

NWCCU Guidelines | PREPARING INTERIM CANDIDACY SELF-EVALUATION REPORTS

The Interim Candidacy Self-Evaluation Report is to be a concise update to the Initial Candidacy Self-Evaluation Report addressing all five Standards. In most cases the report need not be longer than about 100 pages. The update is to cover the period from the last Self-Evaluation Report and should address any institutional changes related to the Eligibility Requirements, Standards or Policies.

The institution's Initial Candidacy Self-Evaluation Report should be included as an appendix.

Structure and Contents

1. Title page to include:
 - a. Title of Self-Evaluation Report
 - b. Name of Institution
 - c. Date Submitted
2. Table of Contents
3. Institutional Overview
4. Basic Institutional Data Form
 - a. The Basic Institutional Data Form may be found on the NWCCU website (www.nwccu.org) by hovering over the "Publications, Forms, and Updates" button on the left hand side of the website and selecting the "Forms" option.
 - b. On the Forms page, the document will be found under the heading "Forms for Institutions".
5. Preface
 - a. Brief update on institutional changes since the institution's last report
 - b. Response to topics (Recommendations) previously requested by the Commission (i.e., Addenda)
6. Mission, Core Themes, and Expectations
 - a. Executive Summary of Eligibility Requirements 2 and 3
 - b. Standard 1.A *Mission*
 - c. Standard 1.B *Core Themes*
7. Resources and Capacity: Please see "Standard 2 Required Documentation" as a guide in addressing Standard 2. It can be found on the NWCCU website under "Forms."
 - a. Executive Summary of Eligibility Requirements 4 through 21
 - b. Standard 2.A *Governance*
 - c. Standard 2.B *Human Resources*
 - d. Standard 2.C *Education Resources*
 - e. Standard 2.D *Student Support Resources*
 - f. Standard 2.E *Library and Information Resources*
 - g. Standard 2.F *Financial Resources*
 - h. Standard 2.G *Physical and Technological Infrastructure*
8. Institutional Planning
 - a. Standard 3.A *Institutional Planning*

9. Core Theme Planning, Assessment, and Improvement
 - a. Executive Summary of Eligibility Requirements 22 and 23
10. Mission Fulfillment, Adaptation, Sustainability
 - a. Eligibility Requirement 24
11. Conclusion

Report Layout

1. Use letter size portrait orientation (8½" wide by 11" high) with 1" 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 which should be 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 and Table of Contents page).
4. Single space text in the body of the report.

Publication of Report

Print Version

1. Except for the front and back covers of bound reports, use **WHITE** 20 pound paper.
2. Other than the Title Page and Table of Contents page, print on **BOTH SIDES** of the paper.
3. The **NWCCU office** copies of the report and appendices should be stapled or clipped together and three-hole punched.

Electronic Version

1. Provide the body of the self-evaluation 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 documents may be returned.** The file should be emailed to: reports@nwccu.org.

Submission of the Report

Submit the following to the Commission Office:

1. Five (5) printed copies of the self-evaluation report;
2. One (1) electronic copy of the self-evaluation report; and
3. One (1) copy of the institution's catalog (*electronic acceptable*).

Submit the following to each evaluator:

1. One printed copy of the self-evaluation report;
2. One electronic copy of the self-evaluation report, and
3. One copy of the institution's catalog to each evaluator (*electronic acceptable*).

Please contact the Commission Office at 425/558-4224 if you have questions on these guidelines