

Annual Reports (required for all institutions, including those hosting evaluation team visits)

Submission of Reports	Instructions
Financial Audit and Management Letter Due November 15	Email a copy (pdf or Word) to coa@abhe.org . This must be a complete copy of your FINAL external, opinioned Financial Audit and Management Letter (all pages) for the most recent fiscal year. Draft audits or budget outlines are not acceptable substitutes.
Academic Catalog(s) Due November 15	Email a copy (pdf or Word) to coa@abhe.org . Submit your current or most recent academic catalog(s). If your catalog is online, please submit a pdf copy of the catalog. If not in electronic form, please scan and submit as a pdf file.
Tenets of Faith Due November 15	Email a copy (pdf or Word) to coa@abhe.org . Submit your annually signed reaffirmation with the ABHE Tenets of Faith as evidence of an official act of your board of control. Form available at forms.abhecoa.org .
Process Change for 2018	Please note: The Annual Report is no longer provided through the COA Portal. All audits, catalogs, progress reports, and other required documentation due to the Commission should be emailed to coa@abhe.org. (The COA Portal is no longer active for uploading documents.)
ABHE Annual Report Due November 30	The 2018 Annual Report has been revised to serve both COA and the entire Association membership. Driven by Key Performance Indicators, the report will provide bench-marking and compelling comparative statistical insights. The Annual Report will be distributed to institutional presidents, chief academic officers, and accreditation liaisons. The report is split into three sections: <ul style="list-style-type: none"> • Admissions – to be completed by the Admissions leader • Enrollment, Faculty, and Retention – to be completed by the Registrar/Accreditation Liaison • Financial Statistics – to be completed by the Chief Financial Officer

Note that the ABHE Annual Report and a Progress Report (see below) are two separate reports.

Other Required Reports

Report	Due Date	Instructions
Progress Report – <i>institutional response to the Commission's action letter</i>	November 15 unless otherwise specified	Required for applicant, candidate, and newly accredited institutions <u>not</u> hosting a visiting team during the current calendar year. Special Progress Reports may be required of other institutions by request of the Commission (see action letter). Reports are reviewed by the Commission at the next scheduled meeting. Email a copy (pdf or Word) to coa@abhe.org .

<p>Response to the Evaluation Visit Report – <i>institutional response to the findings in the team visit report</i></p>	<p>FALL TEAM VISITS: 6 weeks after receipt of the Evaluation Visit Report from ABHE</p> <p>SPRING TEAM VISITS: September 15</p>	<p>Required for institutions that have hosted an evaluation team visit. Recommendations of the visiting team must be addressed; responding to suggestions is optional. The report should document steps taken to achieve compliance with each standard/essential element noted in the recommendation. Where compliance has not been fully achieved 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. All Claims in the report must be documented in exhibits (see below). Send the Response to the Evaluation Visit Report as an email attachment to coa@abhe.org.</p>
<p>Self-Study – <i>institutional material prepared for evaluation team visit</i></p>	<p>ACCREDITED INSTITUTIONS: 8 weeks prior to team visit</p> <p>APPLICANT/CANDIDATE INSTITUTIONS: November 15 of the year prior to the visit</p>	<p>Four primary documents plus exhibits should be submitted: statistical abstract, compliance document (including regulatory requirements), assessment plan, and planning document. Evidence and support to demonstrate fulfillment of requirements in the primary documents should be referenced by number in the primary document and placed in one or more exhibit files for reference (see below for exhibit submission instructions). Send the reports and exhibits as email attachments to coa@abhe.org. See the Self-Study Guide at forms.abhecoa.org for more information.</p>

Substantive Change Proposals

Report	Due Date	Instructions
<p>Substantive Change Request – <i>see the Policy on Substantive Change for changes that require a proposal and COA approval</i></p>	<p>May 15 for a July decision</p> <p>September 15 for a November decision</p> <p>December 15 for a February decision</p>	<p>Using the Substantive Change Form (available at forms.abhecoa.org) as a template, describe the proposed change according to the criteria in the Substantive Change Form. Be sure to include exhibits (evidence/documentation) to support your proposed change (see below for exhibit submission instructions). Submit the Substantive Change Request as an email attachment sent to coa@abhe.org.</p> <p>Note: Approval from the Commission on Accreditation is required prior to implementation of a substantive change.</p>

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, email, and date of submission on the first page of the report.
- Exhibits may be attached to the end of the primary file or in a separate file. **Be sure to number exhibits.** If sending more than ten files, please compress files into a single .zip file before emailing to coa@abhe.org (PKZip or 7-Zip are good compression utilities). **Do not use long file names or subdirectories.**
- When a file exceeds 30 MB in size (or the limit of your email server), please split the file into two or more segments of less than 30 MB each.

Report File Names:

Please use the following format in naming files: Year.FILETYPE Institution (State/Prov.). Include a description after (State/Prov.), if needed

Examples:

2018.AUD Smith Bible College (ON)	[Audit, Management Letter, include description “mgmt” at end for management letter]
2018.CAT Smith Bible College (ON)	[Academic catalog, include description if more than one]
2018.PR Smith Bible College (ON)	[Progress report, if more than one include brief description]
2018.RVR Smith Bible College (ON)	[Response to the Evaluation Visit Report]
2018.SC Smith Bible College (ON) Addl Location Toronto	[Substantive change, be sure to include 3-5 word description]
2018.EX1 Smith Bible College (ON) Exhibits 1-45	[Exhibits, be sure to include numbers if more than one file contains exhibits]
2018.EX2 Smith Bible College (ON) Exhibits 46-99	

Late Fees

Reports are due when indicated. Commission staff are not authorized to grant extensions; however, the Commission on Accreditation allows for limited late submissions as follows:

Description	Due Date	\$25 per business day late fee	Items received after this date will not be considered by COA at the upcoming meeting	COA decision by
Progress Report, Financial Audit, Academic Catalog(s), Self-Study (Applicant, Candidate)**	Nov. 15	Nov. 16 – Dec. 31	December 31*	February 28
ABHE Annual Report	Nov. 30	Dec. 1 – Dec 31	December 31*	February 28
Application, Substantive Change Proposal, Special Request	Dec. 15	Dec. 16 – Dec. 31	December 31	February 28
Application, Substantive Change Proposal, Special Request, Special Progress Report	May 15	May 16 – May 31	May 31	July 31
Application, Substantive Change Proposal, Special Request, Special Progress Report	Sept. 15	Sept. 16 – Sept. 30	September 30	November 30

****Institutions that have missing or incomplete reports after December 31st will be assessed an additional penalty of \$500 and may be subject to formal sanction by the Commission on Accreditation.*** The Committee on Financial Exigency will consider any requests for waiver of late fees in extenuating circumstances. A letter of explanation for the circumstances and formal request is required for consideration.

**Self-Study for Accredited institutions seeking reaffirmation is due 8 weeks prior to evaluation team visit.