

Guidelines for writing Self-Study Plan

- 1) Write consistently in the **third person**.
- 2) Use **complete sentences** and **developed paragraphs**. Exceptions might include bulleted lists.
- 3) **Keep headings consistent** with Higher Learning Commission documents.
- 4) **Proofread** your document; check spelling and grammar.
- 5) **Save tables and charts** in a separate file, noting to what part of your plan they refer; editors will decide what to embed in the text or move to an appendix.