



Report Submission Instructions for Assessment Reporting

Office of Institutional Research and Assessment (OIRA)

Instructions

- 1) Assessment Reports are due the last Friday in September each year; early submissions are always appreciated.
- 2) Use only the forms provided on the Assessment website page; this supports consistent data collection procedures.
- 3) For Full Reports and New Program Reports, please also include the corresponding Summary Sheet.
- 4) Be sure to complete all relevant sections of the report.
- 5) Include the program, degree level(s), academic year, report completion date, name of report preparer; choose one type of program structure: accredited, non-accredited, or combination (accredited with a non-accredited component)
- 6) If accredited, include accreditation agency, and date the next self-study is due to the accreditation agency.
- 7) Follow FERPA guidelines; identifiable information for students should not be included in any section of the report.
- 8) A separate report must be submitted for each respective academic program, except for embedded programs.
- 9) For Accredited Programs: During the year of accreditation review, provide a copy of the Program Self-Study submitted to the agency and the corresponding Feedback Letter.
- 10) Submit forms, reports and/or accreditation documents electronically as an email attachment to Martie Kaczmarek (Assessment Coordinator, OIRA) at mkaczmarek@ccsu.edu.

Report Forms

All certificate and degree programs are required to be assessed by New England Commission on Higher Education (NECHE) to ensure educational quality. Our [Assessment process](#) ensures we are compliant with NECHE and the CSCU Board of Regents (BOR). Reporting requirements are determined by accreditation/non-accreditation status. **Please choose from the options below:**

Externally Accredited Programs Only:

- Effective as of AY2019-20, programs accredited by an outside agency no longer need to complete a Full or Interim assessment reports; instead, a Summary report submission is required every year.

- In the year the Program Self Study is due to the accreditation agency, a copy of the Self Study must be submitted to the Academic Assessment Committee (AAC) through the Office of Institutional Research and Assessment (OIRA).
- Upon receipt of the accreditation agency Feedback Letter, a copy must be submitted to the AAC through OIRA.

Non-Externally Accredited Programs Only:

- Assessment reporting is on a five-year cycle; a Full report is due in Year 1, a Summary report in Year 2 (the same year the Program Review self-study is submitted), followed by Interim Reports in Years 3, 4, and 5.
- Certificate programs considered embedded within a degree program do not need to be reported on separately.

Combination Programs: Accredited with Non-Accredited Component(s):

- Programs that have both an accredited and non-accredited component(s) will continue to report on a five-year cycle in order to provide the required assessment documentation for the non-accredited component.
- Follow the requirements in the above section for Non-Externally Accredited Programs.

Please review the [Report Calendar](#) on our OIRA website for current report submission requirements, including which certificate programs are embedded.