adheres to admissions policies consistent with mission
17. Information and Learning Support Services: Provides specific long-term access to sufficient information and learning resources/services to support mission and instructional programs
18. Financial Resources: Documented funding base, financial resources, and plans for adequate support for student learning and services to ensure financial stability
19. Institutional Planning and Evaluation: The institution assesses progress toward achieving its mission and goals, including student learning outcomes and achievement, and makes decisions regarding improvement through an ongoing, systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation
20. Integrity in Communication with the Public: Print or electronic catalog is available with precise, accurate, and current information
21. Integrity in Relations with the Accrediting Commission: Assures adherence to Eligibility Requirements, Accreditation Standards, and Commission policies

Please see complete text of Eligibility Requirements at www.accjc.org.

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ACCJC Steps Toward Accreditation:

Eligibility: 1) The interested institution should contact the ACCJC office and discuss the Eligibility Application process with staff. The institution should refer to the *Eligibility, Candidacy and Initial Accreditation Manual* as well as the *Accreditation Reference Handbook*. 2) The institution will then complete and submit a draft application addressing each element of the Eligibility Requirements (ERs), along with evidence and the Eligibility Fee. 3) ACCJC staff will review the application and provide feedback. 4) When the Eligibility Application is in final form, the institution will submit one electronic copy and one hard copy to the ACCJC.

5) The Commission's Eligibility Committee will review the application and may arrange a conference call or even a site visit for follow-up information. The Committee will make a recommendation for consideration at the next regular Commission meeting to grant or deny Eligibility status. 6) If Eligibility is granted, the Commission will notify the institution in writing and staff will work with the institution to develop a timeframe for the institution's Self Evaluation Report and subsequent evaluation site visit in preparation for Candidacy status.

7) If Eligibility is denied, the Commission will notify the institution which ERs it failed to meet. The institution may submit another application when it determines it can meet all of the ERs using the same process as the before. The institution is permitted to withdraw an Eligibility Application at any time prior to final action by the Commission. If it chooses to refile, the application fee is charged with each new submission.

8) An eligible institution may proceed to seek Candidacy status and in some instances Initial Accreditation but must not make any representation which claims or implies any relationship with the ACCJC. (Please see the Commission's "Policy on Representation of Accredited Status.")

Candidacy: 1) After a timeframe is developed for the institution preparing for Candidacy status, members of the college's staff are invited to attend training for institutions undertaking self evaluation. 2) The institution completes and submits Institutional Self Evaluation Report providing evidence it meets the ERs, Accreditation Standards and Commission policies using the *Manual for Self Evaluation of Educational Quality and Institutional Effectiveness*, and the *Guide to Evaluating and Improving Institutions*. 3) The Report is submitted to the Commission and the visiting team members.

4) The External Evaluation Team visits the institution to review its readiness for Candidacy status and review the evidence to verify how well the institution meets or exceeds the ERs, Accreditation Standards and Commission policies. 5) At its next regular meeting the Commission reviews the institution's Self Evaluation Report, the External Evaluation Team Report and makes the final determination whether to grant, deny, or defer Candidacy. 6) If Candidacy is granted, the institution is notified and a timeframe for Initial Accreditation is established. 7) The institution is permitted to withdraw from the process of Candidacy at any time prior to the final action by the Commission. 8) An institution must complete the Candidacy phase to receive Title IV federal financial aid.

Initial Accreditation: If Initial Accreditation is granted, the institution conducts a self evaluation and applies for reaffirmation every seven years thereafter. Institutional self evaluation reports must demonstrate and provide evidence that the institution meets ACCJC Eligibility Requirements, Accreditation Standards, and Commission policies.

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5, CCR section 71105.5 (4) (A-D): The following chart depicts the timeline for completing the process toward accreditation for the ACCJC.

Tasks	April 2015	Oct 2015	Jan 2016	Aug 2016	Oct 2016	Nov 2016	Jan 2017	Jan 2019	
Contact Accreditor	x								
Prepare & Submit Eligibility Application		x							
Accreditor Decision			x						
Submit Self Evaluation Report for Candidacy				x					
Team Evaluation Site Visit					x				
Team Report & College Response						x			
Accreditor Decision							x		
Initial Accreditation Decision								x	
Periodic Self Evaluation of Educational Quality and Institutional Effectiveness									Every Seven Years with Midterm or Other Reports as well