Follow-Up Report

The Commission may require a Follow-Up Report at any time between comprehensive visits. This report includes a narrative analysis and evidence that describes the resolution of deficiencies identified in the Commission action letter; verifies that the Eligibility Requirements, Accreditation Standards, and Commission policies are met; and affirms that the changes/improvements have been sustained.

Requirements and Format for Follow-Up Reports

The following elements are required to be included in a Follow-Up Report:

1. **Cover Sheet** (Appendix 1)
   The Cover Sheet identifies that this is a Follow-Up Report and includes the name and address of the institution and the date of submission.

2. **Certification Page** (Appendix 2)
   The Certification Page certifies that there was broad participation in the preparation of the report and that the report is an accurate reflection of the nature and substance of the institution. The College Chief Executive Officer, Chair of the Governing Board, and other College personnel, as appropriate, shall sign this certification attesting to their review of report.

3. **Table of Contents**
   This is a listing of the contents of the report.

4. **Report Preparation**
   This section describes the process of report preparation and identifies those who were involved in its preparation.

5. **Response to the Commission Action Letter**
   Each deficiency identified by the Commission in its action letter must be resolved. The report must provide a narrative analysis and evidence that demonstrates the institution has addressed each recommendation and resolved the associated deficiencies. It must also demonstrate that the Eligibility Requirements, Accreditation Standards and Commission policies are now met and affirm that the institution will sustain the changes/improvements.

6. **Appendices**
   The Follow-Up Report shall include appropriate evidence to document the information provided in the report.

The institution is required to send three hard copies and an electronic copy of its Follow-Up Report with evidence to the Commission. Send hard copies of the report to the Commission’s mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949 and the electronic copy of the report to accjc@accjc.org. If the report is accompanied by a visit, a roster of team membership will be sent to the institution, and the institution shall send a copy of the report to each team member.