

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Program/Student Assessment & Outcomes

BCOM Policy: B11030

TOPIC: Accreditation Reporting

Approval Date: 1/22/19

Effective Date: 1/22/19

Approved: _____
Signature on File

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POLICY

BCOM shall submit annual and mid-cycle reports to the COCA as may be required. BCOM shall provide opportunities within its curriculum calendar for students to complete any survey instruments directed to students from the COCA.

RESPONSIBLE OFFICIAL(S):

Department Heads, Director of Accreditation, Dean, President

PROCEDURES:

1. Each department within BCOM shall prepare an annual report that describes its mission-centric activities for the preceding academic year and projections for the succeeding year(s).
2. A summative report of all mission-centric activities shall be prepared to correspond with submission of the annual report at the midpoint of BCOM's current accreditation cycle. This report shall be inclusive of all elements as requested by the COCA.
3. The COCA Mid-Cycle Report shall be submitted to the BCOM President and Board of Trustees for approval prior to submission to the COCA.
4. The College shall make any necessary revisions to the Mid-Cycle Report at the request of the Trustees and submit the final report to the COCA in the prescribed format.
5. An annual report will be submitted to the COCA in a format and time to be determined by the COCA.
6. Time will be reserved in the curriculum calendar for completion of the COCA's annual survey of students.

CROSS REFERENCE: