



COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

3 Burlington Woods, Suite 100, Burlington, MA 01803-4514

Voice: (781) 425 7785 Fax: (781) 425 1001 Web: <https://cihe.neasc.org>

Guidelines for formatting documents to be submitted to the NEASC Commission on Institutions of Higher Education

Effective July 1, 2015, the Commission asks that, for all reports, institutions submit four paper copies and single, searchable pdf file of all documents to be reviewed by the Commission.

Paper copies: The four paper copies of the document should be single spaced, copied on both sides of the paper, and neither stapled nor bound. Please mail the paper copies to:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods, Suite 100
Burlington, MA 01803-4514

Electronic copy: A single, searchable pdf file of the entire document, including all appendices, should be submitted. The single, searchable pdf file may be emailed to:

CIHEdocuments@neasc.org (maximum size of 15MB) or placed on a flash drive as a single searchable pdf and mailed to the office along with the paper copies of the document.

To create a single, searchable pdf file:

- Adobe Acrobat X Standard or Pro versions provide easy options for creating and working with single, searchable pdf files.
- To create the pdf file, open the original electronic document (Word, Excel, PowerPoint, etc.) and use the “Save as PDF” option or the “Create/Save as Adobe PDF” option (if you have the appropriate Adobe Acrobat software).
- Do not use “Print to PDF” or scan a printed document from a scanner or copier. Doing so essentially creates a photographic image of each page of the document; most often this produces a large, non-searchable file.
- To combine multiple documents into a single document (e.g., to combine the self-study with all the appendices), it is easiest to convert each into a searchable pdf file and follow the commands in Adobe Acrobat for combining or appending the files into a single file.
- When possible, choose available options for saving the file in “reduced size pdf” to minimize the size of the file.

July 2015