

## INTERIM REPORT FORM

### *2021 CHEA Standards and Procedures for Recognition* **Section C. Reports for Continued Recognition- 14. Interim Report**

A recognized accrediting organization submits the Interim Report at the mid-point of the term of recognition. The due date of the Interim Report is provided in the Board letter granting CHEA recognition. A reminder of the Interim Report deadline is provided six months prior to the due date of the report.

The Interim Report provides information that the accrediting organization:

- A. has the capacity to fulfill the accrediting organization's CHEA-recognized scope;
- B. continues to make public the reasons for its accreditation decisions; and
- C. provides student learning outcomes and/or achievement data that are readily accessible to the public.

**Directions for Submission: Please complete and save this form, then upload it along with all supporting documents at one time to**

**<https://www.chea.org/form/recognition-submission-form>.** Please limit attachments/exhibits that best represent your narrative or provide evidence. There is a 100 mb limit for each submission.

Accrediting Organization: \_\_\_\_\_

Acronym used by Accrediting Organization: \_\_\_\_\_

Type of Accrediting Organization (Institutional, Programmatic or Both): \_\_\_\_\_

Accrediting Organization Website Address: \_\_\_\_\_

Full Name of Person Completing Report: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Current Number of Accredited Institutions (as applicable): \_\_\_\_\_

Current Number of Programs (as applicable): \_\_\_\_\_

Associate: \_\_\_\_\_

Baccalaureate: \_\_\_\_\_

Graduate (masters and doctoral): \_\_\_\_\_

Current Term of CHEA Recognition (i.e., Jan. 1, 2012-Dec. 31, 2022): \_\_\_\_\_

## Part I. Scope of Recognition

Current CHEA Scope of Recognition (include date):

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*Note: If the accrediting organization is requesting a change in its scope of CHEA recognition, it must complete and submit a Request for Change in Scope form. This form can be found at [Resources for Accreditors | Council for Higher Education Accreditation \(chea.org\)](https://www.chea.org/resources-for-accreditors).*

*A Request for Change in Scope may be submitted anytime throughout the term of CHEA recognition.*

## Part II. Interim Report

**Upload all supporting documents along with this completed form to the link at the top of this document, and/or provide links as appropriate for each narrative response:**

- A. Describe the accrediting organization's capacity to fulfill its CHEA-recognized scope of recognition. Include information regarding an increase or decrease in the number of accredited institutions and/or programs, changes in resources (i.e., staff, financial) and other changes that may affect the organization's ability to complete its accreditation activities.

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- B. Provide evidence that the accrediting organization makes public the reasons for its accreditation decisions (Standard 2.A.). Specifically, describe the process for informing the public of accreditation actions and decisions and the timeframe for making that information public.

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For example, an accrediting organization could post:

- Official accrediting organization board communication to the institution/program regarding the final decision(s); or
- Official decisions by the accrediting organization on the accrediting organization's website and/or on a platform that is readily accessible to the community of interest; and
- Any response to public inquiry regarding accreditation decision.
- Definitions of accreditation statuses used by the accrediting organization inclusive of the meaning of different reporting requirements.
- A list of all accredited institutions or programs, that includes accreditation status, the reasons for the accreditation decision, and any reporting requirements. For example:
  - XYZ program - Term of accreditation July 1, 2021-December 31, 2031, (all standards met at time of accreditation decision). An Interim Report is due at the mid-point of the accreditation term (July 1, 2026).
  - ABC institution - Board Action- Accreditation awarded January 1, 2021, for a term of 5-years. A follow-up report is due in 12-months to address transfer of credit policies.

*Note: Typically, this information is provided in a direct link from the accreditor's homepage to a directory of accredited institutions or programs. However, this information could also be provided in a published (website or other medium) summary of accreditation actions and decisions.*

- C. Provide evidence that student learning outcomes and/or achievement data are readily accessible to the public (Standard 2.B.).

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Examples of evidence may include:

- Information on student learning and/or achievement is available on the websites of accredited institutions or programs. The information is one click away from the institutions or program's homepage. The name of the link is easily understood by the public. The information should have context. For example, if retention or graduation is the measure provided it should be the percentage of an entering cohort.
- Posting on institution's website or readily accessible platform of student qualitative and/or quantitative student achievement data.
- Description of data and whether the data reflect the intended expectation of academic quality as described in Standard 1A.
- Description as to how the accrediting organization monitors the published information and provides feedback to institutions and programs:

### **Part III. Additional Information**

The 2021 [\*CHEA Standards and Procedures\*](#) (*Standards and Procedures*) went into effect January 1, 2022. The Standards and Procedures introduced two Standards that were not in the previous version of the recognition policy.

If this is the first Interim Report submitted after January 1, 2022, please provide a response to the following:

A recognized accrediting organization demonstrates that it:

#### **Standard 3.A. manifests a commitment to diversity, equity, and inclusion**

Examples of Suggested Evidence:

- Make-up of staff, board, committee, and site review team rosters reflecting membership diversity.
- Standards that foster diversity of theories, points of view, and experiences in academic programs.
- Inclusion of value statement regarding Diversity, Equity and Inclusion (DEI) in its official mission statement.
- Evidence of integration of DEI in its policies and procedures.

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### **Standard 3.B. ensures ethical practices in its operations**

Example(s) of Suggested Evidence:

- Description of training procedures for ethical practices in reviews and or visits. Signature documents indicating site evaluators agreement to demonstrate professional and ethical behavior when serving on behalf of the accrediting organization.

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### **Part IV. Executive Officer Signature**

The organization or accrediting unit of which I am the chief executive or head is seeking recognition by the Council for Higher Education Accreditation (CHEA) and to be the subject of a CHEA review of the organization's qualifications for recognition. This certifies that the free-standing accrediting organization or an accreditation unit's decision-making body has authorized this Interim Report. In addition, this certifies that the information about the accrediting organization provided to CHEA in this Interim Report, including all documents submitted to CHEA by the organization in connection with the Interim Report, is accurate, responsive, and not misleading. I understand that an incomplete Interim Report or missing documentation may result in the return of this Interim Report to the accrediting organization.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
(electronic signature)

Date Submitted: \_\_\_\_\_

**Upload additional pages if needed along with all other documentation and this completed form according to "Directions for Submission" at the top of this document. Please only submit this form and supporting documentation once.**