

SECTION III

Performing the Self-Study and Creating the Self-Study Report

Self-Study Process

The self-study process is one of the primary aspects of the accreditation process. It involves a programmatic self-review of internal policies, functions, resources and external relationships to allow ongoing improvement of the program. The program director presents the results of the self-study process in a Self-Study Report, which demonstrates the program's compliance with the Standards.

The self-study process enables the institution to:

1. Evaluate the program before the approval review.
2. Take remedial action if one or more aspects of the program do not meet the Standards.
3. Enhance positive aspects of the program.

The program director is responsible for supervising the self-study process and submitting the Self-Study Report. The self-study process is most efficient when everyone associated with the program participates, including administrators, faculty, students, graduates, employers of graduates and representatives of institutional affiliates. Personnel from other disciplines or programs (such as basic science faculty) are frequently helpful.

Conducting the Self-Study Process

The program director *may* conduct the self-study process in the following sequence:

1. Organize at least one committee of representatives from interested groups. Each committee may form subcommittees to address specific aspects of the self-study process in relation to the Standards.
2. Familiarize committee members with the Guide to Accreditation and the Standards. Make assignments as needed.
3. Gather each committee's evaluations of the program and organize materials for the Self-Study Report.
4. Prepare the Self-Study Report and have the committee members and administrators review it.

The program director must submit three copies of the final Self-Study Report to NAACLS. Additional copies should be held by the program for the program director and administration. .

Instructions for Preparing the Self-Study Report

This section describes in detail the narrative materials and documentation to be submitted in the Self-Study Report.

- Use 8-1/2 X 11-inch paper, **single sided** and **single-spaced**.
- If excerpts from sources are pertinent to the Self-Study Report, duplicate the information and cite the sources from which they were taken. **Number each page in sequence.**
- Use blank sheets or index dividers to separate the report by Standard.
- **Do not use paper clips or staples, and do not spiral bind the report.**
- One copy of the Self-Study Report must be inserted in a three-ring binder.

The program director should organize the Self-Study Report in the following manner:

1. Cover sheet or title page.
2. Table of Contents.
3. Sponsoring Institution Program Fact Sheet.
4. Brief description of the program and how it is organized.
5. Copy of the catalog and/or brochure.
6. Narrative materials and/or documentation addressing how the program meets each Standard.
**Initial, transferred and previously inactive programs are not required to address Standards 19-21 in the Self-Study Report or during the site visit. They will be required to submit a Progress Report addressing Standards 19-21 two years after the accreditation, transfer or reactivation has been awarded.*
5. Information for **each** clinical affiliate (include as documentation under Standard 1:
 - Clinical Facility Fact Sheet
 - Signed, current Affiliation Agreement
 - Capital (major) equipment utilized for student instruction
 - Facility specific required textbooks
 - Access to periodicals
 - Instructional resources
 - Objectives and evaluations utilized exclusively by the facility
 - Rules and policies unique to the facility that govern student behavior

Prepare Self-Study Reports for:

1. Internal use by the program
2. NAACLS (**three copies**)