

Annual Reporting

DUE November 15, 2022

EMAIL TO: coa@abhe.org

Progress Report (if requested in recent Action Letters). Please use the naming convention below.

2022.PR School Name (ST)

DUE November 30, 2022

COMPLETE IN WEAVE PROFILE
<https://abhe.weaveeducation.com/>

All ABHE members are required to complete the 2022 Annual Institutional Update (AIU) by no later than November 30, 2022. Log into your WEAVE profile to complete the AIU. The report has six sections:

1. **Required Documentation** – see details below
2. **Enrollment**
3. **Faculty**
4. **Completion**
5. **Admissions/Retention**
6. **Finance**

REQUIRED DOCUMENTATION – These documents should be directly uploaded into the WEAVE profile. Please use the naming conventions below. The financial audit, management letter, and institutional catalog(s) are only required for institutions served by the Commission on Accreditation. The signed Tenets of Faith is required by all ABHE members.

1. **Financial Audit** (final external, opinioned audit; no drafts)
2022.AUD School Name (ST)
2. **Management Letter** (see COA Manual for glossary definition)
2022.AUD School Name (ST) Mgt Ltr
3. **Tenets of Faith** (signed by the CEO)
2022.TOF School Name (ST)
4. **Institutional Catalog(s)** (submit either a PDF or Word file)
2022.CAT School Name (ST)
2022.CAT School Name (ST) undergrad
2022.CAT School Name (ST) grad

Types of Reports Due

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Report Definition	Due Date	File Name	Instructions
Progress Report (PR) <i>institutional response to the Commission's action letter</i>	<ul style="list-style-type: none"> As indicated in the Action Letter Annually for Applicant, Candidate, and newly Accredited institutions 	2022.PR Institution Name (ST) Example: 2022.PR Elim Bible College (CO)	<ul style="list-style-type: none"> Address Commission Actions from Action Letter(s)
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	2022.RVR Institution Name (ST)	<ul style="list-style-type: none"> Address each Recommendation with next steps. Response to Suggestions is 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.
Self-Study (SS) <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	2022.SS Institution Name (ST) Description 2022.EX2 Institution Name (ST) Exhibits 22-35	<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) Institutional Improvement Plan 5) Exhibits (numbered as referenced in Compliance Doc) Self-Study Guide for more information.

Substantive Change Proposals

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Report Definition	Due Date	File Name	Instructions
Substantive Change Form at abhe.org/accreditation/accreditation-documents	May 15 - July decision Sept. 15 - Nov decision Dec. 15 - Feb decision Anytime – Changes acted on by the COA Substantive Change Officer (see Substantive Change Policy #8). Decision within 90 days.	2022.SC Institution Name (ST) Description	<ul style="list-style-type: none"> Approval from the Commission on Accreditation OR Substantive Change Officer is required prior to implementation. For changes that do not require a Substantive Change please update your Accreditation Profile on WEAVE. Review the Policy on Substantive Change for changes that require COA approval

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, 2022			
<ul style="list-style-type: none"> Progress Report (if requested) Self-Study (Applicant, Candidate, if applicable) 	Nov. 16 – Dec. 31	December 31 ¹	March 15
November 30, 2022			
<ul style="list-style-type: none"> Annual Institutional Update All six sections completed including 4 required documents 	Dec. 1 – Dec. 31	December 31 ¹	March 15
December 15, 2022			
<ul style="list-style-type: none"> Application to ABHE Substantive Change Proposal Special Request 	Dec. 16 – Dec. 31	December 31	March 15
May 15, 2023			
<ul style="list-style-type: none"> Application to ABHE Substantive Change Proposal Required Progress Report (if requested) Special Request (i.e. accelerate) 	May 16 – May 31	May 31 ²	July 31
September 15, 2023			
<ul style="list-style-type: none"> Application to ABHE Substantive Change Proposal Required Progress Report (if requested) Special Request 	Sept. 16 – Sept. 30	September 30 ²	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

1. Anything received after December 31st will be assessed an additional \$500 and may be subject to formal sanction by the Commission on Accreditation.

2. Required documents due by May 15th or September 15th that are not received by the end of the month will be charged an additional \$300.

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.