

# ACCSC SCHOOL GUIDE – PREPARING THE SER

## HOW TO PREPARE THE INITIAL SELF EVALUATION REPORT (SER)

### Bayside Projects Consulting Free Download Reference Guide

The Self-Evaluation Report (SER) along with the Exhibits, will demonstrate your institution's compliance with ACCSC standards.

#### RECOMMENDED STEPS FOR PREPARING THE SER

1. Attend ACCSC's Workshops.
2. Assign SER committee members.
3. Download ACCSC's Initial SER template and review instructions.
4. Share ACCSC workshop information with the SER committee members.
5. Issue the school's Policies and Procedures Manual aligned with ACCSC's standards.
6. Provide training to all personnel on newly adopted Policies and Procedures.
7. Committee members start working on the writing of the SER sections and Exhibits.
8. Conduct weekly SER committee meetings to confirm progress.
9. Ask committee members to provide feedback on SER sections assigned to other personnel.
10. All personnel must be involved with the SER and Exhibits: creation, data collection, and review.
11. Consult often with ACCSC staff for clarifications and guidance.
12. Submit Draft SER as per due date.
13. Make corrections to Draft SER as per the preliminary visit recommendations.
14. Submit the Final SER as per provided deadline and instructions.

#### SER SECTIONS

1. Certification Page
2. Introduction – Institutional Eligibility Requirements
3. Section I – Management and Administrative Operations
4. Section II – Program requirements
5. Section III – Education Administration and Faculty Qualifications requirements
6. Section IV – Student Recruitment, Advertising, and Disclosures
7. Section V – Admissions Policies and Practices
8. Section VI – Student Services
9. Section VII – Student Learning, Assessment, Progress, and Achievement
10. Section VIII - Separate Facilities
11. Section IX – Distance Education
12. Appendix A – Occupational Specialist Information Package Outline
13. Appendix B - Preparing for Initial Accreditation On-Site Visit
14. Appendix C – Occupation Specialist Candidates
15. Exhibits

#### REFERENCES

- [ACCSC Standards of Accreditation.](#)

Need assistance with your institution's ACCSC initial accreditation? We are glad to help. Visit our [ACCSC Accreditation Page](#) for the application process information and additional reference guides. Visit [ACCSC Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting.](#)