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

This template is designed to assist your institution as it completes a Show Cause Report. The template is essentially an annotated outline, with guidance and instructions for each required section of the report. 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:**

The due date for the show cause report can be found in the action letter in which the Commission required the report. Your ACCJC staff liaison can confirm the date if needed.

**SUBMISSION PROCESS:**

Unless you receive other guidance from your ACCJC staff liaison, you will upload your final report and supporting documentation 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 Standard – i.e., the folder named 1.1 would contain evidence cited in Standard 1.1; the folder named 1.2 would contain evidence cited in Standard 1.2; etc. Within each folder, names of individual files should be meaningful enough to give 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]

**Show Cause 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 Show Cause 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 Show Cause 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](#_Toc143692099)

[[College or District (select one)] Requirement (insert #)] 1](#_Toc143692100)

# Response to Identified Compliance Requirements

The Commission may require a Show Cause Report when it finds an institution to be in substantial noncompliance with the Commission’s Standards.[[1]](#footnote-1) Under Show Cause, the institution is required to demonstrate why its accreditation should not be withdrawn at the end of a stated period by providing evidence that it has corrected the deficiencies noted by the Commission and complies with the Commission’s Standards. In such cases, the burden rests on the institution to demonstrate why its accreditation should be continued.

For each compliance requirement listed on the Commission action letter, provide a narrative and evidence that demonstrates how the institution has resolved the stated deficiencies. The narrative and evidence must also demonstrate the institution’s alignment with any Eligibility Requirements, Standards, and/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.

1. See [*Policy on Commission Actions on Institutions*](https://accjc.org/wp-content/uploads/Policy-on-Commission-Actions-on-Institutions.pdf)*;* [*Policy on Rights, Responsibilities, and Good Practice in Relations with Member Institutions*](https://accjc.org/wp-content/uploads/Policy-on-Rights-Responsibilities-and-Good-Practice-in-Relations-with-Member-Institutions.pdf). [↑](#footnote-ref-1)