
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. July 1, 2017) 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. 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 1.4: Governance & Program Policies

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

- **Standard 4: Facilities**
 - Element 4.1: Facilities

- **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 7.8: Faculty Appointment and Advancement

- **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 Wambui Wang'ombe, Director of Accreditation, at (312) 202-8162, or by email at wwangombe@osteopathic.org for further information regarding COCA-Online.

For questions regarding the mid-cycle report, please contact Brian G. Kim, Esq., Vice President of Accreditation and Associate General Counsel at the American Osteopathic Association and Secretary to the COCA, at (312) 202-8039 or by email at bkim@osteopathic.org.

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

ACADEMIC YEAR	REPORT DUE
2016-2017	February 2019
2017-2018	February 2020
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

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

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

ACADEMIC YEAR	REPORT DUE
2014-2015	February 2018
2015-2016	February 2019
2016-2017	February 2020
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

**Academic year in which COM received its last accreditation status.*

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

ACADEMIC YEAR*	REPORT DUE
2012-2013	February 2018
2013-2014	February 2019
2014-2015	February 2020
2015-2016	February 2021
2016-2017	February 2022
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

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