



Guidelines for the Preparation of Comprehensive Self-Study Reports

Please submit five (5) printed sets of report materials, one electronic copy of the report, and one copy of the catalog to the Commission office. Send each evaluator a printed set of materials and an electronic copy of the report.

Structure (to include at least the following):

1. Title page which includes:
 - a) Name, City, and State of the institution;
 - b) Nature of the Report (i.e., Comprehensive Self-Study Report);
 - c) Audience (i.e., Prepared for the Northwest Commission on Colleges and Universities); and
 - d) Dates of evaluation committee visit.
2. Table of Contents.
3. Glossary of Terms.
4. Preface which includes:
 - a) Brief description of the self-study process;
 - b) How institutional constituencies were involved and organized to complete the self-study;
 - c) Goals for the self study and the extent to which they were achieved;
 - d) Other information the institution believes useful in understanding its self-study process; and
 - e) Brief response to the Eligibility Requirements.
5. Succinct Executive Summary of the self-study report.
6. Chapters, with analyses to support conclusions, related to the accreditation criteria. Conclude each chapter with a statement of findings, conclusions, commendations, recommendations for improvement, and action plans that lead to improvement.
7. Summary chapter with a statement of overarching findings, conclusions, commendations, recommendations for improvement, and action plans that lead to improvement.

Layout

1. Use letter size portrait orientation (8½ inch width by 11 inch height) with 1 inch margins on all sides.
2. Use 11- or 12-point type face for the body of the report. Larger fonts may be used for major headings typed in bold print face and double spaced from the text. Do not use script or italic as the primary font.
3. Number all pages (except Title page, Table of Contents, Glossary, and Preface).
4. Single space text in the body of the report.

Publication

To conserve paper and minimize shipping costs, please adhere to the following:

Print Version

1. Other than the cover and dividers (if any), use **WHITE** 20 pound paper for the report.
2. Copy on **BOTH SIDES** of the paper for the body of the report.
3. **BIND THE REPORT** (comb or spiral binding preferred).

Electronic Version

1. Provide the body of the report as a single Windows-compatible Adobe Acrobat file. If available, appendixes may also be sent as a single Adobe Acrobat file. ***Non-Acrobat files and multi-file reports may be returned.***

Contact the Commission Office at 425/558-4224 if you have any questions regarding these guidelines.