

Format of the Self Study Report

Preparing the Self-Study Report: General Guidance

1. Provide an executive summary (overview and reflection) of the Program's strengths and areas of opportunity for improvement related to the Standards. Make this executive summary the first "chapter" of your self-study report.
2. For each Standard and Criterion, provide evidence (facts, findings), your analysis of that evidence relative to the Criterion, and your assessment of areas of strength and areas requiring improvement.
 - Limit your response to a maximum of 250 words per Criterion (maximum of 3-4 pages for most Standards).
 - Where possible and appropriate to the data being presented, use tables or charts. Use appropriate referencing to support information (data, procedures, policy, quality improvement indicator trends) described in the response.
3. Working with Adobe Pro the self-study responses for each standard and criteria should reference any appendices (simply using the name of the document rather than using numbers). All appendices should be hyperlinked within the self-study.
4. Your final submission should be one complete document with all appendices hyperlinked using Adobe Pro.
5. Once your self-study is submitted no further documentation will be accepted unless requested by CCAPP.
6. Submission of the self-study should be one complete printed copy sent to the CCAPP office (not including the appendices) and 4 USB copies. No other forms of submission will be acceptable.
7. A report that consists solely of appendices does not meet the requirements for a self-study. Ensure that you provide your analysis of the evidence in the body of the report and explain your assessment of areas of strength and areas requiring improvement.
8. While you might wish to informally judge your compliance to the Standards (e.g., 'met', 'not met', 'partially met'), the final documents submitted to CCAPP site visit evaluation team members should not include your judgment regarding compliance with the Standards.