
Checklist of Self-Study Components 2028 and Onward

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. **Table of NECHE Actions**, List the Areas of Emphasis or concerns since the Interim (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.
- _____ 4. **Introduction** (brief summary of self-study process, participants, goals)
- _____ 5. **Institutional Overview** (brief institutional history, context in which the institution operates today, changes since last evaluation, summary of principal self-study findings)
- _____ 6. **Narrative** response to the *Standards for Accreditation* (one chapter for each of the 5 NECHE Standards organized by NECHE subheads, and a final Chapter 6 with Priorities and Actions; between 75–100 single-spaced pages, paginated sequentially). Within the narrative, include a substantive response to the Areas for Emphasis in the relevant standards.
- _____ 7. **Required Appendices (actual documents)**
 - Affirmation of Compliance with federal requirements of Title IV (**signed by CEO**)
 - NECHE Finance Forms
 - Most recent audited financial statements (actual documents not links)
 - Auditor’s management letter containing specific recommendations to the institution on its financial controls and practices (actual documents not links)
 - E-Series forms on Student Achievement and Success
 - List of supporting documents available in the digital workroom

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 Institutional Portal. If requested by team members, the institution should mail paper copies of the self-study 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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