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**Administrative Procedure**  
Chapter 3 – General Institution

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## **AP 3200 Accreditation**

### **References:**

- Title 5 Section 51016
- ACCJC Accreditation Eligibility Requirement 21

In accordance with the standards of the Accrediting Commission for Community and Junior Colleges (ACCJC), the District shall conduct comprehensive self-evaluations per the Commission's published cycle host visits by an accreditation team. The District shall prepare and submit mandatory midterm, progress, annual, and other reports, reports as required by ACCJC.

When the self-evaluation report is completed, the Governing Board shall review and approve it prior to submission to ACCJC in accordance with prescribed timelines.

District employees responsible for the functions related to the accreditation standards shall be involved in the self-evaluation and team visit. The process for producing the written document that is the Comprehensive Self Evaluation shall include the appointment of:

- A Self Evaluation Chair or Chairs, appointed by the Superintendent/President in accordance with campus procedures. If the Chair is a faculty member, the appointment shall be made jointly by the Faculty Senate and Superintendent/President
- Accreditation Liaison Officer, appointed by the Superintendent/President
- Active, campus-wide constituency participation inclusive of trustees, administrators, faculty, classified and supervisory staff, and students and
- An Accreditation Steering Committee

The District recognizes that the process of accreditation is an ongoing and continuous effort of planning, review, and improvement. To this end, the District shall establish a governance committee, titled the Accreditation Steering Committee. The Accreditation Steering Committee shall report to the District's Institutional Effectiveness, Planning, and Fiscal Stewardship Council and provide the overall planning, guidance, response, and preparation for the comprehensive Self Evaluation, mid-term report, and other report requirements from ACCJC. The Accreditation Steering Committee shall make recommendations on any issues related to accreditation. The Accreditation Steering

Committee shall maintain currency with accreditation standards and procedures, including attending accreditation workshops. The Accreditation Steering Committee shall communicate and distribute information related to accreditation standards and procedures. The Accreditation Steering Committee shall meet regularly and as necessary throughout the year.

The Accreditation Steering Committee shall form an Accreditation Writing Leadership Team (AWLT), comprised of the Accreditation Chairs, Accreditation Liaison Officer, Accreditation Coordinator, and members of the institution selected by the Chairs and Accreditation Liaison Officer for their expertise, as relevant to the report requirements from ACCJC. The AWLT will provide overall preparation for the comprehensive Self Evaluation, mid-term report, and other report requirements from ACCJC and self-identified actionable improvement plans.

### **Programs Requiring Special Accreditation**

For each program requiring special accreditation, beyond that granted to the District by ACCJC, the District shall comply with the specific accrediting agency's requirements. This may include, but not be limited to, preparing accreditation studies and documents for initial or reaffirmation of accreditation and preparing and submitting mandatory progress reports. District employees responsible for the functions related to the program's specific accreditation standards shall be involved in the accreditation process. The Governing Board shall review and approve any studies or progress reports as required by a program's specific accrediting agency.

Also see BP 3200 Accreditation.

Office of Primary Responsibility: Office of the Superintendent/President

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**Revised:** 4/19/16, 10/22/21, 11/5/25

*(Replaces all previous versions of AP 3200)*