# IV. E. 2. PROGRESS REPORTS

## PROGRESS REPORT REQUIREMENTS

Following acceptance of a Plan of Correction, periodic Progress Reports are required until all areas of noncompliance are corrected. An electronic version of the Progress Report format is available on the Accreditation Surveys, Forms, and Templates section of the AOTA Web site.

For each area of noncompliance, the report should indicate whether the program director believes that the cited area has been corrected. The report should also provide a summary of the progress made toward correcting the cited area(s), the documentation that is being submitted, and additional action to be taken (if any) **with a timeline** for completion. If no progress has been made toward correcting the area(s) of noncompliance, a statement to that effect should be included.

The Progress Report must be submitted as requested by ACOTE. All materials must be submitted in English or translated to English.

## ACOTE ACTION ON PROGRESS REPORTS

The reviewers assigned to the program will assess the Progress Report and determine whether any or all areas of noncompliance have been fully corrected. At the next scheduled ACOTE meeting, the reviewers will present a motion to ACOTE for consideration and vote.

If the Progress Report is determined by ACOTE to correct all cited areas of noncompliance, it may be accepted with no further report. Accreditation terms for programs that were cited with no more than 2 areas of noncompliance may be extended if the areas are corrected within 1 year of ACOTE's action on the Report of On-Site Evaluation. For initial programs, terms may be extended from 5 to 7 years; for reaccredited programs, terms may be extended from 5 to 7 or from 7 to 10 years. This decision will be based on ACOTE's review of the Plan of Correction or Progress Report submitted by the program and a determination that the program has fully resolved the cited areas of noncompliance. ACOTE will also consider any pre-existing areas of noncompliance as well as program changes that have occurred subsequent to the on-site evaluation that affect or are likely to affect the program's full compliance with the Standards, including student learning outcomes. ACOTE may decline to extend the accreditation term of a multi-site program if one or more of the program locations was accredited for a shorter term than the primary location.

If areas of noncompliance remain, a due date for an additional report will be established. If a change in status is indicated, the program will be notified of the action.

## EXTENSIONS FOR GOOD CAUSE

Any program carrying an area of noncompliance will be notified in writing of ACOTE's policy on timelines for correction of areas of noncompliance and ACOTE's criteria for granting an extension for good cause. Programs will receive notification of the need to submit a letter requesting an extension for good cause if necessary. The timing of the notification is dependent upon the remaining time the program has to correct the cited areas.

In making a determination to grant a request for extension of the period for achieving compliance, ACOTE will review the rationale for the request and assess whether the program has met the following criteria:

1) The program has submitted an appropriate plan for achieving compliance within a reasonable time frame.
2) The program has provided a detailed timeline for completion of the plan.
3) The program has provided evidence that the plan has been implemented according to the established timeline.
4) The program has provided reasonable assurance that the program will achieve compliance as stated in the plan.

Extensions of the period of time for achieving compliance are usually limited to a maximum of 2 additional years.

## TIME LIMIT FOR CARRYING AREAS OF NONCOMPLIANCE

Any program that is in jeopardy of having its accreditation withdrawn due to the mandated time limit for carrying areas of noncompliance that has not requested and been granted an extension for good cause may be placed on Probationary Accreditation. This action will be scheduled at the ACOTE meeting preceding the end of the mandated time limit for carrying areas of noncompliance. Depending upon ACOTE's scheduled meeting dates, this generally occurs as follows:

- 8 months if the program is less than 1 year in length;
- 16 months if the program is at least 1 year in length, but less than 2 years in length; or
- 20 months if the program is at least 2 years in length.

If ACOTE determines that the program has not returned to compliance with the Standards within the specified period of time (depending on program length), it will change the program's status to Accreditation Withdrawn—Involuntary. Unless the period for achieving compliance has been extended for good cause, the United States Department of Education (USDE) mandated time for correction is:

- 12 months if the program is less than 1 year in length;
- 18 months if the program is at least 1 year in length, but less than 2 years in length; or
- 2 years if the program is at least 2 years in length.