

Guidelines for Preparing the Follow-Up Report for Programs on Warning

Organization of Follow-Up Report

The report is to be presented in two (2) sections: the Introduction (bullet format) and the Presentation (narrative and appendices).

Content of Follow-Up Report

1. **Section I:** Introduction/General Information (bullet format); **see the attached**, completed example of required information.
2. **Section II:** Presentation that includes the following (narrative format):
 - Brief history of the program, including a summary of the changes since the ACEN Board of Commissioners' decision and bulleted information about potential strengths or areas needing development that the faculty identified in the self-assessment process for the Standard(s) currently under review.
 - The Standard(s) with which the program was found to be in non-compliance and the evidence of non-compliance found at the time of the last review (copy from the Board of Commissioners' accreditation decision letter).
 - Narrative addressing **all** of the current ACEN Criteria for the **entire** Standard(s) with emphasis on the areas in which the program was found to be in non-compliance; to assist with narrative development for the individual Standards, please see [Guidelines for the Preparation of the Self-Study Report](#) to ensure that you have adequately addressed compliance in the narrative and included the appropriate supporting documentation for the Standard(s) and Criteria addressed in the Follow-Up Report.
 - Appendices should include supplemental materials that support information discussed within the body of the Follow-Up Report. Confidential records (e.g., faculty transcripts, student records) should not be included.

NOTE: The peer evaluators will not have access to any previous documents (e.g., Self-Study Report or Site Visit Report); therefore, the faculty should clearly describe where the program was at the time of the Board's last decision, what has been done in the intervening time, and where the program is currently.

If Standard 2 Faculty and Staff is to be presented, include a completed Faculty Profile Table that includes all full- and part-time faculty currently teaching in the specified nursing program(s) in the appendices. See the [ACEN Glossary](#) for definition of faculty; see [Faculty Profile Table Instructions](#) (including Qualification and Professional Development Form for each full- and part-time faculty member); see [Guidelines for the Preparation of the Self-Study Report](#) (Standard 2 Faculty and Staff).

If Standard 4 Curriculum is to be presented, include a program of study for each program option as well as a two-page abbreviated syllabi for all nursing courses in the appendices; see [Guidelines for the Preparation of the Self-Study Report](#) (Standard 4 Curriculum).

If Standard 6 is to be presented, include the program's Systematic Evaluation of Plan (SPE) in the appendices; see [Guidelines for the Preparation of the Self-Study Report](#) (effective January 1, 2017, the SPE is composed of ONLY Standard 6 Outcomes; do not include Standards 1–5).

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Format for the Follow-Up Report

- Length: The number of text pages should not exceed 100 pages. The total number of pages with the appendices should not exceed 200 pages, excluding the Faculty Profile Table and SPE if required based on the Standard(s) being reviewed.
- Margins should be at least one (1) inch on all sides.
- Pagination: The pages of the report must be numbered consecutively, starting with the Introduction through the last page of the Appendix.
- Page Set-Up: Front-to-back or one-sided
- Binding: The Follow-Up Report must be securely bound, but the program may decide the format of the binding. Accepted binding types include, but are not limited to, comb binding, spiral binding, and perfect binding.

Submitting the Follow-Up Report

To the ACEN:

Two (2) USB storage devices (“flash drives”) each containing the Follow-Up Report (Word or PDF format). PDFs should be searchable PDFs saved from a Word document. Please do not create a PDF from a scanned document. The USB Storage Devices for the ACEN are to be sent to:

Accreditation Commission for Education in Nursing
3343 Peachtree Road Northeast, Suite 850
Atlanta, GA 30326

The materials must be received in the ACEN office in Atlanta no less than six (6) weeks prior to the scheduled date of the site visit. The information submitted on the USB storage devices becomes the property of the ACEN.

To Each Member of the Site Visit Team:

One (1) paper copy of the Follow-Up Report and one (1) USB storage device containing the Follow-Up Report (Word or PDF format). PDFs should be a searchable PDFs saved from a Word document. Please do not create a PDF from a scanned document.

The materials should be shipped/mailed to each member of the site visit team; ***items must be received by the team members no less than six (6) weeks prior to the scheduled date of the site visit.***

Review Process for Follow-Up Reports:

Follow-Up Reports and Follow-Up Site Visit Reports are reviewed by the Evaluation Review Panel to make a recommendation to the Board of Commissioners whether the nursing program has demonstrated compliance with the Accreditation Standards with which the program was previously found to be in non-compliance. The peer evaluators’ and Evaluation Review Panel’s recommendations regarding compliance with the Accreditation Standards are forwarded to the Board of Commissioners for review and action. Decision options for the Board of Commissioners are based on Policy #4. The dates for the Evaluation Review Panel and Board of Commissioners meetings are available on the ACEN website.

The ACEN professional staff are available to answer questions you may have regarding the Follow-Up Report or the decision-making process. To speak with a professional staff member, please call the office at (404) 975-5000.

Updated: July 2018

FOLLOW-UP REPORT Introduction/General Information EXAMPLE

ACEN University
Atlanta, Georgia

GENERAL INFORMATION

1. Governing Organization name and address

ACEN University
3343 Peachtree Road Northeast
Atlanta, Georgia, 30326

2. Chief Executive Officer (entire governing organization)

Name/Credentials: Sally Smith, PhD
Title: President
Telephone: (404) 975-5000
Fax: (404) 975-5020
E-mail: sally.smith@acen.edu

3. Chief Executive Officer (local governing organization if applicable)

Name/Credentials: N/A
Title:
Telephone:
Fax:
E-mail:

4. Accreditation Status (Governing Organization)

Agency: Southern Association of Colleges and Schools Commission on Colleges
Last Review: 2014
Outcome: Reaffirmation of Accreditation
Next Review: 2021

5. Name and Address of Nursing Education Unit/Program

ACEN Baccalaureate Program
3343 Peachtree Road Northeast, Suite 850
Atlanta, Georgia, 30326

6. Nurse Administrator

Name/Credentials: Mary Smith, DNP, RN
Title: Nursing Chair
Telephone: (404) 975-5000
Fax: (404) 975-5020
E-mail: mary.smith@acen.edu

7. State Regulatory Agency

Agency: Georgia State Board of Nursing
Last Review: Spring 2017
Outcome: Full Approval
Next Review: 2020

8. ACEN Accreditation Status

Last Review: Fall 2015
Outcome: Continuing Accreditation with Warning. Follow-Up Report due Spring 2020
Next Review: Spring 2022

PROGRAM DEMOGRAPHICS

- 9. Year Nursing Program Established:** 2000
Year of Initial ACEN Accreditation: 2002

10. Faculty

Number of full-time nursing faculty teaching in the baccalaureate program: 8
Number of part-time nursing faculty teaching in the baccalaureate program: 5
Number of shared full-time nursing faculty teaching in the baccalaureate program: 1
Number of shared part-time nursing faculty teaching in the baccalaureate program: 0

11. Name and address of each additional campus location and/or educational sites used by the nursing education unit (if applicable)

Name of Location: N/A
Address (Number, Street, City, Zip Code):
Location Classification (Branch Campus or Off-Campus Instructional Site):
Percentage of Credit Hours for Entire Program of Study Taught at Location:

12. Program Details

Academic Term Type (quarter/semester/trimester): Semesters
Length of Academic Term (in weeks): 16
Admission/Graduation frequency: Each fall and spring

13. Program Options (add additional options if needed)

Name of Program Option: Traditional/Generic
Method of Delivery (F2F/hybrid/Distance Education): Hybrid
Percentage of Nursing Credits Delivered by Distance Education: 6
Total Number of Credits: 120
Nursing Credits: 60
General Education Credits: 60
Prerequisite Credits: 0
Length of Time/Required Number of Academic Terms (including prerequisites): 8

Name of Program Option: LPN-to-BSN
Method of Delivery (F2F/hybrid/Distance Education): Hybrid
Percentage of Nursing Credits Delivered by Distance Education: 6
Total Number of Credits: 120
Nursing Credits: 60 (including up to 15 prior learning/transfer credits)
General Education Credits: 60 (including 30 prerequisite credits)
Prerequisite Credits: 30
Prior Learning/Transfer Credits: 15
Length of Time/Required Number of Academic Terms (including prerequisites): 8

14. Student Enrollment

Total Number of students: 105
Full-time Traditional/Generic Program Option: 90
Part-time LPN-to-BSN Program Option: 15

15. ACEN Standards and Criteria Used For report: 2017