

Date: March 16, 2020

To: Chancellors, Superintendents, Presidents, and Accreditation Liaison Officers

From: Dr. Stephanie Droker, President

Subject: RESPONSE REQUIRED: ACCJC Deadline Modifications and Support in Response to COVID-19

In-Person to Distance Education Transitions

In response to advice from federal, state, and local health agencies, many of our member institutions have opted to suspend in-person classes in response to the COVID-19 outbreak. In order to provide continuous access and prevent interruption in instruction and matriculation, institutions may provide distance and correspondence education options for students. This move has been approved by the U.S. Department of Education.

All member institutions that expand Distance Education offerings in response to the COVID-19 outbreak must notify ACCJC of this transition no later than May 8, 2020. This notification requirement applies to all institutions, regardless of whether or not they have previously been approved to offer Distance Education courses and programs by ACCJC. Institutions who have not previously received a substantive change approval from ACCJC to offer distance education must also document how regular and effective interaction between instructors and students will be demonstrated. ACCJC will accept an email list of courses converted to distance education or correspondence education as adequate notification. Accreditation Liaison Officers should send their institution's notification via email to substantivechange@accjc.org.

Annual and Fiscal Reports Deadline Extension Requests

As a reminder, Annual and Fiscal Reports are due to ACCJC on April 3, 2020. We understand that institutions are focused on addressing student needs in this unprecedented climate and may require additional time to complete and submit reports. **If your institution requires a due date extension, please submit your request to accjc@accjc.org.** The request should include your proposed submission date.