



Instructions for the Preparation of a Focused Interim Evaluation Report

Report Structure

1. Cover page containing: a) institution name; b) report type; c) visit date(s); and d) evaluator(s) name(s).
2. Brief introduction regarding the context and content of the institutional report and evaluation visit.
3. Table of Contents.
4. Brief statement regarding the quality and usability of the institution's report and support materials.
5. Brief summary of methods used to verify the contents of the institution's report.
6. List of individuals interviewed during the visit.
7. Criteria-based (Eligibility Requirements, Standards, and Related Policies) analysis and evaluation for each of the areas of inquiry requested by the Commission.
8. Commendations and/or Concerns (formerly called little "r" recommendations), as appropriate, for each of the areas of inquiry requested by the Commission.
9. Concluding statement summarizing the institution's progress in addressing the areas of inquiry requested by the Commission.
10. Commendations and Recommendations (formerly called "General Recommendations") related to the areas of inquiry of the evaluation report and visit.

Professional Criteria-Based Judgments: Commendations, Concerns, and Recommendations

1. Commendations may, as appropriate, be explicitly enumerated for each of the areas of inquiry requested by the Commission. These localized Commendations reflect noteworthy efforts or achievements, rather than nominal expectations, and may or may not rise to the level of an overall institutional Commendation explicitly enumerated at the end of the evaluation report.
2. Concerns (formerly little "r" recommendations) may be explicitly enumerated for each of the areas of inquiry requested by the Commission. Concerns note findings of possible non-compliance with accreditation criteria or areas in compliance, but where improvement is needed. Concerns are advisory only and may or may not rise to the level of a Recommendation.
3. Recommendations (formerly called "General Recommendations") are explicitly enumerated at the end of the evaluation report to indicate areas of possible non-compliance with accreditation criteria or areas in compliance, but where improvement is needed. While Concerns may not result in Recommendations, all Recommendations must be supported by findings in the body of the report and linked to Concerns identified within the report. Institutions are expected to take immediate action to address Recommendation(s) explicitly enumerated at the end of the evaluation report.

Confidential Recommendation

The confidential recommendation provides counsel to the Commission regarding: 1) areas in which the institution is perceived to be out-of-compliance with accreditation criteria; and 2) areas in which the institution is perceived to be in compliance with the accreditation criteria, but where improvement is needed. It suggests actions, oversight, and judgments for consideration by the Commission. **The contents of the confidential recommendation are not shared either publicly or privately, in written or verbal form, with the institution or any of its constituents.**

Report Format

Layout

1. Use letter size portrait orientation for the page layout (8½ inch width by 11 inch height).
2. Leave 1 inch margins on the left, right, top and bottom of each page.
3. Use regular 11-point or 12-point type face. Do not use script or italic as the primary font.
4. Number all pages (except title page, introduction, and Table of Contents).
5. Single space text in the body of the report.
6. Use headings for major sections of the report, including Commendations and Concerns listed at the end of sections that report findings and Commendations and Recommendations identified at the end of the report. Headings should be typed in bold print face and double spaced from the text.

Print Version

1. Print on 20 pound white (photocopy) paper.
2. Print single-sided pages only. Do not print on both sides of the pages.
3. Do not staple or otherwise bind the report. A paper clip may be used to keep pages in order.

Electronic Version

1. Submit the evaluation report as a Windows-compatible file in Adobe Acrobat (preferred) or Word format.
2. File may be saved to a diskette or CD-ROM disc and included with the print version of the report mailed to:

Northwest Commission on Colleges and Universities
ATTN: Reports
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052

3. Alternatively, the file may be e-mailed as an attachment to: reports@nwccu.org. Please include the name of the evaluated institution in the subject line.

Review and Submission Procedures

Be sure to provide the institution's president with a draft copy of the evaluation report to review for corrections of factual errors. After receiving the institution's response, finalize the report and send a printed copy and an electronic version, along with the confidential recommendation, to the Commission office by the designated deadline. The Commission office will forward the final version of the evaluation report to the institution.

Contact the Commission Office, if you have any questions regarding preparation or submission of the report.