**SELF-STUDY PREPARATION CHECKLIST**

*The intention of this checklist is to help the Program gather the minimum required supporting evidence of the Program’s compliance with the Accreditation Standards. Additional details can be found in the* [*SSR manual*](https://www.planningaccreditationboard.org/ssr-manual/)*.*

| Documents and Data | Responsible Party |
| --- | --- |
| Organizational Chart |  |
| Prior Strategic Plan |  |
| Current Strategic Plan |  |
| Programmatic Assessment Data |  |
| Public Information |  |
| **Student Data** |  |
| 7-Year Student Enrollment Data |  |
| Student Composition Data |  |
| 7-Year Student Retention Rates |  |
| 7-Year Student Graduation Rates |  |
| 7-Year Number of Degrees Awarded |  |
| 5-Year Student Employment Data |  |
| 5-Year AICP Exam Data |  |
| **Faculty Data** |  |
| Faculty Composition Data |  |
| Faculty AICP Membership |  |
| 2-Year Faculty Listing |  |
| Teaching Faculty FTE & Ratio |  |
| 7-Year Summary of Faculty Scholarship |  |
| 7-Year Summary of Professional Involvement |  |
| **Curriculum** |  |
| Curriculum Listing |  |
| Student Learning Outcomes Assessment Data |  |
| Optional Resource: Curriculum Map |  |
| **Appendices** |  |
| Faculty CVs using template with Table of Contents coversheet |  |
| Syllabi with Table of Contents coversheet |  |
| SSR Evidence with Table of Contents coversheet |  |