



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) and **each institutional catalog** (or link to URLs if the catalogs are available only electronically) 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.

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