

TRACS SCHOOL GUIDE – PREPARING THE SELF-STUDY

Bayside Projects Consulting Free Download Reference Guide

The Self Study-Study is a document prepared in a narrative format that, along with the supporting documentation, will demonstrate your institution's compliance with TRACS standards.

RECOMMENDED STEPS FOR PREPARING YOUR SCHOOL'S SELF-STUDY

1. Attend TRACS's Workshops.
2. Assign Self-Study committee members.
3. Download *TRACS's Self Study Guidelines* and *TRACS's Documenting Compliance* publications.
4. Share TRACS workshop information with the Self-Study committee members.
5. Prepare the Self-Study proposal and submit at TRACS portal.
6. Host the Self-Study Staff Visit.
7. Issue the school's Policies and Procedures Manual aligned with TRACS's standards.
8. Provide training to all personnel on newly adopted Policies and Procedures.
9. Committee members start working on the writing of the Self-Study sections and supporting documentation.
10. Conduct weekly Self-Study committee meetings to confirm progress.
11. Ask committee members to provide feedback on Self-Study sections assigned to other personnel.
12. Consult often with TRACS staff for clarifications and guidance.
13. Submit final Self-Study report and supporting documentation.

SELF-STUDY SECTIONS

1. Cover Page
2. Table of Contents
3. Introduction and Brief History of the Institution
4. Self-Study Committee Members
5. Faith Statement
6. Mission and Name
7. Institutional Objectives
8. Institutional Integrity
9. Operational Authority
10. Organizational Structure
11. Publications and Policies
12. Educational Programs
13. Faculty
14. Student Services
15. Financial Operations
16. Institutional Assessment
17. Strategic Planning
18. Library and Learning Resources
19. Facilities and Equipment
20. Health and Security
21. Glossary, Resources, and References

REFERENCES

- [TRACS Self-Study Guidelines.](#)

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