

**AMERICAN BAR ASSOCIATION
SECTION OF LEGAL EDUCATION AND ADMISSIONS TO THE BAR**

**2017-2018
Self Study
Instructions**

Standard 204 of the ABA *Standards and Rules of Procedure for Approval of Law Schools* provides:

Standard 204. SELF STUDY

Before each site evaluation visit the law school shall prepare a self study comprising (a) a completed site evaluation questionnaire, and (b) a law school self assessment that includes (1) a statement of the law school’s mission and of its educational objectives in support of that mission, (2) an evaluation of the educational quality of the law school’s program of legal education, including a description of the program’s strengths and weaknesses, and (3) a description of the school’s continuing efforts to improve the educational quality of its program.

The 2017-2018 Self Study is made up of two parts:

- Part I. Site Evaluation Questionnaire [Standard 204(a)]
 - Narrative responses
 - Required supplementary materials
- Part II. Law School Self Assessment [Standard 204(b)(1) – (b)(3)]

Part I. Site Evaluation Questionnaire (SEQ)

SEQ: Narrative responses

Download the Word version of the 2017-2018 Site Evaluation Questionnaire:
Narrative Responses from the Questionnaire page of the Section’s website:
http://www.americanbar.org/groups/legal_education/resources/questionnaire.html

Complete the SEQ using Word, preferably using Arial 11 as the font.

The narrative portion of the SEQ has six parts:
Organization, Administration, Institutional Planning, and Finances – Questions 1 – 10
Program of Legal Education – Questions 11 – 38
Faculty – Questions 39 – 56
Students – Questions 57 – 75
Library and Information Resources – Questions 76 – 86
Facilities, Equipment, and Technology – Questions 87 – 90

The questions in the SEQ match the subject matter of the questions in the Site Report Template and in the Accreditation Committee’s Decision Letter, so please do not delete any questions. If a question is not relevant, simply say, “Not applicable.”

SEQ: Required Supplementary Materials

Throughout the SEQ are references to required supplementary materials. There are three types of required supplementary materials – attachments, reports, and materials to be provided on-site.

Attachments include documents, policies, financial information, resumes, course information, and other materials submitted directly from the Law School.

Reports, with the exceptions noted in the Questionnaire, are generated by the ABAQuest system based on the data reported in the current and previous two Annual Questionnaires.

Materials to be provided on-site are materials that are difficult to duplicate and can be reviewed by site team members during the site visit. Where appropriate, materials can be provided in electronic format.

Note that in prior years the SEQ included a data entry portion in the Quest system. All data entry has now been moved to the Annual Questionnaire. Certain information is collected only in the three years leading up to a site visit.

Until the data entry in the Annual Questionnaire is finalized and submitted, any reports that are generated will have the watermark notation “Preliminary” across them. Law schools often find it necessary to make corrections to data that has been entered, so it is recommended that law schools allow sufficient time to review the data entered and to make appropriate corrections.

When the data entry has been completed, the Law School should press the “Submit” button in the Admin Section of the ABAQuest system. Once that has been done, the watermark will be removed from the reports.

To meet the Self Study submission deadline of at least six weeks prior to the site visit, law schools with a fall site visit will be required to submit the Self Study prior to October 15, the date when the Annual Questionnaire closes. After the Annual Questionnaire closes, the Law School must inform the site team chair if any of the reports were amended after the Self Study was submitted. If the Law School must update any information in the Annual Questionnaire, the Law School must contact Ken Williams to reopen the AQ or to make any amendments.

Part II: Law School Self Assessment

Part II of the Self Study is the Law School Self Assessment in which the Law School must prepare an analysis of the Law School’s program of legal education that covers the substance of the requirements of Standard 204 (b)(1) – (b)(3).

The Self Assessment can be in one or multiple documents so long as the Law School clearly indicates how it is fulfilling the requirements of each of the particular items required by the Standard. [See Managing Director’s Guidance Memo on Standard 204 dated January 2015, updated March 2017.]

Submission of Self Study

Timing

The Self Study must be received by the team members and the Managing Director's Office at least six weeks prior to the site visit. If the Self Study materials are not complete, the site visit could be delayed or cancelled.

The Law School may begin work on the narrative portion of the SEQ as soon as the Council has approved the SEQ: Narrative Responses for the academic year of the Law School's site visit. The approved SEQ for site visits held in the prior academic year may be used for preliminary work, but the narrative portion of the SEQ must be submitted using the template for the academic year in which the site visit will take place.

The Law School may begin work on the Self Assessment at any time. Most law schools begin work on the Self Assessment at least one year prior to the site visit. The Law School should begin work on the Self Assessment in sufficient time to prepare a probing and critical self assessment of the Law School.

Format

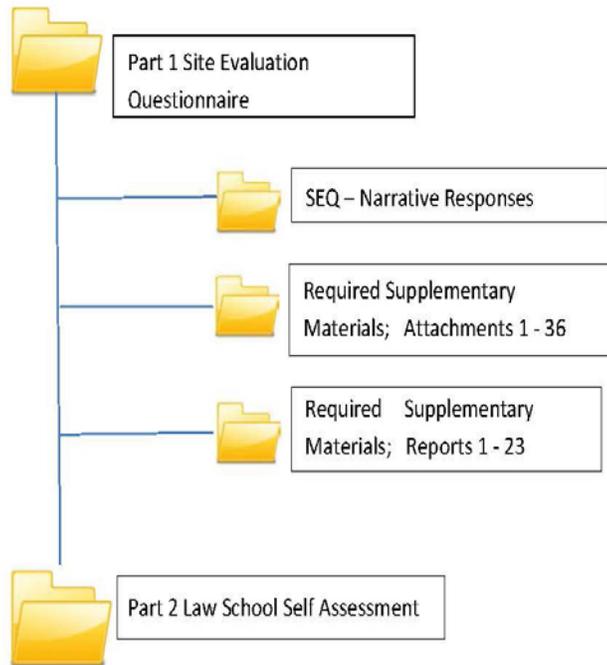
The Law School must submit to the Managing Director's Office one copy of the Self Study on a flash drive and one hard copy of the Self Study. The hard copy of the materials should be placed in 3-ring binders and should not be bound.

The school should contact the site team chair to determine whether the members of the site team want only electronic copies of the materials, or both electronic and paper copies. A hard copy of the materials should be provided on-site for use by the site team.

The Dean's Signature Page must be completed and uploaded on the Law School's admin page in the ABAQuest system. A copy should also be included with the materials submitted to the Managing Director's Office.

The Self Study – both thumb drives and hard copies – must be presented in the order indicated in the image below. Include each Attachment and each Report separately in the appropriate folder on the thumb drive. Do not include them as one large document. Reports should be provided in Word except for the few Reports that cannot be generated in the Quest system in Word.

Please make sure that the file path for each document on the thumb drive is not excessively long. The file path includes the file names as well as folders, etc.



Address

Office of the Managing Director
ABA Section of Legal Education and Admissions to the Bar
321 North Clark, Floor 21
Chicago, IL 60654

Inquiries

Ken Williams, Data Specialist: 312-988-6739 or kenneth.williams@americanbar.org
ABA Section of Legal Education website: <http://www.americanbar.org/legaled>