



# Accrediting Commission for Schools

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FRED VAN LEUVEN

April 30, 2009

Mrs. Donna Burns  
Dean Continuing Education  
Mt. San Antonio College Continuing Education  
1100 N. Grand Avenue  
Walnut, CA 91789

Dear Mrs. Burns:

I am pleased to inform you that the Accrediting Commission of Schools and Colleges has granted Mt. San Antonio College Continuing Education initial accreditation during the WASC Spring Commission meeting. The term of initial accreditation will run through June 30, 2012.

Prior to the end of this period, schools must complete a self-study assessment and submit a written self-study report, including progress made in addressing the initial recommendations. The emphasis of the self-study should be the evaluation of the effectiveness of the school's programs and operations to support high achievement of all students based on the WASC criteria. The resulting schoolwide action plan should reflect a synthesis of the identified growth areas and serve as a guide for ongoing improvement.

Self-study training is provided in three sessions and must be attended beginning in the fall eighteen (18) months prior to the scheduled full self-study visit. Schools will be expected to have key staff participate in these training sessions.

Subsequently, the school will be visited by a WASC Visiting Committee to evaluate the school's programs and operations and the impact on student learning. The team will review the school's self-study findings and review supporting evidence, conduct classroom observations, and dialogue with all stakeholders. As a result of this visit, the Visiting Committee will recommend a term of accreditation to the WASC Commission. The WASC Commission will then grant or deny accreditation to the school.

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In order to gain a better understanding of the WASC accreditation process during the initial accreditation period, we encourage schools to arrange for staff members to serve on WASC Visiting Committees to other schools. A Volunteer Member Data Sheet is enclosed to allow you to apply for this opportunity.

The approval of initial accreditation entitles you to use the following phrase on transcripts or in school advertising: "Fully Accredited by (or) Accredited by the Schools Commission of the Western Association of Schools and Colleges," until such time as your accreditation has either lapsed or been denied. If all grade levels operated by the school were included in the initial visit review, the above statement is sufficient. In other cases, the statement must specify the grade levels accredited, i.e., "Fully Accredited for Grades (9-12 for example) by the Schools Commission of the Western Association of Schools and Colleges."

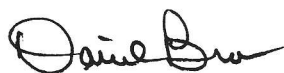
Transcripts of students who are graduating or transferring from grades covered by the accreditation may be stamped or embossed with the WASC accredited seal which can be obtained from the WASC office, or the "Accredited by ..." phrase can be typed on the transcript.

If you choose to disclose your status in any communications with the public, you must specify the programs or grade levels which are covered by the initial status. You must also include the name, address and phone number of the Accrediting Commission for Schools in the same communication. The information to include is:

Western Association of Schools and Colleges  
Accrediting Commission for Schools  
533 Airport Blvd., Suite 200, Burlingame, CA 94010  
Phone: (650) 696-1060

Again, welcome to the WASC family. We believe that WASC can support you in "adding value" to the education of the students whom you serve. Please contact us if you have questions or if we can be of further assistance.

Sincerely,



David E. Brown, Ph.D.  
Executive Director

DEB:ja

Enclosures: Initial Visit Report  
Substantive Change Procedures  
Volunteer Member Data Sheet  
WASC Accreditation Stamp Information Sheet

cc: Chairperson, Initial Visit Committee