

**Appendices to the *Rules of Practice and Procedure***  
**February 2012**

**Appendix #5B – Institutional Self-Study: Requirements For Completing The  
Institutional Self-Study (ISS): Accredited Status**

The self evaluation of an institution is the most important part of the accreditation process and must be considered a major effort on the part of the institution. The institution must plan and devote appropriate time and resources for each member of its staff to participate in the preparation of the self-study. It is an endeavor that should not be taken lightly or completed in haste.

The self-study process and completion of the ISS provides the institution with guidance in conducting a comprehensive analysis of all aspects of its operation as they relate to the Standards. Completing the ISS is designed to elicit a thorough analysis of the institution's compliance with the stated criteria. It allows the institution to examine its educational programs, student support services, and curriculum. If completed properly, the ISS should serve as a tool for both short- and long-term planning and goal setting.

The institution must submit one copy of the ISS to the NACCAS office and retain at least four copies at the institution. Three copies will be mailed by the institution to the evaluators conducting the renewal or initial visit. The institution should retain the original ISS at the institution for its permanent record and future reference.

The self-study process should involve participation by all members of the institution's faculty, administrative staff, and members of the institution's advisory board, as well as graduates, employers of graduates, and other interested parties from the community. Participation of the aforementioned constituencies is a requirement of both the U.S. Department of Education and NACCAS.

The ISS must:

- Be typed in clear and concise language,
- Include responses and exhibits that are tabbed to designate each standard, and
- Contain a list of individuals who participated in the completion of the ISS.

The institution **must not** encase each page or group of pages in plastic sleeves. Incomplete or poorly organized institutional self-studies may be returned to the institution and action taken against the institution pursuant to [Part 7](#) (see page 98) and [Section 8.14](#) (see page 109) of NACCAS' *Rules of Practice and Procedure*.

**SUGGESTIONS FOR PREPARING THE SELF-STUDY**

In preparing to conduct a self-evaluation, it is essential that the institution's staff meet to discuss the approach that will best suit their institution. The Commission does not require that an institution follow an exact organizational plan in compiling the information for the ISS; however, the Commission has provided some suggestions that may be of assistance to the institution in conducting its self-study:

1. Designate one individual on the institution's staff who will be responsible for coordinating the self-study process.
2. Establish a written time schedule for the self-study to be completed and enforce the deadlines.
3. Consider establishing separate working groups to prepare specific sections of the self-study, who, in turn, will present their findings to the full committee.