New England Commission of Higher Education
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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, Areas for Development, or Concerns.** List the areas for development or concerns since the Fifth Year Report. Include: 1) date of NECHE letter; 2) detailed actions, areas for development, 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; between 75-100 single-spaced pages, paginated sequentially). Within the narrative, include a substantive response to the areas for special attention identified in the relevant standards.

_____ **8. Required Appendices**

- Affirmation of Compliance with federal requirements of Title IV (signed by CEO)
- NECHE Finance Forms
- Most recent audited financial statements (actual documents and not links)
- Auditor's management letter containing specific recommendations to the institution on its financial controls and practices (actual documents and not links)
- E-Series forms on Student Achievement and Success
- List of supporting documents available in the workroom or provided electronically

Six weeks before the team visit, the institution will upload an electronic copy of the self-study, including all items listed above, to the NECHE Institution Portal. If requested by team members, the institution should mail paper copies to those team members.

Public Disclosure: Additionally, log in to the NECHE Institutional Portal and update the webpage links related to Public Disclosure. This step is required when submitting a self-study. In the Institutional Portal, click the Other tab, then select "Public Disclosure and Key Documents."

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