

[INSTITUTION NAME] BPPE Accreditation Plan

Accrediting Commission for Community and Junior Colleges (ACCJC)

In accordance with Title 5, California Code of Regulations (5, CCR) section 71105, **[Institution Name]** presents its Accreditation Plan to the Bureau for Private Postsecondary Education.

[Institution Name] Plan

Introduction: ACCJC is a regional accrediting agency that accredits eligible institutions offering one or more programs leading to the Associate Degree, located in Hawaii and California. Eligible institution may offer, in addition to the Associate Degree, other credentials including certificates and the baccalaureate degree.

5, CCR section 71105(b)(1): **[Institution Name]** has identified the **Accrediting Commission for Community and Junior Colleges (ACCJC) as its accreditation agency.**

5, CCR section 71105(b)(2): ACCJC's Eligibility Criteria

SECTION ONE: INSTITUTIONAL CONTEXT

1. Authority

The institution is authorized to operate as an educational institution and to award degrees by the appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates. For private institutions incorporated in California, the institution shall have completed formal state approval process through the Bureau for Private Postsecondary Education (BPPE); temporary approval will not be accepted.

2. Operational Status

The institution must be operational, with students actively pursuing its degree program(s).

3. Degrees

A substantial portion of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them. At least one degree program must be of two academic years in length.

4. Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief executive officer nor the institutional chief executive officer may serve as the chair of the governing board.

5. Financial Accountability

The institution annually undergoes and makes available an external financial audit by a CPA or an audit by an appropriate public agency. Institutions that are already Title IV eligible must demonstrate compliance with federal requirements.

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6. Mission and Principle Policies

The institution's educational mission is clearly defined, adopted, and published by its governing board consistent with its legal authorization, and is appropriate to a degree-granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to student learning and achievement.

7. Governing Board

The institution has a functioning governing board responsible for the academic quality, institutional integrity, and financial stability of the institution and for ensuring that the institution's mission is achieved.

8. Administrative Capacity

The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

9. Educational Programs

The institution's principal degree programs are congruent with its mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes

10. Academic Credit

The institution awards academic credits based on generally accepted practices for degree-granting institutions of higher education and in accordance with statutory or system regulatory requirements. The institution provides appropriate information about the award of academic credit.

11. Student Learning and Student Achievement

The institution clearly defines standards for student achievement and assesses its performance against those standards. The institution publishes for each program the program's expected student learning and any program-specific achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve the identified outcomes and that the standards for student achievement are met.

12. General Education

The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes an introduction to some of the major areas of knowledge. General education courses are selected to ensure students achieve comprehensive learning outcomes in the degree program. Degree credit for the general education component must be consistent with levels of quality and rigor appropriate to higher education.

13. Academic Freedom

The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exists.

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14. Faculty

The institution has a sufficient number of qualified faculty, which includes full time faculty and may include part time and adjunct faculty, to achieve the institutional mission and purposes. The number is sufficient in size and experience to support all of the institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

15. Student Support Services

The institution provides for all of its students appropriate student support services that foster student learning and development within the context of the institutional mission.

16. Admissions

The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

17. Information and Learning Support Services

The institution provides, through ownership or contractual agreement, specific long-term access to sufficient information and learning support services adequate for its mission and instructional programs in whatever format whenever and wherever they are offered.

18. Financial Resources

The institution documents a funding base, financial resources, and plans for development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

19. Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes.

20. Integrity in Communication with the Public

The institution provides a print or electronic catalog for its constituencies with precise, accurate, and current information.

21. Integrity in Relations with the Accrediting Commission

The institution provides assurance that it adheres to the Eligibility Requirements, Accreditation Standards and Commission policies, describes itself in identical terms to all its accrediting agencies, communicates and changes in its accredited status, and agrees to disclose information required by the Commission to achieve its accrediting responsibilities.

5, CCR section 71105(b)(3): Outline of the process and timeline for complying within two years of provisional approval with the accrediting agency's requirements for submission of a completed application for initial accreditation with the required fee

Steps to Establish Eligibility for Accreditation

1. The interested institution should contact the ACCJC offices. Commission staff will discuss the profile of the institution with the applicant and determine how to proceed.

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The institution should refer to the Eligibility, Candidacy and Initial Accreditation Manual in preparing the Eligibility Report.

2. The institution will then complete and submit a draft Eligibility Application to the ACCJC. The Eligibility Application must include a narrative description of the manner in which the institution complies with the Eligibility Requirements, addressing each element of an Eligibility Requirement, along with evidence (e.g., supporting documentation) and the Eligibility Fee.

3. Commission staff will review the draft Eligibility Application and provide feedback on the completeness and adequacy of the narrative and evidence prepared by the institution.

4. When the Eligibility Application is in final form, the institution will submit a hard copy and electronic version to the ACCJC.

5. The Commission's Eligibility Committee will review the final Eligibility Application and supporting documentation. During the review process, the Commission staff may arrange a conference call with institutional representatives for additional follow-up, or may arrange to visit the institution. When the Committee has completed its review, it will submit a recommendation for consideration by the Commission at its next regular meeting.

6. The Commission will consider the Eligibility Application and Committee recommendation at its next regular meeting and grant or deny Eligibility.

7. If Eligibility is granted, the Commission will notify the institution in writing. Commission staff will work with the institution to develop a time frame for the Institutional Self Evaluation Report and the comprehensive evaluation team visit in preparation for Candidacy.

8. If Eligibility is denied, the Commission will notify the institution which Eligibility Requirements the institution has failed to meet. The institution may submit another Eligibility Application when it determines it can meet the Eligibility Requirements. Later submitted Eligibility Applications will be handled through the same process as the initial application.

9. The institution is permitted to withdraw an Eligibility Application at any time prior to final action by the Commission. If the institution re-files after withdrawing or being denied Eligibility, the application fee is charged with each new submission.

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5, CCR section 71105(4) (A-D): An outline of the process and timeline whereby the institution will achieve full accreditation within five years of provisional approval:

[Institution] outlines the process and timeline for full accreditation by **[Date]**

(Note from BPPE – Please determine what the appropriate timelines will be in consultation with ACCJC staff.)

Tasks	Jan 2019	Jul 2019	Nov 2019	May 2020	Aug 2020	Dec 2020	Jul 2021	Jul 2023
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 and School Response						x		
Accreditor Decision							x	
Initial Accreditation Decision								x

Notes:

- (1) This is a sample accreditation plan. The requirements and dates for each individual plan will vary by institution and chosen accreditor.**
- (2) It is possible that achieving accreditation with ACCJC for new institutions may take longer than five (5) years. Institutions may request an extension of time, not to exceed two (2) years, to meet accreditation requirements. However, the institution must demonstrate it is making strong progress toward obtaining accreditation.**