Overview of Accreditation with ABHE

Accreditation is a process by which an institution evaluates its educational activities and seeks an independent judgment to confirm that it achieves its mission and goals and is generally equal in quality to comparable institutions or specialized units. The accreditation relationship is a voluntary association intended “to engender a willing and cooperative environment for review and improvement of educational programs” at institutions of higher education (July 19, 2022 Department of Education Letter to Institutional Accreditation Agencies).

The Association for Biblical Higher Education (ABHE) Commission on Accreditation (COA) is recognized as a national, faith-based accrediting agency by the Council for Higher Education Accreditation (CHEA). The official scope of CHEA recognition is as follows: Institutions and programs in the United States, Canada, and related territories that offer certificates, diplomas, associate, baccalaureate, or graduate degrees aimed at preparing students for Christian ministries through Biblical, church-vocational, and general studies. The ABHE Commission on Accreditation is also recognized by the U.S. Department of Education as a national, specialized, institutional accrediting agency. The official scope of recognition is as follows: The accreditation and pre-accreditation (“Candidate Status”) of institutions of biblical higher education offering undergraduate certificates, associate degrees, baccalaureate degrees, graduate certificates, and master’s degrees, including the accreditation of educational programs offered via distance education and direct assessment.

Types of ABHE Accreditation

Institutional Accreditation: Review and recognition of an entire institution, both undergraduate and graduate programs.

Programmatic Accreditation: Review and recognition of specific programs within an institution that currently holds institutional accreditation with another recognized accreditor.

Philosophy of ABHE Accreditation

ABHE offers accreditation to institutions that are in accord with the Association’s Tenets of Faith and that have mission statements appropriate to biblical higher education. Accreditation is granted to institutions or programs that satisfactorily demonstrate substantial compliance with the COA’s Conditions of Eligibility and its Standards for Accreditation.

Although accreditation signifies substantial compliance with the Commission on Accreditation’s Standards, it is designed to foster ongoing systematic self-study with the goal of continuous institutional improvement. ABHE-accredited institutions are expected to affirm, updating as needed, their statements of mission; examine the evidence for the achievement of their respective missions and goals; identify areas of strength, weakness, opportunity, or threat; and develop plans to address issues identified. The ultimate goal of this process is to better equip institutions to prepare students for a life of service to the glory of our Lord Jesus Christ.
Stages of ABHE Accreditation

The following information highlights elements of the accreditation process and is not intended to be a comprehensive description. Additional detail is found in the COA Standards and Policies Manual, available at https://www.abhe.org/accreditation/accreditation-documents/. Note especially the Policies Related to Institutions and Programs and Policies Related to Procedures and Practices.

IMPORTANT NOTE: Institutions that participate in Federal Student Aid programs based on their accredited status with another U.S. Department of Education recognized agency are required to submit materials to USDE demonstrating reasonable cause for changing their accrediting agency or for having multiple accrediting agencies. Institutions must submit such materials and receive DE approval prior to submitting their application to ABHE.

1. Applicant status

Applicant status is granted to institutions that meet the ABHE Institutional Accreditation Conditions of Eligibility and evidence the potential to achieve candidate status within a maximum of five years.

An institution desiring applicant status with the COA should contact the Commission office to schedule a one-day staff visit by a member of the Commission’s professional staff to the institution’s campus. This preliminary visit is required and must be completed during the 24 months prior to submission of an application. The purpose of the visit is to assist the institution in understanding the accreditation process and conduct a preliminary assessment of the institution’s achievement of the Conditions of Eligibility.

The Commission considers applications on a rolling basis as follows:
- December 15 deadline for February Commission review and decision
- May 15 deadline for June Commission review and decision
- September 15 deadline for November Commission review and decision

After the preliminary consultation visit (or within 24 months), the institution should submit an online application through the ABHE Portal powered by Weave with documentation for consideration:

1. An ABHE application.
2. An online document demonstrating compliance with the Conditions of Eligibility. For each Condition of Eligibility, write a short narrative that describes how the institution complies with the COE and provide supporting documentation demonstrating that compliance.
3. An official letter from the chief executive officer stating the board of control’s desire for the institution to pursue accreditation with the ABHE Commission.
4. An official statement from the chief executive officer reflecting a board of control decision to affirm support of the ABHE Tenets of Faith.
5. An invoice for the application fee will be emailed once documentation has been received.

The Commission’s Committee on Applicant and Candidate Status (APCAN) will review these materials, and the COA will determine whether to grant or deny applicant status or defer action.
An institution must substantially meet the Conditions of Eligibility and evidence the potential to achieve candidate status within a maximum of five years to be granted applicant status. An institution denied applicant status must wait one year before reapplying. An institution may voluntarily withdraw its request for applicant status, without prejudice, at any time prior to the decision of the COA.

Once granted applicant status, an institution must annually demonstrate timely progress toward candidate status. To support this expectation, an annual consultation visit by a Commission Staff Representative is required. The institution must also complete the Annual Institutional Update (AIU) including submission of the final external financial audit with auditor’s management letter, signed Tenets of Faith and academic catalog(s), and an annual progress report for review by the COA.

During the first year of applicant status, one or more institutional representatives are expected to attend the Achieving Accreditation Standards Conference (new applicant orientation) in person at the ABHE office in Orlando, Florida. The orientation is a two-day, small-group workshop led by COA staff to help institutions understand the expectations and common understanding of the Standards and Essential Elements within each Standard. Each of these will be reviewed during the workshop, and participants will complete an initial self-assessment of the institution’s compliance with the Standards/Essential Elements as a baseline for determining where energy needs to be invested in the coming years. The format of the workshop provides a question-answer component with each Standard, and opportunity for institutions to share their experiences and challenges to help one another progress toward accreditation as rapidly and effectively as possible. The cost of the workshop is partially underwritten to encourage institutions to send the primary people who will be working on accreditation (the accreditation team), rather than just one representative.

In November of the third year of applicant status, the institution prepares and submits a self-study for review by the COA. This rigorous self-analysis consists of (1) a Compliance Document (approximately 100 pages, plus exhibits) analyzing and documenting the extent to which the institution meets the Standards and Essential Elements; (2) an Assessment Plan describing systematic and ongoing assessment processes to evaluate student learning and institutional effectiveness; (3) an Institutional Improvement Plan showing how the institution plans to address weaknesses or take action to advance quality performance outcomes and/or meet ABHE Standards; and (4) a brief Statistical Abstract summarizing the most recent four-year trends in enrollment, library, finances, and other data. The COA reviews the self-study at the following February meeting.

If the institution’s self-study shows sufficient progress to warrant a team review, an evaluation team will be authorized by COA to conduct a three-day visit to the institution in the upcoming fall. This five-member team will interview various personnel (including faculty, board, and students), examine documents, and submit a report for review by the institution and the COA. The institution is expected to provide a response to the evaluation team report, indicating steps taken or to be taken to address areas where the team found that compliance with the Standards and Essential Elements has not been adequately demonstrated.

The COA will review these documents and interview institutional representatives at the February COA meeting before making a decision on candidate status.
2. Candidate Status

Candidate status is granted to institutions that have been reviewed by an evaluation team and determined by the COA to be in substantial compliance with all Conditions of Eligibility and making sufficient progress to achieve accreditation within a maximum of five years. The process for candidate institutions is virtually identical to that of applicant institutions, but the expectations are at a higher level. Candidate institutions will host staff visits and prepare annual reports to assist the COA in evaluating annual progress toward initial accreditation. In November of the third year of candidate status, the institution will prepare and submit a second self-study for review by the COA. If approved, the institution will host a visiting team for initial accreditation in the coming fall and appear before the COA in February of the next year for consideration of initial accreditation.

Where review for candidate status looked at whether the institution showed promise of substantial compliance with all Standards and Essential Elements, the review for initial accreditation carries the expectation that substantial compliance will be fully achieved by the time of this review.

Accelerating or Decelerating the Process

The COA strongly recommends that institutions plan for a four-year progression from applicant to candidate status and from candidate status to initial accreditation—saving the fifth year as a contingency to accommodate any unexpected delays that may occur. Where an institution is not ready for candidate status or initial accreditation, the COA may defer action to give the institution an additional year to address concerns, but only where a contingency year is available. If an institution fails to achieve the next level of accreditation status (candidate or initial accreditation) within five years, the COA must remove the institution’s current status, and the institution must wait at least one year before seeking reinstatement; therefore, the contingency year should be reserved for unexpected crises that might make delay in the process unavoidable.

Nearly all institutions seek to accelerate the process, but for most institutions, the process realistically takes four years from application to candidate status and four years from candidate status to initial accreditation. An institution must document that it meets both the overall Standards as well as all of the Essential Elements within each Standard to pursue a shorter timeline. When the institution can do that, it must submit a written request for acceleration and a progress report documenting satisfaction with the Standards and Essential Elements. This will be reviewed by the APCAN to determine whether progress is sufficient to warrant authorizing submission of a self-study early. The COA does not wish to obligate an institution to the cost and time involved in a self-study and evaluation team visit unless the prospect of a successful visit is likely. A suggested timeline is at the end of this document to assist institutions in planning.

3. Accredited Status

Accredited institutions submit to periodic review as part of their recognition. The institution’s first review after initial accreditation will be in 5 years (4th year for team visit, COA review at 5th year anniversary), and at a minimum, every 10 years thereafter. Certain changes (adding programs, additional locations, etc.) are significant enough that institutions must submit a substantive change proposal for COA review, and some changes require a staff or focused team visit for verification.
Begin Your Accreditation Journey with ABHE

Email coa@abhe.org to schedule a Preliminary Visit to start your application process. Once completed, the application is found in the ABHE Portal powered by Weave using this link: abhe.weaveeducation.com/register. All accreditation materials and information are available at https://www.abhe.org/accreditation/accreditation-documents/. The most important of these documents is the Commission on Accreditation Standards and Policies Manual, which contains all the Standards, policies, and procedures of the COA. Most questions can be answered by reviewing the Commission on Accreditation Standards and Policies Manual. If you have additional questions, please contact the Commission office at coa@abhe.org.

Expenses

Expenses related to pursuit of accreditation take three forms: (1) direct expenses paid to ABHE for membership dues and accreditation services, (2) indirect expenses for institutional personnel devoting time to preparations for accreditation, and (3) expenses for professional development (ABHE annual meeting, conferences on accreditation, etc.). The institution’s budget should reflect the investment in accreditation services. A current fee schedule is provided at the end of this document and at https://www.abhe.org/accreditation/accreditation-documents/ to help institutions project expenses for Commission on Accreditation dues and fees and ABHE association membership dues.

While this fee schedule is subject to change, a small institution should anticipate $10,000-$12,000 per year for ABHE Commission and Association dues and staff consultation visits, plus an additional $10,000 during the year of an evaluation team visit. Since Association dues are based on headcount, larger institutions should anticipate $12,000-$14,000 per year for dues and fees while pursuing accredited status with ABHE.

Indirect expenses are dependent on the capacity of current personnel to absorb additional responsibilities related to accreditation. If capacity is at maximum, the institution should anticipate the equivalent of one additional full-time person (with workload spread across various individuals and committees) to engage the process. Expenses for professional development and/or consultants, if desired, are dependent on the level of assistance needed.

When an institution reaches candidate status, they also become members of the Council for Higher Education Accreditation (CHEA). Institutions are billed directly by CHEA. The membership fee is a variable rate ($410 or $795 annually) based on institution core expenses. Institutions with more than $40 million in core expenses will pay a higher membership fee. For more information visit www.chea.org.
Resources for the Journey


*Evaluation Team Handbook* – intended primarily for evaluators, this tool can be a helpful reference in understanding what teams are instructed to look for when conducting an on-site visit [https://www.abhe.org/accreditation/accreditation-documents/](https://www.abhe.org/accreditation/accreditation-documents/).

*Accreditation Journey Conference* – a 1½ day workshop in May intended for institutions interested in starting the accreditation process or those that have recently engaged the process. The conference includes presentations, questions, and discussions in a small group setting (10-20 people from institutions with similar accreditation needs and desires). ABHE also hosts similar 1 ½ and 2-day workshops for leaders in specific roles (e.g., president, chief academic officer, enrollment management, development, assessment, online education, Title IX, financial aid). All conferences are held at the ABHE Headquarters, one mile from the Orlando International Airport.

*Achieving Accreditation Standards Conference* – a 2-day workshop held in May at ABHE Headquarters in Orlando for new applicants and institutions approaching a reaffirmation review to assist in preparation for conducting a comprehensive self-study. The conference includes an overview of all 9 ABHE Institutional Accreditation Standards, along with the Essential Elements that must be met to satisfy each standard. The presentation-discussion format provides opportunity for participants to explore situations at their institutions and seek advice from the ABHE professional staff on how to address those situations in the context of the standards. A self-assessment opportunity is included to develop a working agenda for addressing areas that need improvement before hosting an evaluation team. In-person attendance is required for new applicants during the first year of applicant status.

*ABHE Annual Conference* – the premiere gathering of 500+ leaders engaged in biblical higher education. The February conference in Orlando offers plenary sessions around a central theme, concurrent workshops organized into multiple professional tracks, fellowship times to network with other ABHE institutions with mutual interests, pre-conference workshops and training opportunities for more in-depth professional development, and an exhibit hall to explore resources and services across the spectrum of institutional operations.

For information on conferences, please visit [www.abhe.org/leadership-development/leadership-development-conferences](http://www.abhe.org/leadership-development/leadership-development-conferences).
ABHE Tenets of Faith

According to the Constitution of the Association for Biblical Higher Education, the following statement of faith is to be subscribed to annually by each member institution.

- **We believe that there is one God, eternally existing in three persons, Father, Son and Holy Spirit.**
- **We believe the Bible to be the inspired, the only infallible, authoritative Word of God.**
- **We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.**
- **We believe that man was created in the image of God, and that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.**
- **We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the Church is empowered to carry out Christ's great commission.**
- **We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.**

On behalf of the institution’s governing board, I affirm that the institution subscribes to the ABHE Tenets of Faith as stated above.

________________________________________
President/CEO’s Name and Title (please print)

________________________________________
Signature Date

________________________________________
Institution
ABHE CONDITIONS OF ELIGIBILITY
for Institutional Accreditation

To be considered for institutional accreditation, an institution must fulfill the requirements stated in the Policy and Procedures for Institutional Accreditation and satisfy the following Conditions of Eligibility. Accredited institutions must satisfy Conditions of Eligibility at reaffirmation.

1. **Tenets of Faith.** The institution’s board of control must affirm agreement with and commitment to the ABHE Tenets of Faith as evidenced by a copy of the ABHE Tenets of Faith signed annually by the chief executive officer of the institution.

2. **Nonprofit Status.** The institution must document that it is a nonprofit organization or the nonprofit subsidiary of a parent organization.

3. **Authorization.** The institution must document authorization by all relevant governmental agencies to operate as an educational institution and to grant all degrees, certificates, and diplomas that it awards.

4. **Institutional mission.** The institution must have a clear statement of mission in accord with the Association’s definition of biblical higher education.

5. **Governance.** The institution must have an external governing board of at least five members with authority to oversee accomplishment of the institution’s mission.

6. **Chief executive officer.** The institution must have a chief executive officer with the capacity and authority to lead the institution toward the accomplishment of its mission.

7. **Catalog.** The institution must make available to students and the public a current and accurate catalog that includes the following information: institutional mission, board roster, admissions standards and policies, a nondiscrimination statement, academic program requirements, course offerings with course descriptions, faculty roster with faculty degrees, a description of learning and educational resources, notification of rules for student conduct, fees and other charges, refund policies, a policy defining satisfactory academic progress, and other items related to attendance, transfer, or withdrawal from the institution.

8. **Student achievement and public accountability.** The institution must make graduation and retention rates available to the public. In addition, any claims regarding educational effectiveness must be supported by appropriate data.

9. **Learning resources.** The institution must ensure access to library and learning resources necessary to support courses, programs, and degrees in all instructional modalities and languages of instruction.
10. **Technology.** The institution must ensure access to reliable and secure technology applications necessary to support its mission.

11. **Faculty qualifications.** The institution must have qualified academic leadership and at least one qualified faculty member for each major or program offered. Oversight of a program may be provided by the qualified faculty member.

12. **Academic programs.** The institution must offer a minimum of one educational program equivalent to a minimum of 48 semester hours for an undergraduate program or 36 semester hours for a graduate program that is consistent with the mission of the institution and appropriate to higher education.

13. **Biblical/theological studies.** The institution’s academic programs must meet the minimum requirement for biblical/theological studies as specified in the Institutional Accreditation Standards.

14. **General studies.** The institution’s academic programs must meet the minimum requirement for general studies as specified in the Institutional Accreditation Standards.

15. **Ministry formation.** The institution must require all students to participate in academic or co-curricular preparation to be effective witnesses, servants, and workers in the church and the world.

16. **Student body.** The institution must demonstrate sustained and viable student enrollment in its education programs for the past two years (typically a full-time equivalent/FTE of 10, or headcount of 30).

17. **Program completion.** The institution must have at least one graduate from a program that is equivalent to a minimum of 48 semester hours for an undergraduate program or 36 semester hours for a graduate program.

18. **Admissions policies.** The institution must have admissions policies compatible with its stated institutional mission and programs offered.

19. **Institutional stability and capacity.** The institution must demonstrate patterns of stability in enrollment, finances, and on its governing board, administration, and faculty.

20. **Financial base.** The institution must have a financial base sufficient to achieve its mission within a balanced budget and at a safe level of debt.

21. **Income allocation.** The institution must devote a substantial and sufficient portion of its generated income to supporting its educational purposes and programs.

22. **Annual audit.** The institution’s financial records must receive an annual, independent, opinioned audit by an accounting professional.

23. **Agency disclosure.** The institution must agree to disclose any and all such information as the Commission may require to carry out its evaluation and accreditation functions.
24. **Compliance.** The institution must commit itself to comply with the Commission’s Institutional Accreditation Standards, either current or as hereafter modified, during the period of its affiliation.

25. **Public disclosure.** The institution must attest in writing that it understands and agrees that the Commission may, at its discretion, make known to any agency or member of the public the nature of any action, positive or negative, regarding the institution’s accreditation status.

26. **Arbitration.** The institution must agree in writing to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.
TYPICAL TIMELINE FOR ACCREDITATION

This timeline does not reflect the result of any deferral or acceleration during the process.

PRE-APPLICANT:

2024  1-day preliminary visit to campus by a Commission Staff Representative to review the Conditions of Eligibility and assess the institution’s readiness for the accreditation process

Dec 15  Application and supporting documents submitted to ABHE

2025  February  Commission decision on applicant status (if approved continue timeline, if not, defer 1 year to restart)

APPLICANT:

2025  May  Achieving Accreditation Standards Conference (new applicant orientation) at ABHE headquarters in Orlando, followed by 1-day staff visit prior to submission of the first-year progress report

Nov 15  First-year applicant progress report and AIU are due

2026  February  Commission reviews progress, makes recommendations to be addressed in the next progress report

Spring-Fall  1-day campus visit by a Commission Staff Representative

Nov 15  Second year applicant progress report and AIU are due

2027  February  Commission reviews progress, makes recommendations for next report

Spring-Fall  1-day campus visit by a Commission Staff Representative

Nov 15  Self-study for candidate status review and AIU are due

2028  February  Commission reviews self-study, approves team visit*

Spring-Sum. Fall  Update self-study due 8 weeks prior to evaluation team visit

Late Fall  3-day comprehensive evaluation team visit to campus

Nov.15  Response to Evaluation Visit Report due 6 weeks after report is received

2029  February  Commission decision on candidate status*

(Institutional representatives appear before Commission at Feb. meeting)

CANDIDATE:

2029  Spring-Fall  1-day campus visit by a Commission Staff Representative

Nov 15  First-year candidate progress report and AIU are due

2030  February  Commission reviews progress, makes recommendations for next report

Spring-Fall  1-day campus visit by a Commission Staff Representative

Nov 15  Second-year candidate progress report and AIU are due

2031  February  Commission reviews progress, makes recommendations for next report

Spring-Fall  1-day campus visit by a Commission Staff Representative
Nov 15  Self-study for initial accreditation review and AIU are due
2032 February  Commission reviews self-study, approves team visit*
Spring-Sum. Update self-study due 8 weeks prior to evaluation team visit
Fall  3-day comprehensive evaluation team visit to campus
Late Fall  Response to Evaluation Visit Report due 6 weeks after report is received
Nov 15  AIU is due
2033 February  Commission decision on initial accreditation status*
(Institutional representatives appear before Commission at Feb. meeting)

ACCREDITED (5 years):

2033 Nov 15  First-year accredited progress report on Commission recommendations and
AIU are due
2034 February  Commission reviews progress, makes recommendations as needed
Nov 15  AIU and second year progress report due, if required by Commission
2035 February  Commission reviews progress and makes recommendations if report required
Spring-Fall  1-day supplemental evaluation visit by a Commission Staff Representative
Nov 15  AIU is due
2036 February  Commission reviews progress and makes recommendations for self-study
Spring-Fall  Work on self-study for 5-year reaffirmation visit
Nov 15  Supplemental progress report due, if required, and AIU are due
2037 January  Self-study for 5-year reaffirmation visit due 8 weeks before visit
Spring  3-day comprehensive evaluation team visit to campus
Summer  Response to visiting team report due September 15
Nov 15  AIU is due
2038 February  Commission decision on reaffirmation of accreditation

ACCREDITATION REAFFIRMED (10 years):

2047 January  Self-study for 10-year reaffirmation visit due 8 weeks before visit
2047 Spring  3-day comprehensive evaluation team visit to campus for reaffirmation
2047 Summer  Response to visiting team report due September 15
2048 February  Commission decision on reaffirmation

(Reaffirmation cycle repeats every 10 years)

* Institutions are strongly encouraged to plan for a four-year progression from applicant to
candidate status and candidate to accredited status, rather than the maximum of five years. If the
institution must address issues before receiving a visiting team or the Commission defers a
decision before moving to the next level, the fifth year is available as a contingency year. An
extension beyond five years in applicant or candidate status is not possible.
## FEE SCHEDULE

**EFFECTIVE 9/1/23 – 8/31/24**

### ASSOCIATION

**Association Dues** (billed in September; due and payable within 30 days):
- **Accredited (Institutional and Programmatic), Candidate, Applicant Institutions:**
  - Variable rate of $13.50 multiplied by the unduplicated headcount enrollment (all students in all deliveries, last fiscal year, as reported on the Annual Institutional Update) **Minimum: $3,750 | Maximum: $8,000**

### COMMISSION ON ACCREDITATION

**Commission Dues** (billed in March; due and payable within 30 days):
- **Accredited (Institutional and Programmatic), Candidate, Applicant Institutions:**
  - Flat rate of $3,200 per institution

### Evaluation Fees (fees billed early fall or winter, travel expenses billed approximately 2 weeks after visit; due and payable within 30 days):
- **Evaluation Team Visit for Candidacy, Initial Accreditation, or Reaffirmation of Accreditation** (typically 4-6 people):
  - Evaluation team fee of $5,500 plus evaluator travel expenses
- **Focused Visit** (typically 2-3 people):
  - Evaluation team fee of $3,000 plus evaluator travel expenses

### Staff Visit Fees (visit fees plus $500 non-refundable travel deposit billed when visit is scheduled; balance of travel expenses billed approximately 2 weeks after visit; due and payable within 30 days):
- **Preliminary Staff Visit** (required prior to submission of an application):
  - $2,200 plus travel expenses for a one-day visit by a Commission Staff Representative
- **Staff Visit** (Consultation Visit, Supplemental Evaluation Visit):
  - $2,200 plus travel expenses for a one-day visit by a Commission Staff Representative; $1,200 per subsequent day (extended visit, if requested by the institution), plus travel expenses
- **Additional Location/Relocation Visit**:
  - $750 plus travel expenses

### Substantive Change Fee (Accredited and Candidate Institutions only; fee billed after the substantive change proposal has been received and recorded; due and payable within 30 days):
- $500 per submission, non-refundable

### Acceleration Fee (fee billed after the acceleration request has been received and recorded; due and payable within 30 days)
- $1,000 per submission, non-refundable

### Late Fees
- $25 per business day fee will be charged to institutions that do not submit all required documents (Annual Institutional Update components, audit, catalog, progress reports, self-study, etc.) by the specified due dates. The per-business-day fee will continue until the penalty dates noted below.
- Required documents due November 15 and/or December 15 that are not received by December 15 will be charged an additional late penalty of $300.
- Required documents due May 15 or September 15 that are not received by May 31 or September 30 respectively will be charged an additional late penalty of $300.


### Application Fee (fee billed after the application has been received; due and payable within 30 days; no application will be reviewed by the Commission prior to receipt of fee payment)
- $4,000, non-refundable

### CHEA Membership Fee
- Variable rate fee is billed directly by the Council for Higher Education Accreditation to all ABHE-member institutions (typically $275-$600). For more information visit [www.chea.org](http://www.chea.org)

### Termination of Status
- The Commission on Accreditation may terminate Accredited, Candidate or Applicant status for failure to pay annual membership dues and applicable fees within 30 days of invoice. In extenuating circumstances, a grace period of up to six months may be requested in writing.