
COMMISSION ON OSTEOPATHIC COLLEGE ACCREDITATION

INSTRUCTIONS AND PROCEDURES FOR SUBMITTING THE COCA MID-CYCLE REPORT PURSUANT TO ELEMENT 11.5¹

Element 11.5 of *Accreditation of Colleges of Osteopathic Medicine: COM Continuing Accreditation Standards* (Eff. June 22, 2020) 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).

The accreditation cycles are as follows:

- 4 Years - Where a COM is on heightened monitoring following a site visit resulting in non-compliance of fewer than three Accreditation Standards
- 7 Years - Where a COM or a pre-accredited COM has successfully achieved compliance with all CORE Elements of the Accreditation Standards even though some non-CORE Elements may not be in compliance
- 10 Years - Where a COM or a pre-accredited COM has successfully achieved compliance with all CORE and non-CORE Elements of the Accreditation Standards and has achieved Accreditation with Exceptional Outcome

Based upon the foregoing accreditation cycle, 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

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

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 determine whether there is credible information to conduct further investigation as to a COM's continuing compliance with the accreditation standards. 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 a standard(s);
- Request for COM representatives to appear before the COCA;
- Focused visitation as directed; or
- Reduction in approved class size as directed by the COCA.

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

The COCA will review mid-cycle reports separately from the annual reports at the Spring COCA meeting. The review of a COM's mid-cycle report will be assigned to different reviewers other than those reviewers assigned to the review the COM's annual report. The reviewers will conduct the review through the COCA-Online platform. 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 should address the following standards and elements that reflect the COM's mission and should include a complete copy of the COM's then current mission statement. The evidentiary submissions that correspond to each standard and element will satisfy the documentary attachments. In uploading the documentary attachments, the mid-cycle report may include Microsoft Excel attachments where information is more suited to a spreadsheet or graph format.

- **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 2.4: Accreditation Standard Complaint Policies and Procedures

- **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

Prior to the specific due date, the COCA staff will notify a COM of the impending due date of the COM's mid-cycle report. All mid-cycle reports must be completed electronically on the COCA-Online platform (<https://coca-online.org>). Instructions and training to access and use this platform must be received from the Department of Accreditation in sufficient time to prepare the mid-cycle report. Please contact COCA Staff, at (312) 202-8124, or by email at predoc@osteopathic.org for further information regarding COCA-Online and questions regarding the mid-cycle report.

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

ACADEMIC YEAR	REPORT DUE
2018-2019	February 2021
2019-2020	February 2022
2020-2021	February 2023
2021-2022	February 2024
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 heightened monitoring status.*

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

ACADEMIC YEAR	REPORT DUE
2017-2018	February 2021
2018-2019	February 2022
2019-2020	February 2023
2020-2021	February 2024
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 its last accreditation status.*

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

ACADEMIC YEAR*	REPORT DUE
2017-2018	February 2023
2018-2019	February 2024
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.*