

**Date:** June 22, 2022

**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) and Notice of Adoption of Policy Revisions and Edits

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, which is known as a 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 Reading and adoption.

Following its Bylaws, ACCJC invites comments from the field on the first-read policy revisions. Therefore, we request that you publicize the information in this memo at your institution.

**Comments must be received by Friday, September 16, 2022**, in order to be considered. Written comments may be emailed to [accjc@accjc.org](mailto:accjc@accjc.org) or submitted through the online [Comment Now](#) form. All comments received by the due date will be reviewed by the ACCJC Policy Committee prior to the Commission's second reading and action at the January 2023 meeting. Additionally, anyone interested may provide their comments on the policies and the proposed changes directly to the Commission during its public comment session of the January 2023 Open Session.

At its meeting June 1-3, 2022, the Commission considered the following policy changes for First Read and invites the field to make public comment on the following items:

**1. Revision: Policy on Principles of Good Practice in Overseas International Education Programs for Non-U.S. Nationals**

The proposed changes include renaming the policy to *Policy on Principles of Good Practice in Overseas International Education Programs* and provides background context clarifying the applicability of the policy for reviewing overseas instructional locations, including branch campuses of member institutions, at which credit-bearing programs are offered to non-U.S. nationals. The policy also adds implementation language instructing institutions to notify the Commission about its intention to establish an overseas program before it becomes operational to ensure compliance with relevant policies such as the *Policy on Substantive Change* and *Policy on Contractual Relationships with Non-Accredited Institutions*.

[Clean Version](#)

[Tracked Changes Version](#)

## 2. **Revision: Policy on Substantive Change**

The proposed change removes a restriction that currently does not allow colleges to submit a substantive change proposal six months prior to a focused site visit. Removing this barrier will enable colleges to meet their goals consistent with their timeline of implementation and does not impede ACCJC's evaluation of quality when making substantive change decisions. Per federal regulations, policy language defines when an additional location is considered a branch campus; that the Commission will review long-range planning when an institution proposes a new or additional location, or branch campus; and clarifies circumstance for mandated visits for additional locations.

[Clean Version](#)

[Tracked Changes Version](#)

During its June 2022 meeting, the Commission approved the following policy revision in its second reading and adoption:

### 1. [Policy Regarding Matters Under Litigation](#)

Per the ACCJC *Policy on Commission Practices on Policy Review*, the Commission can make institutional policy changes outside the normal two-meeting process under exceptional or time sensitive circumstances, when changes are needed in order to align with federal regulations, or for other extenuating circumstances. With the impending submission of ACCJC's recognition report to the Department of Education this summer, the policy committee moved to forward the following policies to the Commission for its First Read and Adoption.

1. [Policy on Institutional Appeals](#)
2. [Policy on Commission Actions on Institutions](#)

Further, per the *Policy on Commission Practices on Policy Review*, the Policy Committee notified the Commission and field that it reviewed or made edits to the following policies to improve policy readability and clarity, and to align policy language with the Commission's mission and values:

- a. [Policy on Institutional Integrity and Ethics](#)
- b. [Policy on Evaluation of Institutions in Multi-College & Multi-Unit Districts or Systems](#)
- c. [Policy on Closing an Institution](#)
- d. [Policy on Complaints Against the Accrediting Commission for Community and Junior Colleges](#)
- e. [Policy on Public Disclosure and Confidentiality in the Accreditation Process](#)

Lastly, Commission bylaws specify that changes to operational policies may take place at any Commission meeting and do not require two readings (ACCJC Bylaws Article V, Section 4). Accordingly, during its Board of Directors meeting, the Commission approved revisions of the [Statement on the Process for Preserving Confidentiality](#), [Policy on Conflict Interest](#), and adopted a new [Policy on Commission Self-Evaluation](#).