



New England Commission of Higher Education  
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## Guidelines for Preparing Non-Credit Recognition Progress Reports

Occasionally, organizations are required to submit progress reports on subjects where the Commission has expressed a concern or need for further information regarding its non-credit programming. The following guidelines will help organizations prepare these reports. Commission staff are available to answer questions or provide assistance in applying Non-Credit Quality Assurance Framework to organizational situations. Providers are encouraged to submit a rough draft for staff review and feedback.

### Format and Content

1. Cover Page. Include the organization's name, location, the date, and a brief statement of the subject(s) of the report.
2. Introduction. Indicate the purpose, focus, and limitations (if any) of the report, with specific citation of the Commission's requirements, and the processes by which the report was developed.
3. Organizational Overview. Describe the organization briefly. Provide enough information so that a reader unfamiliar with the organization will have a basic understanding of its nature and scope. Include any significant recent developments or future plans of which the Commission should be aware.
4. Areas of Focus. Discuss each area with enough relevant background to place the matter in context. Include efforts to address the specified concerns, a description of the current situation, and plans for the future. Be as explicit and precise as the nature of the materials permits. Length of the report will depend on the number of topics to be addressed. Brevity is desirable, but each subject should be discussed fully enough to enable readers to assess the situation at the organization. Include evidence for all assertions and analyze all figures provided.
5. Appendix. Include here only those organizational documents that provide greater understanding or support for the topic(s) of concern in the report.

### Submission of the Report

An electronic copy (single, searchable pdf) of the report should be submitted to the Commission through the NECHE Institution Portal by the required date. Following Commission review, the organization will be notified of action taken on the report.

*November 2025*