

**DOCUMENTATION CHECKLIST**  
FOR THE SELF STUDY AND/OR SITE VISIT

Please provide the following documentation in the appendix of your self-study or, if too bulky to include with the self-study (e.g., course syllabi), to the site visitors at the time of your on-site evaluation visit.

Self-study documentation is incorporated into a single pdf file with the self-study.

Documentation provided at the on-site visit may be provided on paper or electronically, e.g., on a memory stick.

***Standard One: Mission, Organization, and Governance***

1. \_\_\_\_ The mission statement of the institution and the program itself, if different
2. \_\_\_\_ The incorporating documents of the institution and evidence of the authority under which the program operates (articles of incorporation and amendment, any additional government approvals)
3. \_\_\_\_ A list of the governing board members and their affiliations and areas of expertise
4. \_\_\_\_ A list of the administrators and their qualifications and responsibilities
5. \_\_\_\_ An organizational chart
6. \_\_\_\_ The institution's bylaws
7. \_\_\_\_ The institution's and/or program's conflict of interest policy and other Board policies
8. \_\_\_\_ Any relevant contracts (may be provided on-site if described in the narrative)
9. \_\_\_\_ The institution's insurance policies (may be provided on-site if described in the narrative)

***Standard Two: Financial Resources***

1. \_\_\_\_ Three years of formal financial statements that have been reviewed or audited by a certified public accountant. (The review requirement began in 2013. This requirement asks that a CPA provide evidence of a formal review on letterhead.)
2. \_\_\_\_ This year's unreviewed financial statements to date, in the form of an income statement and a balance sheet.

3. \_\_\_\_\_A three-year projected operating budget, including enrollment projections
4. \_\_\_\_\_Resumes of financial management personnel (may be provided on-site)

***Standard Three: Library Resources***

1. \_\_\_\_\_Library budget
2. \_\_\_\_\_Any formal agreements for access to libraries outside the institution, including faculty libraries (may be provided on site if described in the text)
3. \_\_\_\_\_Resumes of library personnel (may be provided on site)

***Standard Four: Physical and Technological Resources***

1. \_\_\_\_\_A list of addresses where the program operates
2. \_\_\_\_\_Any leases or agreements for access to facilities (may be provided on-site)
3. \_\_\_\_\_Floor plans, if appropriate (may be provided on-site)

***Standard Five: Faculty Resources***

1. \_\_\_\_\_Faculty handbook and/or other policy documents
2. \_\_\_\_\_In the self-study: Faculty bios in the appendix, if not provided in the text
3. \_\_\_\_\_On-site: Faculty resumes
4. \_\_\_\_\_Any lists of faculty publications (may be provided on-site)

***Standard Six: Student Support Resources***

1. \_\_\_\_\_Registration materials
2. \_\_\_\_\_Student handbook and/or other policy documents

***Standard Seven: Public Disclosure and Institutional Integrity***

1. \_\_\_\_\_ ABAP, Inc.'s Public Disclosure Checklist
2. \_\_\_\_\_ Website addresses for institutional bulletin and program catalog
3. \_\_\_\_\_ Student handbook and other policy documents
4. \_\_\_\_\_ Faculty handbook and other policy documents
5. \_\_\_\_\_ Application and registration materials (may be provided onsite)

***Standard Eight: The Education and Training Program***

1. \_\_\_\_\_ Application materials
2. \_\_\_\_\_ Program bulletin and/or catalog, including course descriptions (or link to it on web site)
3. \_\_\_\_\_ Program evaluation reports (may be provided on-site)
4. \_\_\_\_\_ Course schedules for past two years (provided on-site)
5. \_\_\_\_\_ Course syllabi (provided on-site)