July 6, 1990

Ms. Barbara Polk  
Provost  
Leeward Community College  
96-045 Ala Ike  
Pearl City, HI 96782

Dear Barbara:

Last year the Accrediting Commission established a six-year cycle of periodic review, abandoning the abbreviated fifth year review process. Some adjustments were made in order to distribute evaluations evenly over the six-year cycle. For most institutions, the new schedule begins with evaluations in 1989-1990 and thereafter.

Leeward Community College is scheduled to have evaluation visits during academic years 1994-95 and 2000-2001.

MIDTERM REPORT
Each institution will be asked to issue a Midterm Report in the third year following the evaluation visit. The Midterm Report is to state the institution's response to recommendations in the team report.

PROGRESS REPORTS
The Commission will continue its practice of requesting special progress reports on selected issues of some urgency identified in team reports. Such reports will be limited in scope to one or a few issues on which the Commission wishes to give particular encouragement. A small team of Commission representatives may make a one-day visit, focused on the report. All reports will be reviewed at a meeting of the Accrediting Commission.

ANNUAL REPORT
Annual reports, due April 1, provide information for the WASC and COPA/ACE directories. This office will send a brief form for your response.

SUBSTANTIVE CHANGE
The Commission should be notified about proposed substantive change in the institution. A substantive change in an accredited institution is defined as one which affects significantly the nature of the institution, its objectives and educational programs, and the allocation of its resources. Substantive changes include such as:

- change of ownership of a proprietary institution
- offering of programs at a more advanced level
- a move to a new location
- establishment of major off-campus units
• establishment of any foreign branch operations
• significant departure from stated purposes and/or educational programs operative at the time of the most recent evaluation

An institution planning a substantive change is asked to consult with the Commission through its Executive Director. Substantive change may involve a review of the accredited status of the institution by the Commission.

Sincerely,

John C. Petersen

cc: Katherine Hiyane-Brown, Accreditation Liaison Officer