Written Report Instructions
Report Type: Follow-Up Report
For Conditions, Warning, or Good Cause

Note: Terms that are written in purple are defined in the ACEN Glossary. Documents that are written in blue are documents and information that are available on the ACEN Website. Faculty are encouraged to review and use the ACEN Glossary and templates available on the ACEN Website when writing a report for the ACEN.

Purpose:
The Follow-Up Report (FUR) is written and submitted in response to the Board of Commissioners’ (BOC) previous findings of non-compliance in alignment with ACEN Policy #4. A Follow-Up Report is submitted based on a timeline determined by the BOC. In addition to submission of a Follow-Up Report, some programs with Conditions and all programs with Warning or Good Cause status will have an onsite visit from a team of peer evaluators. The Follow-Up Report is a report that provides a written summary and description of the program’s compliance with all Criteria in only the Standard(s) with which the program was found to be in non-compliance at the time of the last BOC decision.

The Follow-Up Report provides peer evaluators an overview of the program and the program’s assessment of its current compliance with the Standards with which the BOC previously identified it as being in non-compliance. Peer evaluators will not have access to any previous documents (e.g., Self-Study or Site Visit Reports); therefore, it is essential that the Follow-Up Report clearly describe the issues leading to the finding of non-compliance, what has changed since non-compliance was identified, and what progress has made in the intervening time to address the identified areas of non-compliance.

Required Follow-Up Report Content
Sample Template

SECTION 1: Program Information
(REQUIRED INFORMATION)

Governing Organization
Name:
Street Address:
Mailing Address: (if applicable)

Chief Executive Officer
Name:
Credentials:
Job Title:
Telephone:
Email:

Campus Chief Executive Officer (if applicable)
Name:
Credentials:
Job Title:
Telephone:
Email:
**Governing Organization Accreditation**
Accrediting Agency:
Current Accreditation Status:
Date of Last Review:
Date of Next Review:

**Nursing Education Unit**
Name of Nursing Education Unit/Program(s):
**Program Type(s)** *(Include only those programs addressed in the written report; e.g., associate, baccalaureate)*:
Street Address:
Mailing Address: (if applicable)

**Nurse Administrator**
Name:
Credentials:
Job Title:
Telephone:
Email:

**State Regulatory Status**
Regulatory Agency:
Current Status with Regulatory Agency:
Date of Last Review:
Date of Next Review:

**ACEN Accreditation**
Year(s) Nursing Program(s) Established:
Date of Initial Accreditation:
Date of Last Review: *(if applicable)*
Current ACEN Accreditation Status:
Date of Next Review: *(if applicable)*
ACEN Accreditation Standards and Criteria used for this report:
## Program of Study and Program Options

<table>
<thead>
<tr>
<th>Name of Program option (as cited in the program of study):</th>
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<tbody>
<tr>
<td>Program of study:</td>
</tr>
<tr>
<td>□ Full-time</td>
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<tr>
<td>□ Part-time</td>
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<tr>
<td>□ Both</td>
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<tr>
<td>Frequency of Admission:</td>
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<td>□ Fall</td>
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<td>□ Winter</td>
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<td>□ Spring</td>
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<td>□ Summer</td>
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<td>□ Rolling</td>
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<td>□ Other:</td>
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<tr>
<td>Type of Academic Term:</td>
</tr>
<tr>
<td>□ Quarter</td>
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<tr>
<td>□ Trimester</td>
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<tr>
<td>□ Semester</td>
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<tr>
<td>□ Other:</td>
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<tr>
<td>Number of Weeks in an Academic Term:</td>
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</tbody>
</table>

*Add more tables as needed*

## Program Locations, Program Options, Methods of Delivery, and Enrollment

<table>
<thead>
<tr>
<th>Program Location: Name/Address</th>
<th>Program Options Offered</th>
<th>Total Number of FT and PT Students Enrolled in Each Program Option</th>
<th>Methods of Delivery for Each Program Option (e.g., face-to-face, online, hybrid)</th>
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<tbody>
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</table>

*Add more lines as needed*
**Program Length Table**

<table>
<thead>
<tr>
<th>Program Option</th>
<th>Total Number of Academic Terms to Complete Program</th>
<th>Total Credit/Clock Hours Required to Complete Program</th>
<th>Total Nursing Credit/Clock Hours Required to Complete Program</th>
<th>Total Credit/Clock Hours Awarded for Prior Learning (if applicable)</th>
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*Add more lines as needed*

**SECTION II: Report Narrative**

- **Program Overview**
  - Brief history of the program including a summary for the reason for the Follow-Up Report.
  - A summary of any major changes since the ACEN Board of Commissioners’ decision (e.g., new leadership; curriculum revisions)
  - A brief summary of the Standards and Criteria 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 (refer to the Board of Commissioners’ accreditation decision letter).

- **Narrative addressing the program’s compliance with **REQUIRED Standards** and **Criteria**
  - The Follow-Up Report must include only the Standard(s) with which the program was found to be in non-compliance at the time of the last Board of Commissioners decision.
  - The Follow-Up Report must include all Criteria for the Standard(s) with which the program was found to be in non-compliance at the time of the last Board of Commissioners decision.
    - The narrative should include an emphasis on the Criteria with which the program was found to be in non-compliance and should provide specific examples of what was previously identified as non-compliance and what changes/progress have been made to address the issues.
  - Use the **ACEN Guidelines for Written Reports**, available on the ACEN website, as a guide for writing the report and identifying supporting evidence for the Standard(s) included in the report.
  - Include tables and graphs as appropriate to effectively describe and demonstrate compliance.
  - Ensure internal consistency and accuracy of the information in the Follow-Up Report.

- **Required Documents**
  Required documents are not included in the page limitation for the written report.
  - Standard 2:
    - Faculty Profile Table including Cover Sheet, Tables, and Qualification and Professional Development addenda (As applicable)
  - Standard 4:
    - Abbreviated course syllabi (1–2 pages, all nursing courses)
    - **Note:** Abbreviated course syllabi requirements are described in the **ACEN Guidelines for Written Reports** (As applicable)
  - Standard 6:
    - Systematic Plan of Evaluation (As applicable)
Written Report Format

- Refer to the *Guidelines for Organizing and Submitting a Written Report and Supporting Evidence* for guidance on the format and structure of a written report.

Supporting Evidence

Electronic documentation providing evidence of the program’s compliance

- *Examples* of supporting evidence are available in the *ACEN Guidelines for Written Reports* available on the ACEN website
- For programs that conduct some, or all, of their program in a language other than English,
  - Substantive evidence should be provided in English (Refer to the *ACEN Guidelines for Written Reports* for additional information)
  - During the site visit, multiple translators/interpreters should be provided for the team

Supporting Evidence Format

- Refer to the *Guidelines for Organizing and Submitting a Written Report and Supporting Evidence* for guidance on the format and structure of a written report.

Review Process

If there is a scheduled Follow-Up Visit, the onsite peer evaluators will verify, clarity, and amplify what is written in the Follow-Up Report and will write a Follow-Up Site Visit Report and make a recommendation about the program’s compliance with the Standards and Criteria reviewed. The Follow-Up Report and Follow-Up Site Visit Report (if applicable) are reviewed by the Evaluation Review Panel (ERP). The ERP makes a recommendation to the Board of Commissioners whether the nursing education unit/program has demonstrated compliance with the Accreditation Standards with which the program was previously found to be in non-compliance. The peer evaluators’ (if applicable) and the 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 Directors are available to answer questions you may have regarding the Follow-Up Report or the decision-making process. To speak with a Director, please call the ACEN office at (404) 975-5000.