

Evaluators' Rating Forms, Guides, Critical Documents, and Miscellaneous

The following documents are now located on DETC's web site. They are no longer included in the *DETC Accreditation Handbook*. These forms are for use by DETC Evaluators when conducting on-site or off-site evaluations. To view these documents, go to DETC's web site at www.detc.org and select "Membership Services" tab and "Evaluators Documents." You must sign in using "guest" for your user name and password. Please note that the templates for writing reports are found under "Templates." If you're having problems with the forms, please contact Lissette Hubbard at Lissette@detc.org or 202-234-5100 ext. 105.

A. Rating Forms

1. Examiner's Rating Form for All Institutions
2. Rating Form for Off-Site Vocational Subject Specialists
3. Rating Form for Off-Site Degree Subject Specialists
4. Rating Form for On-Site Subject Specialists
5. Examiner's Rating Form for Change of Location
6. Examiner's Rating Form for Combination Distance Study-Resident Programs
7. Examiner's Rating Form for Non-U.S. Institutions
8. Examiner's Rating Form for Title IV Institutions
9. Examiner's Rating Form for Doctoral Degree Programs

B. Guides

1. Guide to Writing a Chair's Report
2. Guide to Writing an Evaluator's Report
3. Guide to Writing a Readiness Assessment Report
4. Guide to Writing an On-Site Subject Specialist Report
5. Guide for an Off-Site Subject Specialist Report
6. Guide to Standard V. for On-Site Reviews

C. Critical Documents

1. Catalog
2. Contracts
3. Course Development Manual

4. Faculty Handbook/Manual
5. Institutional Improvement Plan
6. Outcomes Assessment Plan
7. Student Handbook
8. Study Guide
9. Succession Plan
10. Transcripts
11. Web Site Checklist
12. Financial Statement Analysis

D. Miscellaneous

1. Survey of On-Site Examiners
2. Tips for Accrediting Commission Evaluators
3. A Special Message to Evaluators of the Confidentiality of DETC Accreditation
4. Chair's Agenda for On-Site Visit
5. Statement of Expenses for School Examinations
6. Student Survey Form
7. Q & A on Standard V – Outcomes Assessment

E. Sample Reports

1. Chair's Report
2. Educational Evaluator's Report
3. Business Standards Report
4. On-Site Subject Specialist Report
5. Off-Site Vocational Subject Specialist Report
6. Off-Site Degree Subject Specialist
7. Readiness Assessment Report
8. Course/Program Report for Degree Program
9. Course/Program Report for Vocational Program