

Commission on Osteopathic College Accreditation

**Accreditation of Colleges of Osteopathic Medicine:
COM New & Developing Accreditation Standards**

Effective July 1, 2019

**Commission on Osteopathic College Accreditation
American Osteopathic Association
142 E. Ontario Street
Chicago, IL 60611-6824
Telephone: (312) 202-8124
E-mail: predoc@osteopathic.org**

© 2019 American Osteopathic Association. All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher.

Published 7/1/19

Contents

Introduction.....5

Applicant Status7

Candidate Status.....8

Candidate Status Self-Study.....11

Introductory Materials.....11

Candidate Standard 1: Mission and Governance11

Candidate Standard 2: Leadership and Administration14

Candidate Standard 3: Finances.....16

Candidate Standard 4: Facilities.....18

Candidate Standard 5: Learning Environment.....19

Candidate Standard 6: Curriculum20

Candidate Standard 7: Faculty and Staff.....22

Candidate Standard 8: Scholarly Activity23

Candidate Standard 9: Students24

Candidate Standard 10: Graduate Medical Education (GME).....25

Candidate Standard 11: Intentionally Omitted.....26

Candidate Standard 12: Institutional Accreditation (if applicable).....27

Pre-Accreditation Status30

Pre-Accreditation Self-Study33

Pre-Accreditation Standard 1: Mission and Governance.....33

Pre-Accreditation Standard 2: Leadership and Administration38

Pre-Accreditation Standard 3: Finances41

Pre-Accreditation Standard 4: Facilities.....43

Pre-Accreditation Standard 5: Learning Environment45

Pre-Accreditation Standard 6: Curriculum.....47

Pre-Accreditation Standard 7: Faculty and Staff.....54

Pre-Accreditation Standard 8: Scholarly Activity.....59

Pre-Accreditation Standard 9: Students.....61
Pre-Accreditation Standard 10: Graduate Medical Education (GME)65
Pre-Accreditation Standard 11: Program and Student Assessment and Outcomes67
Pre-Accreditation Standard 12: Institutional Accreditation69

Glossary.....73

Introduction

The American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA) accredits osteopathic medical education programs leading to the DO degree in the United States (programmatic accreditation). The COCA also accredits free-standing colleges of osteopathic medicine where no other educational program is offered (institutional accreditation) and serves as the federal Title IV gatekeeper for those institutions. By assessing the compliance of osteopathic medical education programs based on the nationally accepted standards of the COCA, we serve the interests of the public and of the students enrolled in our colleges of osteopathic medicine (COMs).

To achieve and maintain accreditation, an osteopathic medical education program leading to the Doctor of Osteopathic Medicine (DO) degree must meet the standards contained in this document. The COCA regularly reviews the accreditation standards, and seeks feedback from the osteopathic community and public. Changes to the COCA standards are considered at a public hearing before a final vote for adoption is made by the COCA. Once approved, new or revised standards are published in *Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards*, which indicates when the changes become effective.

New and developing COMs proceed through a three-stage process prior to reaching full accreditation:

1. Applicant status
2. Candidate status
3. Pre-accreditation status

This document is organized into a series of standards, each of which includes a concise statement of the principles that represent the standard. The elements of each standard specify the components that collectively constitute the standard; they are statements that identify the variables that the COCA considers in evaluating a medical education program's compliance with the standard.

Additional information on the accreditation actions may be found in the *Accreditation of Colleges of Osteopathic Medicine: COCA Policies and Procedures* document. Additional information about the accreditation process and the standards and elements may be obtained from the COCA office (predoc@osteopathic.org) or from the COCA website (www.aococa.org).

NOTICE TO ALL COMs

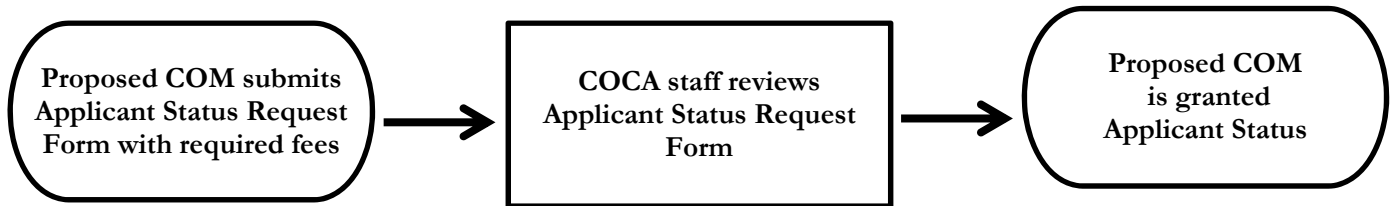
The submission of any information pursuant to the following accreditation standards is subject to the COCA's submission of that information to the USDE in compliance with the Department's regulatory requirements to determine recognition of the COCA as an accrediting agency. So as to provide comprehensive and accurate information to the Department, the COCA does not redact any information received from any COM. Accordingly, please be advised that, should a COM wish to have redacted information submitted to the Department, a COM must submit to the COCA two sets of the same information. The first set must be an unredacted compilation of all responses to the accreditation standards and the second set must be redacted according to what the COM wishes to have remain confidential. The redacted document must include the word "redacted" in its title and file name.

Applicant Status

Applicant status is the initial step in seeking accreditation. This status is offered without rights or privileges of accreditation, and does not establish or imply recognition by the COCA. Applicant status is granted upon the formal request for evaluation submitted by the Chief Executive Officer of the applicant COM.

Applicant status is not made public by the COCA and must not be advertised or publicized by the applicant status COM. A school at this stage should identify themselves as “XCOM (applicant status – seeking accreditation)”.

The *Applicant Status Request Form* is to be completed and submitted to the COCA at least 36 months and no more than 60 months prior to the anticipated matriculation date of the first class of students. An application for applicant status must also be accompanied by a non-refundable application fee as prescribed in the fee schedule.



Candidate Status

Candidate status is the second step in seeking accreditation by an applicant COM and is conferred with the privilege of recognition by the COCA, which will be publicly announced. Candidate status may be granted to COMs that demonstrate the planning and resources necessary to be expected to be able to proceed to pre-accreditation status within two years.

An applicant for candidate status must submit a candidate status self-study along with a feasibility study (business plan) that assesses the viability of the proposed new COM. The feasibility study (business plan) must be developed in partnership with a professional nationally known external business consulting firm. The COM dean and administrative team must play an integral role in the development of these documents. An application for candidate status must also be accompanied by a non-refundable application fee as prescribed in the fee schedule.

It is expected that a dean will be hired at least 12 months prior to the submission of the candidate status documents and will provide the principal guidance and direction in the development of the COM through all steps of the candidate status process and beyond through pre-accreditation status and into accreditation. A change in the dean during this time period requires re-initiation of the candidate status application process.

It is also expected that the dean will hire qualified individuals at the associate/assistant dean level to assist him/her in the development of the COM through candidate status and into pre-accreditation status and ultimate progress to accreditation. A minimum of two associate deans must be under contract with the COM before candidate status will be granted.

The COM holding candidate status may not recruit, accept applications from, or admit prospective students. This means that a COM holding this status may not do any of the following:

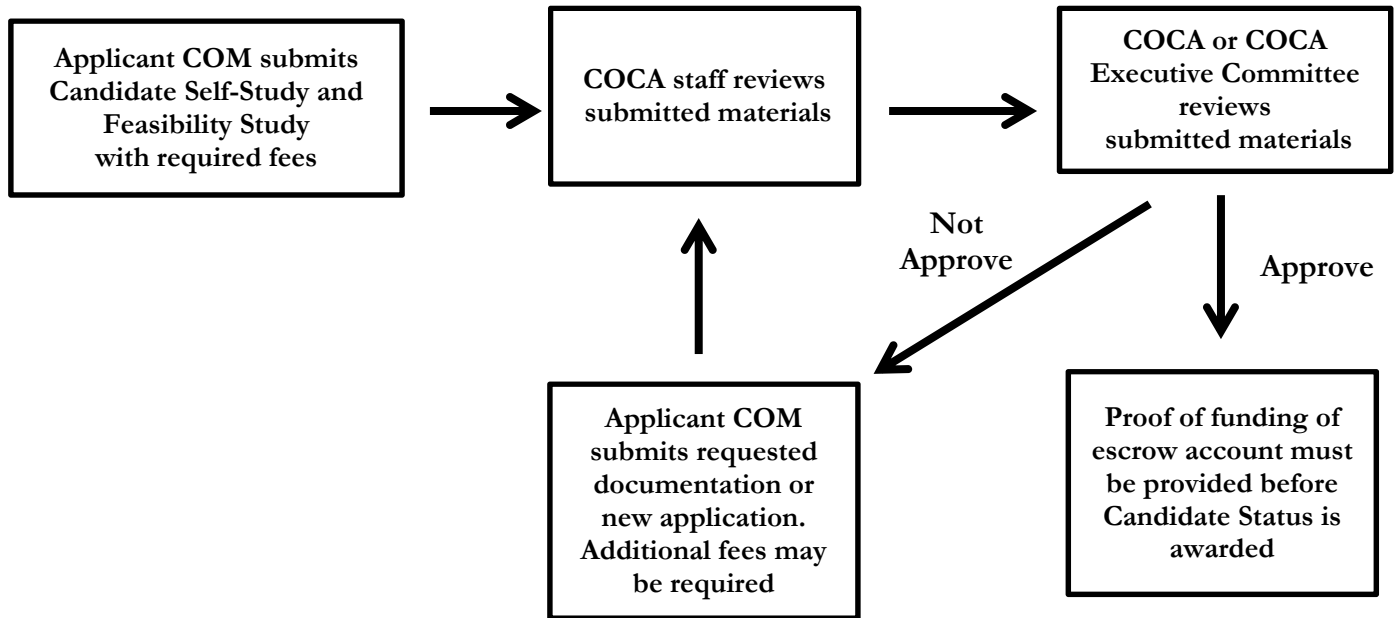
- Use solicitation to recruit students
- Solicit or collect application fees
- Collect application information, including academic transcripts, Medical College Admissions Test (MCAT) scores, and letters of recommendation
- Initiate the admission review process
- Schedule interviews for any potential applicants
- Offer advice on financial aid
- Issue letters of admittance into the COM

Candidate Status Process

1. Applicant COM submits candidate status self-study and feasibility study (business plan) and non-refundable application fee.
2. The teach-out and operating escrow agreements must be submitted with the self-study.

3. Staff review of self-study and feasibility study.
4. COCA or COCA executive committee reviews self-study and feasibility study.
5. Proposed COM may offer testimony at the time of COCA/COCA Executive Committee review.
6. The COCA/COCA Executive Committee may receive third-party comments.
7. In order for an applicant COM to achieve candidate status, 100% of the candidate standards must be met.
8. Applicant COM must fund, and demonstrate evidence of, escrow accounts prior to the COCA's grant of candidate status.
9. COCA approves or denies candidate status.
10. In the event the COCA denies a candidate status application, the COCA may, at its discretion, direct that a new application for candidate status be submitted or that supplemental information be submitted. In either event, the fees required by the COCA fee schedule shall apply.

Candidate Status Process



Review of Candidate Status

Candidate status will be reviewed through submitted written annual reports until the COM achieves Pre-Accreditation Status. If the COM has not been able to proceed to pre-accreditation status within 24 months of the granting of candidate status, the candidate status will be withdrawn. A re-application will require a new candidate status self-study and application fee.

Candidate Status Self-Study

Introductory Materials

The introductory information for a candidate status self-study must include: 1) the identification of a proposed site; 2) the reasons justifying the site for a proposed COM; 3) the proposed class size; 4) the academic year in which the proposed COM intends to matriculate students; and 5) a feasibility study.

Candidate Standards

Candidate Standard 1: Mission and Governance

Candidate Element 1.1: Program Mission

A proposed college of osteopathic medicine (COM) must develop a mission statement that: 1) explains the overall purpose of the proposed COM's program; and 2) serves as guide for program planning and assessment. Where the proposed COM is part of a larger educational institution or parent institution, the proposed COM's mission must be consistent with the institution's mission. The proposed COM must have a mechanism in place that will require future periodic review of its program mission to meet the proposed COM's anticipated potential growth and continued development. The proposed COM must have a mechanism in place that will consider the input of its future faculty, staff, and students when its mission will be reviewed for future, potential revision.

Candidate Submission 1.1: Program Mission

- 1. Provide copies of program mission / vision (optional) / goals or objectives (optional).*
- 2. If the proposed COM is part of a larger educational institution (parent institution), provide a copy of the parent institution's mission statement. The documents should show last updated date (or effective date) and revision history.*
- 3. Describe the proposed COM's mechanism that will require future periodic review of its program mission to meet the proposed COM's anticipated potential growth and continued development.*

Candidate Element 1.2: Licensing and Regional/ Institutional Accreditation

A proposed COM must maintain in effect any charter, licenses, or approvals required for it to function as an institution of higher education, including the provision of degree programs beyond the secondary level.

The parent/sponsoring institution under which the proposed COM operates (or the independent COM itself) must be recognized by an institutional accrediting agency that is recognized by the US Department of Education (USDE). The proposed COM must report to the COCA any adverse actions that are taken against its parent institution by its institutional accreditor within five business days of notification of such action.

Candidate Submission 1.2: Licensing and Regional/ Institutional Accreditation

1. *Provide a copy of the charter, license, or letter of approval from all states and agencies issuing such approvals.*
2. *If institutionally accredited, provide a public link to where the most recent institutional accreditation documents are published.*

Candidate Element 1.3: Governance and Program Policies

A proposed COM must have a governing body, or be part of a parent institution with a governing body, that defines the mission of the proposed COM and/or institution, approves the strategic plan, provides financial oversight, and approves requisite policies. The proposed COM must publish and abide by policies regarding conflict of interest (for board members, employees, and institutionally employed faculty); due process for employees, students, and credentialed instructional staff; confidentiality of employee, student, and medical records; fiscal management; and ethics which must incorporate the American Osteopathic Association Code of Ethics.

Candidate Submission 1.3: Governance and Program Policies

1. *Provide the bylaws of the proposed COM's (or parent institution) governing body and a list of members, including titles, of the body.*
2. *Provide a copy of the policies for:*
 - a. *Conflict of interest for board members, employees, and institutionally employed faculty.*
 - b. *Due process for all employees, students, faculty, and credentialed instructional staff.*
 - c. *Confidentiality of employment, student, and medical records.*
 - d. *Fiscal management and accountability.*
 - e. *Ethics, incorporating the AOA code of ethics.*

Candidate Element 1.4a: Non-Discrimination

A proposed COM must demonstrate non-discrimination in the selection of administrative personnel, faculty and staff, and students based on race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.

Candidate Submission 1.4a: Non-Discrimination

1. *Provide a copy of the non-discrimination policy.*

Candidate Element 1.4b: Non-Discrimination for Faith-Based Institutions

The COCA respects the religious mission of faith-based schools. A proposed COM having a religious affiliation or purpose may apply selection criteria and/or policies that are directly related to that affiliation or purpose so long as any such criteria and/or policies are made known to applicants and the public and do not contravene any other COCA standard.

Candidate Submission 1.4b: Non-Discrimination

1. *Provide the faith-based mission for the proposed COM.*
2. *Provide a copy of the non-discrimination policy and procedures for the selection of students, faculty, and staff.*

Note: Whether or not a COM is a faith-based institution, once a COM elects to comply with either element 1.4a or 1.4b, the COM is expected to comply with all requirements based on that election irrespective of its faith-based designation.

Candidate Element 1.5: Clinical Education Affiliation Agreements

A proposed COM must be able to produce agreements, including executed affiliation agreements, that support the clinical educational experience for its students.

Candidate Submission 1.5: Clinical Education Affiliation Agreements

1. *Provide a copy of the proposed COM-approved affiliation agreement.*
2. *Provide a list of all clinical sites with which the proposed COM has entered into a clinical affiliation agreement or from which the proposed COM has received a letter of intent.*
3. *At the time of the site visit, a COM must produce all documents that evidence the acceptance of the COM's students to participate at the affiliate site, including all executed affiliation agreements.*

Candidate Standard 2: Leadership and Administration

Candidate Element 2.1: Dean Qualifications

A proposed COM must have a dean who is qualified for the position by education, training, and experience to provide effective leadership in education, scholarly activity, and patient care. The dean must have:

1. An earned DO degree from a COCA-accredited college of osteopathic medicine;
2. An unrestricted medical license at some time in his/her career, free of disciplinary actions or sanctions while licensed;
3. AOA or ABMS board certification at some time in his/her career; and
4. At least five years of proven experience within the last ten years in academic leadership roles that includes budget management authority.

Candidate Submission 2.1: Dean Qualifications

1. *Provide a copy of the dean's diploma from a COCA-accredited college of osteopathic medicine.*
2. *Provide a copy of the dean's most recent medical license.*
3. *Provide a copy of the dean's AOA or ABMS board certification documents.*
4. *Provide a current and complete curriculum vitae for the dean.*
5. *Provide the current job description for the dean.*
6. *Provide the dean/physician's most recent report from the Federation Credentials Verification Service.*

Candidate Element 2.2: Full-Time Dean

The dean must be employed full time by the proposed COM and/or its parent institution.

Note: In carrying out the full-time responsibilities of the dean, the dean of a proposed COM is administratively responsible for the conduct and quality of the medical education program and for ensuring the adequacy of faculty at the proposed COM.

This element requires a dean to be employed full-time without any conflicting, secondary employment. Any activity for which remuneration is given must be: 1) under the auspices of the proposed COM, or its parent institution's authorization; and 2) not in conflict with the time commitments required to carry out the full-time responsibilities of the dean.

Candidate Submission 2.2: Full-Time Dean

1. *Provide the employment contract (compensation redacted) demonstrating that the dean is employed full time.*

Candidate Element 2.3: Academic and Administrative Leadership

A proposed COM must have academic and administrative leadership to accomplish the mission of the medical school. Assistant/associate deans (at least one of which must be a board-certified DO) must have proven experience in teaching, educational design and evaluation, scholarly activity, and academic leadership in a medical education setting appropriate for the position.

Candidate Submission 2.3: Academic and Administrative Leadership

1. *Provide an organization chart that shows the leadership positions and reporting relationships.*
2. *Provide the current job description for each member of the administrative leadership team (associate deans, assistant deans, senior level administrators).*
3. *Provide a complete curriculum vitae for each member of the administrative leadership team who has been hired (associate deans, assistant deans, senior level administrators).*
4. *Provide a copy of the employee's medical license (if a DO or MD).*
5. *Provide a copy of the employee's AOA or ABMS board certification documents (if a DO or MD).*

Candidate Standard 3: Finances

Candidate Element 3.1: Financial Resources

A proposed COM must ensure that the financial resources of the school are adequate to sustain a sound program of osteopathic medical education and to accomplish the programmatic and institutional goals.

Candidate Submission 3.1: Financial Resources

- 1. Provide the operational pro forma (income, revenue sources, and expenses) for the proposed COM from today (start-up costs) through the anticipated graduation of the first class of students.*
- 2. Provide the proposed capital budget for the development of the proposed COM.*
- 3. Provide the budget for personnel with a hiring plan addressing anticipated date of hire of each faculty and staff member.*

Candidate Element 3.2: Feasibility Study (Business Plan)

A proposed COM must submit a feasibility study, including a business plan, created by an external business consulting firm.

Candidate Submission 3.2: Feasibility Study (Business Plan)

- 1. Provide the feasibility study for the proposed COM.*
- 2. Provide a brief background on the company that created the feasibility study.*

Candidate Element 3.3: Escrowed Reserve Funds

A proposed COM must demonstrate the existence of a minimum segregated, unencumbered reserve fund escrowed until one year after graduation of the first class of students and equal to the *greater* cash value of 1) \$30,000,000; or 2) tuition multiplied by the approved number of students for the proposed COM multiplied by four years. Any future increase in tuition will require recalculation of the escrow amount and an increase in the amount of the escrowed funds. The escrowed reserve funds must: 1) not be borrowed or pledged funds; and 2) be funded by immediately available liquid assets that are wholly owned assets of the proposed COM or its parent institution. The proposed COM may not withdraw any interest that accrues in the escrowed funds. A proposed COM must replenish the escrow fund account in the event the value of the account decreases below the required minimum amounts stated above.

Candidate Submission 3.3: Escrowed Reserve Funds

1. *Provide evidence of availability of unencumbered funds equal to the escrow amount.*
2. *Provide a copy of the proposed escrow agreement substantially consistent with the form prescribed by the COCA.*

Candidate Element 3.4: Operating Reserve Fund

A proposed COM must demonstrate the existence of a minimum operating reserve fund until graduation of the first class of students and equal to one-quarter (1/4) of the amount of the minimum segregated, unencumbered escrowed reserve fund. The minimum operating reserve fund must: 1) not be borrowed or pledged funds; and 2) be funded by immediately available liquid assets that are wholly owned assets of the proposed COM or its parent institution. The proposed COM may not withdraw any interest that accrues in the operating reserve fund. A proposed COM must replenish the operating reserve fund account in the event the value of the account decreases below the required minimum amount stated above.

Candidate Submission 3.4: Operating Reserve Fund

1. *Provide a copy of the proposed operating reserve fund agreement substantially consistent with the form prescribed by the COCA.*
2. *Provide evidence of availability of unencumbered funds equal to the operating reserve fund amount.*

Candidate Standard 4: Facilities

Candidate Element 4.1: Facilities

A proposed COM must have planned facilities for the program of instruction that enable the authorized class size of students and faculty to pursue the mission, curriculum content and delivery, and scholarly activity of the proposed COM.

Candidate Submission 4.1: Facilities

- 1. Complete and submit Candidate Table 4.1 to describe the on-campus facilities of the proposed COM dedicated for DO students.*
- 2. Provide a facility floor plan with designations of how the space will be utilized (full architectural drawings are not required).*
- 3. Describe how the proposed COM will assess the adequacy of the core clinical rotation facilities, including how students will be involved in the assessment.*

Candidate Element 4.2: Information Technology

A proposed COM must provide access to information technology to support its mission.

Candidate Submission 4.2: Information Technology

- 1. Provide the information technology strategic plan.*

Candidate Standard 5: Learning Environment

Candidate Element 5.1: Professionalism

A proposed COM must ensure that the learning environment of its osteopathic medical education program will be conducive to the ongoing development of professional behaviors in its osteopathic medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect. This should also include exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

Candidate Submission 5.1: Professionalism

- 1. Provide a copy of the proposed COM's professionalism policies and procedures and a link to where the documents are published.*
- 2. Provide the intended description and charge of the committee that addresses issues of professionalism and ethics.*
- 3. Provide the proposed membership of the committee that will address issues of professionalism and ethics.*

Candidate Element 5.2: Diversity

A proposed COM must have policies that demonstrate its intent to practice systematic and focused recruitment and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of its academic community. The proposed COM must include in these activities the use of programs and/or partnerships (with other institutions and organizations) aimed at achieving diversity among qualified applicants for medical school admission and the evaluation of program and partnership outcomes.

Candidate Submission 5.2: Diversity

- 1. Provide the policies that demonstrate the proposed COM's intent to practice systematic and focused recruitment and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of its academic community.*
- 2. Describe the proposed COM's planned programs and partnerships (with other institutions and organizations) aimed at achieving diversity among qualified applicants for medical school admission and the evaluation of program outcomes.*

Candidate Standard 6: Curriculum

Candidate Element 6.1: Programmatic Level Educational Objectives

A proposed COM must define all programmatic level educational objectives.

Candidate Submission 6.1: Programmatic Level Educational Objectives

1. *Provide the programmatic level educational objectives for the osteopathic medical education program.*

Candidate Element 6.2: Osteopathic Core Competencies

A proposed COM must teach and educate students in order to ensure the development of the seven osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice-based learning, systems-based practice, and osteopathic principles and practice/osteopathic manipulative treatment.

Candidate Submission 6.2: Osteopathic Core Competencies

1. *Provide a description of the proposed COM's plan for the delivery of its curriculum including teaching, educating, and assessing its students to ensure the development of the seven osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice-based learning, systems-based practice, and osteopathic principles and practice/osteopathic manipulative treatment. Not to exceed 250 words.*
2. *Provide a curriculum map demonstrating how the content of these courses will be delivered.*

Candidate Element 6.3: Teaching Methods

A proposed COM must define the teaching methods that will be employed for the delivery of the anticipated curriculum.

Candidate Submission 6.3: Teaching Methods

1. *Provide a description of the anticipated teaching methods (lecture, team based learning, problem based learning, etc.) that will be employed by the proposed COM.*

Candidate Element 6.4: Clinical Education

A proposed COM must define the types and length of clinical experiences that osteopathic medical students are required to encounter and the appropriate clinical setting for these experiences.

Candidate Submission 6.4: Clinical Education

- 1. Provide definitions for the types of patients and clinical conditions that osteopathic medical students will be required to encounter, the skills to be performed by the students, the appropriate clinical setting for these experiences and the expected levels of student responsibilities.*
- 2. Provide policies and procedures (protocols) demonstrating how clinical education will be delivered to all students at the proposed COM.*
- 3. Provide a list of all clinical rotations, including the length of each rotation, the proposed COM will require students to complete to fulfill the requirements for graduation.*

Candidate Element 6.5: Clinical Affiliation Agreements

A proposed COM must:

- A. provide its definition of an eligible OMS II student and/or other student to enter clinical rotations;
- B. be able to provide clinical education rotations, including demonstration of adequate anticipated faculty, for 120% of the rotational capacity of the proposed requested class size; and
- C. have published policies and procedures (protocols) addressing methodologies by which students can complete the entire clinical education curriculum.

Candidate Submission 6.5: Clinical Affiliation Agreements

- 1. Provide the definition of an eligible OMS II student and/or other student to enter clinical rotations.*
- 2. Provide a copy of a proposed COM approved affiliation agreement.*
- 3. Complete Candidate Table 6.5.*

Candidate Standard 7: Faculty and Staff

Candidate Element 7.1: Faculty and Staff Resources and Qualifications

At all educational teaching sites, including affiliated sites, a proposed COM must demonstrate that it will have sufficient faculty and clinical staff resources to achieve the proposed program mission, including part time and adjunct faculty, and preceptors who are appropriately trained and credentialed. The physician faculty, in the patient care environment, must hold current medical licensure and AOA or ABMS board certification/board eligibility. All non-physician faculty must have demonstrated, appropriate qualifications in his/her disciplinary field.

Candidate Submission 7.1: Faculty and Staff Resources and Qualifications

1. *Complete Candidate Tables 7.1a and 7.1b.*
2. *Submit the most recent and complete curricula vitae of all faculty, including adjunct faculty, if currently employed by the proposed COM or those who are anticipated to be employed.*

Candidate Element 7.2: Faculty Appointment and Advancement

A proposed COM must have policies and procedures in place for faculty appointment, renewal of appointment, promotion, granting of tenure (if a tenure program exists), and remediation. The policies and procedures must provide each faculty member with written information about his or her term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal, due process, and, if relevant, the policy on practice earnings.

Candidate Submission 7.2: Faculty Appointment and Advancement

1. *Provide the policies and procedures for faculty appointment and advancement for the proposed COM.*

Candidate Standard 8: Scholarly Activity

Candidate Element 8.1 Research and Scholarly Activity Strategic Plan

A proposed COM must demonstrate a commitment to research and scholarly activity through its budgetary processes, support of faculty research (including the establishment of a research infrastructure, including an office of research, faculty and personnel to assist students in research and peer review through publication or grant application), and inclusion of its students in research throughout all four years of the osteopathic medical education.

Candidate Submission 8.1: Research and Scholarly Activity Strategic Plan

1. *Provide a copy of the strategic plan for research and/or scholarly activity at the proposed COM.*

Candidate Element 8.2: Research and Scholarly Activity Budget

A proposed COM must include budgetary processes that will support research and scholarly activity of its faculty and students.

Candidate Submission 8.2: Research and Scholarly Activity Budget

1. *Provide a copy of the proposed COM's research and scholarly activity budget.*

Candidate Element 8.3: OMM/OPP Research and Scholarly Activity

A proposed COM must demonstrate how its research and/or scholarly activity will include and/or incorporate osteopathic manipulative medicine (OMM) and osteopathic principles and practice (OPP) as a component of the research and/or scholarly activity.

Candidate Submission 8.3: OMM/OPP Research and Scholarly Activity

1. *The strategic plan for research and scholarly activity under candidate submitted under element 8.1 must demonstrate how the proposed COM will include and/or incorporate OMM/OPP as a component of the research and/or scholarly activity.*

Candidate Element 8.4: Student Participation in Research and Scholarly Activity

A proposed COM must publish and follow policies and procedures to support student driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty.

Candidate Submission 8.4: Student Participation in Research and Scholarly Activity

1. *Provide a copy of all student research and scholarly activity policies.*

Candidate Standard 9: Students

Candidate Element 9.1: Admissions Policy

A proposed COM must establish admission requirements for potential applicants to the osteopathic medical education program and must use effective policies and procedures for osteopathic medical student selection for admission and enrollment, including demonstration of technical standards for admissions. A proposed COM must tie all admissions policies to its mission.

Candidate Submission 9.1: Admissions Policy

- 1. Provide all admission requirements and policies and procedures for osteopathic medical student selection and enrollment.*
- 2. Provide a copy of the technical standards required of matriculates.*

Candidate Element 9.2: Recruitment of Students

A proposed COM must demonstrate that a plan for recruitment of an applicant pool sizeable enough to generate the requested class size exists within the proposed COM's defined geographic region. A proposed COM must also demonstrate a plan of recruitment of a diverse student population.

Candidate Submission 9.2: Recruitment of Students

- 1. Provide at least three years or demographics for the proposed COM's defined region demonstrating the number of medical school applicants and matriculates.*
- 2. Provide a copy of the proposed recruitment plan for the proposed COM.*

Candidate Standard 10: Graduate Medical Education (GME)

Candidate Element 10.1: GME Feasibility

A proposed COM must demonstrate an understanding of the obligations to ensure student entry into graduate medical education (GME) upon graduation from the proposed COM.

Candidate Submission 10.1: GME Feasibility

- 1. Provide the proposed COM's policies that include its structure and procedures to support the continuum of osteopathic medical education.*
- 2. Provide the proposed COM's pro forma that includes line items for the support of the continuum of osteopathic medical education.*
- 3. Provide the anticipated public link where the proposed COM intends to publish the average match rates for all residency match programs.*

Note: In states where PGY-1 placement in GME is required by law (e.g., Texas), a proposed COM must demonstrate how it intends to comply with this requirement.

Candidate Standard 11: Intentionally Omitted

Candidate Standard 12: Institutional Accreditation (if applicable)

A proposed COM that is developing as part of a larger institution must demonstrate that the institution has accreditation by an institutional accrediting agency that is recognized by the USDE. The parent institution must maintain in effect any charter, licenses, or approvals required for it to function as an institution of higher education, including the provision of degree programs beyond the secondary level. Otherwise, the proposed COM must demonstrate that the elements with candidate standard 12 are met.

Candidate Element 12.1: Incorporation of the Institution

A proposed COM must demonstrate its incorporation as a non-profit or for-profit entity (e.g., corporation, limited liability company, etc.) with governing bylaws that are consistent with the COCA accreditation standards. The proposed COM must have an autonomously appointed functioning governing body that is broad in representation of expertise in education, finance, law, health policy, and osteopathic medicine.

Candidate Submission 12.1: Incorporation of the Institution

1. *Provide the current registration documents demonstrating ongoing incorporation for the proposed COM.*
2. *Provide a copy of the bylaws of the governing body.*
3. *Provide a list of members of the governing body and their titles.*
4. *Provide a description of the proposed COM's procedures for annual assessment of the governing body's conflicts of interest.*

Candidate Element 12.2: Degree and Other Educational Offerings

A proposed COM that is not affiliated with a parent institution must demonstrate evidence of approval to grant the DO degree from all appropriate regulatory agencies whether it is a board of regents, a state regulatory agency, or any other regulatory agency charged with granting such authority under the laws of the state in which the proposed COM is located.

Candidate Submission 12.2: Degree and Other Educational Offerings

1. *Provide a list of all degrees and educational programs (certificates and courses) to be offered by the proposed COM.*
2. *Provide a copy of all charters, licenses, or letters of approval from any educational or business agencies that grant authority to the proposed COM.*

Candidate Element 12.3: Chief Executive Officer

A proposed COM that is not affiliated with a parent institution must employ a chief executive officer who is qualified by education, training, and experience to provide effective leadership to the proposed COM's administration, faculty, students, and staff. The chief executive officer must have a minimum of five years' experience in senior administration in an institution of higher education or healthcare setting.

Candidate Submission 12.3: Chief Executive Officer

1. *Provide the current job description for the chief executive officer.*
2. *Provide a current and complete curriculum vitae for the chief executive officer.*

Candidate Element 12.4: Chief Financial Officer

A proposed COM that is not affiliated with a parent institution must employ a chief financial officer who is qualified by education, training, and experience to provide organizational leadership related to the financial health of the institution. The chief financial officer must have a minimum of three years' experience in administration in financial management in an institution of higher education or healthcare setting.

Candidate Submission 12.4: Chief Financial Officer

1. *Provide the current job description for the chief financial officer.*
2. *Provide a current and complete curriculum vitae for the chief financial officer.*

Candidate Element 12.5: Course Credit Hours

A proposed COM must publish policies and procedures for the assignment of credit hours for all intended courses within its anticipated curriculum.

Candidate Submission 12.5: Course Credit Hours

1. *Provide a copy of the proposed COM's credit hour assignment policy.*
2. *Provide an anticipated public link to where the document is published.*

Candidate Element 12.6: Public Information

All public information published by a proposed COM must be presented in an accurate, fair, and complete manner.

Candidate Submission 12.6: Public Information

- 1. Provide all documentation that demonstrates the proposed COM's public information is/ will be presented in an accurate, fair and complete manner.*
- 2. Provide evidence of all communication that accurately represent the proposed COM's accreditation status. This communication must include information on how to contact COCA.*

Candidate Element 12.7: Public Notification of Opportunity to Comment

A proposed COM must seek third party comments addressing the quality of its proposed educational program prior to the completion of the COCA's review of the proposed COM's application for candidate status.

Candidate Submission 12.7: Public Notification of Opportunity to Comment

- 1. Provide evidence that a public notice inviting any third party comments prior to the COCA's review of the proposed COM's application for candidate status no later than 90 days before the review.*
- 2. The public notice must be available on a public link readily accessible by the general public.*
- 3. The proposed COM must include in the public notice, at a minimum, the date of the COCA's review, and must inform third parties to submit any comments to the COCA at predoc@osteopathic.org.*

Element 12.8: Academic Freedom

A proposed COM must develop policies regarding academic freedom the proposed COM intends make publicly available. All such policies must be approved by the proposed COM's governing board.

Submission 12.8: Academic Freedom

- 1. Provide the proposed institution's policies regarding academic freedom evidencing a commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights.*

Pre-Accreditation Status

Pre-accreditation status may be granted to COMs who have achieved candidate status and meet the standards of pre-accreditation status. In order to assure adequate self-study, timely consideration of information, and provide for faculty and administration development, an institution seeking COCA pre-accreditation status must conform to these provisions. The COCA may not waive compliance with these procedures.

A COM must submit the pre-accreditation self-study and non-refundable application fee at least 18 months prior to the anticipated matriculation of the first class of students.

Upon the receipt of pre-accreditation status, the COM will have the right and privilege to solicit applications and admit students, offer medical instruction within the approved osteopathic medical curriculum, and announce its pre-accreditation status. Pre-accreditation status may not be designated as accreditation until the COCA has granted accreditation status to the COM.

A pre-accredited COM may accept and matriculate students only in the following progressive enrollment:

- 1) Year 1 – no more than 50% of the approved class size;
- 2) Year 2 – no more than 75% of the approved class size; and
- 3) Years 3 and 4 – no more than 100% of the approved class size.

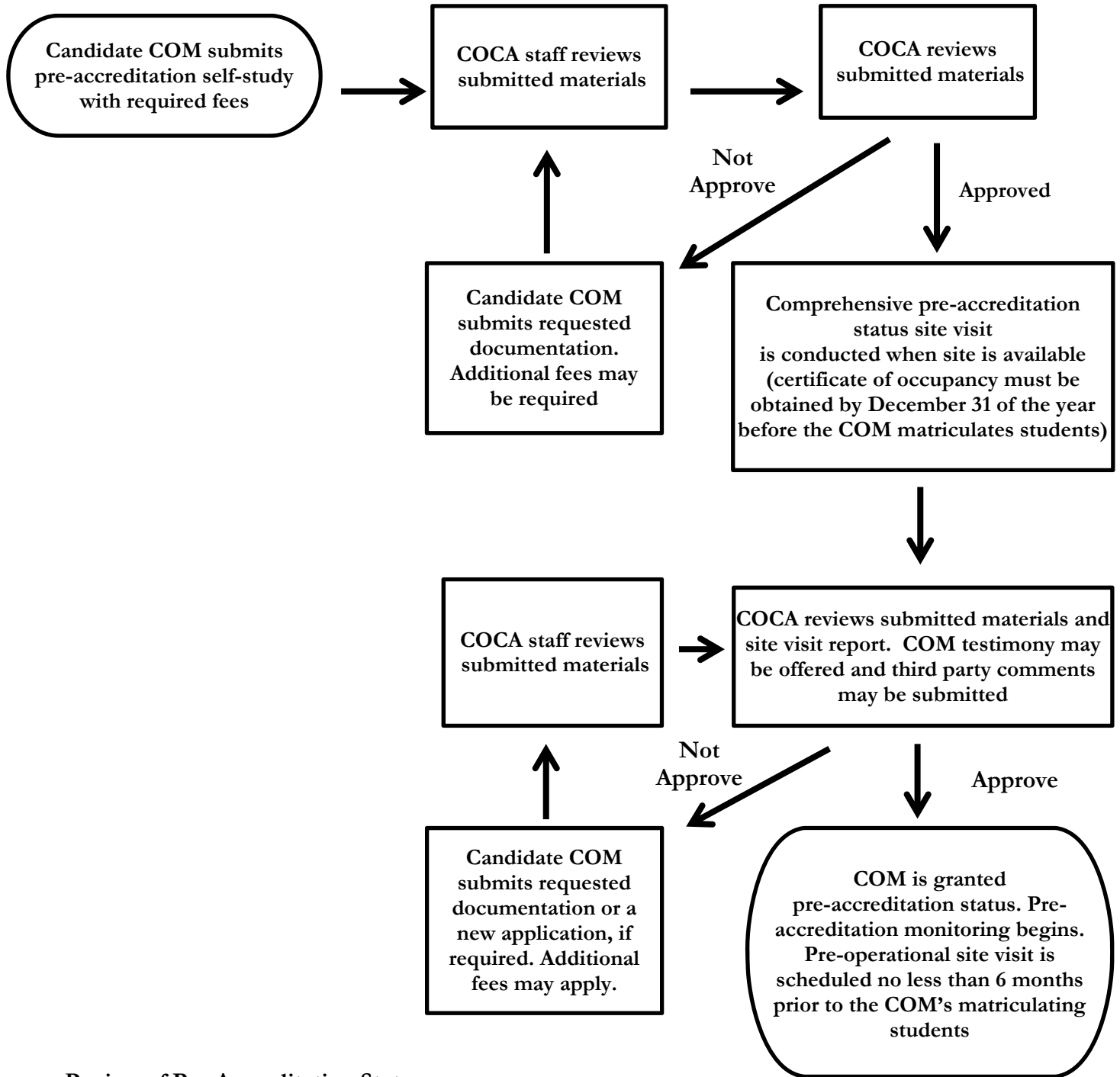
As required under 34 CFR § 602.16(a)(2), a COM may not hold the status of pre-accreditation for a period exceeding five years. During this five-year period, a pre-accredited COM must graduate its inaugural class in order to be eligible for consideration for accreditation status. Accordingly, the COCA may grant pre-accreditation status to be effective no earlier than July 1 of the calendar year prior to the matriculation of the first class of students. In the event the COCA grants pre-accreditation status prior to this date, the proposed COM must remain in candidate status until it is eligible to be granted pre-accreditation status. During this interim period, the proposed COM will be granted candidate status with the permission to recruit but not to admit students or to offer instruction.

Pre-Accreditation Status Process

1. Candidate COM submits pre-accreditation self-study.
2. Candidate COM remits non-refundable pre-accreditation application fee.
3. Staff reviews pre-accreditation self-study.

4. COCA reviews self-study.
5. Following COCA's review of pre-accreditation self-study, the COCA may authorize a site visit. In the event a candidate COM's campus is not yet then ready for a site visit, the COCA may make a determination of the pre-accreditation self-study subject to a subsequent, satisfactory site visit.
6. The COCA reviews the site visit report.
7. Candidate COM may offer testimony at the time of COCA review.
8. The COCA may receive third-party comments.
9. In order to achieve pre-accreditation status, a candidate COM must meet 100% of the pre-accreditation standards.
10. COCA approves or denies pre-accreditation status.
11. Notwithstanding procedure 9 above, in the event the COCA denies a pre-accreditation application, the COCA may direct that a new application for pre-accreditation status be submitted or that supplemental information be submitted. A new application will require the remittance of another non-refundable application fee.
12. The COCA's approval of pre-accreditation status is subject to a pre-operation site visit no less than six months prior to the COM's matriculating students.

Pre-Accreditation Status Process



Review of Pre-Accreditation Status

Pre-Accreditation status will be reviewed annually through written reports until the COM achieves accreditation following graduating its first class. An on-site visit will occur during the first and fourth years of class offerings. If the COM has not been able to proceed to accreditation status within five years of the grant of pre-accreditation status, the pre-accreditation status will be withdrawn. A teach-out agreement will then be initiated.

Pre-Accreditation Self-Study

The following pre-accreditation standards apply to both candidate COMs seeking pre-accreditation and to pre-accredited COMs maintaining pre-accreditation status. While the standards and elements refer to “a COM,” that reference is to both candidate COMs and pre-accredited COMs.

Pre-Accreditation Standards

Pre-Accreditation Standard 1: Mission and Governance

A COM must have a written statement of mission and goals for the osteopathic medical education program, conduct ongoing planning and assessment, and have written bylaws that describe an effective organizational structure and governance processes. In the conduct of all internal and external activities, the COM must demonstrate integrity through its consistent and documented adherence to fair, impartial, and effective processes, policies, and practices.

Pre-Accreditation Element 1.1: Program Mission

A COM must have a mission statement that: 1) explains the overall purpose of the COM’s program; and 2) serves as guide for program planning and assessment. Where the COM is part of a larger educational institution or parent institution, the COM’s mission must be consistent with the institution’s mission. The COM must review its program mission at least once every five years and upon review, if the COM deems it appropriate to do so, the COM should revise its mission to meet the COM’s growth and continued development. The COM must consider the input of its faculty, staff, and students when reviewing and revising its mission.

Pre-Accreditation Submission 1.1: Program Mission

- 1. Provide copies of program mission / vision (optional) / goals or objectives (optional) and a public link to where the documents are published.*
- 2. If the COM is part of a larger educational institution (parent institution), provide a copy of the parent institution’s mission statement. The documents should show last updated date (or effective date).*
- 3. Provide documentation of the mission revision process, participants, and meeting minutes documenting the most recent governing board approval of the COM’s mission.*

Pre-Accreditation Element 1.2: Strategic Plan

A COM must produce and publish a current strategic plan addressing all core aspects of the COM's mission. Faculty and students must be included in the strategic plan development, review, and revision. .

Pre-Accreditation Submission 1.2: Strategic Plan

1. *Provide a copy of the COM strategic plan.*
2. *Provide the list of individuals who participated in the plan creation.*
3. *Provide a link to where the documents are published.*

Pre-Accreditation Element 1.3: Licensing and Regional/Institutional Accreditation

A COM must maintain in effect any charter, licenses, or approvals required for it to function as an institution of higher education, including the provision of degree programs beyond the secondary level.

The parent/sponsoring institution under which the COM operates (or the independent COM itself) must be recognized by an institutional accrediting agency that is recognized by the USDE. The COM must report to the COCA any adverse actions that are taken against it or its parent institution by its institutional accreditor within five business days of notification of such action.

Pre-Accreditation Submission 1.3: Licensing and Regional/Institutional Accreditation

1. *Provide a copy of the charter, license, or letter of approval from all states and agencies issuing such approvals.*
2. *Provide a public link to where the most recent institutional accreditation documents are published.*

Pre-Accreditation Element 1.4: Governance and Program Policies

A COM must have a governing body, or be part of a parent institution with a governing body, that defines the mission of the COM and/or institution, approves the strategic plan, provides financial oversight, and approves requisite policies. The COM must publish and abide by policies regarding:

1. Conflict of interest for board members, employees, and institutionally employed faculty;
2. Due process for all employees, students, faculty, and credentialed instructional staff;
3. Confidentiality of employment, student, and medical records;
4. Fiscal management and accountability; and
5. Ethics, incorporating the AOA code of ethics.

Pre-Accreditation Submission 1.4: Governance and Program Policies

1. *Provide the bylaws of the governing body and a list of members, including titles, of the body.*
2. *Provide a copy of the policies for:*
 - a. *Conflict of interest for board members, employees, and institutionally employed faculty;*
 - b. *Due process for all employees, students, faculty, and credentialed instructional staff;*
 - c. *Confidentiality of employment, student, and medical records;*
 - d. *Fiscal management and accountability; and*
 - e. *Ethics, incorporating the AOA code of ethics.*

Pre-Accreditation Element 1.5a: Non-Discrimination

A COM must demonstrate non-discrimination in the selection of administrative personnel, faculty and staff, and students based on race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.

Pre-Accreditation Submission 1.5a: Non-Discrimination

1. *Provide a copy of the non-discrimination policy.*
2. *Provide a public link to where the document is published.*

Pre-Accreditation Element 1.5b: Non-Discrimination for Faith-Based Institutions

The COCA respects the religious mission of faith-based schools. A COM having a religious affiliation or purpose may apply selection criteria and/or policies that are directly related to that affiliation or purpose so long as any such criteria and/or policies are made known to applicants and the public and do not contravene any other COCA standard.

Pre-Accreditation Submission 1.5b: Non-Discrimination for Faith-Based Institutions

1. *Provide the faith-based mission for the COM.*
2. *Provide a copy of the non-discrimination policy and procedures for the selection of students, faculty, and staff.*
3. *Provide a public link to where the document is published.*

Note: Element 1.5a is intended for non-faith based schools, and Element 1.5b is intended for faith-based schools.

Pre-Accreditation Element 1.6: Degree-Granting Body

The governing body of the COM and/or institution must confer the degree of Doctor of Osteopathic Medicine (DO) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by the COM's faculty.

Pre-Accreditation Submission 1.6: Degree-Granting Body

1. *Provide a copy of the bylaws or governing documents that demonstrate the conferral of degree.*
2. *Provide a copy of the COM policy demonstrating that the faculty senate (or approved body) must recommend candidates for graduation.*
3. *Provide minutes from the faculty association meeting where this occurred for the most recent graduates. (Applicable only to COMs in ongoing pre-accreditation status.)*

Pre-Accreditation Element 1.7: Clinical Education Affiliation Agreements

A COM must be able to produce agreements, including executed affiliation agreements, that support the clinical educational experience for its students.

Pre-Accreditation Submission 1.7: Clinical Education Affiliation Agreements

1. *Provide a copy of a COM approved affiliation agreement.*
2. *Provide a list of all contracted clinical sites.*
3. *At the time of the site visit, a COM must produce all documents that evidence the acceptance of the COM's students to participate at the affiliate site, including all executed affiliation agreements.*
4. *Complete Pre-Accreditation Table 6a. (Applicable only to COMs in ongoing pre-accreditation status.)*

Pre-Accreditation Standard 2: Leadership and Administration

A COM must have leadership and senior administrative staff with the knowledge, skills, time, and support necessary to achieve the goals of the osteopathic medical education program and to ensure the functional integration of all programmatic components.

Pre-Accreditation Element 2.1: Dean Qualifications

A COM must have a dean who is qualified for the position by education, training, and experience to provide effective leadership in education, scholarly activity, and patient care. The dean must have:

1. An earned DO degree from a COCA accredited college of osteopathic medicine;
2. An unrestricted medical license at some time in his/her career, and free of disciplinary actions or sanctions while licensed;
3. AOA or ABMS board certification at some time in his/her career; and
4. At least five years of proven experience within the last ten years in academic leadership roles that includes budget management authority.

Pre-Accreditation Submission 2.1: Dean Qualifications

1. *Provide a copy of the dean's diploma from a COCA accredited college of osteopathic medicine.*
2. *Provide a copy of the dean's most recent medical license.*
3. *Provide a copy of the dean's AOA or ABMS board certification documents.*
4. *Provide a complete curriculum vitae for the dean.*
5. *Provide the current job description for the dean.*
6. *Provide the dean/physician's most recent report from the Federation Credentials Verification Service.*

Pre-Accreditation Element 2.2: Full-Time Dean

The dean must be employed full time by the COM and/or its parent institution. In carrying out the full-time responsibilities of the dean, the dean of a COM is administratively responsible for the conduct and quality of the medical education program and for ensuring the adequacy of faculty at the COM and each of its additional locations.

Note: This element requires a dean to be employed full-time without any conflicting, secondary employment. Any activity for which remuneration is given must be: 1) under the auspices of the COM, or its parent institution's authorization; and 2) not in conflict with the time commitments required to carry out the full-time responsibilities of the dean.

Pre-Accreditation Submission 2.2: Full-Time Dean

1. *Provide the employment contract (compensation redacted) demonstrating that the dean is employed full time.*

Pre-Accreditation Element 2.3: Academic and Administrative Leadership

A COM must have academic and administrative leadership to accomplish the mission of the medical school. Assistant/associate deans must have proven experience in teaching, educational design and evaluation, scholarly activity, and academic leadership in a medical education setting appropriate for the position.

Pre-Accreditation Submission 2.3: Academic and Administrative Leadership

1. *Provide an organization chart that shows the leadership positions, reporting relationships, and the completion of all leadership hiring prior to the submission of the pre-accreditation self-study. Indicate (highlight) any changes or updates since the initial submission.*
2. *Provide the current job description for each member of the administrative leadership team (associate deans, assistant deans, and senior level administrators).*
3. *Provide a complete curriculum vitae for each member of the administrative leadership team (associate deans, assistant deans, and senior level administrators).*
4. *Provide a copy of the employee's medical license (if a DO or MD).*
5. *Provide a copy of the employee's AOA or ABMS board certification documents (if a DO or MD).*

Pre-Accreditation Element 2.4: Accreditation Standard Complaint Policies and Procedures

A COM must publish policies and procedures that include a confidential accreditation standard complaint resolution process that includes a description of how these complaints are filed, resolved through an adjudication process, without retaliation, and maintained through the COM's records retention system. The accreditation standard complaint filing process must include a process for filing confidential complaints with the COCA and the contact information of the COCA.

Pre-Accreditation Submission 2.4: Accreditation Standard Complaint Policies and Procedures

1. *Provide documentation of policies and procedures regarding accreditation standard complaints and their adjudication.*
2. *Provide sample records of accreditation standard complaints that have been received, adjudicated, and resolved. (Applicable only to COMs in on-going pre-accreditation status.)*
3. *Provide a public link to where the accreditation standard complaint policies and procedures are published. (Applicable only to COMs in on-going pre-accreditation status.)*

Pre-Accreditation Standard 3: Finances

A COM must have sufficient financial resources readily available to meet the needs of the COM and to achieve the COM mission, consistent with its projected and authorized student class size.

Pre-Accreditation Element 3.1: Financial Resources

A COM must ensure that the financial resources of the school meet the requirements of Title IV of the Higher Education Act and are adequate to sustain a sound program of osteopathic medical education and to accomplish the programmatic and institutional goals.

Pre-Accreditation Submission 3.1: Financial Resources

- 1. Provide the operational pro forma (income, revenue sources, and expenses) for the COM up through the anticipated graduation of the first class of students. Indicate (highlight) any changes or updates since the initial submission.*
- 2. Provide the proposed capital budget for the development of the COM. Indicate (highlight) any changes or updates since the initial submission.*
- 3. Provide the budget for personnel with a hiring plan addressing anticipated date of hire of each faculty and staff member. Indicate (highlight) any changes or updates since the initial submission.*

Pre-Accreditation Element 3.2: Financial Planning and Budgeting

A COM must have a budgeting process that is designed to support the mission of the COM.

Pre-Accreditation Submission 3.2: Financial Planning and Budgeting

- 1. Provide a flowchart demonstrating the budget development process indicating where the final budget approval occurs.*
- 2. Provide information as to all persons with budgetary management and oversight.*

Pre-Accreditation Element 3.3: Budgetary Authority

A COM or parent institution must provide the Dean with the resources and budgetary authority necessary to fulfill his or her responsibility for the management of the COM.

Pre-Accreditation Submission 3.3: Budgetary Authority

1. *Provide the current job description demonstrating that the dean possesses budgetary authority for the COM.*
2. *Provide the employment contract (compensation redacted) demonstrating that the dean possesses budgetary authority for the COM.*

Pre-Accreditation Element 3.4: Financial Audit

A COM or its parent institution must commission an annual independent audit confirming financial viability and provide evidence of resolution of concerns cited in the audit's accompanying management letter.

Pre-Accreditation Submission 3.4: Financial Audit

1. *Provide the annual audited financial statement and audit report/ management letter for the COM or its parent institution for the latest complete fiscal year.*

Pre-Accreditation Standard 4: Facilities

A COM must have sufficient physical facilities, equipment, and resources for clinical, instructional, research, and technological functions of the COM. These resources must be readily available and accessible across all COM locations to meet its needs, the needs of the students consistent with the approved class size, and to achieve its mission.

Pre-Accreditation Element 4.1: Facilities

A COM must have facilities for the program of instruction that enable the authorized class size of students and faculty to pursue the mission, curriculum, and scholarly activity of the COM.

Pre-Accreditation Submission 4.1: Facilities

1. *Complete and submit Pre-Accreditation Table 4.1 to describe the on-campus facilities.*
2. *Provide a facility floor plan with designations of how the space will be utilized (full architectural drawings are not required).*
3. *Describe how the COM will assess the adequacy of the core clinical rotation facilities, including how students will be involved in the assessment.*

Pre-Accreditation Element 4.2: Security and Public Safety

A COM must ensure that adequate security systems are in place and publish and follow policies and procedures for security; faculty, staff, and student safety; and emergency and disaster preparedness at all COM operated teaching and training locations. The COM's policy must include methods of communication with students, faculty, and staff at all teaching and training locations.

Pre-Accreditation Submission 4.2: Security and Public Safety

1. *Provide a copy of all security and safety related policies and procedures.*
2. *Provide a public link to where the policies are published.*
3. *As required under 34 CFR §668.46, provide a copy of your most recent report required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092, et al., as amended. (Applicable only to COMs in ongoing pre-accreditation.)*

Note: COMs for which the COCA is the institutional accreditor, satisfying the evidentiary submissions under Element 4.2 will satisfy the required submissions under Element 12.7.

Pre-Accreditation Element 4.3: Information Technology

A COM must provide access to information technology to support its mission.

Pre-Accreditation Submission 4.3: Information Technology

1. *Provide the information technology strategic plan.*
2. *Provide the most recent technology assessment report. (Applicable only to COMs in ongoing pre-accreditation.)*

Pre-Accreditation Element 4.4: Learning Resources

A COM must provide access to learning resources to support its mission.

Pre-Accreditation Submission 4.4: Learning Resources

1. *Complete Pre-Accreditation Table 4.4 to describe the COM's learning resources.*

Pre-Accreditation Standard 5: Learning Environment

A COM must ensure that its educational program occurs in professional, respectful, non-discriminatory, and intellectually stimulating academic and clinical environments. The school also promotes students' attainment of the osteopathic core competencies required of future osteopathic physicians.

Pre-Accreditation Element 5.1: Professionalism

A COM must ensure that the learning environment of its osteopathic medical education program is conducive to the ongoing development of professional behaviors in its osteopathic medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect. This should also include exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

Pre-Accreditation Submission 5.1: Professionalism

- 1. Provide a public link to where the professionalism documents are published.*
- 2. Provide public link to a list of the membership of the committee that addresses issues of professionalism and ethics.*
- 3. Provide a published description and charge of the committee that addresses issues of professionalism and ethics.*

Pre-Accreditation Element 5.2: Diversity

A COM must publish policies and have in place practices that engage in ongoing, systematic, and focused recruitment and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of its academic community.

Pre-Accreditation Submission 5.2: Diversity

- 1. COMs applying for pre-accreditation status must submit Pre-Accreditation Tables 5.2b and 5.2c. COMs in ongoing pre-accreditation must also submit Pre-Accreditation Table 5.2a.*
- 2. Provide the COM's policies that demonstrate its current practice of systematic and focused recruitment and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of its academic community.*
- 3. Describe the COM's programs and partnerships (with other institutions and organizations) aimed at achieving diversity among qualified applicants for medical school admission and the evaluation of program and partnership outcomes.*

Pre-Accreditation Element 5.3: Safety, Health, and Wellness

A COM must publish and follow policies and procedures that effectively mitigate faculty, staff, and student exposure to infectious and environmental hazards, provide education on prevention of such exposures, and address procedures for care and treatment after such exposures. A COM must also publish and follow policies related to student, faculty, and staff mental health and wellness and fatigue mitigation.

Pre-Accreditation Submission 5.3: Safety, Health, and Wellness

1. *Provide the policies and procedures addressing safety and health issues.*
2. *Provide a link to where the documents are published.*
3. *Demonstrate how this information is provided to students. (Applicable only to COMs in ongoing pre-accreditation status.)*

Pre-Accreditation Element 5.4: Patient Care Supervision

A COM must ensure that osteopathic students in clinical learning situations involving patient care are under direct supervision by a licensed health care professional at all times in order to ensure safety. The COM must ensure that all supervised activities are within the scope of practice of the supervising health care professional. Students must have clear guidelines on their role in care and the limits of their scope of authority.

Pre-Accreditation Submission 5.4: Patient Care Supervision

1. *Provide the policies addressing student supervision during the provision of patient care.*
2. *Provide a link to where the documents are published.*
3. *Demonstrate how this information is provided to students. (Applicable only to COMs in ongoing pre-accreditation status.)*

Pre-Accreditation Standard 6: Curriculum

The faculty of a COM must define how the students will achieve the educational program objectives, including osteopathic core competencies, and is responsible for the detailed design and implementation of the components of a curriculum that enables its students to achieve those competencies and objectives. Educational program objectives are statements of the knowledge, skills, behaviors, and attitudes that osteopathic medical students are expected to demonstrate as evidence of their achievement prior to successful completion of the program.

The faculty of a COM must periodically and regularly review and revise the COM's curriculum and evaluate the COM's educational program to ensure that the quality of the program meets the current standards of osteopathic core competencies and that students achieve all program objectives and participate in required clinical training experiences and environments.

Pre-Accreditation Element 6.1: Curriculum Design and Management

A COM must have in place a body (e.g., a faculty committee) that exercises collective responsibility for the education program as a whole, and has responsibility for the development, management, evaluation, and enhancement of the curriculum. This committee must include student and faculty representation from the pre-clinical (years 1 and 2) and clinical education (years 3 and 4) years. The curriculum must meet the mission of the COM.

Pre-Accreditation Submission 6.1: Curriculum Design and Management

1. *Provide the charge and responsibility of the curriculum committee.*
2. *Provide a list of the current members of the curriculum committee and their titles.*
3. *Submit a list of meeting dates and meeting minutes for the past academic year. (Applicable only to COMs in on-going pre-accreditation status.)*

Pre-Accreditation Element 6.2: Programmatic Level Educational Objectives

A COM must define and make all programmatic level educational objectives known to students, faculty and others with responsibility for student education and assessment.

Pre-Accreditation Submission 6.2: Programmatic Level Educational Objectives

1. *Provide the programmatic level educational objectives.*
2. *Provide a public link to where the document is published.*

Pre-Accreditation Element 6.3: Maximum Length of Completion

A COM must ensure that each single degree DO student completes the DO degree within 150% of the standard time to achieve the degree (six years).

Pre-Accreditation Submission 6.3: Maximum Length of Completion

- 1. Provide the policy that describes that single degree DO students must complete their education within 150% of the standard time (six years following matriculation)*
- 2. Provide the link to where the document is published.*

Pre-Accreditation Element 6.4: Osteopathic Core Competencies

A COM must teach and educate students in order to ensure the development of the seven osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice based learning, systems based practice, and osteopathic principles and practice/osteopathic manipulative treatment.

Pre-Accreditation Submission 6.4: Osteopathic Core Competencies

- 1. Provide a description of the COM's delivery of its curriculum including teaching and educating its students to ensure the development of the seven osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice based learning, systems based practice, and osteopathic principles and practice/osteopathic manipulative treatment. Not to exceed 250 words.*
- 2. A curriculum map demonstrating how the content of these courses is delivered must be made available during any site visit.*

Pre-Accreditation Element 6.5: Scientific Method

A COM must ensure that the curriculum includes instruction in the scientific method including data collection to test and verify hypotheses or address questions regarding biomedical phenomena and in the basic scientific and ethical principles of clinical and translational research. The curriculum must include the methods by which such research is conducted, evaluated, explained to patients who are part of clinical studies, and applied to patient care.

Pre-Accreditation Submission 6.5: Scientific Method

- 1. Provide a description of the COM's delivery of its curriculum including instruction in the scientific method addressing data collection, testing and verifying hypotheses or questions regarding biomedical phenomena and the basic scientific and ethical principles of clinical and translational research. The curriculum must include the methods by which such research is conducted, evaluated, explained to patients/ subjects of a clinical study, and applied to patient care. Not to exceed 250 words.*
- 2. A curriculum map demonstrating how the content of these courses is delivered must be made available during any site visit.*

Pre-Accreditation Element 6.6: Principles of Osteopathic Medicine

In each year of the curriculum, a COM must provide each student with instruction in Osteopathic Principles and Practice (OPP), including both observation and hands-on application of osteopathic manipulative medicine (OMM) supervised by COM credentialed physicians (DO or MD).

Pre-Accreditation Submission 6.6: Principles of Osteopathic Medicine

- 1. Provide a description of the COM's delivery of its OPP and OMM curriculums including instruction in OPP, including both observational and hands-on application of OMM. Not to exceed 250 words.*
- 2. A curriculum map demonstrating how the content of these courses is delivered must be made available during any site visit.*

Pre-Accreditation Element 6.7: Self-Directed Learning

A COM must ensure that the curriculum includes self-directed learning experiences and time for independent study to allow students to develop skills for lifelong learning. Self-directed learning includes students' self-assessment of learning needs; independent identification, analysis, and synthesis of relevant information; and appraisal of the credibility of sources of information.

Pre-Accreditation Submission 6.7: Self-Directed Learning

- 1. Provide a description of the COM's delivery of its curriculum including self-directed learning experiences and time for independent study allowing students to develop skills for lifelong learning. Not to exceed 250 words.*
- 2. A curriculum map demonstrating how the content of these courses is delivered must be made available during any site visit.*

Pre-Accreditation Element 6.8: Interprofessional Education for Collaborative Practice

COM faculty must ensure that, in each year of the curriculum, the core curriculum prepares osteopathic medical students to function collaboratively on health care teams, adhering to the IPEC core competencies, by providing learning experiences in academic and clinical environments that permit interaction with students enrolled in other health professions degree programs.

Pre-Accreditation Submission 6.8: Interprofessional Education for Collaborative Practice

- 1. Provide a description of the COM's delivery of its curriculum detailing preparation of students to function collaboratively on health care teams by providing experiences in academic and/or clinical environments that permit interaction with students enrolled in other health professions degree programs or other health professionals. Not to exceed 250 words.*
- 2. A curriculum map demonstrating how the content of these courses is delivered must be made available during any site visit.*

Pre-Accreditation Element 6.9: Clinical Education

An already pre-accredited COM must:

- A. define eligibility for an OMS II and/or other student to enter clinical rotations;
- B. define the types of patients and clinical conditions that osteopathic medical students are required to encounter, the skills to be performed by the students, the appropriate clinical setting for these experiences and the expected levels of student responsibilities;
- C. be able to provide clinical education rotations, including demonstration of adequate faculty, for 100% of the pre-accredited COM's second-year students and/or other students eligible to enter clinical rotations; and
- D. have published policies and procedures (protocols) addressing methodologies by which students can complete the entire clinical education curriculum.

A candidate COM applying for pre-accreditation must:

- A. define eligibility for an OMS II and/or other student to enter clinical rotations;
- B. define the types of patients and clinical conditions that osteopathic medical students will be required to encounter, the skills to be performed by the students, the appropriate clinical setting for these experiences, and the expected levels of student responsibilities;
- C. be able to provide clinical education rotations, including demonstration of adequate faculty, for its intended approved class size; and
- D. have published policies and procedures (protocols) addressing methodologies by which students will be able to complete the entire clinical education curriculum.

Pre-Accreditation Submission 6.9: Clinical Education

1. *Provide the definition of an eligible OMS II student and/or other student to enter clinical rotations.*
2. *Provide a sample syllabus for core clinical rotations.*
3. *Provide policies and procedures (protocols) demonstrating how clinical education is/will be delivered to all students through the COM.*
4. *Complete and submit Pre-Accreditation Tables 6.9a and 6.9b demonstrating adequacy of core clinical rotation capacity.*
5. *Provide a contingency plan for all core rotations indicating how students will be placed in clinical education in the event opportunities are no longer available.*

Pre-Accreditation Element 6.10: Clinical Experience

A COM must ensure that each student participates in one or more required core rotation(s) prior to the fourth year clinical clerkship experience that is conducted in a health care setting in which the student works with resident physicians currently enrolled in an accredited program of graduate medical education. In addition to the above expectation, a minimum of one required third-year clinical clerkship must be completed under the supervision of an osteopathic physician and more than one of the required third-year clinical clerkship experiences must include an inpatient component.

Pre-Accreditation Submission 6.10: Clinical Experience

1. *Submit Pre-Accreditation Table 6.9b.*

Pre-Accreditation Element 6.11: Comparability across Clinical Education Sites

A COM must ensure that the curriculum includes comparable educational experiences and equivalent methods of assessment across all core clinical educational sites where students learn, ensuring all students achieve similar outcomes based on core educational learning objectives.

Pre-Accreditation Submission 6.11: Comparability across Clinical Education Sites

1. *Provide the policies and procedures describing how student outcomes at clinical educational sites will be reviewed and utilized in the determination of the comparability of outcome of the clinical experiences.*
2. *Provide the most recent report assessing student outcomes across sites. (Applicable only to COMs in ongoing pre-accreditation.)*

Pre-Accreditation Element 6.12: COMLEX-USA

All students must successfully pass COMLEX-USA Level 1, Level 2 CE, and Level 2 PE prior to graduation from an osteopathic medical school. The COM must publish to the public the COMLEX -USA Level 1, Level 2 CE, Level 2 PE, and Level 3 first time pass rate for all students in each class at the COM.

Pre-Accreditation Submission 6.12: COMLEX-USA

- 1. Provide all COMLEX-USA related school policies and procedures.*
- 2. Provide the public link to the location where future COMLEX-USA Level 1, Level 2 CE, Level 2 PE, and Level 3 first time pass rates will be published.*

Pre-Accreditation Standard 7: Faculty and Staff

The faculty members at a COM must be qualified through their education, training, experience, and continuing professional development and provide the leadership and support necessary to attain the institution's educational, research, and service goals.

A COM must ensure that its medical education program includes a comprehensive, fair, and uniform system of formative and summative medical student assessment and protects medical students' and patients' safety by ensuring that all persons who teach, supervise, and/or assess medical students are adequately prepared for those responsibilities.

Pre-Accreditation Element 7.1: Faculty and Staff Resources and Qualifications

At all educational teaching sites, including affiliated sites, a pre-accredited COM must have sufficient faculty and clinical staff resources to achieve the program mission, including part time and adjunct faculty, and preceptors who are appropriately trained and credentialed. The physician faculty, in the patient care environment, must hold current medical licensure and *AOA* OR *ABMS* board certification/board eligibility. All non-physician faculty must have demonstrated, appropriate qualifications in his/her disciplinary field.

A candidate COM applying for pre-accreditation must have a pro forma plan for sufficient faculty and clinical staff resources to achieve the program mission, including part time and adjunct faculty, and preceptors who are appropriately trained and credentialed. The physician faculty, in the patient care environment, must hold current medical licensure and *AOA* or *ABMS* board certification/board eligibility. All non-physician faculty must have demonstrated, appropriate qualifications in his/her disciplinary field.

Pre-Accreditation Submission 7.1: Faculty and Staff Resources and Qualifications

- 1. Provide the organizational chart demonstrating how the faculty are/will be organized. Indicate (highlight) any changes or updates since the initial submission.*
- 2. For all OMM/OPP faculty provide current complete curriculum vitae, medical license and AOA board certification.*
- 3. Complete Pre-Accreditation Tables 7.1a and 7.1b.*

Note: At the time of the site visit, the COM must have available for inspection the complete faculty file, including the most recent and complete curricula vitae and credentialing information, of all faculty, including all adjunct faculty.

Pre-Accreditation Element 7.2: Faculty Approvals at All Teaching Sites

A COM must academically credential and/or approve the faculty at all COM and COM-affiliated and educational teaching sites.

Pre-Accreditation Submission 7.2: Faculty Approvals at All Teaching Sites

1. *Provide a copy of the policies and procedures for credentialing and appointment, or approval of all COM faculty.*
2. *Complete Pre-Accreditation Table 7.2.*

Pre-Accreditation Element 7.3: Department Chair Qualifications

A COM must employ (have under contract prior to the granting of Pre-accreditation Status) Chairs of department(s) or the equivalent of departments with a minimum of five years of experience in teaching and academic leadership in a medical education setting. For clinical department chairs, the chair must have an active medical license and active *AOA* OR *ABMS* board certification in his/her specialty.

Pre-Accreditation Submission 7.3: Department Chair Qualifications

1. *Provide the organizational chart demonstrating the reporting hierarchy for each department.*
2. *Provide the current job description and complete curriculum vitae for each department chair (or equivalent).*
3. *Provide a complete curriculum vitae for each department chair (or equivalent).*
4. *For each clinical department chair (or equivalent), provide a copy of the chair's medical license.*
5. *For each clinical department chair (or equivalent), provide a copy of the chair's AOA or ABMS board certification documents.*

Pre-Accreditation Element 7.4: Primary Care Leadership

A COM may organize its medical faculty under an organizational structure of its own design, but the leadership of the COM's clinical education must include one or more of actively licensed osteopathic physicians who are ABMS or AOA board certified in a primary care (family medicine, internal medicine, pediatrics) discipline with a minimum of five years of experience in teaching and academic leadership in a medical education setting.

Pre-Accreditation Submission 7.4: Primary Care Leadership

1. *Provide a copy of the job description for the chair of primary care (or equivalent).*
2. *Provide a complete curriculum vitae for the chair of primary care (or equivalent).*
3. *Provide a copy of the chair's (or equivalent) medical license.*
4. *Provide a copy of the chair's (or equivalent) AOA or ABMS board certification documents.*

Pre-Accreditation Element 7.5: OMM/OPP Leadership

Osteopathic philosophy and principles (OPP) that include osteopathic manipulative medicine (OMM) are defining characteristics of a COM in maintaining its osteopathic distinction. Accordingly, in a Department of OMM/OPP or equivalent, a COM must employ at least one full-time Doctor of Osteopathic Medicine with a minimum of three years full-time faculty experience, an active medical license, and active board certification from the American Osteopathic Board of Neuromusculoskeletal Medicine (AOBNMM) or a Certificate of Special Proficiency in OMM (C-SPOMM) whose principal duties include developing the osteopathic content of the COM's curriculum.

Pre-Accreditation Submission 7.5: OMM/OPP Leadership

1. *Provide a copy of the job description for the chair of OMM/OPP*.*
2. *Provide a complete curriculum vitae for the chair of OMM/OPP*.*
3. *Provide a copy of the chair's* medical license.*
4. *Provide a copy of the chair's* board certification documents.*

** or person responsible for developing the OMM/OPP curriculum*

Pre-Accreditation Element 7.6: Faculty Development

A COM must develop and implement an assessment-driven faculty development program that is in keeping with the COM's mission.

Pre-Accreditation Submission 7.6: Faculty Development

1. *Provide a copy of the faculty development needs assessment. (Applicable only to proposed COM's applying for pre-accreditation.)*
2. *Provide the most report from the annual faculty development needs assessment. (Applicable only to COMs in ongoing pre-accreditation.)*
3. *Provide a roster of all faculty development activities for the past academic year, including documentation of the faculty participation at each activity. (Applicable only to COMs in ongoing pre-accreditation.)*

Pre-Accreditation Element 7.7: Faculty Association

A COM must have a faculty organization that serves as a representative forum for faculty participation for the free exchange of ideas and concerns of all faculty.

Pre-Accreditation Submission 7.7: Faculty Association

1. *Provide a copy of the bylaws for the faculty association.*
2. *Provide a list of faculty association meeting dates and meeting minutes for the past academic year. (Applicable only to COMs in ongoing pre-accreditation.)*

Pre-Accreditation Element 7.8: Faculty Appointment and Advancement

A COM must have clear policies and procedures in place for faculty appointment, renewal of appointment, promotion, granting of tenure (if a tenure program exists), and remediation. The policies and procedures must provide each faculty member with written information about his or her term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal, due process, and, if relevant, the policy on practice earnings.

Pre-Accreditation Submission 7.8: Faculty Appointment and Advancement

1. *Provide the policies and procedures for faculty appointment and advancement, including*
 - a. *term of appointment;*
 - b. *responsibilities;*
 - c. *lines of communication;*
 - d. *privileges and benefits;*
 - e. *performance evaluation and remediation;*
 - f. *terms of dismissal;*
 - g. *due process; and*
 - h. *the policy on practice earnings (if relevant).*

2. *Provide a link to where the documents are published.*

Pre-Accreditation Standard 8: Scholarly Activity

A COM must demonstrate a commitment to research and scholarly activity through its budgetary processes, support of faculty research (including the establishment of a research infrastructure, including an office of research, faculty and personnel to assist students in research and peer review through publication or grant application), and inclusion of its students in research throughout all four years of the osteopathic medical education.

Pre-Accreditation Element 8.1 Research and Scholarly Activity Strategic Plan

A COM must produce and publish a strategic plan for research and scholarly activities that document how the COM intends to contribute to the advancement of knowledge through research and scholarly contributions.

Pre-Accreditation Submission 8.1: Research and Scholarly Activity Strategic Plan

- 1. Provide a copy of the research and scholarly strategic plan.*
- 2. Provide a public link to where the research and scholarly strategic plan may be accessed.*

Pre-Accreditation Element 8.2: Research and Scholarly Activity Budget

A COM must include budgetary processes that support research of its faculty and students.

Pre-Accreditation Submission 8.2: Research and Scholarly Activity Budget

- 1. Provide a copy of the COM's research and scholarly activity budget.*

Pre-Accreditation Element 8.3: OMM/OPP Research and Scholarly Activity

A COM must demonstrate how its research and/or scholarly activity includes and/or incorporates osteopathic manipulative medicine (OMM) and osteopathic principles and practice (OPP) as a component of the research and/or scholarly activity.

Pre-Accreditation Submission 8.3: OMM/OPP Research and Scholarly Activity

- 1. Provide a description of how OMM and OPP will be incorporated into the COM's research and scholarly activity.*
- 2. Submit and submit Pre-Accreditation Table 8 to identify the activity of the COM's faculty (and staff, if applicable) over the past three years. (Applicable only to COMs in ongoing pre-accreditation status).*

Pre-Accreditation Element 8.4: Student Participation

A COM must publish and follow policies and procedures to support student driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty.

Pre-Accreditation Submission 8.4: Student Participation

1. *Provide a copy of all student research and scholarly activity policies.*
2. *Provide a link to where the policies are published.*
3. *Submit Pre-Accreditation Table 8. (Applicable only to COMs in ongoing pre-accreditation status).*

Pre-Accreditation Standard 9: Students

A COM must establish and publish admission requirements for potential applicants to the osteopathic medical education program, and must develop and apply effective policies and procedures for medical student selection and enrollment.

A COM must develop and implement policies and procedures as well as provide the human and physical resources required to support and promote health and wellness in order to meet and advance the physical, emotional, mental, career, academic and professional needs of its students, faculty and staff. All osteopathic medical students of the COM have the same rights to and must receive comparable services.

Pre-Accreditation Element 9.1: Admissions Policy

A COM must establish and publish, to the public, admission requirements for potential applicants to the osteopathic medical education program and must use effective policies and procedures for osteopathic medical student selection for admission and enrollment, including technical standards for admissions. A COM must tie all admissions policies to the COM mission.

Pre-Accreditation Submission 9.1: Admissions Policy

- 1. Provide all admission requirements and policies and procedures for osteopathic medical student selection and enrollment.*
- 2. Provide a copy of the technical standards required of matriculates.*
- 3. Provide a link to where the documents are published.*

Pre-Accreditation Element 9.2: Academic Standards

A COM must publish and follow policies and procedures on academic standards that include grading, class attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

Pre-Accreditation Submission 9.2: Academic Standards

- 1. Provide copies of policies and procedures on academic standards.*
- 2. Provide a link to where the documents are published.*

Pre-Accreditation Element 9.3: Transfer Policies

A COM must publish and follow policies regarding transfer or admissions with advanced standing. A COM may only accept credits from a school accredited by the COCA or Liaison Committee on Medical Education (LCME) where the student is eligible for readmission. The COM must ensure that if transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from the COM. The last two years of education must be completed at the COM granting the degree.

Pre-Accreditation Submission 9.3: Transfer Policies

1. *Pursuant to 34 CFR §688.43(a) (11), provide all transfer policies and procedures.*
2. *Provide the link to where the documents are published.*

Pre-Accreditation Element 9.4: Secure Student Recordkeeping

A COM must develop an accurate, confidential and secure system for official student record keeping that includes: admissions, advisement, academic and career counseling, evaluation, grading, credits and the training of faculty and staff in the regulations surrounding these records.

Pre-Accreditation Submission 9.4: Secure Student Recordkeeping

1. *Provide the policies and procedures on student recordkeeping.*
2. *Provide the policy and procedure for training of faculty and staff pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR part 99).*

Pre-Accreditation Element 9.5: Academic Counseling

A COM must provide academic counseling to assist its students in study skills, learning styles, learning resources, and other assistance for academic success.

Pre-Accreditation Submission 9.5: Academic Counseling

1. *Describe the process for academic counseling that will be (or is) provided to students.*
2. *Complete Pre-Accreditation Table 9.5 (Applicable only to COMs in pre-accreditation status.)*

Pre-Accreditation Element 9.6: Career Counseling

A COM must provide career counseling to assist its students in evaluating career options and applying to graduate medical education training programs.

Pre-Accreditation Submission 9.6: Career Counseling

- 1. Describe the process for career counseling, including GME readiness, that is/will be provided to students.*
- 2. Complete Pre-Accreditation Table 9.6. (Applicable only to COMs in ongoing pre-accreditation status.)*

Pre-Accreditation Element 9.7: Financial Aid and Debt Management Counseling

A COM must provide its students with counseling to assist them with financial aid applications and debt management.

Pre-Accreditation Submission 9.7: Financial Aid and Debt Management Counseling

- 1. Provide a description of all financial aid and debt counseling sessions provided to its students, including:*
 - a. When the financial aid and debt counseling sessions are/were provided to the students;*
 - b. The OMS year during which students are required to receive these sessions; and*
 - c. A roster of students that received financial aid and debt counseling (applicable only to COMs in ongoing pre-accreditation status).*

Pre-Accreditation Element 9.8: Mental Health Services

A COM must provide its students with confidential access to an effective system of counseling and mental healthcare. A mental health representative must be accessible 24 hours a day, 365 days a year, from all locations where students receive education from the COM.

Pre-Accreditation Submission 9.8: Mental Health Services

- 1. Provide the policies and procedures for students seeking counseling and mental health services.*
- 2. Provide a link to where the documents are published.*
- 3. Provide a list of the mental health services available to students with service locations and hours.*

Pre-Accreditation Element 9.9: Physical Health Services

A COM must provide its students with access to diagnostic, preventive and therapeutic health services 24 hours a day, 365 days a year, accessible in all locations where students receive education from the COM.

Pre-Accreditation Submission 9.9: Physical Health Services

1. *Provide the policies and procedures for students seeking diagnostic, preventive, and therapeutic health services.*
2. *Provide a link to where the documents are published.*
3. *Provide a list of the health service locations where students may seek care.*

Pre-Accreditation Element 9.10: Non-Academic Health Professionals

A COM must ensure that any health professional providing health services, through a physician-patient relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services.

Pre-Accreditation Submission 9.10: Non-Academic Health Professionals

1. *Provide the policies and procedures on recusal from student assessment and promotion for health professionals providing services to students.*

Pre-Accreditation Element 9.11: Health Insurance

A COM must require that all students have health insurance.

Pre-Accreditation Submission 9.11: Health Insurance

1. *Provide the policies and procedures regarding health insurance for students.*
2. *Provide a link to where the documents are published.*

Pre-Accreditation Standard 10: Graduate Medical Education (GME)

The faculty of a COM must ensure that the curriculum provides content of sufficient breadth and depth to prepare students for entry into a graduate medical education program for the subsequent practice of medicine. The COM must strive to develop graduate medical education to meet the needs of its graduates within the defined service area, consistent with the mission of the COM.

Pre-Accreditation Element 10.1: GME Development

The COM must demonstrate its policies, procedures, personnel and budgetary resources to support the continuum of osteopathic education in both undergraduate and graduate medical education (GME), as well as in continuing medical education (for all GME faculty). A COM must demonstrate and publicly evidence the placement of its students in graduate medical education programs, including through the publication of match rates of its students in the National Residency Matching Program (NRMP).

Pre-Accreditation Submission 10.1: GME Development

- 1. Submit the COM's policies that include its structure and procedures to support the continuum of osteopathic medical education.*
- 2. Provide the COM's pro forma that includes line items for the support the continuum of osteopathic medical education.*
- 3. Provide the anticipated public link where future placement match data may be accessed.*

Note: In states where PGY-1 placement in GME is required by law (e.g., Texas), a proposed COM must demonstrate how it intends to comply with this requirement.

Pre-Accreditation Element 10.2: ACGME Accredited GME

A COM must provide a mechanism to assist new and existing graduate medical education (GME) programs in meeting the requirements for accreditation by the Accreditation Council for Graduate Medical Education (ACGME).

Pre-Accreditation Submission 10.2: ACGME Accredited GME

- 1. Provide the COM's policy(ies) and description of its mechanism for developing new GME programs and continuing to assist existing GME programs.*

Pre-Accreditation Element 10.3: Osteopathic Recognition of GME

A COM must provide a mechanism to assist graduate medical education programs accredited by the ACGME in meeting the requirements of osteopathic recognition.

Pre-Accreditation Submission 10.3: Osteopathic Recognition GME

- 1. Provide documentation demonstrating the COM's processes and commitment of resources to assist GME programs to achieve osteopathic recognition.*

Pre-Accreditation Standard 11: Program and Student Assessment and Outcomes

A COM must assess both programmatic and individual student outcomes to ensure that the COM meets its mission. Additionally, a COM must use the data from programmatic and individual outcomes to continuously improve all aspects of the COM.

Pre-Accreditation Element 11.1: Program Assessment

A COM must connect its learning outcomes assessment to its program mission, goals, and objectives to continuously improve the educational quality of its osteopathic medical education program.

Pre-Accreditation Submission 11.1: Program Assessment

- 1. Provide the guiding documents which govern how the COM conducts systematic program review. This may be in the form of a program review manual or guide that has been adopted by the faculty. This should include the manner in which the core osteopathic competencies are embedded in the curriculum and assessed as an aspect of the review.*
- 2. Provide a list of the most recent and scheduled program reviews for the past three academic years preceding a site visit or any submission to the COCA for any monitoring purposes (e.g., annual report, mid-cycle report, supplemental report, etc.). (Not applicable for proposed COMs applying for pre-accreditation status.)*
- 3. Provide examples of changes in curriculum, pedagogy, counseling, or other aspects of the student experience that have been made as a result of recent program reviews in order to more fully support the learning of the core competencies. (Not applicable for proposed COMs applying for pre-accreditation status.)*

Pre-Accreditation Element 11.2: Student Evaluation of Instruction

A COM must have policies and procedures in place to collect and consider confidential student evaluations of their courses, clerkships, faculty, and other relevant student experiences. The COM must demonstrate that these results incorporated into the COM's self-assessment to improve curriculum and address deficiencies in student experiences.

Pre-Accreditation Submission 11.2: Student Evaluation of Instruction

- 1. Describe the processes for obtaining student evaluation of classroom and clinical instruction.*
- 2. Provide a copy of the evaluation forms that will be/ are used by the students for these purposes.*
- 3. Provide a flowchart demonstrating how the evaluation data are utilized in curricular improvement.*

Pre-Accreditation Element 11.3: Program and Student Outcomes – Annual and Mid-Cycle Reports

A COM having pre-accreditation status must submit specified annual and mid-cycle reports to the COCA.

Pre-Accreditation Submission 11.3: Program and Student Outcomes – Annual Data and Mid-Cycle Update Reports

1. *Complete and submit the Annual COCA Data and Mid-Cycle Update Report by the established deadlines.*

Pre-Accreditation Element 11.4: Student Survey

A COM must cooperate with the administration of the COCA student survey as part of the comprehensive accreditation process.

Pre-Accreditation Submission 11.4: Student Survey

1. *Describe the methods the COM used to support the completion of the COCA student survey.*

Pre-Accreditation Standard 12: Institutional Accreditation

For any COM that is not affiliated with a parent institution, the COCA may serve as both institutional and programmatic accreditor. When the COCA serves as the institutional accreditor, the COM must demonstrate that it is compliant with this standard and its supporting elements.

Pre-Accreditation Element 12.1: Incorporation of the Institution

A COM must demonstrate its incorporation as a non-profit or for-profit entity (e.g., corporation, limited liability company, etc.) with governing bylaws that are consistent with the COCA accreditation standards. The COM must have an autonomously appointed functioning governing body that is broad in representation of expertise in education, finance, law, health policy, and osteopathic medicine.

Pre-Accreditation Submission 12.1: Incorporation of the Institution

- 1. Provide the current registration documents for ongoing incorporation for the COM.*
- 2. Provide a copy of the bylaws of the governing body.*
- 3. Provide a list of members of the governing body and their titles.*
- 4. Provide evidence of an annual assessment of the governing body's conflicts of interest.*

Pre-Accreditation Element 12.2: Degree and Other Educational Offerings

A COM that is not affiliated with a parent institution must demonstrate evidence of approval to grant the Doctor of Osteopathic Medicine (DO) degree and any other educational offerings from all appropriate regulatory agencies whether it is a board of regents, a state regulatory agency, or any other regulatory agency charged with granting such authority under the laws of the state in which the COM is located.

Pre-Accreditation Submission 12.2: Degree and Other Educational Offerings

- 1. Provide a list of all degrees and educational programs (certificates and courses) to be offered by the COM.*
- 2. Provide a copy of all charters, licenses, or letters of approval from any educational or business agencies that grant authority to the COM.*

Pre-Accreditation Element 12.3: Chief Executive Officer

A COM that is not affiliated with a parent institution must employ a Chief Executive Officer who is qualified by education, training, and experience to provide effective leadership to the COM's administration, faculty, students, and staff. The Chief Executive Officer must have a minimum of five years' experience in senior administration in an institution of higher education or healthcare setting.

Pre-Accreditation Submission 12.3: Chief Executive Officer

1. *Provide the current job description for the chief executive officer.*
2. *Provide a complete curriculum vitae for the chief executive officer.*

Pre-Accreditation Element 12.4: Chief Financial Officer

A COM that is not affiliated with a parent institution must employ a Chief Financial Officer who is qualified by education, training, and experience to provide organizational leadership related to the financial health of the institution. The Chief Financial Officer must have a minimum of three years' experience in administration in financial management in an institution of higher education or healthcare setting.

Pre-Accreditation Submission 12.4: Chief Financial Officer

1. *Provide the current job description for the chief financial officer.*
2. *Provide a complete curriculum vitae for the chief financial officer.*

Pre-Accreditation Element 12.5: Course Credit Hours

A COM that is not affiliated with a parent institution must publish and follow policies and procedures for the assignment of credit hours for all courses within the curriculum.

Pre-Accreditation Submission 12.5: Course Credit Hours

1. *Provide the copy of the COM's credit hour assignment policy.*
2. *Provide the link to where the document is/will be published.*

Pre-Accreditation Element 12.6: Public Information

All public information published by a COM in its catalogs, student handbooks, advertising literature, or any other publicly available information must be presented in an accurate, fair, and complete manner.

Pre-Accreditation Submission 12.6: Public Information

1. *Provide all applicable documents demonstrating information about the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies.*
2. *Provide evidence of all communication that accurately represent the COM's accreditation status. This communication must include information on how to contact COCA.*

Pre-Accreditation Element 12.7: Public Notification of Opportunity to Comment

A COM must seek third party comments addressing the quality of the COM's educational program prior to the completion of a comprehensive review by the COCA.

This element is applicable only to COMs in ongoing pre-accreditation.

Pre-Accreditation Submission 12.7: Public Notification of Opportunity to Comment

1. *Provide the public announcement notifying stakeholders of an upcoming comprehensive site visit, pre-accreditation site visit, substantive change request or a request to enter into a teach-out agreement, no later than three months before the site visit.*
2. *The COM must include the date of the visit, purpose of the visit, and contact information for the COCA (predoc@osteopathic.org) within the public announcement.*

Pre-Accreditation Element 12.8: Academic Freedom

A COM must include in its publications policies regarding academic freedom. All such policies must be approved by the COM's governing board.

Pre-Accreditation Submission 12.8: Academic Freedom

1. *Provide the institution's policies regarding academic freedom evidencing a commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights.*

Pre-Accreditation Element 12.9: Campus Security

A COM must provide comprehensive information through a public link about its campus security to its students, faculty, staff, and to the public at large.

Pre-accreditation Submission 12.9: Campus Security

- 1. Provide the public link where the COM's annual security report is/will be published.*
- 2. Provide the public link where the COM's campus security policies are/will be published.*

Pre-Accreditation Element 12.10: Title IV Responsibility

A COM that is not affiliated with a parent institution must demonstrate compliance with all federal funding guidelines under Title IV of the Higher Education Act of 1965, as amended.

Pre-Accreditation Submission 12.10: Title IV Responsibility

- 1. Provide a copy of the most recent filing of the annual audit pursuant to the Single Audit Act Amendments of 1996, OMB Circular A-133.*
- 2. Provide the date of the most recent program review conducted pursuant to Title IV of the HEA and the final action letter from that review.*
- 3. Provide institutional responses to all financial audits and/or findings.*

END OF STANDARDS

Glossary

The glossary should be used for information and guidance purposes only. The glossary should not be used as a resource to interpret the Standards; only the Commission on Osteopathic College Accreditation may interpret the Standards according to the context presented. The document serves only to define terms.

AACOM – American Association of Colleges of Osteopathic Medicine

Academic Credentialing – Approval of faculty members either for on-campus or off campus, through a process of verification of education, licensure, insurance, and other requirements deemed necessary to meet COM policy.

Accreditation – The status of public recognition that an accrediting agency grants to an educational institution or program that meets the agency’s standards and requirements. This process ensures that educational programs provided by institutions of higher education meet acceptable levels of quality, as follows:

1. Accreditation with Exceptional Outcome: This indicates that all standards are compliant and all elements are met. For schools with this status, accreditation will be granted for ten years.
2. Accreditation: This indicates that all standards are compliant. However, there may be unmet elements that must be addressed via progress reporting. For schools with this status, accreditation will be granted for seven years.
3. Accreditation with Heightened Monitoring: This indicates that fewer than three standards are non-compliant and ongoing monitoring will occur via progress reporting. For schools with this status, accreditation will be granted for four years.
4. Accreditation with Warning: This indicates that between three and five standards are non-compliant and ongoing monitoring will occur via progress reporting. For schools with this status, accreditation will be granted for two years.
5. Accreditation with Probation: This indicates that more than five standards are noncompliant. For schools with this status, the accreditation will be granted for no more than one year.
6. Withdrawal of Accreditation: This indicates that the quality of the educational program is compromised and the school was unable to come into compliance with all standards within the allotted timeframe.

ACGME – Accreditation Council for Graduate Medical Education

Additional Location – A location that is geographically apart from the main campus at which the institution offers at least 50 percent of an educational program. The Additional Location will not have separate administration, faculty, or budgetary independence. The additional location must have a common Chief Academic Officer, faculty, budget, and curriculum with the parent COM. Students may be admitted directly to the Additional Location as their primary place of enrollment (34 CFR §602.22).

Adverse Action – A decision by the COCA involving the status of probation, warning, denial, withdrawal, suspension, revocation of accreditation or pre-accreditation or any other negative effect on a COM's accreditation status. Upon the determination of the COCA, the decision is reported to the United States Department of Education, irrespective of the appeal status of a decision.

Adjunct Faculty – Faculty serving in a temporary or auxiliary capacity with limited duties and benefits.

Affiliated Clinical Site – A clinical site in an accredited healthcare facility or clinic, not owned or operated by a COM, which agrees to provide specific and limited clinical instruction to a COM's students.

Annual Report – A required report from each COM addressing programmatic outcomes.

Anticipated change in class size – A substantive change initiated by the COM and approved by its governing board.

AOA – American Osteopathic Association

Branch Campus – A branch campus is a location that is geographically apart from the COM and is:

1. Permanent in nature;
2. Offers courses in educational programs leading to a DO degree;
3. Has its own faculty and administrative or supervisory organization; and
4. Has its own budgetary and hiring authority.

The COCA may serve as the programmatic or institutional accreditor for COMs wishing to request a Branch Campus. (34 CFR §600.2).

CHEA – Council for Higher Education Accreditation

Clery Act – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) - Federal statute which requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

COCA – Commission on Osteopathic College Accreditation

COM (SOM) – College (or school) of osteopathic medicine offering instruction leading to the Doctor of Osteopathic Medicine (D.O.) degree.

Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) – A series of osteopathic medical licensing examinations administered by the National Board of Osteopathic Medical Examiners (NBOME).

CORE Element – An element considered fundamental to the meeting of the standard. COM will be found out of compliance with the standard if the COM fails to meet any core element within that standard.

Credit Hour – A credit hour is defined by the regulations of the U.S. Secretary of Education at 34 CFR 600 – Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Curriculum Changes – A substantive change in curriculum will be considered when a comprehensive change in the curriculum is occurring, which means a significant departure from the existing curriculum content or method of delivery. A substantive change is NOT merely a modification made as part of the routine curricular improvement process. A substantive change in curriculum may also be considered if there is a change from clock hours to credit hours or a substantial increase or decrease (more than 20%) in the number of clock or credit hours awarded for successful completion of a program. CFR 602.22 a-(2)iii.

Direct Supervision of a Medical Student – Direct supervision of a medical student by a licensed provider who is available in the facility at the time the student is providing care to any patient. For a procedure, the licensed provider must be credentialed to perform the procedure and in the room with the student.

Distance Education – Education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver the entire course of instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and instructor, either synchronously or asynchronously. The technologies may include:

1. The internet;
2. One-way and two way transmission through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Video cassettes, DVD's and CD-ROMs, if the cassettes, DVDs or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. (34 CFR 600.2).

EPAs – Entrustable Professional Activities

Escrow Reserve Fund – A minimum segregated, unencumbered reserve fund escrowed until one year after graduation of the first class of students and equal to an amount approved by the COCA. The escrowed reserve fund must not be borrowed or pledged funds and must be 100% wholly owned assets of the COM or its parent institution.

Faculty member – An individual who contributes in a full or part time manner to a COM in the areas of teaching, research/scholarly work, service or administrative responsibilities.

Full Time Faculty Member – A faculty member is determined to work full time for a COM or institution if he/she contributes at least thirty two hours per week of work, including responsibilities in the area of teaching, research/scholarly work, service or administrative responsibilities. In the faculty adequacy model, a faculty member meeting this definition may be considered full-time or 1.0 full time equivalent (FTE).

Part Time Faculty Member – Faculty members working fewer hours or with contractual arrangements resulting in routine payments from sources other than the COM or institution are considered part-time and should be assigned the working percentage of a full time equivalent.

Feasibility Study – An assessment of the practicality of a proposed plan or method. The submitted document will be verified at the time of the site visit. It includes the following items.

1. If the COM, or its parent, has accreditation from a regional agency recognized for that purpose by the U.S. Secretary of Education, then a letter from the regional accreditor indicating approval of the substantive change must accompany the request.
2. A COM, and/or its parent, must not have accreditation with warning, accreditation with probation, or be subject to a show cause determination that could alter accreditation status issued by the COCA or the regional accreditor prior to requesting the substantive change for a substantive change.
3. Assessment of the degree of support the substantive change has in the community, county and state, and the respective osteopathic professional associations. Written documentation must accompany this assessment. The assessment must include a letter of comment from the state osteopathic association for each state in which the proposed substantive change intends to have clinical training sites.
4. A statement of the curriculum proposed to be offered and the COM's previous experience with that curriculum.
5. Demonstrate and document with written verification it has the availability of adequate clinical training sites. Documentation must include an assessment of the impact of the substantive change's proposed clinical training programs upon any osteopathic training programs already in existence at the clinical sites under discussion.
6. A GME feasibility report demonstrating the expected placement of the COM's current and prospective graduates in GME positions. The COM must demonstrate educational planning and noted progress in generating postdoctoral training opportunities.
7. The parent must provide student services for the substantive change consistent with Standard 9 in the Continuing Accreditation Standards.
8. Identify the faculty and administration who will provide instruction and complete administrative duties.
9. Projected revenues, expenditures, and cash flows for the substantive change.
10. Operation, management, and physical resources for the substantive change, including learning resources.

Fulltime equivalent (FTE) – An FTE is the number of hours worked by one employee on a full-time basis.

Institutional Accrediting Agency – An agency that accredits institutions of higher education; such an agency grants accreditation decisions that enable its accredited institutions to establish eligibility to participate in Higher Education Act Programs.

Interprofessional Education (IPE) – When students from two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes. (World Health Organization 2010).

NACIQI – National Advisory Committee on Institutional Quality and Integrity

NBOME – National Board of Osteopathic Medical Examiners, Inc.

Observer – A site team member who is an official from a federal or state agency or a representative of any other organization, who is not assigned a specific role on the site visit team.

Operating Reserve Fund – A fund consisting of an amount approved by the COCA but no less than one-fourth of the escrow reserve fund. The minimum operating reserve fund must not be borrowed or pledged funds and must be 100% wholly owned assets of the COM or its parent institution.

Osteopathic Core Competencies (OCC) – The Seven Osteopathic Core Competencies were defined to meet the requirements of AOA-accredited postdoctoral training programs: Medical knowledge; osteopathic philosophy and osteopathic manipulative medicine; patient care; professionalism; interpersonal and communication skills; practice-based learning and improvement; and systems based practice.

Progress Report – A document submitted by a COM for compliance monitoring purposes to demonstrate the COM's compliance with accreditation standards the COCA has deemed not met.

Requirement – Mandate for compliance with a specific standard of element within a standard usually following a comprehensive or focused site visit to a COM. A requirement may be written at any time in the accreditation process. All requirements will be monitored by the COCA through a progress report or focused visitation.

Self-Study – A self-assessment report submitted by a COM to the COCA to demonstrate the COM's compliance with all applicable COCA standards.

Show Cause – A directive by the COCA to a COM mandating the COM to produce information or evidence as to why the COCA should not take an adverse accreditation decision following information evidencing a COM's non-compliance with the accreditation standards, policies or procedures.

Site Visit – The process through which the COCA examines, through an on-site review, a COM's compliance with all accreditation standards.

Comprehensive Site Visit – A review that addresses all standards.

Focused Site Visit – A review that addresses a specific set of identified standards.

Site Visit Team – A group of individuals each classified under certain categories of on-site evaluators, as required by 34 CFR § 602.15. The categories of on-site evaluators are:

1. **Administrator** - An individual who is currently or recently, and directly, engaged in a significant manner in postsecondary program or institutional administration.
2. **Educator** - An individual who is currently or recently, and directly, engaged in a significant manner in osteopathic education in an academic capacity (e.g. professor, instructor, academic dean).
3. **Academic**- individual who is currently or recently, and directly, engaged in a significant manner in postsecondary teaching and/or research.
4. **Practitioner** - individual who is currently or recently, and directly, engaged in a significant manner in the practice of the osteopathic profession.

Teach-out Agreement – A written agreement an accredited COM provides for the equitable treatment of its students to complete their program of study, if the COM stops offering its educational program before all students enrolled in that program complete their program of study.

Teach-out Plan – A written plan developed by a COM providing for the equitable treatment of its students if an institution, an additional location or a branch campus ceases to operate before all students enrolled in that program complete their program of study. This plan may include, if required by the COCA, a teach-out agreement between COMs.

Technical Assessment Report – The process of setting goals about technical facets of the institution, determining how well those goals are being met, and determining the best course of action to take to improve those results.

Title IV – Title IV of the Higher Education Act

USDE – United States Department of Education and the Secretary of Education

Withdrawal – The voluntary withdrawal of a COM from the accreditation process.