

## **Class Size Policy**

### **Scope of This Policy**

In accordance with 34 C.F.R. § 602.19(c), COCA must monitor overall growth of the institutions or programs it accredits and, at least annually, collect head-count enrollment data from those institutions or programs.

### **Introduction**

The Commission on Osteopathic College Accreditation (COCA) approves a college of osteopathic medicine's (COM) class size based on information provided in the COM's application regarding available facilities, faculty, staff, and other factors to support the delivery of the osteopathic medical education curriculum. A COM may request a class size increase through the COCA's Substantive Change policies. A COM may also submit a substantive change request to establish a branch campus or additional location with a separate class size. As the Planned Class Size Increase policy states, "all COMs have an approved class size from the COCA. Each branch campus and additional location that the COCA recognizes will also have a separate, approved class size." Campus class sizes are monitored annually through the COCA's Class Survey conducted in September.

### **Class Size Policy**

Each COM campus recognized by the COCA will have a separate, approved class size. In reviewing class sizes as part of the COCA Annual Report, the parent campus (COM) and any additional location or branch campus will be counted as separate class sizes. Per COCA policies, each campus may matriculate up to 8% over the approved class size of its first year (OMS I) class to accommodate student withdrawals after matriculation ("melt"). A COM, additional location, or branch campus may not be combined to calculate class size. For example, 7% at one campus and 9% at another campus for an average of 8% is not permitted.

The COCA policy threshold for matriculating over an approved class size is 8.00%. Matriculation counts should not be rounded up to anything over 8%. Any campus found to be over 8% of its approved class size may be subject to the COCA's Unplanned Class Size Increase policy. For example, a campus 8.01% above its approved class size would be over the 8% threshold. Additionally, COMs are required to notify the COCA immediately upon identifying a potential or actual unplanned class size increase that may/has occurred.

### **Related Federal Requirements:**

34 C.F.R. § 602.19(C)

### **Related COCA Policy:**

[Substantive Change: Unplanned Class Size Increase Policy](#)