Date: May 11, 2018

To: Commission and Other Interested Parties

From: Dr. John Morton, Policy Committee Chair
      Dr. Stephanie Droker, ACCJC Vice President

Subject: Policy Changes Submitted to the Commission

The 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 reading and adoption.

When changes are needed in order to align with federal regulations, or for other extenuating circumstances, policy changes can be made by the Commission outside the normal two-meeting process. If these changes are made by Commission action between regularly scheduled meetings, the changes are communicated to the field, including the reason for immediate action by the Commission. The policy is widely disseminated for input and comment from the field. All comments are brought forward to the Commission for consideration at the meeting, prior to adoption.

**Items for Second Reading**

1. **Policy on Contractual Relationships with Non-Regionally Accredited Organizations** - this policy has been revised to further define contracts regarding for-credit educational programming.

2. **Policy on Substantive Change** - the policy was reviewed by the Commission’s Substantive Change Committee as part of their regular review of the Substantive Change Manual. Language was added to define an institution’s new location as a “permanent” location. Minor edits were done for clarity,