

Date: April 20, 2020

To: Chief Executive Officers, District Chancellors, and Accreditation Liaison Officers of ACCJC

From: Stephanie Droker, Ed.D.

Subject: RESPONSE REQUIRED: ACCJC Deadlines for Summer and Fall 2020 Distance Education Program Transitions due to COVID-19

First and foremost, I want to recognize and thank ACCJC member institutions as they work tirelessly to adapt modalities and services for students in accommodation of public health and shelter-in-place orders due to the COVID-19 pandemic. Your continued dedication to student success and higher education is inspiring.

As this situation remains fluid and ever-evolving, many member institutions will need to provide distance and correspondence education options for students through Summer and Fall 2020. ACCJC is extending the flexibility afforded to us by the US Department of Education that we provided to our institutions this Spring, by requesting blanket distance and correspondence education notifications for Summer and Fall 2020.

Colleges are asked to notify ACCJC of all programs provided via distance and/or correspondence education for Summer 2020 by **June 1, 2020**. Should your institution also need to change modalities for Fall 2020, the deadline to submit that list of programs is **August 1, 2020**. California Community Colleges may fulfill this request by forwarding to ACCJC the list of programs provided to the California Community Colleges Chancellor's office as prescribed by their Emergency Temporary Distance Education Blanket Addendum for Summer 2020 or Fall 2020.

Colleges in the Pacific Region and private/independent institutions must also provide a list of all programs moved from in-person to distance or correspondence education. Institutions that 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. If after the temporary flexibilities have expired, and a college wishes to continue to offer one or more programs at 50% or more distance education modality, the institution must complete the ACCJC Substantive Change process as outlined in our [Substantive Change Policy](#).

For those institutions not moving to distance or correspondence education modalities, please write a letter to ACCJC describing how your college is continuing instruction should shelter-in-place orders last through the end of the year.

Accreditation Liaison Officers should send their institution's notification and list of programs via email to substantivechange@accjc.org.