

**General Institution**

1 **AP 3205 PROGRAM ACCREDITATION**

2 **References:**

3 ACCJC Accreditation Eligibility Requirement 21;

4 Prior to seeking initial accreditation by any agency that accredits special programs, the  
5 program shall obtain institutional approval to pursue external accreditation. Institutional  
6 approval shall require the program to submit the following information to the Vice  
7 President of Academic Affairs:

- 8 • Accrediting agency name and purpose
- 9 • Fees and/or other costs associated with the accreditation process
- 10 • Rationale for seeking external program accreditation
- 11 • Any other information requested by the Vice President of Academic Affairs and/or
- 12 the President/Superintendent

13 Once approval to seek and/or renew external accreditation is granted by the Vice  
14 President of Academic Affairs, each program seeking or renewing external accreditation  
15 shall, in accordance with the processes and standards of the agencies that accredit  
16 special programs, prepare all required reports on time and host any required visits by  
17 representatives of the accrediting agency.

18 Upon completion of the accreditation process, each program participating in external  
19 accreditation shall provide the following information to the Vice President of Academic  
20 Affairs:

- 21 • Copies and/or summaries of reports prepared by the accrediting agency
- 22 • Information about actions taken by the agency with respect to accreditation of the
- 23 program
- 24 • Information about actions to be taken by the program as a result of the
- 25 accreditation process and/or report

26 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved:** November 26, 2007

**Date Revised:** August 13, 2012

**Dates Reviewed:** January 16, 2019; September 26, 2022