

**Date:** January 30, 2019

**To:** Chancellors, Superintendents, Presidents, Accreditation Liaison Officers,  
and Other Interested Parties

**From:** Gohar Momjian, Vice President

**Subject:** Invitation to Field for Comment on Policy Revisions (First Read)

The ACCJC Policy Committee oversees the development of new policies and changes to existing policies. Commission procedures generally provide that proposed policy changes and/or new policies be considered by the Commission in a two-meeting process. At the first meeting, new policies/policy changes are discussed and modifications are made as appropriate (first-reading). These policies are then circulated to ACCJC's member institutions and other interested parties for review and comment before presentation at the next scheduled Commission meeting for second-read and adoption.

At its January 2019 meeting, the Commission considered the following policy changes for first-read:

#### **Items for First Reading**

1. Revision: [Policy on Commission Good Practice in Relations with Member Institutions](#) - this policy has been revised to clarify the opportunity for member institutions, through their CEOs, to submit to the Commission written responses on issues of substance contained in the External Evaluation Team Report. Language has been added to further clarify the scope of additional evidence the Commission will consider prior to taking action on an institution.
2. Revision: [Policy on Student and Public Complaints Against Institutions](#) – language has been added to clarify the complaint process, including a deadline for applicable complaints to be reviewed.
3. New: [Policy on Institutional Appeals](#) – The ACCJC's appeal procedure was documented in the agency's bylaws. This new policy updates the previous procedure and defines the conditions on appealable actions to ensure all member institutions have the right to due process and fair and unbiased accrediting decisions for the withdrawal or termination of accreditation.

#### **Comments from the Field**

Following its Bylaws, the ACCJC invites comments from the field on these policy revisions. Therefore, we request that you publicize the information in this memo at your institution. Written comments may be emailed to [accjc@accjc.org](mailto:accjc@accjc.org) or complete the online [Comment Now](#) form. Comments must be received by Friday, February 22, 2019 in order to be considered.

All comments received by the due date will be reviewed by the ACCJC Policy Committee. The committee will incorporate any changes into the policies, which will then be presented to the Commission for second-reading and action at the June 2019 meeting. Additionally, the policies will be on the Commission's open meeting agenda, and anyone interested may comment on the policies and the proposed changes directly to the Commission during the public comment session and prior to the Commission taking action.