



Checklist of Self-Study Components

The Commission offers the following Checklist of Self-Study Components as a guide of materials to include in self-study reports prepared in advance of comprehensive evaluations.

- _____ 1. **Cover Page**
- _____ 2. **Table of Contents**
- _____ 3. **Institutional Characteristics Form**
- _____ 4. **Table of NECHE Actions, Items of Special Attention, or Concerns.** Outline NECHE concerns since Fifth Year Report. Include: 1) date of NECHE letter; 2) detailed actions, items of special attention, or concerns; 3) NECHE Standard(s) cited for each matter; 4) Self-Study page number where each matter is addressed.
- _____ 5. **Introduction** (brief summary of self-study process, participants, goals)
- _____ 6. **Institutional Overview** (brief institutional history, context in which the institution operates today, changes since last evaluation, summary of principal self-study findings)
- _____ 7. **Narrative** response to the *Standards for Accreditation* (one chapter per standard; maximum 100 single-spaced pages, paginated sequentially) **plus the relevant “Data First” forms bound in each chapter**
- _____ 8. **Appendix**
 - Affirmation of Compliance with federal requirements of Title IV (signed by CEO)
 - E-Series forms on Student Achievement and Success
 - Most recent audited financial statements
 - Auditor’s management letter containing specific recommendations to the institution on its financial controls and practices.
 - List of supporting documents available in the workroom or provided electronically

Self-studies are to be single-spaced, double-sided, and bound as simply as possible (not in three-ring binders). For further guidance, the *Self-Study Guide*, “Supportive Materials for the Team Workroom.” All required forms are available on the Commission website <http://www.neche.org>.

Six weeks before the team visit, the institution sends a self-study (including all items above) to each member of the visiting team. At the same time, please provide four (4) paper copies and an electronic version (**single, searchable pdf file**) of the self-study.

*August 9, 2009;
July 2010;
August 2010
April 2015*

Editorial Revisions June 2015; July 2016; September 2018