



Reports Due EMAIL TO: coa@abhe.org

Report Definition	Due Date	File Name Example	Instructions
Progress Report <i>institutional response to the Commission's action letter</i>	As indicated in the Action Letter Annually for Applicant, Candidate, and newly Accredited institutions	2019.PR Institution Name (ST)	<ul style="list-style-type: none"> Annual for applicant, candidate, and newly accredited institutions <u>not</u> hosting a visiting team during the current calendar year. Reports are reviewed by the Commission at the next scheduled meeting (Feb, June or Nov).
Response to Evaluation Visit (RVR) <i>institutional response to the team visit report</i>	FALL TEAM VISITS: 6 weeks after the Evaluation Visit Report from ABHE SPRING TEAM VISITS: September 15	2019.RVR Institution Name (ST)	<ul style="list-style-type: none"> Address each Recommendation with next steps; the Suggestions are optional. Not to exceed 25 pages. Include correction of any factual errors. Use numbered exhibits for evidence of compliance. See RVR in Self-Study Guide.
Self-Study <i>institutional material prepared for evaluation team visit</i>	ACCREDITED INSTITUTIONS: 8 weeks prior to team visit APPLICANT/CANDIDATE INSTITUTIONS: November 15 of the year prior to the visit	2019.SS Institution Name (ST) Description 2019.EX2 Institution Name (ST) Exhibits 22-35	<p>Five documents to be submitted:</p> <ol style="list-style-type: none"> 1) Statistical Abstract 2) Compliance document (including Regulatory Requirements) 3) Assessment Plan 4) Planning document 5) Exhibits (<u>numbered</u> to reference or link evidence of compliance). <p>See the Self-Study Guide at forms.abhecoa.org for more information.</p>

Substantive Change Proposals EMAIL TO: coa@abhe.org

Report Definition	Due Date	File Name Example	Instructions
Policy on Substantive Change <i>for changes that require COA approval</i>	May 15 for a July decision September 15 for a November decision December 15 for a February decision	2019.SC Institution Name (ST) Description	<ul style="list-style-type: none"> Use the Substantive Change Form at forms.abhecoa.org. Approval from the Commission on Accreditation is required prior to implementation. Email coa@abhe.org with changes that don't require a SC, to keep your Accreditation Profile current. Policy on Substantive Change

Annual Reporting (required for all institutions)

Report	Instructions
<p>Online Annual Report Due November 15</p>	<p>The 2019 Annual Report is required by all ABHE members to complete. www.abhe.org/annualreport The report is split into four sections:</p> <ul style="list-style-type: none"> • Tenets of Faith - to be signed and returned by the president. • Admissions Statistics - from your admissions or enrollment management office. • Enrollment, Faculty, Outcomes & Library Statistics - from your registrar/library office. • Financial Statistics - from your business/finance office.
<p>COA Annual Documents Due November 15</p>	<p>ANNUAL DOCUMENTS to COA EMAIL TO: coa@abhe.org</p> <ol style="list-style-type: none"> 1. Audit (Final external audit; no drafts). -2019.AUD School School (ST) 2. Financial management letter (from external auditor) -2019.AUD School School (ST) Mgt Ltr 3. Catalog(s) (PDF or Word) -2019.CAT School School (ST) 4. Progress Report (if due) -2019.PR School School (ST)

Reports Format:

- Please include a title page with the institution name, name of report, preparer’s name, title, email, and date of submission.
- Exhibits may be included at the end of the primary document 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 (7-Zip is a good compression utility).
- **Do not use long file names.**
- When a file exceeds 30 MB in size (or the limit of your email server), please split the file into segments and email. **Do not** submit using a cloud-based link.

Late Fees - Reports are due as indicated. Commission staff are not authorized to grant extensions.

DUE DATE	\$25 per business day late fee	Last day to be considered by COA at the upcoming meeting	COA decision by
November 15			
COA Annual Documents: 1. Progress Report (if due) 2. Financial Audit 3. Financial Management Letter 4. Academic Catalog(s) 5. Self-Study (Applicant, Candidate) Online Annual Report	Nov. 16 – Dec. 31	December 31* <i>Anything received after December 31st will be assessed an additional \$500 and may be subject to formal sanction by the Commission on Accreditation.</i>	March 15
December 15			
<ul style="list-style-type: none"> • Application to ABHE • Substantive Change Proposal • Special Request 	Dec. 16 – Dec. 31	December 31	March 15
May 15			
<ul style="list-style-type: none"> • Application to ABHE • Substantive Change Proposal • Special Request • Special Progress Report (if due) 	May 16 – May 31	May 31	July 31
September 15			
<ul style="list-style-type: none"> • Application to ABHE • Substantive Change Proposal • Special Request 	Sept. 16 – Sept. 30	September 30	November 15
Miscellaneous Due Dates			
Self-Study documents - 8-weeks prior to reaffirmation visit	1-16 days late	N/A	March 15
Response to Visit Report (RVR) - as indicated in report email	1-16 days late	December 31	March 15

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.