



ASSOCIATION
of CHRISTIAN EDUCATION

SELF-STUDY ASSESSMENT GUIDE

INTRODUCTION

The goal of this document is to aide institutions seeking accreditation and membership to the Association of Christian Education in the process of becoming compliant to the Standards of Accreditation and to have the necessary documents prepared for evaluators.

When a team of evaluators perform their full evaluation of the institution, they will need the original copy of the self-study assessment. The institution is permitted to keep copies on their servers and files.

If your institution has been accepted as a Candidate member, and you are now in the process of self-study assessment, you have been assigned one evaluator to guide you in this process. Feel free to reach out to them if you have any questions. This assessment is designed to make the full evaluation seamless. It's important that time isn't wasted with during the peer review in finding specific policies or documents.

Sections of the self-assessment study that are graded by our evaluators will have the following boxes:

[]	[]	[]	[]
NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice	PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level	C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.	EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.

To become fully accredited, each graded portion of the assessment must meet the “C” status or higher.

During the self-assessment process, if any sections are awarded “NC” or “PC”, the institution must address these areas, improve them, and then schedule for another evaluation.

If you finish your self-assessment section prior to your full evaluation, you can send this self-assessment to your assigned evaluator and have them grade you prior to the site visit. This will prove to be valuable as you will then have an advantage in correcting in areas that would have normally been graded “NC” or “PC”.

INSTITUTION EVALUATION FOR ACCREDITATION

This document is not to be filled out by the institution. Only certified evaluators with the Association of Christian Education are to fill out this form. This is official evaluation for accreditation, and all remarks and grading are final and binding.

Institution Name/Program:

City/State/Country:

Institution Representative Name:

Phone Number:

E-mail:

Evaluators:

Evaluation ID:

Date of Evaluation:

THE ABOVE INSTITUTION HAS BEEN ACCREDITATION AND MEMBERSHIP TO THE ASSOCIATION OF CHRISTIAN EDUCATION AFTER AN IN-DEPTH PEER-REVIEW EVALUATION BY THE ESTEEMED ACADEMIC SCHOLARS SIGNED, IN AGREEMENT, BELOW :

GRANTED

NOT GRANTED

1.0 TENANTS OF FAITH

To the Association of Christian Education :

My institution, and my faculty, affirms agreement with and commitment to the Tenets of Faith, as evidenced by a signature from our Chief Executive Officer or of equivalent position below:

Tenants of Faith:

- The inspiration and authority of Scripture
- The Trinity
- The full deity and full humanity of Christ
- The creation of the human race in the image of God
- The substitutionary atonement and bodily resurrection of Christ
- Salvation by grace through faith alone in Christ alone
- The physical return of Christ

Institution Affirming Signature:

X _____

Name Printed: _____

Title Printed: _____

[]	[]	[]	[]
<p>NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice</p>	<p>PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level</p>	<p>C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.</p>	<p>EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.</p>

2.0 Mission, Goals and Objectives

The institution has a written mission statement that is clear and appropriate to biblical higher education supported by clearly defined institutional goals and student learning objectives.

Elements include:

1. Clearly written mission statement appropriate for Christian Education.
2. Evidence that the mission statement is developed and periodically reviewed by the board.
3. Evidence that the mission statement guides faculty staff and administration and the governing board in making decisions related to planning, resource allocation and program development.
4. Clearly articulated institutional goals that directly relate to the mission statement.
5. Clearly articulated student learning objectives for each educational program that support fulfillment of the mission.
6. The mission statement, institutional goals and student learning objectives are easily located on the institutions website and catalogs.

[]	[]	[]	[]
<p>NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice</p>	<p>PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level</p>	<p>C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.</p>	<p>EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.</p>

THE NEXT PAGE WILL CONTAIN ADDENDUMS OF:

- Mission Statement
- Excerpted policy, including policy number, that directs what the mission statement is and when it is reviewed.
- Policies, procedures or institutional material that mentions how the mission statement guides decision related processes.
- Student learning objectives for each educational program which supports the mission
- Copies of website and student catalog that shows the mission statement, institutional goals and student learning objectives are easy to locate.

THIS PAGE IS LEFT BLANK FOR THE INSTITUTION TO
ATTACH THE RELATED EVIDENCE TO SECTION 2.0
OF THE EVALUATION

3.0 Assessment and Planning

The institution demonstrates that it is accomplishing and can continue to accomplish its mission, fulfill goals and objectives, and improve institutional effectiveness through an ongoing system of assessment and planning.

[]	[]	[]	[]
<p>NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice</p>	<p>PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level</p>	<p>C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.</p>	<p>EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.</p>

The next page will consist of copies of the following evidence:

- Comprehensive Assessment and Improvement Plan that is published to the public with the performance and student achievement, including graduation rates, employment rates, program success, program enrollment and institutional improvement plan.
- Screen shot of the website where the Assessment and Improvement Plan is located

THIS PAGE IS LEFT BLANK FOR THE INSTITUTION TO
ATTACH THE RELATED EVIDENCE TO SECTION 3.0
OF THE EVALUATION

4.0 Institutional Integrity

The institution demonstrates integrity in all of its practices and relationships, with strict adherence to ethical standards and its own stated policies.

[]	[]	[]	[]
<p>NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice</p>	<p>PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level</p>	<p>C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.</p>	<p>EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.</p>

The next page will contain addendums of evidence to support the above standard:

- Handbooks that describe and govern various institutional relationships with students, faculty, staff and board which include appropriate policies, processes and grievance procedures.
- Evidence of effective policies that address protection of student privacy, transparency in safety and on-campus crime, and provision of redress of harassment (including sexual harassment).
- Diversity policies
- Policies related to the adherence of standards from the Association of Christian Education which include the institutions commitment to exceeding compliance.
- Policies related to financial integrity and compliance with applicable legal and governmental regulations

If any of the policies are contained in the handbooks as mentioned in point one, please highlight the appropriate policies for the evaluators.

THIS PAGE IS LEFT BLANK FOR THE INSTITUTION TO
ATTACH THE RELATED EVIDENCE TO SECTION 4.0
OF THE EVALUATION

5.0 Authority and Governance

The institution is legally constituted as an organization authorized by its state, province or governmental territory as an educational institution that is allowed to grant all degrees offered and/or offer credentials. The institution has its own governing board with legal and fiduciary responsibility to exercise appropriate oversight over institutional integrity, policies, resource development and ongoing operations.

[]	[]	[]	[]
<p>NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice</p>	<p>PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level</p>	<p>C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.</p>	<p>EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.</p>

The next page will contain addendums of evidence to support the above standard:

- Evidence that the institution is authorized to award the credentials that it offers in the jurisdictions in which it operates.
- A governing board that has the authority to exercise legal power for the operation of the institution.
- A conflict-of-interest policy for board members that addresses issues such as financial interests, contracts, employment, family or other personal interests in the institution.
- A governing board appropriate in size to operate.
- Evidence of ongoing assessment of effectiveness of the board and its members.

THIS PAGE IS LEFT BLANK FOR THE INSTITUTION TO
ATTACH THE RELATED EVIDENCE TO SECTION 5.0
OF THE EVALUATION

6.0 Institutional Resources

The institution has the human, financial, physical, and technological resources needed to achieve its mission and has implemented policies and procedures to manage these resources effectively.

[]	[]	[]	[]
<p>NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice</p>	<p>PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level</p>	<p>C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.</p>	<p>EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.</p>

The next page will contain addendums of evidence to support the above standard:

- Photos of facility
- Proof of Library services
- State policies regarding technological resources, services, security, human resources, faculty support.
- Enrollment management software/student portal screenshots
- Faculty handbook

Any other evidence to support the claim.

THIS PAGE IS LEFT BLANK FOR THE INSTITUTION TO
ATTACH THE RELATED EVIDENCE TO SECTION 6.0
OF THE EVALUATION

ARBITRATION

Any controversy or claim arising out of or relating to the Association of Christian Education, or the breach thereof from Association Standards of Accreditation, shall be settled by arbitration administered by an organization chosen by the Association of Christian Education. The number of arbitrators shall be one. The place of arbitration shall take place at the choosing of the Association of Christian Education and the laws governing that jurisdiction of that location shall apply. Judgement on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. Any costs associated with the arbitration shall be funded by the institution alleging the controversy or claim.

The institution is not eligible for legal action against the Association of Christian Education.

Arbitrators may choose to dismiss the membership status of the institution as a form of settlement of the controversy or claim, with no applicable refunds on the membership.

The undersigned institution agrees to these terms with the Association of Christian Education

Institution Name:

Authorizing Officer Name:

Authorizing Officer Title:

Signature: _____

Date:

PUBLIC DISCLOSURE:

The undersigned institution attests and agrees that the Association of Christian Education may, at its discretion, make known to any agency or member of the public, the nature of any action, positive or negative, regarding the institution's status with the Association.

The institution additionally understands and agrees to properly disclose to the public the nature of any action, positive or negative, regarding the institutions status with the Association of Christian Education on the institutions own website, clearly visible and easy to find, in a reasonable place.

Institution Name:

Authorizing Officer Name:

Authorizing Officer Title:

Signature: _____

Date:

COMPLIANCE:

The undersigned institution agrees to commit themselves to comply with the Association of Christian Educations' Standards of Accreditation, either current or as hereafter modified, during the period of its affiliation with the Association of Christian Education.

The institution agrees to make all necessary changes, including changes to the organization of the institution, programs, facilities, and other necessities as outlined in the Standards of Accreditation to remain in compliance, and will do so under the reasonable amount of time given to them from the Association of Christian Education.

The institution lastly agrees that failure to comply with these standards can result sanction, penalties, and dismissal of membership with no option for refunds.

Institution Name:

Authorizing Officer Name:

Authorizing Officer Title:

Signature: _____

Date:

AGENCY DISCLOSURE:

The undersigned institution agrees to disclose to the Association of Christian Education any and all such information as it may be required for the Association of Christian Education, or their appointees, to carryout their evaluation and accreditation functions.

The undersigned institution will welcome evaluators and staff of the Association of Christian Education onto their property and will give unfathered access upon request, and will provide necessary accommodations to evaluators and staff of the Association of Christian Education to make them comfortable on premises.

Institution Name:

Authorizing Officer Name:

Authorizing Officer Title:

Signature: _____

Date:

FINANCIAL DISCLOSURE:

The undersigned institution agrees to operate its institution within a balanced budget and at a safe level of debt to achieve its mission and goals.

Upon request, the institution agrees to independent audits at the direction of the Association of Christian Education, and the institution will provide a summary of debt currently held by the institution to the Association of Christian Education at their request.

Institution Name:

Authorizing Officer Name:

Authorizing Officer Title:

Signature: _____

Date:

ELIGIBILITY CHECKLIST:

- The institution has:
- General studies that meet the minimum requirements as specified in the Standards for Accreditation is such programs are offered.
- An admissions policy that is compatible with its stated institutional mission and programs.
- A pattern of stability in enrollment, governing board, administration, faculty, and finances.
- Programs that meet the minimum requirement for biblical/theological studies.
- One or more educational programs that are at least two academic years in length and are consistent with the mission of the institution and appropriate to higher education.
- Qualified academic leadership with conferred degrees higher or equivalent to the program offering.
- Access to library or other learning resources necessary to support courses, programs and degrees offered.
- Assessment/Improvement Plan
- Catalog available to students and the public setting forth the institution's governance, mission, institutional goals, specific objectives, academic program requirements and courses, learning and educational resources, admissions policies and standards, nondiscrimination statement, rules and regulations for conduct, fees and other charges, refund policies, a policy defining satisfactory academic progress, and other items related to attending, transferring to, or withdrawing from the institution. Claims regarding educational effectiveness must be supported by appropriate data. **(Please attach the catalog to this self-study assessment)**
- Chief Executive Officer or equivalent position who has the capacity and authority to lead the institution toward the accomplishment of its mission.
- An external governing board that has the authority to oversee the accomplishment of the mission, goals and objectives.
- Authorization to operate within its governed territory.

[]	[]	[]	[]
NC – NON-COMPLIANCE The trait or quality in the indicator does not exist or is not in practice	PC – PARTIAL COMPLIANCE The trait or quality is observed but not consistently. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the desired level	C – COMPLIANCE The trait or quality is consistently in practice by the institution. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.	EC – EXCEEDS COMPLIANCE Trait or quality is consistent across levels and faculty. Staff go above and beyond requirements. Results are documented, evaluated and used for school improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is on-going.

This concludes the self-study assessment. You may write a conclusion statement at the end for evaluators to read for further clarification on specific policies.