
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

Six weeks before the team visit, the institution sends an electronic self-study (including all items above) to each member of the visiting team and a paper copy of the materials to those who have requested it. At the same time, and the institution submits an electronic version (**single, searchable pdf file**) of the self-study (including all items above) to the Commission through the NECHE Institution Portal.

August 9, 2009;

July 2010;

August 2010

April 2015

Editorial Revisions June 2015; July 2016; September 2018

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