



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

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## Checklist of Self-Study Components

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Institutions are asked to include the following materials in their self-study reports prepared in advance of comprehensive evaluations. For reference, a copy of the *Self-Study Guide*, "Supportive Materials for the Team Workroom," and all required forms are available on the Commission's website <http://cihe.neasc.org> under **Accreditation Processes**. Single sets of all self-study materials should be sent to each member of the visiting team approximately six weeks before the evaluation is to take place. At the same time, four additional sets and an electronic copy of the entire self-study document (in pdf format) should be sent to the Commission office.

- \_\_\_\_\_ 1. **Cover Page**
- \_\_\_\_\_ 2. **Table of Contents**
- \_\_\_\_\_ 3. **Institutional Characteristics Form**
- \_\_\_\_\_ 4. **Introduction** (a brief summary of the self-study process, participants, and goals, and identification of areas the Commission asked the institution to focus on after the last comprehensive evaluation)
- \_\_\_\_\_ 5. **Institutional Overview** (including brief summary of principal self-study findings)
- \_\_\_\_\_ 6. **Narrative** response to the eleven *Standards for Accreditation* (one chapter per standard; maximum 100 single-spaced pages, paginated sequentially)
- \_\_\_\_\_ 7. **Appendix**
  - \_\_\_\_\_ a. CIHE Finance, Enrollment, and Faculty Data Forms (separate forms for public and private institutions).
  - \_\_\_\_\_ b. Public Disclosure Form
  - \_\_\_\_\_ c. Student Success Data Forms (E series and S series)
  - \_\_\_\_\_ d. Preliminary list of workroom exhibits and URLs.
  - \_\_\_\_\_ e. Audited financial statements and management letter for the most recent fiscal year. (The management letter contains the auditor's recommendations to the institution on its financial controls and practices.)
- \_\_\_\_\_ 8. One copy of each institutional **catalog**

*Revised November 2006*

*Revised June 2008*