PREPARING THE SELF-STUDY DOCUMENT

ACCREDITATION REVIEW BRIEF

- **Accreditation Review Brief** (select Self-Study Forms > Accreditation Review Brief) is the reader’s guide to locating information. Fill out the form completely and check for accuracy. Do not complete Compliance/Concern column, as that column will be completed by the Commissioner Readers.
- A total of three hard copies must be provided. Include one stapled copy with each self-study. Do not bind into the document.
- Accreditation Review Brief must be e-mailed to your accreditation specialist in Word document format (not pdf).
- Identify program options on page 2. Program options including but not limited to on-line, off-campus, and distance programs.

SELF-STUDY

- **VOLUME I: Narrative to Accreditation Standards**
  - Follow the [2015 EPAS](#) (select Resources > 2015 EPAS and Glossary) as your outline. Include the exact text of each standard in bold face and follow it with a narrative response to the standard.
  - Be sure to address each component of the standard in your response and use subheadings when appropriate.
  - Information and relevant documents for each standard should be included with that standard. Commissioners will not search through the volumes for requested information.
  - Typically, all forms, tables, and matrices should be inserted into the narrative (not as appendices). Required forms (under Self-Study Forms) include: faculty data form, faculty summary form, program expenses budget, and librarian’s report.
    - If the forms become too lengthy (particularly for larger programs) programs may include them in an appendix. Please be sure that they’re clearly labeled.
  - When including tables, charts, or matrices, always explain how to read or interpret the graphic in the accompanying narrative.
  - Program options (including but not limited to on-line, off-campus, and distance programs) should be described in response to each standard.
  - There are a series of samples available on our [website](#) (under Resources).

- **VOLUME II: Syllabi**
  - Syllabi should be consistent in format. The Commission on Accreditation does not have guidelines or requirements for syllabi.
  - Each syllabus discussed in curriculum matrix should be included in Volume II.
  - When there are multiple sections of a course, a master syllabus should be provided.
  - Use tabs to identify sections of the document and course syllabi.
VOLUME III: Appendices
  - The student handbook and field manual need to be included in Volume 3.
  - Any additional documentation being provided should be included in this volume.

FORMAT
- 11 or 12-point type.
- Use any legible font.
- No word length, but readers appreciate brevity.
- Margins, indentations, and subheadings should be consistent.
- Pagination should be continuous throughout Volume I.
- Print on white or cream paper in black type.
- Double sided is preferred.
- Line spacing may be double, single, or space and a half. It should be consistent throughout each volume.
- Use tabs to identify sections of the document as needed.
- Include a table of contents in each volume identifying component parts.
- Cover page should identify program/institution name, primary contact, level, and date submitted.

PRINTING AND SUBMISSION
- Submit three (3) hard copies to accreditation specialist of Volumes I (Narrative), II (Syllabi), III (Appendices) and one (1) electronic copy of the full self-study on USB drive sent to your accreditation specialist.
- Submit three (3) hard copies to accreditation specialist of the Accreditation Review Brief and one (1) electronic copy in Word document format via email and/or a USB drive.
- Print any other copies needed at the same time (site visitor, faculty, etc.). Note that the version sent to the site visitor must be identical to version sent to the specialist.
- BSW and MSW self-studies may not be combined.
- Each volume should be spiral-bound or library-bound. Programs submitting ring binders will be asked to re-submit in bound format.

DEADLINES
- Self-studies must be postmarked on or before the date due:

<table>
<thead>
<tr>
<th>Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>February agenda date</td>
<td>April 1st (previous year)</td>
</tr>
<tr>
<td>June agenda date</td>
<td>August 1st (previous year)</td>
</tr>
<tr>
<td>October agenda date</td>
<td>December 1st (previous year)</td>
</tr>
</tbody>
</table>

Failure to submit materials on time may result in the program being placed on conditional status and/or being moved to another agenda date per Section 2.1.1 in the EPAS Handbook.

NO ADDITIONAL MATERIALS WILL BE ACCEPTED AFTER THE SUBMISSION DATE. Accreditation specialists cannot accept materials between the time of shipping and COA review other than those submitted to the site visitor at the visit or requested by the COA. Accreditation specialists cannot amend or substitute materials. Programs should submit additional materials to the site visitor only at the time of the visit. All materials given the site visitor must be sent by the program to the accreditation specialist as part of the program response to the Site Visit Report.

FAILURE TO MEET THE DUE DATE MAY AFFECT YOUR ACCREDITATION STANDING.