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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, 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)
- \_\_\_\_\_ 8. **Required Appendices**
  - Affirmation of Compliance with federal requirements of Title IV (signed by CEO)
  - NECHE Finance Forms
  - Most recent audited financial statements
  - Auditor’s management letter containing specific recommendations to the institution on its financial controls and practices
  - 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 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 Institutional Portal.

**Public Disclosure:** Additionally, remember to log in to the NECHE Institutional Portal and update web page links related to Public Disclosure. This step is required when submitting a self-study. Click on the “Other” tab in the Institutional Portal and then select “Public Disclosure and Key Documents.”

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