

INSTRUCTIONS AND PROCEDURES FOR SUBMITTING THE COCA MID-CYCLE REPORT PURSUANT TO ELEMENT 11.6¹

Element 11.6 of *Accreditation of Colleges of Osteopathic Medicine: COM Continuing Accreditation Standards* (Eff. August 1, 2023) provides:

A COM having accreditation status must submit specified annual and mid-cycle reports to the COCA.

These reports address program and student outcomes during the accreditation cycle in the absence of a focused site visit or the submission of any progress reports. While an annual report must be submitted during each academic year of a COM's accreditation cycle (including pre-accreditation status), a mid-cycle report must be submitted at the mid-point of a COM's accreditation cycle following its receipt of initial accreditation status (upon successful completion of its pre-accreditation status) or continuing accreditation status. Data submitted as part of the mid-cycle report should cover the last 3 years (this includes data for the current academic year).

Based upon the current accreditation cycles, the mid-cycle report will be due according to the following schedule:

4 Year Accreditation - Mid-cycle Report due following the completion of the second year of the cycle.

5-, 6- and 7-Year Accreditation - Mid-cycle Report due following the completion of the third year of the cycle.

10 Year Accreditation - Mid-cycle Report due following the completion of the fifth year of the cycle.

A chart showing the due dates based upon the academic year of a COM's accreditation cycle follows this document.

The purpose of a mid-cycle report is to allow a COM to self-assess its success at meeting its program mission between comprehensive accreditation site visits. The COCA will review mid-cycle reports to ensure a COM's continuing compliance with the accreditation

¹This document replaces all prior instructions, procedures and policies on the submission of mid- cycle reports.

standards or to determine if there is credible information indicating a need for further investigation. Such investigation may consist of any one or more of the following:

- Request for additional written information;
- Request to show cause as to why a COM is not in violation of an element(s) or standard(s); or
- Focused site visit.

Failure to submit a mid-cycle report by the due date may result in an adverse accreditation action.

While mid-cycle reports do not result in adverse accreditation decisions, failure to come into compliance with any element may result in a progress report or other actions.

The COCA will review mid-cycle reports at the August COCA meeting. The review of mid-cycle reports is conducted during executive session of the COCA meeting and does not require the presence of a COM representative.

The mid-cycle report addresses the following standards and elements the evidentiary submissions listed in the COM Continuing Accreditation Standards satisfy the documentary requirements.

- **Standard 1:** **Mission and Governance**
- Element 1.1: Program Mission
- Element 1.2: Strategic Plan
- Element 1.3: Licensing and Regional Accreditation
- Element 1.4: Governance & Program Policies

- **Standard 2:** **Leadership and Administration**
- Element 2.3: Academic and Administrative Leadership
- Element 2.4: Accreditation Standard Complaint Policies and Procedures
- Element 2.5: Diversity, Equity, and Inclusion (DEI) Leadership

- **Standard 3:** **Finance**
- Element 3.1: Financial Resources
- Element 3.4: Financial Audit

- **Standard 4:** **Facilities**
- Element 4.1: Facilities
- Element 4.2: Security and Public Safety
- Element 4.3: Information Technology
- Element 4.4: Learning Resources

- **Standard 5: Learning Environment**
- Element 5.3: Safety, Health, and Wellness

- **Standard 6: Curriculum**
- All Elements under Standard 6

- **Standard 7: Faculty**
- Element 7.1: Faculty and Staff Resources and Qualifications
- Element 7.2: Faculty Approvals at All Teaching Sites
- Element 7.3: Department Chair Qualifications
- Element 7.4: Primary Care Leadership
- Element 7.5: OMM/OPP Leadership
- Element 7.7: Faculty Development
- Element 7.8: Faculty Appointment and Advancement

- **Standard 8: Scholarly Activity**
- All Elements under Standard 8

- **Standard 9: Students**
- All Elements under Standard 9

- **Standard 10: Graduate Medical Education (GME)**
- All Elements under Standard 10

- **Standard 11: Program and Student Assessment Outcomes**
- All Elements under Standard 11

- **Standard 12: Institutional Accreditation** (*For COMs not affiliated with a parent institution and the COCA is the COM's institutional accreditor*)
- All Elements under Standard 12

1 year prior to the due date, the COCA staff will notify a COM of the impending due date of the COM's mid-cycle report.

Please contact COCA Staff, at (312) 202-8124, or by email at predoc@osteopathic.org for further information regarding the mid-cycle report.

**COM MID-CYCLE REPORT SCHEDULE FOUR-YEAR ACCREDITATION
CYCLE***

ACADEMIC YEAR	REPORT DUE
2022-2023	February 2025
2023-2024	February 2026
2024-2025	February 2027
2025-2026	February 2028
2026-2027	February 2029
2027-2028	February 2030

**Academic year in which COM received accreditation with monitoring status.*

**COM MID-CYCLE REPORT SCHEDULE FIVE-, SIX, SEVEN-YEAR
ACCREDITATION CYCLE***

ACADEMIC YEAR	REPORT DUE
2021-2022	February 2025
2022-2023	February 2026
2023-2024	February 2027
2024-2025	February 2028
2025-2026	February 2029
2026-2027	February 2030
2027-2028	February 2031

**Academic year in which COM received initial accreditation, accreditation, or accreditation with finding..*

COM MID-CYCLE REPORT SCHEDULE TEN YEAR ACCREDITATION CYCLE

ACADEMIC YEAR*	REPORT DUE
2019-2020	February 2025
2020-2021	February 2026
2021-2022	February 2027
2022-2023	February 2028
2023-2024	February 2029
2024-2025	February 2030
2025-2026	February 2031
2026-2027	February 2032
2027-2028	February 2033
2028-2029	February 2034

**Academic year in which COM received accreditation with exceptional outcome status.*