

September 26, 2022

Dr. Kathryn Jeffery
Superintendent/President
Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

Dear Dr. Jeffery:

The purpose of this letter is to confirm the timing of your institution's next comprehensive peer review and to notify you of updates to ACCJC's *Policy on Transfer of Credit* that may affect your institution.

Comprehensive Peer Review

As a reminder, your next [comprehensive peer review](#) will follow ACCJC's revised process, which occurs over two semesters and has two components: a Team ISER Review and a Focused Site Visit. Please make note of the following dates for planning purposes:

Team ISER Review: spring 2023
Focused Site Visit: fall 2023
Commission Action: January 2024

To allow your peer review team adequate time to prepare for the Team ISER Review, your Institutional Self-Evaluation Report (ISER) must be submitted **no later than December 15, 2022**. In the meantime, do not hesitate to reach out to me should you have any questions.

Updates to the Policy on Transfer of Credit

In the process of preparing our petition for recognition from the U.S. Department of Education, ACCJC identified the need to strengthen its *Policy on Transfer of Credit* to conform with federal regulations § 602.24(e) and § 668.43(a)(11). ACCJC is responsible for monitoring an institution's compliance with these regulations, which specify that institutions must publicly disclose transfer of credit policies and that the institution's current transfer of credit policies must address at a minimum:

- (i) Any established criteria the institution uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the institution will not accept credits;
- (ii) A list of institutions with which the institution has established an articulation agreement; and

(iii) Written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.

The inclusion of the above criteria in the *Policy on Transfer of Credit* will go to the Commission for a first read and adoption in January 2023. These changes are expected to go into effect in January 2023, and institutions preparing for preaccreditation or reaffirmation of accreditation with focused site visits scheduled in spring 2023 will need to be sure their transfer of credit policies adhere to the updated policy and federal regulations. We are revising our guides and templates to ensure colleges address these policy requirements in their ISERs and that peer review teams monitor compliance with these policies.

Again, as your ACCJC liaison, I am happy to assist with any questions you may have throughout the accreditation cycle. Please do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read 'KB', written in a cursive style.

Kevin Bontenbal, Ed.D.
Vice President

Cc: Dr. Dione Carter, Accreditation Liaison Officer