

Policy Title: **FEPAC Program Annual Reporting & Performance Disclosure Policy**

Approved By: FEPAC Commission

Document History: Policy Implementation Date: August 9, 2003

Last Updated: July 1, 2026

Related Commission Document:

References: FEPAC Accreditation Standards
FEPAC Commission Actions Policy
FEPAC Fees and Dues Policy

Responsible Official: Operations, Policy and Procedure Committee

ANNUAL REPORTS (FEPAC FORMS 5.3.1 & 5.3.2)

As a condition of continued accreditation, FEPAC monitors FEPAC-accredited forensic science programs through an annual reporting mechanism. FEPAC Forms 5.3.1 and 5.3.2 serve as a collection point for reporting information for each academic year throughout a program's accreditation term.

The Annual Report (5.3.1 / 5.3.2) is required as part of continued FEPAC accreditation and must be submitted by November 1 each year including the year initial accreditation is awarded.

Example of the Annual Report Submission Schedule:

- Application submitted in 2025
- Programmatic Accreditation is awarded for a term of five (5) years beginning in 2026
- Annual Report submissions are due: NOV 2026, NOV 2027, NOV 2028, and NOV 2029.¹

NOTE: While an Annual Report is not required during the year in which a program applies for renewal of accreditation, FEPAC requires that student and program performance information be made publicly available and reported to the Commission on an annual basis (see FEPAC standard 3.3.4).

Programs not seeking continuing accreditation (and whose accreditation will expire) must still submit a "final" Annual Report and pay the associated Annual Accreditation Maintenance Dues (see FEPAC *Fees and Dues Policy*).

¹ This example presumes the Accredited program applies for continuing accreditation in 2030 and will be submitting a comprehensive *Self-Study* that substitutes for its NOV 2030 annual report.

If a program fails to submit the required Annual Report on time, it may be subject to sanctions as outlined in the FEPAC *Commission Actions Policy*. as appropriate. It is the program's responsibility to ensure the submitted report is received by FEPAC.

Once received, FEPAC reviews each program's Annual Report and takes follow-up action, as appropriate, if any information in the report calls into question the ability of the program to meet the FEPAC *Accreditation Standards*. Such action may include, but is not limited to, requesting an additional report from the program, conducting a special site visit to the program, placing the program on probation, or revoking the program's accreditation.

PROGRAM DISCLOSURE OF ANNUAL PROGRAM PERFORMANCE DATA

FEPAC requires student and program performance information to be displayed publicly and reported annually to the Commission.

FEPAC accredited programs are required to provide current, readily accessible, and accurate data to the public on their websites (see FEPAC standard 3.3.4).

FEPAC accredited programs must submit student and program performance data specified in FEPAC standard 3.3.4 to FEPAC on the Annual Report form (5.3.1 / 5.3.2), specifically in the following manner:

- The program must report to FEPAC the measures used by the program to inform the public about program performance.
- The data must be easily accessible on the program's website.
- Data must be available at the time the Annual Report is submitted.

Revision History

Date Revised	Summary of Revisions	Approved By
7/1/26	Clarification of annual report submission frequency. Included references to FEPAC <i>Commission Actions Policy</i> and FEPAC <i>Fees and Dues Policy</i> .	Commission