

II.3 Purpose of the Self-Study

The Self-Study has three purposes:

- To document how the program(s) is in compliance with the *Standards*;
- To describe how the school plans to maintain the accredited program(s) and to continue compliance with the *Standards*;
- To serve as an ongoing planning and assessment tool for the school and program(s).

The COA expects that the Self-Study will be helpful to the school and program. Schools are encouraged to distribute the Self-Study widely and publicly. The Self-Study helps the program's own faculty, students, and administrative officers understand the processes, successes, and challenges it needs to address in its future development.

The Self-Study must consider the *Standards* in their entirety, addressing each standard and its elements in order, with the Introduction in mind. The document may also contain sections that focus on specific aspects of the program, such as distance education and curriculum revisions.

The COA expects an analytic approach to writing the document. The use of samples, summaries, and tabular data is strongly encouraged. A judicious selection of materials, examples, and focused summaries can make the Self-Study a succinct and coherent statement about the program(s) presented for accreditation. Such a document enables the ERP to conduct the review effectively and the COA to reach appropriate decisions.