

March 7, 2023

Dr. Neil Cudney, President  
Emmanuel Bible College  
100 Fergus Avenue  
Kitchener, ON N2A 2H2  
Canada  
c/d [REDACTED]

Dear President Cudney:

Greetings in the name of our Lord Jesus Christ. This letter is your official notification of ABHE Commission on Accreditation actions relative to Emmanuel Bible College. The ABHE Commission on Accreditation reviewed your institution at its February 11-15, 2023 meeting and took the following action:

**Place Emmanuel Bible College (ON) on probation and continue accreditation in light of the Commission on Accreditation's judgement that the institution fails to comply with the ABHE Institutional Accreditation Standards listed below and require a campus visit by a Commission staff representative to advise the institution concerning fulfillment of ABHE Institutional Accreditation Standards in the areas below, followed by a progress report due November 15, 2023, addressing the following:**

- **Standard 2: EE 1, 2, 5, 6, 7; Standard 9b: EE 5 (demonstrate with evidence that the institution has a written, comprehensive assessment plan, with clearly defined and measurable student learning outcomes that support mission fulfillment accompanied by metrics or other means that effectively assess whether or not the institution is achieving its stated objectives; Demonstrated evidence of meaningful analysis of assessment data, by all constituencies--including faculty's engagement with academic-related decision-making processes--and use of results by appropriate constituencies in a clearly documented, ongoing planning process for the purpose of improvement in teaching, learning, and institutional effectiveness; with a written, comprehensive institutional improvement plan based on assessment results.)**
- **Standard 3: EE 1 (institutional publications, websites and other media/online presence, statements, and advertising that describe accurately and fairly the institution)**
- **Standard 4: EE 1 (enabling documents that establish the institution as a legal entity in its state or province; protect its mission/purpose, tenets of faith, and control; and provide a basis for governance and administration—where an institution is subsidiary of a parent organization, it must have its own enabling documents)**
- **Standard 4: EE 6, 9 (demonstrate with evidence that the governing board assists in generating resources needed to sustain and improve the institution; demonstrate with evidence that there is ongoing assessment of effectiveness of the board)**
- **Standard 4: EE 12 (board policies and practices that clearly distinguish board and staff roles and that define the authority of the board and its limitations)**
- **Standard 6a: EE 1; Standard 7d: EE 1; Standard 8: EE 4; Standard 11d: EE 2 (demonstrate with evidence that there is sufficient human resource to provide services to students, faculty and administration, with specific focus on at-risk students, retention processes, student services, and multiple delivery modes)**

- **Standard 6b: EE 3, 6 (financial stability demonstrated by the cultivation of adequate revenue streams sufficient to realize institutional goals and financial reserves sufficient to enable effective response to unforeseen financial circumstances and enrollment fluctuations)**
- **Standard 10: EE 3, 8, 9 (demonstrated evidence of sufficient funding and facilities to procure and maintain needed and appropriate learning resources, based on curriculum, course offering, age, usage, formats and modalities; documentation of adequate access to and security of learning resources)**

Please see the Report Guide at [www.abhe.org/accreditation/accreditation-documents/](http://www.abhe.org/accreditation/accreditation-documents/) for assistance in formatting and submitting any reports required by the Commission.

Probation is a negative, public action indicating that the COA has determined that the institution no longer complies with one or more of the Standards for Accreditation. The institution retains accredited or candidate status with ABHE during a period of probation, and will be subject to periodic monitoring, which may include progress reports and/or focused visits by COA staff or evaluation teams. Should the institution fail to correct the identified deficiencies within two years, the COA must take adverse action against the institution and remove its accreditation or candidate status. Where there is sufficient progress, the COA may grant a one-year extension of accreditation or candidate status for “good cause” to allow the institution to demonstrate substantial compliance with the Standards for Accreditation. An institution on probation and/or show cause for two years cannot be returned to warning.

Placement on probation does not become final until the institution has had an opportunity to request an appeal of the decision. You received notification of this action and the opportunity to request an appeal in an Action Letter dated February 24, 2023. Since no request for appeal was filed during the 10-day allotted time, **the decision of the ABHE Commission on Accreditation is final, effective today, March 7, 2023.**

**Within seven (7) days** after receiving final notification from the COA of a decision to place the institution on probation, the institution must publish notice of the action to its website. The prescribed language for that notification is found below:

*The ABHE Commission on Accreditation has placed Emmanuel Bible College (ON) on probation for failure to comply with the following accreditation standard(s):*

- *Standard 2: EE 1, 2, 5, 6, 7; Standard 9b: EE 5 (demonstrate with evidence that the institution has a written, comprehensive assessment plan, with clearly defined and measurable student learning outcomes that support mission fulfillment accompanied by metrics or other means that effectively assess whether or not the institution is achieving its stated objectives; Demonstrated evidence of meaningful analysis of assessment data, by all constituencies—including faculty’s engagement with academic-related decision-making processes—and use of results by appropriate constituencies in a clearly documented, ongoing planning process for the purpose of improvement in teaching, learning, and institutional effectiveness; with a written, comprehensive institutional improvement plan based on assessment results.)*
- *Standard 3: EE 1 (institutional publications, websites and other media/online presence, statements, and advertising that describe accurately and fairly the institution)*
- *Standard 4: EE 1 (enabling documents that establish the institution as a legal entity in its state or province; protect its mission/purpose, tenets of faith, and control; and provide a basis for*

*governance and administration. Where an institution is subsidiary of a parent organization, it must have its own enabling documents)*

- *Standard 4: EE 6, 9 (demonstrate with evidence that the governing board assists in generating resources needed to sustain and improve the institution; demonstrate with evidence that there is ongoing assessment of effectiveness of the board)*
- *Standard 4: EE 12 (board policies and practices that clearly distinguish board and staff roles and that define the authority of the board and its limitations)*
- *Standard 6a: EE 1; Standard 7d: EE 1; Standard 8: EE 4; Standard 11d: EE 2 (demonstrate with evidence that there is sufficient human resource to provide services to students, faculty and administration, with specific focus on at-risk students, retention processes, student services, and multiple delivery modes)*
- *Standard 6b: EE 3, 6 (financial stability demonstrated by the cultivation of adequate revenue streams sufficient to realize institutional goals and financial reserves sufficient to enable effective response to unforeseen financial circumstances and enrollment fluctuations)*
- *Standard 10: EE 3, 8, 9 (demonstrated evidence of sufficient funding and facilities to procure and maintain needed and appropriate learning resources, based on curriculum, course offering, age, usage, formats and modalities; documentation of adequate access to and security of learning resources)*

*The institution retains accredited status with ABHE during this period of probation and will be subject to periodic monitoring, which may include progress reports and/or focused visits by Commission on Accreditation staff or evaluation teams. Should the institution fail to correct the identified deficiencies within two years, the Commission on Accreditation must take adverse action against the institution and remove its accreditation status. Where there is sufficient progress, the Commission on Accreditation may grant a one-year extension of accreditation status for "good cause" to allow the institution to demonstrate substantial compliance with the Standards for Accreditation.*

ABHE provides notification of final actions to the United States Department of Education, state, and provincial postsecondary education offices, and recognized accrediting agencies at the same time as final notification is provided to the institution. **Within 24 hours** of notifying the institution, the final action and rationale for the action will be posted to the ABHE website and appear on Accreditation Profile in the institution's directory listing at <https://abhe-dir.weaveeducation.com/>. A link to this action letter will also be available on the ABHE website.

The institution is required to provide a teach-out plan for Commission on Accreditation review **within 60 days** of receipt of this letter. Please see the ABHE Policy on Teach-Out Plans for requirements.

In addition to the report indicated above **due November 15, 2023**, the institution is be expected to send representatives to meet with the COA at the **February 2024 meeting** to respond to questions and provide clarifications regarding further progress in addressing the concerns. At that time, the COA will act to remove probation, continue probation, or impose another sanction, depending on the progress made in strengthening compliance with the ABHE Standards noted above.

The institution is reminded to consult the **Policy on Substantive Change** (see COA Manual at <https://www.abhe.org/accreditation/accreditation-documents/>) to identify institutional changes requiring a

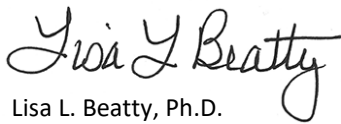
Neil Cudney, Emmanuel Bible College, March 7, 2023

Page 4

Substantive Change Proposal. The Policy includes specific requirements for institutions that currently are or have been on warning, probation, or show cause in the last three academic years.

Please do not hesitate to contact me with any questions that arise regarding this communication. I will be in contact soon regarding your required Commission staff visit. May God bless your continued engagement in biblical higher education!

Sincerely,

A handwritten signature in cursive script that reads "Lisa L. Beatty".

Lisa L. Beatty, Ph.D.

Executive Director, Commission on Accreditation

cc: Pastor Brandon Richardson, Board Chair, c/o [REDACTED]