

Annual Reporting

DUE November 15, 2024	EMAIL TO: coa@abhe.org
Progress Report (as required in recent Action Letters). Please use the naming convention below. 2024.PR School Name (ST)	
DUE November 15, 2024	COMPLETE IN WEAVE PROFILE https://abhe.weaveeducation.com/
All ABHE members are required to complete the following sections of the 2024 Annual Institutional Update (AIU) by November 15, 2024. 1. Required Documentation (see details below) 2. Enrollment 3. Faculty 4. Completion 5. Admissions/Retention REQUIRED DOCUMENTATION – 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. 1. ABHE Tenets of Faith (signed by the CEO) 2024.TOF School Name (ST) 2. Institutional Catalog(s) (submit either a PDF or Word file) 2024.CAT School Name (ST) 2024.CAT School Name (ST) undergrad 2024.CAT School Name (ST) grad	
DUE December 15, 2024	COMPLETE IN WEAVE PROFILE https://abhe.weaveeducation.com/
All ABHE members are required to complete the following sections of the 2024 Annual Institutional Update (AIU) by December 15, 2024. REQUIRED FINANCIAL DOCUMENTATION – 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. 1. Financial Audit (final external, opinioned audit; no drafts) 2024.AUD School Name (ST) 2. Management Letter (see COA Manual for glossary definition) 2024.AUD School Name (ST) Mgt Ltr	

Types of Reports Due

EMAIL TO: coa@abhe.org

Report Definition	Due Date	File Name	Instructions
Progress Report (PR) <i>institutional response to the Commission's Action Letter</i>	- As indicated in the Action Letter - Annually for Applicant, Candidate, and newly Accredited institutions	2024.PR Institution Name (ST) Example: 2024.PR Elim Bible College (CO)	- Address Commission Actions from Action Letter(s) AND - Updates on institutional progress toward compliance with ABHE Standards for Accreditation (Applicant and Candidate Institutions ONLY)
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	2024.RVR Institution Name (ST)	- 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 1 in Self-Study Guide - Self-Study tab
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	2024.SS Institution Name (ST) Description 2024.Institution Name (ST) Exhibits 22-35	- Five documents to be submitted: 1) Statistical Abstract 2) Compliance Document (including Regulatory Requirements) 3) Assessment Plan 4) Institutional Improvement Plan 5) Exhibits (<u>numbered</u> as referenced in Compliance Doc) Self-Study Guide for more information.

Substantive Change Proposals

EMAIL TO: coa@abhe.org

Report Definition	Due Date	File Name	Instructions
Substantive Change Form at abhe.org/accreditation/accreditation-documents Accreditation Materials tab	May 15 - July decision Sept. 15 - Nov decision Nov. 15 - Mar decision Anytime – Changes acted on by the COA Substantive Change Officer (see Substantive Change Policy #8). Decision within 90 days.	2024.SC Institution Name (ST) Description	- Approval from the Commission on Accreditation OR Substantive Change Officer is required before implementation. - For changes that do not require a Substantive Change please update your Accreditation Profile on WEAVE and email coa@abhe.org with notification of the change - Review the Policy on Substantive Change for changes that require COA approval

Late Fee Assessments

	Due date ¹	\$25/business day late fee assessed ²	Late penalty of \$300 assessed ²	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 (AIU) Catalog, Tenets of Faith, and Enrollment, Faculty, Completion, and Admissions/Retention data	Nov 15	Nov 16-Dec 15	Dec 16		
Annual Institutional Update (AIU) 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

¹ Commission staff are not authorized to grant due date extensions.

² 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.