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**

<table>
<thead>
<tr>
<th>Program of study:</th>
<th>☐ Full-time</th>
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<tbody>
<tr>
<td></td>
<td>☐ Part-time</td>
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<td></td>
<td>☐ Both</td>
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<thead>
<tr>
<th>Frequency of Admission:</th>
<th>☐ Fall</th>
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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>
<th>Type of Academic Term:</th>
<th>☐ Quarter</th>
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<tr>
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<td>☐ Trimester</td>
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<td>☐ Semester</td>
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<td>☐ Other:</td>
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<tr>
<th>Number of Weeks in an Academic Term:</th>
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*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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Add more lines as needed

### Program Length Table

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<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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SECTION II: Report Narrative

• Program Overview
  o 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
  o The Self-Study Report must include all Criteria for all Standards
  o Use the ACEN Guidelines for Written Reports, available on the ACEN website, as a guide for writing the report and identifying supporting evidence
  o Include tables and graphs as appropriate to effectively describe and demonstrate compliance
  o Ensure internal consistency and accuracy of the information in the Self-Study Report

• Required Documents
  Required documents are not included in the page limitation for the written report.
  o Standard 2:
    ▪ Faculty Profile Table including Cover Sheet, Tables, and Qualification and Professional Development addenda
  o 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
  o Standard 6:
    ▪ Systematic Plan of Evaluation

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,
  o Substantive evidence should be provided in English (Refer to the ACEN Guidelines for Written Reports for additional information)
  o 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

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.