

ABHE Report Guide

2014 Annual Report: Required for All Institutions by November 15

Report	Instructions
Financial Audit and Management Letter	Submit a complete copy of your external, opinioned Financial Audit and Management Letter (all pages) for the most recent fiscal year. Draft audits or budget outlines are not acceptable substitutes. Submit online with your Annual Report using the Document Manager at report.abhe.org .
Academic Catalog(s)	Submit your current academic catalog(s). If your catalog is electronic, please submit a pdf copy of the catalog. Submit online with your Annual Report using the Document Manager at report.abhe.org .
Online Annual Report	Complete the 2013 Annual Report online at report.abhe.org . A help document and video tutorials are also available at report.abhe.org . For assistance or password, contact evie.piedt@abhe.org .

Note that the Annual Report and a Progress Report are two separate reports.

Other Reports:

Report	Due Date	Instructions
Progress Report – institutional response to the Commission's action letter.	November 1 unless otherwise specified	Required for applicant, candidate, and newly accredited institutions <u>not</u> hosting a visiting team during the current calendar year. Progress reports are required of other institutions by request of the Commission (see action letter). Reports are reviewed by the Commission at the next scheduled meeting. Submit the report via the Document Manager at report.abhe.org .
Response to the Evaluation Visit Report – institutional response to the team visit report	FALL VISITS: 6 weeks after receipt of evaluation visit report from ABHE. SPRING VISITS: November 1	Required for institutions that have hosted a comprehensive or focused evaluation visit team. Recommendations of the visiting team must be addressed; responding to suggestions is optional. The report should document steps taken to achieve compliance with the each standard/essential element noted in the recommendation. Where achievement of compliance has not been documented by the time of the report, a plan of action, including timelines, assignment of responsibility, and resources should be specified. Include correction of any factual errors. Send the report as an email attachment to coa@abhe.org .
Self-Study Report – institutional material prepared for evaluation team visit.	ACCREDITED INSTITUTIONS: 8 weeks prior to the evaluation visit. APPLICANT/CANDIDATE INSTITUTIONS: November 1 of the year prior to the evaluation visit	Four separate documents should be submitted: compliance document, assessment plan, planning document, and statistical abstract. Do not separate appendices from the compliance document unless the file is too large (see below). Send the reports as email attachments (3-5 files) to coa@abhe.org .

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Substantive Change – <i>changes noted in the Policy on Substantive Change (see the policy for distinctions between major and minor substantive changes)</i>	May 15 for a July 31 decision Sept. 15 for a Nov. 30 decision Dec. 15 for a Feb. 28 decision	Submit a report responding to the questions in the Substantive Change Request Form available at forms.abhe.org (the form may be used as a template for the report). Notification of minor substantive changes to the COA Director is required before implementation. Approval from the Commission on Accreditation is required before implementation for major substantive changes. Submit the report as an email attachment sent to coa@abhe.org .

Report Format:

- Submit all files as electronic documents in pdf or Word (doc/docx) format. *Do not submit paper documents.*
- Please include the institution name, type of report, preparer's name, title, and date of submission on the first page of the report.
- Include documentation in appendices attached to the report. For documents with multiple appendices, please include a Table of Contents. *Do not submit appendices as a series of separate files.*
- Where a file exceeds 25 MB in size, please split the file into two or more segments of less than 25 MB each.

Report File Names:

Please use the following format in naming files: Year.Institution (State/Prov.) Type of Report

Examples:

2014.Smith Bible College (ON) Academic Catalog
 2014.Smith Bible College (ON) Financial Audit
 2014.Smith Bible College (ON) Progress Report
 2014.Smith Bible College (ON) Response to Visiting Team Report
 2014.Smith Bible College (ON) Substantive Change Toronto Additional Location

Late Fees:

Reports are due when indicated. ***In extenuating circumstances***, a 14-day extension may be requested for the annual report and financial audit. Such requests must be made in advance by email to coa@abhe.org. Any material submitted after the deadline or extension will result in a late fee of \$25 per business day. ***Institutions that have missing or incomplete reports after December 31st will be assessed a penalty of \$500 and may be subject to formal sanction by the Commission.***