

Accreditation Report Formatting:

1. Software:

- a. Microsoft Word, preferably. Save documents as either “.doc” or “.rtf” (*Don't submit .pdf files unless it's an appendix...they cannot be edited*).
- b. Give a clear and identifiable title. (e.g., accreditation08_Dept_final)

2. Margins – 1” all around

3. Double space the text

4. Font:

- a. Body: Palatino or Times Roman or equivalent, 12 pt.
- b. Headings - BOLD, in stand-alone paragraph

5. Data presentation: Use Excel and simple tables without fancy formatting, if possible. (Contact Gary McKinney, x/3409 with questions)

6. Narrative Text:

- a. 1 – 2 pg. summary (keep narrative text at a minimum) (*An example of good narrative text will be provided*)

Accreditation Resources & Information Website:

Bookmark and go direct: <http://www.wvu.edu/depts/vpue/accreditation/>

Or, go to the Provost page (<http://www.wvu.edu/depts/provost>)

Click the “Planning, Assessment & Accountability” section in the navigation bar

Click the “Accreditation” link

Click the “WWU Accreditation Resources Site” link

Email documents & questions to: Accreditation@wvu.edu

Hard copies to: Accreditation Office: College Hall 237, MS-9035

Questions about your report? Data presentation? Assessment methodologies?? Contact:

Brenda Miller, report editor

Brenda.Miller@wvu.edu

College Hall 237

650-4350

MS 9035

Gary McKinney, (Office of Institutional Assessment, Research & Testing)

Gary.McKinney@wvu.edu

x/3409