



Annual Reporting (required for all member institutions)

DUE November 15 www.abhe.org/annualreport *5 report forms located here*

The 2020 Annual Report is required by all ABHE members to complete.

The report is split into five sections:

1. **Financial Statistics** - from your business/finance office.
2. **Admissions Statistics** - from your admissions or enrollment management office.
3. **Enrollment, Faculty & Outcomes Statistics** - from your registrar/library office.
4. **Library Usage Statistics** – from your Director of Library Services.
5. **Tenets of Faith** - to be signed by the CEO/President

ANNUAL DOCUMENTS required for institutions served by the Commission on Accreditation **EMAIL TO:** reports@abhe.org

1. **Audit** (Final external audit; no drafts)
2020.AUD School Name (ST)
2. **Financial management letter** (opinion from external auditor concerning financial stability and internal controls)
2020.AUD School Name (ST) Mgt Ltr
3. **Catalog(s)** (PDF or Word)
2020.CAT School Name (ST)

Progress Report (if requested in Action Letter)
2020.PR School Name (ST)

EMAIL TO: coa@abhe.org

Types of Reports Due

EMAIL TO: coa@abhe.org

Report Definition	Due Date	File Name Example	Instructions
<p>Progress Report <i>institutional response to the Commission's action letter</i></p>	<ul style="list-style-type: none"> As indicated in the Action Letter Annually for Applicant, Candidate, and newly Accredited institutions 	2020.PR Institution Name (ST)	<ul style="list-style-type: none"> Address Commission Actions from Action Letter(s)
<p>Response to Evaluation Visit (RVR) <i>institutional response to the team visit report</i></p>	<p>FALL TEAM VISITS: 6 weeks after the Evaluation Visit Report from ABHE</p> <p>SPRING TEAM VISITS: September 15</p>	2020.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 chapter 5 in Self-Study Guide.
<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>2020.SS Institution Name (ST) Description</p> <p>2020.EX2 Institution Name (ST) Exhibits 22-35</p>	<ul style="list-style-type: none"> Five documents to be submitted: <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) Self-Study Guide for more information.

Substantive Change Proposals

EMAIL TO: coa@abhe.org

Report Definition	Due Date	File Name Example	Instructions
<p><u>Policy on Substantive Change</u> <i>for changes that require COA approval</i></p>	<p>May 15 - July decision Sept. 15 - Nov decision Dec. 15 - Feb decision</p> <p>Anytime – Changes acted on by the COA Substantive Change Officer (see Substantive Change Policy #8). Decision within 90 days.</p>	2021.SC Institution Name (ST) Description	<ul style="list-style-type: none"> Use the Substantive Change Form at abhe.org/accreditation/accreditation-documents Approval from the Commission on Accreditation OR Substantive Change Officer is required prior to implementation. Email coa@abhe.org with changes that don't require a SC, to keep your Accreditation Fact Sheet current. Policy on Substantive Change

ABHE Report Guide

Late Fees - Reports are due as indicated.

DUE DATE	\$25 per business day late fee	Last day to be considered by COA at the next meeting	COA decision by	
November 15				
<ul style="list-style-type: none"> Online Annual Report: <ol style="list-style-type: none"> Financial Statistics Admissions Statistics Enrollment, Faculty & Outcomes Statistics Library Usage Statistics Tenets of Faith Self-Study (Applicant, Candidate if applicable) 	<ul style="list-style-type: none"> Annual Documents: <ol style="list-style-type: none"> Financial Audit Financial Management Letter Academic Catalog(s) Progress Report (if due) 	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 Progress Report (if due) Special Request (ie: accelerate) 	May 16 – May 31	May 31	July 31	
September 15				
<ul style="list-style-type: none"> Application to ABHE Substantive Change Proposal Special Progress Report (if due) Special Request 	Sept. 16 – Sept. 30	September 30	November 15	
Miscellaneous Due Dates				
<ul style="list-style-type: none"> Self-Study documents – 8 weeks prior to reaffirmation visit Response to Visit Report (RVR) - as indicated in report email 	1-16 days late 1-16 days late	N/A 16 th day late	March 15 March 15	

Commission staff are not authorized to grant extensions. 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.