

~~Accreditation of Colleges of Osteopathic
Medicine:~~
COCA Substantive Change Request:
Appendices ~~Policies and Procedures~~

Effective for reviews submitted on or after ~~August 1, 2021~~ July 1, 2024

**Commission on Osteopathic College Accreditation
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~~Revised 6/24/2021 to add Additional Programs policy.~~

Appendix A: Pre-Operational Site Visit

The COCA requires a pre-operational site self-study and site visit prior to the opening of any new COM facility (e.g., additional location, branch campus, an existing COM changing location, acquisition of a COM by another, etc.) to determine readiness of the facility for students, administration, and faculty to begin instruction.¹

The pre-operational site visit report must be reviewed at a COCA meeting not less than six months prior to the start of the academic year at the new facility. A pre-operational self-study must be completed at least ~~60~~ 90 days prior to the scheduled site visit. This may include, without limitation, the following Continuing accreditation elements (or corresponding pre-accreditation elements for the opening of a branch campus):

1. Element 1.4: Governance & Program Policies
2. Element 1.5a/1.5b: Non-Discrimination
- ~~3. Element 1.7: Clinical Affiliation Agreements~~
4. Element 2.3: Academic and Administrative Leadership
5. Element 3.1: Financial Resources
6. Element 3.4: Financial Audit
7. Element 4.1: Facilities
8. Element 4.2: Security and Public Safety
9. Element 4.3: Information Technology
10. Element 4.4: Learning Resources
11. Element 5.5: Office of Diversity, Equity, and Inclusion (DEI)
12. Element 6.1: Curriculum Design and Management
13. Element 6.4: Osteopathic Core Competencies
14. Element 6.5: Scientific Method
15. Element 6.6: Principles of Osteopathic Medicine
16. Element 6.7: Self-Directed Learning
17. Element 6.8: Interprofessional Education for Collaborative Practice
18. Element 6.9: Clinical Education
19. Element 6.10: Clinical Experience
20. Element 6.11: Comparability Across Clinical Education Sites
21. Element 6.12: Diversity, Equity, and Inclusion (DEI) Curriculum
22. Element 7.1: Faculty and Staff Resources and Qualifications
23. Element 7.3: Department Chair Qualifications
24. Element 7.4: Primary Care Leadership
25. Element 7.5: OMM/OPP Leadership
26. Element 7.9: Diversity, Equity, and Inclusion (DEI) Training

¹For new COMs, readiness to begin teaching will be confirmed through the Pre-Accreditation Site Visit as outlined in the document *COM: New & Developing Accreditation Standards*.

27. Element 8.1: Research and Scholarly Activity Strategic Plan
28. Element 8.2: Research and Scholarly Activity Budget
29. Element 9.1: Admissions Policy
30. Element 9.2: Academic Standards
31. Element 9.4: Secure Student Recordkeeping
32. Element 9.5: Academic Counseling
33. Element 9.6: Career Counseling
34. Element 9.7: Financial Aid and Debt Management Counseling
35. Element 9.8: Mental Health Services
36. Element 9.9: Physical Health Services

~~COMs for which the COCA serves as the institutional accreditor must demonstrate compliance with all the elements under Standard 12.~~

Note: Elements 12.1-12.10 are for COMs that the COCA will serve as institutional accreditor. These elements can be found at the following web page:
<https://osteopathic.org/index.php?aam-media=/wp-content/uploads/2023-COM-New-and-Developing-Accreditation-Standards.pdf>

Appendix B: Additional Location Application Sample Timeline

Assumes August 1 start date. Self-studies and reports are due to COCA ~~60~~ 90 days prior to the meeting at which they will be reviewed. Self-studies are due ~~45~~ 90 days prior to a site review.

Activity	Timing
Step I: Additional Location Application is reviewed	August COCA Meeting 36 months prior to matriculation
Step II: Additional Location Self-Study and Site Visit is conducted	18 months prior to matriculation
Additional Location Self-Study and Site Visit is reviewed Upon approval, the required escrow accounts must be funded, and the COM may begin advertising & recruiting students at additional location	December COCA Meeting
December 31 st the year prior to matriculation Certification of Occupancy submitted to COCA	December 9 months prior to matriculation
Step III Additional Location Pre-Operational Site Visit is conducted	February 6 months prior to matriculation
Additional Location Pre-Operational Site Visit Report is reviewed Upon approval, operations may begin at the additional location. If not approved implementation of the contingency plan may be required	April COCA Meeting 4 months prior to matriculation
Operations begin at additional location	August
Step IV Additional Location Year 1 Focused Site Visit is conducted	February 6 months after to matriculation
Additional Location Year 1 Focused Site Visit report is reviewed	June COCA Meeting

Step V: Additional Location Year 2 Progress Report is conducted	Second year of operation
Additional Location Year 2 Progress Report is reviewed	August COCA Meeting
Step VI: Additional Location Year 3 Progress Report is conducted	Third year of operation
Additional Location Year 3 Progress Report is reviewed	August COCA Meeting
Step VII: Additional Location Student Survey and Comprehensive Site Visit is conducted at all campus locations	Fourth year of operation
Additional Location Student Survey and Comprehensive Site Visit is reviewed	August COCA Meeting
<p>This timeline is provided as an example for informational purposes only. All dates are subject to change. It is not meant to guarantee a scheduled site visit or review date by the COCA and does not account for the need to re-submit materials prior to approval. Please consult a COCA staff member for additional information.</p>	

Appendix C: Branch Campus Application Sample Timeline

Assumes August 1 start date. Self-studies and reports are due to COCA ~~60~~ 90 days prior to the meeting at which they will be reviewed. Self-studies are due ~~45~~ 90 days prior to a site review.

Activity	Timing
Step I: Branch Campus Application is reviewed	August COCA Meeting 36 months prior to matriculation
Step II: Branch Campus Self-Study and Site Visit is conducted	18 months prior to matriculation
Branch Campus Self-Study and Site Visit is reviewed Upon approval, the required escrow accounts must be funded, and the COM may begin advertising & recruiting students at branch campus	December COCA Meeting
December 31 st the year prior to matriculation Certification of Occupancy submitted to COCA	December 9 months prior to matriculation
Step III: Branch Campus Pre-Operational Site Visit is conducted	February 6 months prior to matriculation
Branch Campus Pre-Operational Site Visit Report is reviewed Upon approval, operations may begin at the branch campus. If not approved implementation of the contingency plan may be required	April COCA Meeting 4 months prior to matriculation
Operations begin at the branch campus.	August
Step IV: Branch Campus Year 1 Focused Site Visit is conducted	February 6 months after to matriculation
Branch Campus Year 1 Focused Site Visit report is reviewed	June COCA Meeting
Step V: Branch Campus Year 2 Progress Report is conducted	Second year of operation

Branch Campus Year 2 Progress Report is reviewed	August COCA Meeting
Step VI: Branch Campus Year 3 Progress Report is conducted	Third year of operation
Branch Campus Year 3 Progress Report is reviewed	August COCA Meeting
Step VII: Branch Campus Student Survey and Comprehensive Site Visit is conducted	Fourth year of operation
Branch Campus Student Survey and Comprehensive Site Visit is reviewed	August COCA Meeting
<p>This timeline is provided as an example for informational purposes only. All dates are subject to change. It is not meant to guarantee a scheduled site visit or review date by the COCA and does not account for the need to re-submit materials prior to approval. Please consult a COCA staff member for additional information.</p>	

Appendix D: Additional Location or Branch Campus Transition to an Independent COM Application Sample Timeline

~~Assumes August 1 start date. Self-studies and reports are due to COCA 60 days prior to the meeting at which they will be reviewed. Self-studies are due 45 days prior to a site review.~~

Activity	Timing
Part I Transition to an Independent COM application reviewed	August COCA Meeting Not less than 12 months prior to transition
Part II Transition to an Independent COM Self-Study reviewed When approved, the operational reserve account must be funded and site visit is Scheduled	December COCA Meeting Not less than 12 months prior to transition
Transition Site Visit conducted	February
Transition Site Visit Report reviewed Upon approval, operations may begin as an independent COM	April COCA Meeting
Operations begin as an independent COM	August
<p>This timeline is provided as an example for informational purposes only. All dates are subject to change. It is not meant to guarantee a scheduled site visit or review date by the COCA and does not account for the need to re-submit materials prior to approval. Please consult a COCA staff member for additional information.</p>	

~~Appendix E: Transition from an Additional Location to Branch Campus or Branch Campus to Additional Location Application Sample Timeline~~

~~Assumes August 1 start date. Self-studies and reports are due to COCA 60 days prior to the meeting at which they will be reviewed. Self-studies are due 45 days prior to a site review.~~

Activity	Timing
Part I Transition to an Additional Location/Branch Campus application reviewed	August COCA Meeting Not less than 24 months prior to transition
Part II Transition to an Additional Location/Branch Campus Self-Study reviewed When approved, the operational reserve account must be funded and site visit is Scheduled	December COCA Meeting Not less than 12 months prior to transition
Transition Site Visit conducted	February
Transition Site Visit Report reviewed Upon approval, operations may begin as an Additional Location/Branch Campus	April COCA Meeting
Operations begin as an Additional Location/Branch Campus	August
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