

NWCCU Guidelines | PREPARING POLICIES, REGULATIONS, AND FINANCES REVIEW (PRFR) REPORTS

About the PRFR

The Policies, Regulations, and Financial Review (PRFR) is focused on Standard Two and occurs during the sixth year of the accreditation cycle. It includes a desk review and evaluation by an external peer-panel of experts, which seeks to determine institutional compliance with Standard Two.

Writing the Report

The year before an institution's Year Seven Evaluation of Institutional Effectiveness, institutions are required to submit their PRFR Self-Evaluation Report through NWCCU's Institutional Portal, including all supplemental information, such as audited financial reports, other financial reports and budget documents, attestations and/or updates to policies and regulations, information about institutional facilities and services, and other pertinent information.

The institution should present, at minimum, all of the suggested items in the [PRFR Team Template](#) and may present additional items of evidence to demonstrate the institution's compliance with a particular portion of the Standards. The institution should also provide a brief narrative for each sub-standard, describing the evidence presented as part of the institution's compliance, self-reflection, and reflections of its own mission and continuous improvement.

The narrative should answer the following questions, either implicitly or explicitly: what did the institution do, what occurred, what did the institution learn, and what will the institution do differently, going forward? The PRFR report should be a mission-centered reflection of how the institution complied with NWCCU Standards and how the process was used for future planning and quality improvement activities.

Length of the Report and Citation of Standards

The PRFR Self-Evaluation Report is typically 30-45 pages, single-spaced, 12-point font.

In the body of the report, it is helpful to hyperlink to relevant exhibit documents to support each assertion and to provide easy navigation for reviewers. It is important that these links go directly to the front page of interest and not behind a password protected firewall, and that the links remain active through the Commission meeting.

References to specific NWCCU Standards for Accreditation and Eligibility Requirements in the body of the report are particularly helpful for the evaluators and Commissioners.

In general, each component should include a discussion of the topic within the context of the institution and alignment with NWCCU's Standards, analyses undertaken, a self-assessment and reflection, areas of strength or significant progress, areas of challenge and improvements needed or planned, and next steps, as appropriate. When plans are described, targets, metrics, and timelines should be included, as appropriate.

The required evidence necessary to include for each Standard can be found in the [PRFR Team Template](#).

Structure and Contents

1. Title Page

- a. Title of Self-Evaluation Report
- b. Name of Institution
- c. Date Submitted

2. Table of Contents

3. Mission Fulfillment

The institution provides a one-page executive summary, which describes the institution's framework for its ongoing accreditation efforts. This might include evidence of institutional effectiveness, Core Themes, or other appropriate mechanisms for measuring fulfillment of its mission.

4. Eligibility Requirements

The institution provides an attestation that it remains compliant with NWCCU's Eligibility Requirements. Citations and reports in support of specific Eligibility Requirements may be included in the Year Six and Year Seven reports as appropriate.

5. Standard Two

The institution addresses each component of Standard Two in a concise and informative manner through narrative and appropriate hyperlinks to policies, website and Catalog pages, and other procedural materials. Additional guidance on required and suggested evidence may be found in the [PRFR Team Template](#).

6. Moving Forward

The institution must provide its reflections on any additional efforts or initiatives it plans on undertaking as it prepares for the Year Seven Evaluation of Institutional Effectiveness Report.

Report Layout

- Use letter size portrait orientation (8 ½" by 11") with 1" margins on all sides.
- Use 12-point font for the body of the report. Larger fonts may be used for major headings which should be in bold face and double spaced from the text. Do not use script or italic as the primary font.
- Number all pages (except Title page and Table of Contents page, which may be left unnumbered (optional)).
- Single space the text in the body of the report.

Submitting the Report

On or before March 1 (for Spring PRFRs) or September 1 (for Fall PRFRs), institutions must have one electronic copy of the PRFR Self-Evaluation Report as a single PDF file loaded to the NWCCU Box folder.

Please note the following:

- All internal links must be functional and independent of Institutional portals, servers, or websites.
- Appendices, if any, may be uploaded as a separate PDF file.
- Related support materials, if any, may be uploaded as a separate file in PDF format.

The NWCCU Director of Operations will contact the institution in a separate email via Salesforce with the link to access the NWCCU Box folder to upload the institution's electronic copy of the PRFR Self-Evaluation Report. Institutions will receive this email a month before the report is due.

When the institutional report is submitted, it should be accompanied by the [Institutional Report Certification Form](#), signed by the CEO, attesting to the accuracy of the information presented and the institution's intention to comply fully with the NWCCU 2020 Eligibility Requirements, Standards for Accreditation, and Policies.