

## Annual Reporting

<b>DUE November 15, 2023</b>	<b>EMAIL TO:</b> <a href="mailto:coa@abhe.org">coa@abhe.org</a>
<p><b>Progress Report</b> (as required in recent Action Letters). Please use the naming convention below. 2023.PR School Name (ST)</p>	
<b>DUE November 15, 2023</b>	<b>COMPLETE IN WEAVE PROFILE</b> <a href="https://abhe.weaveeducation.com/">https://abhe.weaveeducation.com/</a>
<p>All ABHE members are required to complete the following sections of the 2023 Annual Institutional Update (AIU) by November 15, 2023.</p> <ol style="list-style-type: none"> <li>1. <b>Required Documentation</b> (see details below)</li> <li>2. <b>Enrollment</b></li> <li>3. <b>Faculty</b></li> <li>4. <b>Completion</b></li> <li>5. <b>Admissions/Retention</b></li> <li>6. <b>Library</b></li> </ol> <p><b>REQUIRED DOCUMENTATION</b> – These documents should be directly uploaded into the WEAVE profile. Please use the naming conventions below. The institutional catalog(s) is only required for institutions served by the Commission on Accreditation. The signed Tenets of Faith is required by all ABHE members.</p> <ol style="list-style-type: none"> <li>1. <b>ABHE Tenets of Faith</b> (signed by the CEO) 2023.TOF School Name (ST)</li> <li>2. <b>Institutional Catalog(s)</b> (submit either a PDF or Word file) 2023.CAT School Name (ST) 2023.CAT School Name (ST) undergrad 2023.CAT School Name (ST) grad</li> </ol>	
<b>DUE December 15, 2023</b>	<b>COMPLETE IN WEAVE PROFILE</b> <a href="https://abhe.weaveeducation.com/">https://abhe.weaveeducation.com/</a>
<p>All ABHE members are required to complete the following sections of the 2023 Annual Institutional Update (AIU) by December 15, 2023.</p> <ol style="list-style-type: none"> <li>1. <b>Required Documentation</b> (see details below)</li> <li>2. <b>Finance</b> (Due December 15, 2023)</li> </ol> <p><b>REQUIRED DOCUMENTATION</b> – These documents should be directly uploaded into the WEAVE profile. Please use the naming conventions below. The financial audit and management letter are only required for institutions served by the Commission on Accreditation.</p> <ol style="list-style-type: none"> <li>1. <b>Financial Audit</b> (final external, opinioned audit; no drafts) 2023.AUD School Name (ST)</li> <li>2. <b>Management Letter</b> (see COA Manual for glossary definition) 2023.AUD School Name (ST) Mgt Ltr</li> </ol>	

## Types of Reports Due

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Report Definition	Due Date	File Name	Instructions
<b>Progress Report (PR)</b> <i>institutional response to the Commission's action letter</i>	<ul style="list-style-type: none"> <li>As indicated in the Action Letter</li> <li>Annually for Applicant, Candidate, and newly Accredited institutions</li> </ul>	2023.PR Institution Name (ST)  Example: 2023.PR Elim Bible College (CO)	<ul style="list-style-type: none"> <li>Address Commission Actions from Action Letter(s)</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Updates on institutional progress toward compliance with ABHE Standards for Accreditation (Applicant and Candidate Institutions ONLY)</li> </ul>
<b>Response to Evaluation Visit (RVR)</b> <i>institutional response to the team visit report</i>	<p><b>FALL TEAM VISITS:</b> 6 weeks after the Evaluation Visit Report from ABHE</p> <p><b>SPRING TEAM VISITS:</b> September 15</p>	2023.RVR Institution Name (ST)	<ul style="list-style-type: none"> <li>Address each Recommendation with next steps. Response to Suggestions is optional.</li> <li>Not to exceed 25 pages</li> <li>Include correction of any factual errors</li> <li>Use numbered exhibits for evidence of compliance.</li> <li>See chapter 5 in <a href="#">Self-Study Guide</a>.</li> </ul>
<b>Self-Study (SS)</b> <i>institutional material prepared for evaluation team visit</i>	<p><b>ACCREDITED INSTITUTIONS:</b> 8 weeks prior to team visit</p> <p><b>APPLICANT/CANDIDATE INSTITUTIONS:</b> November 15 of the year prior to the visit</p>	2023.SS Institution Name (ST) Description  2023.EX2 Institution Name (ST) Exhibits 22-35	<ul style="list-style-type: none"> <li>Five documents to be submitted:                             <ol style="list-style-type: none"> <li>Statistical Abstract</li> <li>Compliance Document (including Regulatory Requirements)</li> <li>Assessment Plan</li> <li>Institutional Improvement Plan</li> <li>Exhibits (numbered as referenced in Compliance Doc)</li> </ol> </li> <li><a href="#">Self-Study Guide</a> for more information.</li> </ul>

## Substantive Change Proposals

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Report Definition	Due Date	File Name	Instructions
<b>Substantive Change Form</b> at <a href="http://abhe.org/accreditation/accreditation-documents">abhe.org/accreditation/accreditation-documents</a>	<p><b>May 15</b> - July decision</p> <p><b>Sept. 15</b> - Nov decision</p> <p><b>Nov. 15</b> - Mar decision</p> <p><b>Anytime</b> – Changes acted on by the COA Substantive Change Officer (see Substantive Change Policy #8). Decision within 90 days.</p>	2023.SC Institution Name (ST) Description	<ul style="list-style-type: none"> <li>Approval from the Commission on Accreditation OR Substantive Change Officer is required prior to implementation.</li> <li>For changes that do not require a Substantive Change please update your Accreditation Profile on WEAVE and email <a href="mailto:coa@abhe.org">coa@abhe.org</a> with notification of the change</li> <li>Review the <a href="#">Policy on Substantive Change</a> for changes that require COA approval</li> </ul>

**Late Fee Assessments**

	Due date <sup>1</sup>	\$25/business day late fee assessed <sup>2</sup>	Late penalty of \$300 assessed <sup>2</sup>	Last day for consideration at the next COA meeting	COA decision
Acceleration Request	May 15	May 16-31		May 31	Jul 31
Application for Accreditation Process	May 15 Sep 15 Dec 15			May 15 Sep 15 Dec 15	Jul 31 Nov 30 Mar 15
Annual Institutional Update Catalog, Tenets of Faith, and Enrollment, Faculty, Completion, Admissions/Retention, and Library Data	Nov 15	Nov 16-Dec 15	Dec 16		
Annual Institutional Update Audit, Management Letter, and Financial Data	Dec 15		Dec 16		
Progress Reports As required in Action Letters	May 15 Sep 15 Nov 15	May 16-31 Sep 16-30 Nov 16-Dec 15	June 1 Oct 1 Dec 16	May 31 Sep 30 Dec 15	Jul 31 Nov 30 Mar 15
Response to Visit Report (RVR)	Noted in report email	1-16 days late			
Self-Study Documents Applicant/Candidate (as applicable)	Nov 15	Nov 16-Dec 15		Dec 15	
Self-Study Documents Reaffirmation	8 weeks prior to visit	1-16 days late			
Substantive Change Proposal	May 15 Sep 15 Nov 15	May 16-31 Sep 16-30 Nov 16-Dec 15		May 31 Sep 30 Dec 15	Jul 31 Nov 30 Mar 15

<sup>1</sup> Commission staff are not authorized to grant due date extensions.

<sup>2</sup> Late fees/penalty for November 15 and December 15 deadlines will only be assessed once. Fees/penalty will be assessed if any item/section is outstanding.