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| **Accreditation STANDARD**  | **DECONSTRUCT the STANDARD****(this will help to make sure that every part of the standard is being addressed in the response)** | **WRITING TIPS** |
|  |  | 1. Use the language of the Standard to answer how the standard is being met
2. Make sure that every part of the standard is being answered
3. Cite only relevant evidence
4. Repetition isn’t a bad thing. Use of evidence can be included across standards. The importance is that the evidence is relevant to answering each individual standard.
5. **Write it like it is:**

Report the factsBe conciseAvoid Jargon.Be specific, definite, clear & concrete.Use third person (*the college),* NOT *We or Us*Refer to people by position and not nameRemember that we are writing about the overall institution, not just individual departments/areas Limit describing future plans to your actionable improvement plans or quality focus essay  |
| **Once you have deconstructed the Standard turn each of the statements into a question** | ***Now answer the question:*** *Does the team believe that the institution meets the standard?* Yes or No? How do you know? Based on what Evidence? How might you explain this to someone who is not in education. Remember to use the language of the Standard in your response.  |
| **Questions:**  |  |
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