

Written Report Instructions

Report Type: Self-Study Report

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 Self-Study Report (SSR) is written and submitted in preparation for an initial or continuing accreditation site visit. The Self-Study Report is a report that provides a written summary and description of the program's compliance with **all ACEN Standards and Criteria**. The Self-Study Report is required to begin the peer review process. The Self-Study Report provides peer evaluators an overview of the program and the program's assessment of its compliance with the Standards and Criteria in preparation for the onsite review.

Required Self-Study Report Content **Sample Template**

SECTION I: 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 report; e.g., associate, baccalaureate):*
Street Address:
Mailing Address:

Nurse Administrator

Name:
Credentials:
Job Title:
Telephone:
Email:

State Regulatory Agency 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

Name of program option (as cited in the program of study):	
Program of study:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both
Frequency of Admission:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Rolling <input type="checkbox"/> Other:
Type of Academic Term:	<input type="checkbox"/> Quarter <input type="checkbox"/> Trimester <input type="checkbox"/> Semester <input type="checkbox"/> Other:
Number of Weeks in an Academic Term:	

Add more tables as needed

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

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

Add more lines as needed

Program Length Table

Program Option	Total Number of Academic Terms to Complete Program	Total Credit/Clock Hours Required to Complete Program	Total Nursing Credit/Clock Hours Required to Complete Program	Total Credit/Clock Hours Awarded for Prior Learning (if applicable)

Add more lines as needed

Planned Interviewee List (As applicable)

- List individuals with whom interviews are *planned*.
- Include full names, titles, and credentials for:
 - Administrative Staff
 - Student Support Services Staff
 - Nursing Faculty
 - Support Personnel
- This list can be revised at the time of the visit.

Planned Supporting Documents (As applicable)

- List supporting documents (print and electronic) the program has *planned* to provide as evidence of compliance with the Standards and Criteria.
- List by category:
 - Catalogs, Handbooks, and Manuals
 - External Constituency Documents
 - Nursing/Governing Organization Documents
 - Meeting Minutes
 - Course Materials
- This list can be revised at the time of the visit.

SECTION II: Report Narrative

- **Program Overview**
 - Brief history of the program, including a succinct overview of any major changes since the last ACEN accreditation visit and Board of Commissioners' decision (e.g., new leadership; curriculum revisions)
- **Narrative addressing the program's compliance with ALL Standards and Criteria**
 - The Self-Study Report must include **all** Criteria for **all** Standards
 - Use the **ACEN Guidelines for Written Reports**, available on the ACEN website, as a guide for writing the report and identifying supporting evidence
 - Include tables and graphs as appropriate to effectively describe and demonstrate compliance
 - Ensure internal consistency and accuracy of the information in the Self-Study Report

SECTION III: Appendices

- **Required Appendices**
 - Standard 2:
 - **Faculty Profile Table** including Cover Sheet, Tables, and Qualification and Professional Development addenda
 - **Laboratory Personnel Profile Table**, including Cover Sheet (if applicable).
Note: Use the most current versions of the Faculty and Laboratory Personnel Profile Tables posted on the ACEN website
 - 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**
 - Standard 6:
 - Systematic Plan of Evaluation
- **Optional Appendices**
 - Selected documents, or excerpts from documents, and/or lengthy tables or exemplars referenced in the narrative, that provide supporting evidence of the program's compliance with the Standards and Criteria
Note: Optional appendices are included in the total page limitation for the written report.

Format for Sections I, II, & III:

- Self-Study Report and Appendices
 - Electronic and searchable document (*avoid scanned documents*)
 - One single document (*narrative and appendices*)
 - Sequentially paginated (*including appendices*)
 - Written in English
 - Minimum of an 11-point font size for narrative sections; a 10-point font size may be used in tables
 - Tables:
 - Titled, numbered, and referenced in the written narrative
 - Columns or rows should be clearly labeled as appropriate
 - Tables included in the narrative should be a single page or less; when possible avoid tables that are multiple pages. Longer tables may be included as an appendix or may be used as supporting evidence onsite and the information referenced and summarized in the narrative.
 - Hyperlinks may be included in the report; ensure all hyperlinks are functioning prior to submission and are accessible to external reviewers (no intranet links)
 - Self-Study Reports for single nursing education **program types**, including the program information, report narrative, and optional appendices, are not to exceed 200 pages
 - Required appendices are not included in the page limitation
 - Self-Study Reports for multiple nursing education **program types**, including the program information, report narrative, and optional appendices, are not to exceed 300 pages
 - Required appendices are not included in the page limitation

Supporting Evidence

Electronic (non-confidential) documentation providing evidence of the program's compliance (all non-confidential)

- Examples of supporting evidence and suggestions for organizing supporting evidence are available in the [ACEN Guidelines for Written Reports](#) available on the ACEN website

Supporting Evidence Format

- Electronic and searchable document (avoid scanned documents)
- Non-confidential or redacted documentation only
- 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

Submission of Self-Study Report and Supporting Evidence

- The Self-Study Report is due no later than six weeks prior to the date of the scheduled visit.
 - Send one USB storage device with all required components of the Self-Study Report inclusive of the narrative, required appendices, and optional appendices directly to the ACEN at:

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

DO NOT send any paper copies to the ACEN.

- Send one USB storage device with all required components of the Self-Study Report inclusive of the narrative, required appendices, and optional appendices directly to each peer evaluator; and
- Send one securely bound, paper copy of the Self-Study Report inclusive of the narrative, required appendices, and optional appendices directly to each peer evaluator, *DO NOT send paper copies of any supporting evidence.*
Note: refer to the team assignment letter for the names and contact information of each team member
 - The Team Chair assigned to the visit may contact the nurse administrator directly with requests for additional documentation prior to the visit
 - Additional documentation requested by the Team Chair prior to or during the site visit *should not* be submitted to the ACEN
 - Submission processes for additional documentation requested by the Team Chair are arranged between the nurse administrator and the Team Chair

Review Process

Once onsite, the peer evaluators will verify, clarify, and amplify what is written in the Self-Study Report and will write a Site Visit Report and make a recommendation about the program's compliance with the Standards and Criteria. The Self-Study Report and Site Visit Report will be reviewed by the Evaluation Review Panel (ERP). The ERP also makes a recommendation about the program's compliance with the Standards and Criteria to the Board of Commissioners. The peer evaluators' and Evaluation Review Panel's recommendations regarding compliance with the Accreditation Standards, along with the Self-Study Report and Site Visit Report, 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 Self-Study Report or the decision-making process. To speak with a Director, please call the ACEN office at (404) 975-5000.