***Sample Letter of Support for ACCJC Standards,***

***Policies, Processes and Action on Accreditation***

August 1, 2016 *(or actual date)*

ACCJC

10 Commercial Blvd., Suite 204

Novato, CA 94949

Dear Chair Kazama (*or alternatively or in combination*, Dear President Beno):

*(Essential first paragraph with support for all the aspects of ACCJC accreditation and a request the letter be included)*

I am writing to you to voice my support for the Accrediting Commission for Community and Junior Colleges’ (ACCJC) standards, policies, accreditation processes as well as its accreditation decisions on institutions. I hope you will include my letter as part of ACCJC’s application for recognition from the U.S. Department of Education, in support of ACCJC’s meeting recognition criterion 34 CFR§602.13.

*(Personal experience and perspective)*

I am an educator and faculty member in mathematics (*or alternatively, Dean of Arts and Letters)* at Mountainside College in California, and my institution is accredited by ACCJC. As an educator, I believe the standards developed by ACCJC with our collective colleges, and the peer review process, have been a primary motivation for our institution’s educational programs to stay focused on improving quality and thereby, improving student outcomes. It is my experience that the self-study training provided by ACCJC helped our college focus more on how to use data analyses to assess our quality and to evaluate the improvements we have made at College. I have participated twice on evaluation teams, and seen the evolution of standards to reflect more focus on student learning and student achievement. I have witnessed ACCJC’s positive influence on community college quality in our western region.

*(Concluding statement)*

I think ACCJC’s peer accreditation process, the evaluation teams’ advice to institutions, and the Commission’s decisions help institutions identify their strengths and weaknesses, improve and better serve the needs of students.

Sincerely,

Name, Title,

Institutional Affiliation (or former institution)