**HOW TO USE THIS TEMPLATE (DELETE THIS PAGE PRIOR TO SUBMISSION):**

This template is designed to assist your institution as it completes a Follow-Up Report to the Commission. The template is essentially an annotated outline of a Follow-Up Report, with guidance and instructions for each required section. The template also includes embedded formatting (e.g., headers, etc.) that will help build a table of contents for the final document.

Throughout the template, you will see highlighted text containing instruction and guidance:

* **Yellow highlighting** contains instructions and additional guidance related to the section.
* **Gray highlighting** indicates “insert text here” and provides a description of what to insert.

**Both types of highlighted text should be removed prior to the final submission of your report.** Your ACCJC staff liaison is available to answer questions at any time.

**REPORT DUE DATE**:

Due dates for follow-up reports vary by institution and situation. The exact due date for your Follow-Up Report will be stated in the Commission action letter in which the follow-up report was required. Your ACCJC staff liaison can confirm the date if needed.

**SUBMISSION PROCESS:**

Unless you receive other guidance from your ACCJC staff liaison, you will submit your final report and supporting documentation by uploading your files to ACCJC’s secure online cloud service. Your ACCJC staff liaison will provide additional instructions and a link to the cloud service in advance of your submission due date.

Your submission must include the following:

* a PDF copy of the final certified report;
* a folder containing copies of all evidence cited in the report.

**REGARDING EVIDENCE FILES:**

As part of the submission process, you will upload folders containing PDF copies of all evidence and documentation cited in your narrative responses. Please prepare a separate folder for each Compliance Requirement (CR) – i.e., the folder for CR1 would contain files for Compliance Requirement 1; the folder for CR2 would contain evidence for CR2; and so on. Within each folder, names of individual files should be meaningful enough to indicate a general idea of the file’s contents.

**REGARDING EVIDENCE LINKS:**

Within your report narratives, you will link to evidence and documentation as needed. Your hyperlinks should be descriptive enough to indicate what document will be opened when a reader clicks the link. Hyperlinks may resolve to the individual evidence files that were uploaded to ACCJC as part of your submission (i.e., using relative links within the document) or to PDF files available on a dedicated, online institutional repository.

[insert college logo here]

**Follow-Up Report**

Submitted by

[insert College Name and

College Address]

to

Accrediting Commission for Community and Junior Colleges

[insert date of submission: Month Year]

**Certification**

To: Accrediting Commission for Community and Junior Colleges

From: [insert Name of Chief Executive Officer]

 [insert Name of Institution]

 [insert Institution Address]

This Follow-Up Report is submitted to ACCJC for the purpose of demonstrating resolution of deficiencies cited by the Commission in the action letter dated [insert date of action letter]. The Follow-Up Report reflects the nature and substance of this institution, as well as its best efforts to align with ACCJC Standards and policies, and was developed with appropriate participation and review by the campus community.

Signatures:

|  |  |
| --- | --- |
| [Chief Executive Officer of Multi-College District, if applicable] | [Date] |
| [Chief Executive Officer] | [Date] |
| [Chairperson, Governing Board] | [Date] |
| [Name, Title, Representing] | [Date] |
| [Name, Title, Representing] | [Date] |
| [Name, Title, Representing] | [Date] |
| [Name, Title, Representing] | [Date] |

Update the table of contents prior to submission. To update, click anywhere in the table of contents and select “Update Table” on the tab that appears above the table of contents header. When prompted, select “Update entire table.”

Contents

[Response to Identified Compliance Requirements 1](#_Toc143672238)

[[College or District (select one)] Requirement (insert #)] 1](#_Toc143672239)

# Response to Identified Compliance Requirements

For each compliance requirement listed on the Commission action letter, provide a narrative and supporting evidence that demonstrates how the institution has resolved the stated deficiencies. The narrative and evidence must also demonstrate the institution’s alignment with Standards or policies cited in the compliance requirement and indicate how this alignment will be sustained.

## [College or District (select one)] Requirement (insert #)]

[Insert the Compliance Requirement as stated on the Action Letter]

[Insert narrative with links to supporting evidence]

Copy and paste the “Compliance Requirement #” header above as needed.