

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

**Appendix #7 – Requirements For Completing The Program Self-Study (PSS)**

Program self evaluation of an institution and its educational programs is a fundamental part of the Addition of a Program process. It allows the institution to examine itself in a number of areas and is an in-depth qualitative assessment of the new program's strengths and weaknesses measured in relation to stated institutional objectives and NACCAS' Standards of Accreditation.

The self-study consists of a series of narratives and supporting exhibits. The self-study process and completion of the PSS provides the institution with guidance in conducting a comprehensive analysis of the program as it relates to the Standards. Completing the PSS is designed to elicit a thorough analysis of the institution's compliance with the stated Criteria. Institutions may provide more information than what is required.

The institution must submit the required number of copies of the PSS, as outlined on the specific application form, to the NACCAS office via certified mail or some other means by which shipment can be traced. The PSS copies must be submitted prior to the scheduled beginning of the first class. Two copies will be mailed by the NACCAS office to two (2) outside reviewers for their analysis. These reviewers consist of a practitioner in the field and an academic evaluator. The institution should retain the original PSS at the institution for its permanent record and future reference.

The self-study process should involve participation by a representative portion 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. Each of these groups need not be involved in every phase of the evaluation process; however, participation of the aforementioned constituencies is a requirement of both the U.S. Department of Education and NACCAS.

The PSS must:

- Be typed in clear and concise language,
- Include responses and exhibits that are tabbed by Standards, and
- Contain a list of individuals who participated in the completion of the PSS.

The institution **must not** encase each page or group of pages in plastic sleeves. Incomplete or poorly organized program self-studies may be returned to the institution and will cause a delay in the reviewing program.

**SUGGESTIONS FOR PREPARING THE SELF-STUDY**

In preparing to conduct a self-evaluation, the institution must determine whether its objectives or purposes are realistic in relation to several components. The institution must consider its location, facilities and equipment, size of its student population, ability levels of students, the availability of instructional media and staff, and constraints that may be imposed by applicable regulatory agencies. Furthermore, the institution must consider how the addition of a program relates to the institution's mission and educational objectives. In short, what is the institution attempting to achieve (objectives)? Do established policies and procedures and existing location enable the institution to achieve these objectives? It is essential that the institution's staff meet to discuss the approach which will best suit their institution in developing the program self-study. The Commission does not require that an institution follow an exact organizational plan in compiling the information for the PSS; 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 schedule for completion 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.