



INTERIM REPORT FORM

CHEA Standards and Procedures for Recognition (2025)

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, 2022-Dec. 31, 2029): _____

Part I. Scope of Recognition

Current CHEA Scope of Recognition (include date):

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).

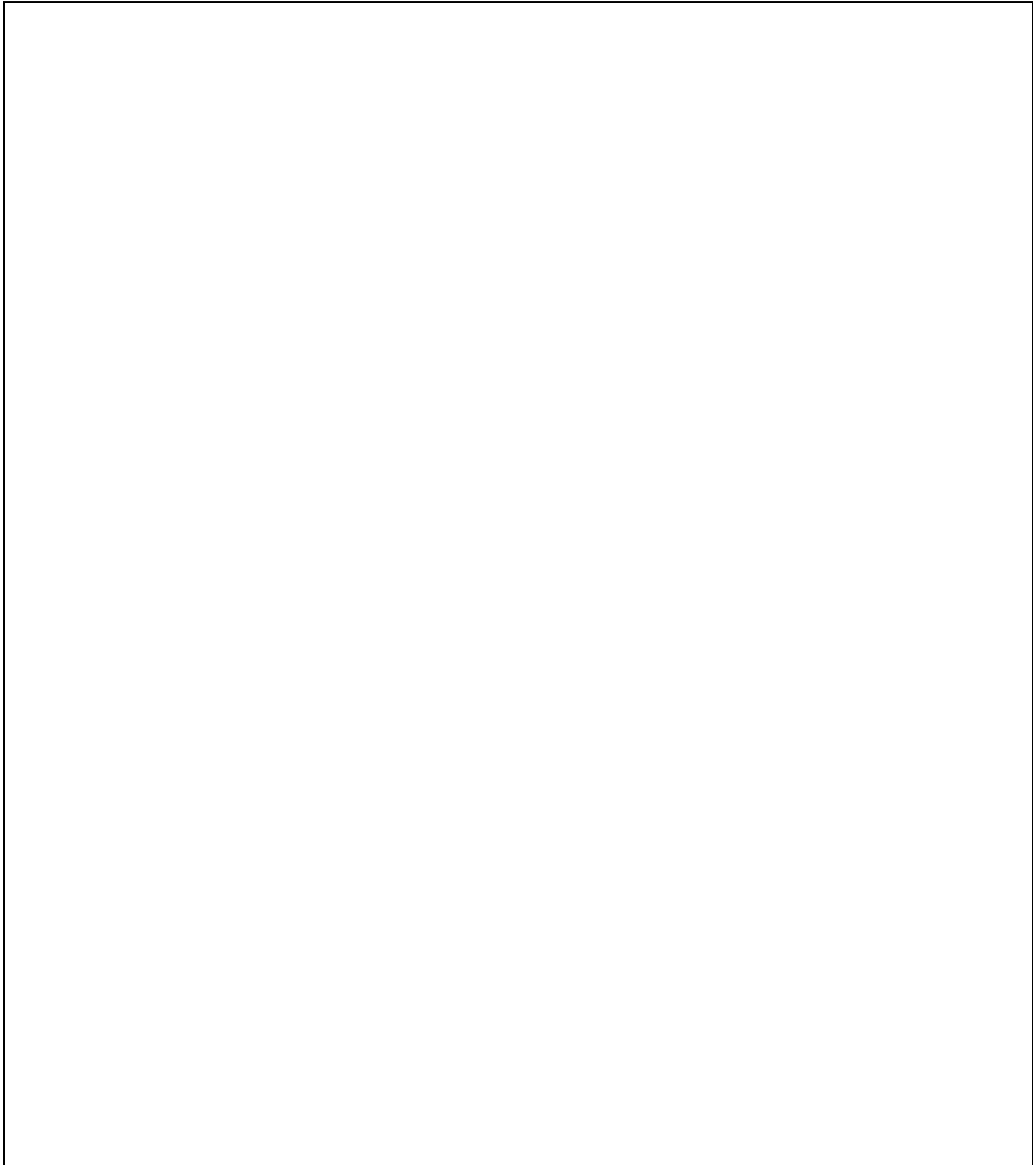
A Request for Change in Scope may be submitted anytime throughout the term of CHEA recognition.

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.



- 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.



For example, an accrediting organization could provide a description of the process for informing the public of accreditation actions and decisions and the timeframe for making that information public; 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.

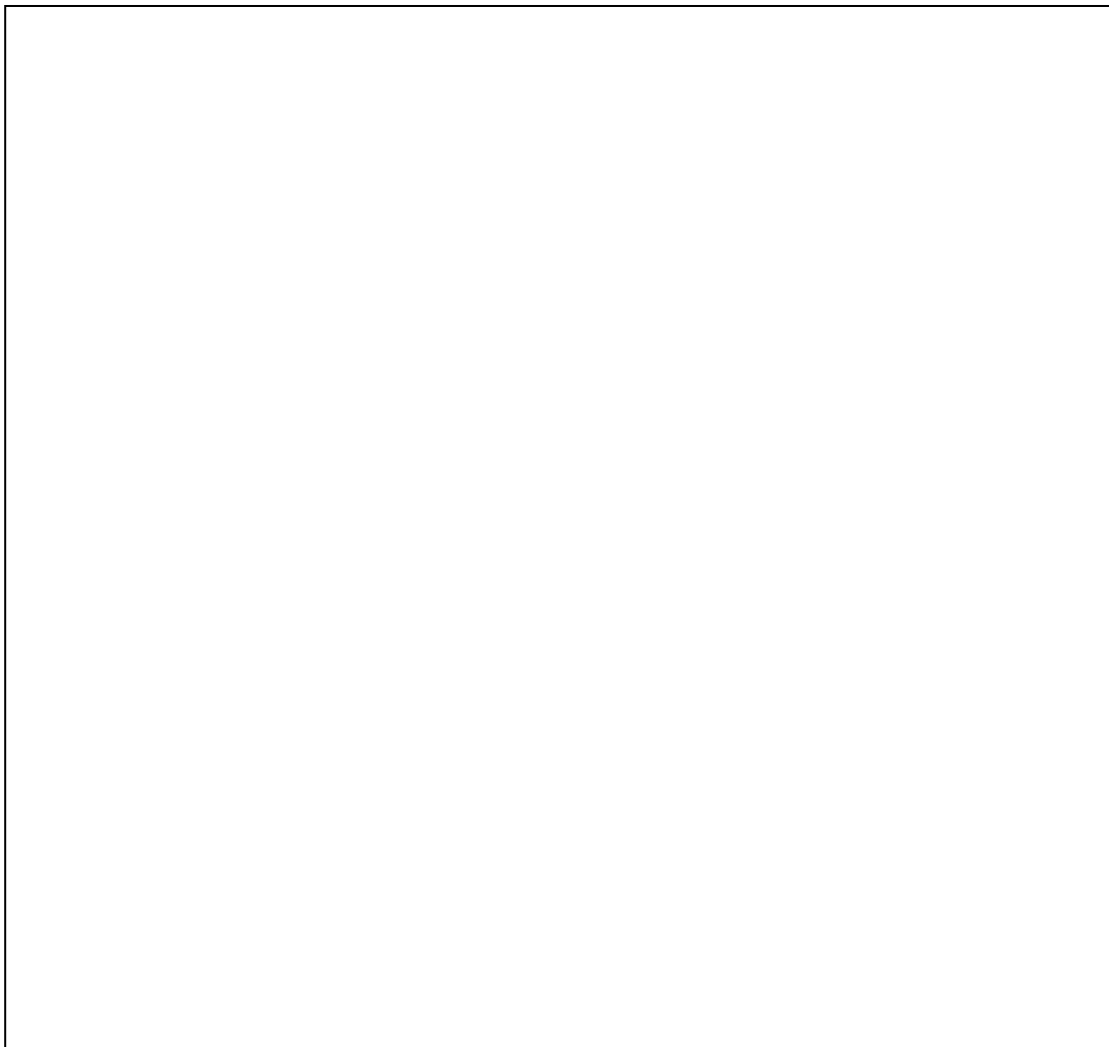
C. Provide evidence that student learning outcomes and/or achievement data are readily accessible to the public (Standard 2.B.).



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.
- Identify and provide the specific Standards, Policies, and Procedures that address the data required on student learning outcomes and/or achievement.

D. Provide evidence that the accrediting organization has sufficient financial, staff, and operational resources to perform and sustain its accreditation functions efficiently and effectively (Standard 3.I.).

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Examples of evidence may include:

- Number of payroll staff (e.g., full-time, part-time, contract, consulting).
- Overview of accrediting organization's major expenditures and assets.
- Provide budgeted and actual revenue and expenditures for the prior two years, the current year, and projection for next year. Provide balance sheet. If revenue is provided by the parent organization, this should be included and evident in the balance sheet.
- Provide organizational chart. Describe how the staff is adequate to meet the scope of the agency's operations.

Part III. 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.