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

Effective for reviews submitted on or after August 1, 2021

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Contents

General Information....4

Substantive Changes....6

Change in Educational Mission or Objectives of the Institution....6

Change in the Location of the Institution....8

Change in Legal Status, Form of Control, or Ownership of the Institution....10

Change in Curriculum/Change in Curriculum Length....12

Change in Hour Calculations....14

Contracting with a non-Title IV Eligible Institution for 25% to 49% of a Program....15

Acquisition of Any Other Institution or Any Program or Location of Another Institution....16

Addition of a Permanent Location at which a Teach-out is Being Conducted for Students of Another Institution That Has Ceased Operations....18

Additional Location....20

Branch Campus....29

Planned Class Size Increase....36

Unplanned Class Size Increase....40

Transition from an Additional Location to a Branch Campus....44

Transition from a Branch Campus to an Additional Location....51

Transition from a Branch Campus or Additional Location to an Independent COM....58

Addition of a Program of Study at a Degree or Credential Level....64

Appendix A: Pre-Operational Site Visit....65

Appendix B: Additional Location Application Sample Timeline 67

Appendix C: Branch Campus Application Sample Timeline 68

Appendix D: Additional Location or Branch Campus Transition to an Independent COM Application Sample Timeline 69

Appendix E: Transition from an Additional Location to Branch Campus or Branch Campus to Additional Location Application Sample Timeline.....70

General Information

A substantive change is any modification in a college of osteopathic medicine's (COM) operations, governance, or legal status that does not have a material adverse effect that could impact the COM's capacity to continue to meet the Commission on Osteopathic College Accreditation's (COCA) accreditation requirements for the delivery of the osteopathic medical education curriculum.

Substantive changes that must be reported to the COCA are defined by the U.S. Department of Education under 34 CFR §602.22. The COCA will not grant "pre-approval" of additional locations or branch campuses as those substantive changes are defined in 34 CFR §602.

A COM must receive prior approval from the COCA at least 120 days before the implementation of the substantive change, or within the time frame described under each change below. The COCA will consider requests for expedited reviews of any substantive change application in emergency situations.

The COCA will approve a substantive change when the criteria for the requested change have been met, and the COCA determines that the substantive change will not have a material adverse effect on the capacity of the COM to meet the continuing accreditation standards.

Substantive changes that require COCA approval include:

1. Any change in the established mission or objectives of the institution;
2. A change in location of the institution;
3. Any change in the legal status or form of control of the institution;
4. A change of instruction which represents a significant departure from the current curriculum;
5. A change from clock hours to credit hours or vice versa;
6. A substantial increase or decrease in the number of clock or credit hours awarded for completion of the curriculum;
7. A substantial increase or decrease in the length of the curriculum;
8. Establishment of an additional location or branch campus geographically apart from the main campus;
9. Contracting with a non-Title IV eligible institution for between 25% and 49% of a program;
10. Acquisition of any other institution or any program or location of another institution;
11. Addition of a permanent location at which a teach-out is being conducted for students of another institution that has ceased operations;
12. Any anticipated or unplanned increase in class size;
13. Transition from a branch campus to an additional location or vice versa; and
14. Transition from a branch campus or additional location to an independent COM.

The COCA may consider simultaneous substantive change requests submitted at the same time but may not consider a new request when another request is under review. The COCA will consider requests for reviews of any substantive change application when another is being reviewed in emergency situations.

The COCA will consider applications only from COMs with a current accreditation status of Accreditation or Accreditation with Exceptional Outcome for any of the following substantive changes:

1. Additional location
2. Branch campus
3. Planned Class Size Increase
4. Acquisition of any other Institution or any Program or Location of Another Institution

A COM with a status of Accreditation with Heightened Monitoring may apply for any of the above substantive changes when all standards have been met through a progress report, focused site visit, or any other monitoring the COCA may require for at least one year. COMs with a status of Accreditation with Warning must demonstrate compliance with the standards for three years. COMs with a status of Accreditation with Probation must demonstrate compliance with the standards for four years.

Substantive Changes Requiring Comprehensive Evaluation

The COCA may require that requests for substantive change be evaluated with a comprehensive evaluation, in addition to the evaluation requirements that exist for each type of substantive change, including whenever the COM meets one or more of the following conditions:

1. Had its last comprehensive site visit three (3) or more years ago;
2. Has received an accreditation status that included "with warning," or "with probation," within the last five (5) years;
3. Had an approved substantive change-class size increase within five (5) years;
4. Had a substantive change-unplanned class size increase within seven (7) years;
5. Had an approved substantive change-branch campus within five (5) years; or
6. Had an approved substantive change-additional location within five (5) years.

The COCA may grant a new cycle of review of continuing accreditation to a COM that undergoes a comprehensive site visit for purposes of evaluating a request for substantive change.

Queries about whether a proposed change qualifies as a substantive change and initial requests for a substantive change should be submitted to the COCA at predoc@osteopathic.org or (312) 202-8124. A staff member will contact you to discuss the process and required fees. The required substantive change documents must be submitted through COCA-Online.

Substantive Changes

Change in Educational Mission or Objectives of the Institution

Definition
A substantive change in educational mission or objectives will be considered when the change results in a need to alter the admissions policies, organizational chart, facilities, or financial plans as a result of the new mission or objectives.

Timing
Application must be reviewed by the COCA at a meeting held at least 120 days prior to when the anticipated change would become effective. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change request will be reviewed.

Application
A request for a change in the established educational mission or objectives must provide documentation that describes:

1. The rationale for the change;
2. If the COM is part of a larger institution, a description of how the change impacts the mission of the parent organization;
3. The process to make the change in mission/organizational objectives;
4. The effect this change will have on learning outcome assessments, facilities, faculty, admission policies and procedures, and the curriculum;
5. Governing body review and approval;
6. Implementation plan to announce the proposed change to students, faculty, staff, alumni, and the public; and
7. Anticipated date of when the change in mission or objectives will be implemented.

Depending on the nature of the requested change to educational mission or objectives of the institution, a self-study may be required documenting compliance with the one or more of more of the following continuing accreditation elements:

1. Element 1.1: Program Mission
2. Element 1.2: Strategic Plan
3. Element 3.1: Financial Resources
4. Element 4.1: Facilities
5. Element 7.1: Faculty and Staff Resources and Qualifications
6. Element 6.1: Curriculum Design and Management
7. Element 9.1: Admissions Policies
8. Element 11.1: Program Assessment

Monitoring

Monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Change in the Location of the Institution

Definition
Any relocation of the COM that involves a change in the facilities previously reviewed by the COCA will be considered a change in location. A change in clinical training sites will not be considered a substantive change.

Timing
A request for a change in the location of the institution must be reviewed at a COCA meeting at least 18 months prior to the anticipated move. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change request will be reviewed.

Application
A request for a change in an institution's location must provide documentation that describes the following:

1. Appropriate charters, licenses, or approvals required to function if the location is in a new jurisdiction;
2. The new facilities including a building and/or remodeling plans, project budget, and completion timelines;
3. Budget for move and other related expenses;
4. Impact on the recruitment plan;
5. Impact on the currently enrolled students;
6. Impact on the existing faculty;
7. Impact on the clinical education program;
8. Governing body discussion and approval of the proposed change; and
9. Facility and faculty contingency plan to be implemented if the new facilities are not ready as planned.

The COM must submit a certificate of occupancy for the new location at least six months prior to beginning instruction at the new facility.

Depending on the nature of the requested change, a self-study may be required demonstrating compliance with the following continuing accreditation elements:

1. Element 1.2: Strategic Planning
2. Element 1.3: Licensing and Regional/Institutional Accreditation
3. Element 1.7: Clinical Education Affiliation Agreements
4. Element 3.1: Financial Resources
5. Element 3.2: Financial Planning and Budgeting
6. Element 3.4: Financial Audit
7. Element 4.1: Facilities
8. Element 4.2: Security and Public Safety

9. Element 4.3: Information Technology
10. Element 4.4: Learning Resources
11. Element 6.9: Clinical Education
12. Element 6.10: Clinical Experience
13. Element 6.11: Comparability Across Clinical Education Sites
14. Element 7.1: Faculty and Staff Resources and Qualifications
15. Element 9.8: Mental Health Services
16. Element 9.9: Physical Health Services

Site Visit

A pre-operational site visit to the new location will be conducted not less than six months prior to the opening of the new location. See Appendix A.

Monitoring

Monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Change in Legal Status, Form of Control, or Ownership of the Institution

Definition
Any change in ownership, move between public and private, or change in business status between non-profit and for-profit of an institution will be considered to be a change in legal status. A merger with another institution will also be considered in this category.

Timing
A request for a change in legal status, form of control, or ownership of the institution must be reviewed at a COCA meeting at least 120 days prior to when the requested change will occur. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change request will be reviewed.

Application
A request for a change in an institution's legal status, form of control, or ownership must provide documentation that describes the following:

1. Governing body decisions and approval of the proposed change;
2. New or amended Articles of Incorporation;
3. New or revised governing body bylaws;
4. New or revised organizational chart;
5. Plans to announce the proposed changes to students, faculty, staff, alumni, and the public;
6. Operating pro forma budget for the next five years; and
7. Three years audited financial reports for the new ownership.

A self-study will be required demonstrating compliance with the following continuing accreditation elements:

1. Element 1.2: Strategic Plan
2. Element 1.3: Licensing and Regional/Institutional Accreditation
3. Element 1.4: Governance & Program Policies
4. Element 1.5a or 1.5b: Non-Discrimination
5. Element 1.6: Degree Granting Body
6. Element 1.7: Clinical Education Affiliation Agreements
7. Element 3.1: Financial Resources
8. Element 3.2: Financial Planning and Budgeting
9. Element 7.1: Faculty and Staff Resources
10. Element 7.7: Faculty Association
11. Element 7.8: Faculty Appointment and Advancement

Monitoring
The COCA will conduct a focused or comprehensive site visit to an institution that has undergone a change of control as soon as practicable, but no later than six months after the change of ownership.

Additional monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report or student survey.

Change in Curriculum/Change in Curriculum Length

Definition
A substantive change in curriculum/curriculum length will be considered when a comprehensive change in the curriculum is planned which means a significant departure from the existing curriculum content, length or method of delivery. A modification made to the curriculum as part of the routine curricular evaluation and assessment/improvement process is not considered a substantive change.

Timing
A request for a change in curriculum must be reviewed at the April COCA meeting in the calendar year prior to when the desired change will occur. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be reviewed.

Application
A request for a change in curriculum/curriculum length must provide documentation that describes the following:

1. The proposed curriculum change;
2. Analysis of additional financial, facility, and faculty resources needed for the curriculum change;
3. Curriculum committee discussion and approval;
4. Faculty governance discussion and approval; and
5. Changes needed in recruitment, academic counseling, and career counseling.

Depending on the scope of the change requested, the application may include a self-study demonstrating compliance with some or all of the following continuing accreditation elements:

1. Element 3.1: Financial Resources
2. Element 3.2: Financial Planning and Budgeting
3. Element 3.4: Financial Audit
4. Element 4.1: Facilities
5. Element 4.3: Information Technology
6. Element 4.4: Learning Resources
7. Element 6.1: Curriculum Design and Management
8. Element 6.2: Programmatic Level Educational Objectives
9. Element 6.3: Maximum Length of Completion
10. Element 6.4: Osteopathic Core Competencies
11. Element 6.5: Scientific Method
12. Element 6.6 Principles of Osteopathic Medicine
13. Element 6.7: Self-Directed Learning

14. Element 6.8: Interprofessional Education for Collaborative Practice
15. Element 6.9: Clinical Education
16. Element 6.10: Clinical Experience
17. Element 6.11: Comparability Across Clinical Education Sites
18. Element 7.1: Faculty and Staff Resources and Qualifications
19. Element 7.3: Department Chair Qualifications
20. Element 7.4: Primary Care Leadership
21. Element 7.5: OMM/OPP Leadership
22. Element 7.8: Faculty Appointment and Advancement
23. Element 7.7: Faculty Association
24. Element 8.1: Research and Scholarly Activity Strategic Plan
25. Element 9.2: Academic Standards
26. Element 9.5: Academic Counseling
27. Element 11.1: Program Assessment
28. Element 11.2: Student Evaluation of Instruction

Monitoring

Monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Change in Hour Calculations

Definition
A change from utilizing credit hours to clock hours, or vice versa, for calculation of course credit assigned.

Timing
A request for change in hour calculation must be reviewed at the April COCA meeting in the calendar year prior to when the desired change will occur. Application materials must be submitted 60 days prior to the COCA meeting when the substantive change request will be reviewed.

Application
A COM requesting to change from clock hours to credit hours or vice versa must provide documentation that describes the following:

1. Rational as to why the COM is making the change;
2. Anticipated impact to students and faculty;
3. Anticipated impact to the curriculum, if any;
4. Impact on the classification of part-time vs full-time students;
5. Impact on the anticipated graduation date of existing students;
6. Approval from the COM's regional or institutional accreditor, if not institutionally accredited by the COCA;
7. Curriculum committee discussion and approval; and
8. Faculty governance discussion and approval.

A self-study will be required demonstrating compliance with the following continuing accreditation elements:

1. Element 1.3: Licensing and Regional/Institutional Accreditation
2. Element 6.1: Curriculum Design and Management
3. Element 9.2: Academic Standards
4. Element 11.1: Program Assessment

Monitoring
All monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Contracting with a non-Title IV Eligible Institution for 25% to 49% of a Program

Definition
A contract with a non-Title IV eligible institution occurs when a COM enters into an agreement under which an institution or organization not certified to participate in Title IV or Higher Education Act (HEA) programs offers between 25% and 49% of the COM's educational program.

If the instruction will occur at the COM or this change will impact 25% - 49% of the program offering, then this will be reviewed as a Substantive Change – Change in Curriculum.

The COCA does not approve contracts with non-Title IV eligible institutions to provide 50% or more of a COM's educational program.

Timing
The request must be reviewed at a COCA meeting at least 18 months prior to the anticipated start date of the contract. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change request will be reviewed.

Application
The request for contracting with a non-Title IV eligible institution must include documentation that describes the following:

1. Introduction to the COM, including history and mission;
2. Introduction to the non-Title IV eligible institution for the proposed contract;
3. Need for contracting with a non-Title IV eligible institution;
4. The curriculum to be provided by the contracted institution;
5. The facilities at which the contracted curriculum will be provided;
6. The faculty that will providing instruction at the contracted institution (current licensing and certification documents must be provided for any physician faculty);
7. How this change will impact the COM's curriculum;
8. How this change will impact students, faculty, and staff;
9. Plans to announce the proposed changes to students, faculty, staff, alumni, and the public; and
10. How the curriculum provided by the contracted institution will be assessed.

The COCA may request additional information it deems necessary depending on the nature of the agreement between the two institutions, including the completion of a self-study, or a site visit (with required self-study) to the site contracted to provide the osteopathic medical education program.

Monitoring
The criteria for evaluation and monitoring will be determined depending on the nature of the agreement between the two institutions. This may include a progress report(s), student survey, and/or a focused site visit.

Acquisition of Any Other Institution or Any Program or Location of Another Institution

Definition
A COM that seeks to acquire or merge with another COCA-accredited COM.

Timing
The request must be reviewed at a COCA meeting occurring at least 24 months prior to the desired date of offering instruction at the acquired program/institution. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change request will be reviewed.

Application
The request for acquiring another institution or program must include documentation that describes the following:

1. An introduction to the COM requesting to make the acquisition, including history and mission;
2. An introduction to the program/institution being acquired, including history and mission;
3. Details on all educational programs provided at each institution, including programmatic and institutional accreditations;
4. The need for acquiring a new institution/program;
5. The curriculum to be provided by the new combined program/institution;
6. The facilities at which the combined program curriculum will be provided;
7. The faculty that will providing instruction at the combined institution;
8. How this change will impact the acquiring COM's curriculum;
9. How this change will impact students, faculty, and staff at both programs/institution;
10. Plans to announce the proposed changes to students, faculty, staff, alumni, and the public; and
11. How the curriculum provided by the new combined program/institution will be assessed.

The COCA may request additional information it deems necessary depending on the nature of the agreement between the two institutions, including the completion of a self-study, or site visit (with required self-study) to the site contracted to acquire the osteopathic medical education program.

A pre-operational site visit will be conducted not less than 6 months prior to the opening of the new location. The pre-operational self-study must be submitted 60 days prior to the scheduled site visit. See Appendix A.

Monitoring
The criteria for evaluation and monitoring this substantive change will be depend on the nature of the agreement between the two institutions.

If two COMs intend to merge and create a new legal entity, this will be reviewed (including a focused or comprehensive site visit) as a Substantive Change - Legal Status or Form of Control or Ownership of the Institution.

If the two COMs intend to merge in a manner that one of the COMs will serve as a parent institution of the other, , this will be reviewed as a Substantive Change – Branch Campus or Substantive Change – Additional Location, depending on how the surviving COM intends to operate the acquired COM.

In addition to the monitoring activities referenced above, the COCA may require a progress report(s), student survey, and/or a focused site visit.

Addition of a Permanent Location at which a Teach-out is Being Conducted for Students of Another Institution That Has Ceased Operations

Definition
A COM that seeks to add a permanent location at a site at which the institution is conducting a teach-out for students of another COM that has ceased operations before all its students have completed their program of study.

Timing
The request must be reviewed at a COCA meeting occurring at least 12 months prior to the anticipated acquisition date of the additional permanent location. Application materials must be submitted 60 days prior to the COCA meeting where the substantive change request will be reviewed.

Application
The request for acquiring a permanent location at which a teach-out is being conducted must include documentation that describes the following:

1. Introduction to the COM making the acquisition, including history and mission;
2. Introduction to the COM requiring the teach-out, including history and mission;
3. Details on all educational programs provided at each institution, including programmatic and institutional accreditations;
4. Details on the teach-out timeline;
5. Details on the financial impact on the COM acquiring the new permanent location;
6. Proposed timeline for acquiring the COM as a new permanent location;
7. The need for acquiring a new location, including if the location is to operate a branch campus or additional location;
8. How the curriculum provided at the new location will be combined with the curriculum of the acquiring institution.
9. The new facilities at which the curriculum will be provided;
10. The faculty that will provide instruction at the new location;
11. How this change will impact the acquiring COM's curriculum;
12. How this change will impact the students, faculty, and staff at the acquiring institution;
13. Plans to announce the proposed changes to students, faculty, staff, alumni, and the public; and
14. How the curriculum provided by the new location will be assessed.

Further information may be required depending on whether the acquiring COM intends to operate the new permanent location as a branch campus or an additional location. This may include the completion of comprehensive or focused self-study and site visit.

Monitoring
The criteria for evaluation and monitoring are those as established for Substantive Change–Change in Legal Status or Form of Control or Ownership of the Institution and Substantive Change–Additional Location or Substantive Change–Branch Campus, depending on the nature of the agreement.

If the COM that remains the surviving entity intends to serve as a parent institution of the other institution, this will be reviewed as a Substantive Change–Branch Campus or Substantive Change–Additional Location, depending on how the surviving COM intends to operate the acquired COM.

In addition to the monitoring activities referenced above, the COCA may require a progress report(s), student survey, and/or a focused site visit.

Additional Location

Definition
An additional location is geographically apart from the main campus and offers at least 50 percent of the COM's osteopathic medical education program.

The additional location will not have separate administration, faculty, or budgetary independence. The additional location must have a common Dean, faculty, budget, and curriculum with the parent COM.

Students may be admitted directly to the additional location as their primary place of enrollment.

The accreditation for an additional location is under the parent COM and is extended to the additional location following review of documents and completion of a site visit prior to the time permission to enroll students is granted. Reporting to the COCA will occur as a combined cohort for all sites as a singular COM. Each cohort should include the students in that graduating year across all sites.

The COCA may serve as the programmatic or institutional accreditor for COMs wishing to request an additional location.[1]

As a component of the application for an additional location, the COM must specify if the parent COM is requesting a class size increase or if students from the current approved class size will be re-located from an existing campus. An additional location with a class size increase will be considered two substantive change requests.

An additional location is required to accept and matriculate students in the following progressive enrollment:

Year 1 – no more than 50% of the approved class size;

Year 2 – no more than 75% of the approved class size; and

Years 3 and 4 – no more than 100% of the approved class size.

The additional location must employ an on-site administrator at the level of associate dean or higher, (may hold any title, including but not limited to Dean or Campus Dean) with responsibility for the day-to-day operations at the additional location who reports directly to the Dean at the main campus. This individual must be qualified for the position by education and training and must have:

1. An earned DO degree from a COCA accredited college of osteopathic medicine;
2. An unrestricted medical license at some time in their career, and free of disciplinary actions or sanctions while licensed;
3. AOA or ABMS board certification at some time in their career; and
4. Experience in academic leadership.

[1] COCA has limited authority for institutional accreditation. It is only recognized as an institutional accreditor for freestanding COMs that offer only the DO degree.

The term "day-to-day operations" must be defined by the parent institution but will include those key processes that affect the well-being, safety, and orderly functions of the facilities and personnel attached to the campus.

Additional locations currently operating must be under the leadership of a DO meeting the above requirements by August 1, 2026.

Faculty and students at the additional location must have representation on all faculty and student committees at the main campus.

Escrowed Reserve Funds
A COM proposing an additional location must demonstrate the existence of a minimum segregated, unencumbered reserve fund escrowed until one year after graduation of the first class of students from the additional location equal to the tuition multiplied by the approved class size increase for the proposed additional location 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.

Operating Reserve Fund
A proposed additional location 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 as described above.

Notes on Reserve Funds
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 parent COM or its parent institution. The parent COM or its parent institution may not withdraw any interest that accrues in the account and must replenish the funds in the event the value of the account decreases below the required minimum amounts stated above.

The additional location will undergo a comprehensive evaluation in year 4 of operation. If all standards are met at that time, the escrow reserve and operating reserve accounts will be released. If any standards are unmet, the additional location will be monitored (via progress reports and focused visits, if deemed necessary by the COCA) until all standards are met. At the time all standards are met, the reserve funds will be released.

A parent COM applying for an additional location may request that the requirement for escrow and operating reserve funds be waived if it can demonstrate the ability to accommodate all students from the additional location in the event that a teach-out is required.

<u>Timing</u>
The request for an additional location must be reviewed at a COCA meeting at least 36 months prior to the planned matriculation of the first class of students. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change request will be reviewed. The application for an additional location must be completed within 36 months. A sample timeline for the application of an additional location can be found in Appendix B.

A COM applying for an additional location must have an accreditation status of Accreditation or Accreditation with Exceptional Outcome at the time of application and continue to maintain such

status throughout the time that the application is pending before the COCA. A COM with a status of Accreditation with Heightened Monitoring may demonstrate through a progress report, focused site visit, or any other monitoring the COCA may require, that it complies with the required standards for an accreditation status of Accreditation or Accreditation with Exceptional Outcome for the purpose of applying for a substantive change.

A COM applying for an additional location must have a completed a comprehensive site visit within three years of application. If the COM's last comprehensive site visit was more than three years prior to application, a comprehensive site visit must be completed as part of the review of the additional location request. The COCA retains discretionary authority to require a comprehensive site visit even if the COM has undergone a comprehensive site visit less than three years prior to the time of application.

Application

The application for an additional location is a four-step process. The COM must successfully complete the application for an additional location within 36 months or the application will be deemed expired. The COCA may, at its discretion, direct that a new application or supplemental information be submitted. In either event, the fees required by the COCA fee schedule shall apply.

A non-refundable additional location application fee must be submitted prior to beginning the application.

Part I: Additional Location Application

A. Submission of a written narrative that includes the following:

1. Introduction to the parent COM, including history and mission;
2. Introduction to the additional location, including campus name, location, class size requested, and anticipated start date;
3. Explanation of the need for the additional location, including healthcare needs in the region;
4. Feasibility Study (Business Plan) completed by an external business consulting group;
5. Approval from the institutional accreditor and all state licenses to operate at the additional location;
6. Construction timeline for the additional location facilities;
7. Anticipated impact of the additional location on the parent COM's resources;
8. Description of the student recruitment plan for the additional location and its impact on the parent COM;
9. Anticipated impact of the additional location on existing curriculum;
10. Anticipated impact of the additional location on existing clinical rotation capacity at the parent COM;
11. Anticipated impact of the additional location on the parent COM's curriculum[2];

[2] By definition, the curriculum at the additional location must be the same as the parent COM.

12. COMLEX-USA pass rates for the COM for the last three years[3];
13. GME placement rates for the COM for the last three years[4];
14. Data on student attrition and deceleration at the parent campus for the last three years;
15. Anticipated impact of GME needs for the additional location on existing GME;
16. A description of how the parent COM will fund the required escrowed reserve funds, including draft escrow agreements;
17. A Substantive Change – Planned Class Size Increase application, if required; and
18. A teaching and operational contingency plan to be enacted in the event the additional location is not fully operational at the time of the pre-operational site visit.

B. Completion of a self-study demonstrating compliance with the following continuing accreditation elements at the existing campus and at the additional location:

1. Element 1.3: Licensing and Regional/ Institutional Accreditation
2. Element 1.7: Clinical Education Affiliation Agreements
3. Element 2.3: Academic and Administrative Leadership
4. Element 3.1: Financial Resources[5]
5. Element 3.2: Financial Audit (for the last three years)
6. Element 4.1: Facilities (details on the additional location only)
7. Element 4.2: Security and Public Safety
8. Element 4.3: Information Technology
9. Element 4.4: Learning Resources
10. Element 6.1: Curriculum Design and Management
11. Element 6.2: Programmatic Level Educational Objectives
12. Element 6.3: Maximum Length of Completion
13. Element 6.4: Osteopathic Core Competencies
14. Element 6.5: Scientific Method
15. Element 6.6: Principles of Osteopathic Medicine
16. Element 6.7: Self-Directed Learning
17. Element 6.8: Inter-professional Education for Collaborative Practice

[3] COMs with a first-time pass rate in any one section of the COMLEX-USA exam that is more than two standard deviations below the mean of all the pass rates and less than 90% may not apply for substantive change for a planned class size increase, an additional location, or a branch campus for three years.
[4] If a COM has a GME placement rate below 95%, the application for the additional location will not be approved.
[5] Historical financial reports from the existing campus, plus include operating budget, capital budget, and hiring pro forma for the additional location.

18. Element 6.9: Clinical Education
19. Element 6.10: Clinical Education Experience
20. Element 6.11: Comparability Across Clinical Education Sites
21. Element 6.12: COMLEX-USA
22. Element 7.1: Faculty and Staff Resources and Qualifications
23. Element 7.3: Department Chair Qualifications
24. Element 7.4: Primary Care Leadership
25. Element 7.5: OMM/OPP Leadership
26. Element 8.1: Research and Scholarly Strategic Plan
27. Element 8.2: Research and Scholarly Activity Budget
28. Element 8.3: OMM/OPP Research and Scholarly Activity
29. Element 8.4: Student Participation in Research and Scholarly Activity
30. Element 9.1: Admissions Policy
31. Element 9.5: Academic Counseling
32. Element 9.6: Career Counseling
33. Element 9.7: Financial Aid and Debt Management Counseling
34. Element 9.8: Mental Health Services
35. Element 9.9: Physical Health Services
36. Element 10.1: Osteopathic Educational Continuum
37. Element 10.2: ACGME GME
38. Element 10.3: Osteopathic Recognition of GME
39. Element 10.4: GME Placement Rates
40. Element 11.1: Program Assessment

If the COCA is the institutional accreditor, the parent COM must demonstrate compliance with all elements under Standard 12.

Any standards/elements not specifically addressed above are expected to be the same as those on the parent campus.

Upon review of the Part I application materials, the COCA may approve the COM to advance to Part II of the application process or request additional information.

The COCA may require periodic written reports from the COM to demonstrate progress in developing the additional location.

Part II: Additional Location Progress Report

Not less than 24 months prior to the matriculation of the first class of students at the additional location, the COM must submit a written report demonstrating progress made on each of the elements in Part I of the application. This report must be submitted no later than 60 days prior to the COCA meeting at which it will be reviewed.

Part III: Additional Location Self-Study and Site Visit

Not less than18 months prior to the planned matriculation of students at the additional location, the COM must submit a self-study demonstrating 100% compliance on each of the continuing accreditation elements listed in Part I of the application. The report must be submitted no later than 60 days prior to the meeting at which it will be reviewed. When the self-study is approved, a Part III site visit will be scheduled.

The additional location self-study and the Part III site visit report will be reviewed by the COCA not less than 12 months prior to the matriculation of students at the additional location. Upon approval, and funding of the required escrow accounts, the COM may begin advertising and recruiting students at the additional location.

Note: Facilities must be in a state of substantial completion as demonstrated by submission of a government-issued Certificate of Occupancy by December 31st the year prior to matriculation of students at the additional location, and the COM must be on-time with the approved construction and hiring timelines.

Part IV: Additional Location Pre-Operational Site Visit

Not less than six months prior to the matriculation of students at the additional location, a pre-operational site visit will be conducted and reviewed by the COCA. Upon approval of the pre-operational site visit report, operations may begin at the additional location. In the event the pre-operational site report is not approved, the COCA may require that the contingency plan be implemented, that accepted students to be notified, and that the status be posted with a public link on the COM's website.

Monitoring

Monitoring progress reports must include information on the existing campus and the additional location, unless otherwise noted.

A. Within six months after matriculation of students at the additional location, a Year 1 Focused Site Visit will be conducted to assess the facilities, faculty, student services, finances, and administrative capacity to operate the additional location.

   Sixty (60) days prior to the site visit, a self-study must be submitted demonstrating compliance with the following continuing accreditation elements

   1. Element 1.3: Licensing and Regional/ Institutional Accreditation
   2. Element 1.7: Clinical Education Affiliation Agreements

3. Element 2.3: Academic and Administrative Leadership
4. Element 3.1: Financial Resources[6]
5. Element 3.2: Financial Audit (for the last three years)
6. Element 4.1: Facilities (details on the additional location only)
7. Element 4.2: Security and Public Safety
8. Element 4.3: Information Technology
9. Element 4.4: Learning Resources
10. Element 6.1: Curriculum Design and Management
11. Element 6.2: Programmatic Level Educational Objectives
12. Element 6.3: Maximum Length of Completion
13. Element 6.4: Osteopathic Core Competencies
14. Element 6.5: Scientific Method
15. Element 6.6: Principals of Osteopathic Medicine
16. Element 6.7: Self-Directed Learning
17. Element 6.8: Inter-professional Education for Collaborative Practice
18. Element 6.9: Clinical Education
19. Element 6.10: Clinical Education Experience
20. Element 6.11: Comparability Across Clinical Education Sites
21. Element 6.12: COMLEX-USA
22. Element 7.1: Faculty and Staff Resources and Qualifications
23. Element 7.3: Department Chair Qualifications
24. Element 7.4: Primary Care Leadership
25. Element 7.5: OMM/OPP Leadership
26. Element 8.1: Research and Scholarly Strategic Plan
27. Element 8.2: Research and Scholarly Activity Budget
28. Element 8.3: OMM/OPP Research and Scholarly Activity
29. Element 8.4: Student Participation in Research and Scholarly Activity
30. Element 9.1: Admissions Policy
31. Element 9.5 Academic Counseling
32. Element 9.6: Career Counseling
33. Element 9.7: Financial Aid and Debt Management Counseling
34. Element 9.8: Mental Health Services
35. Element 9.9: Physical Health Services
36. Element 10.1: Osteopathic Educational Continuum
37. Element 10.2: ACGME GME
38. Element 10.3: Osteopathic Recognition of GME

[6] Historical financial reports from the existing campus, plus include operating budget, and capital budget, and hiring pro forma for the additional location.

39. Element 10.4: GME Placement Rates
40. Element 11.1: Program Assessment

B. During the second year of operation of the additional location, a Year 2 Progress Report to assess the readiness for clinical education must be completed. Materials must be submitted at least 60 days prior to the COCA meeting where the monitoring will be reviewed. The following continuing accreditation elements will be reviewed.

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 4.1: Facilities
3. Element 4.3: Learning Resources
4. Element 5.4: Patient Care Supervision
5. Element 6.9: Clinical Education
6. Element 6.10: Clinical Experience
7. Element 6.11: Comparability Across Clinical Education Sites
8. Element 7.1: Faculty and Staff Resources and Qualifications
9. Element 9.5: Academic Counseling
10. Element 9.6: Career Counseling
11. Element 9.7: Financial Aid and Debt Management Counseling
12. Element 9.8: Mental Health Services
13. Element 9.9: Physical Health Services
14. Element 10.4: GME Placement Rates
15. Element 11.1: Program Assessment
16. Element 11.4: Student Survey (COCA will conduct a survey of students)

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

C. During the third year of operation, a Year 3 Progress Report demonstrating readiness for graduate medical education must be completed. Materials must be submitted at least 60 days prior to the COCA meeting where the monitoring will be addressed. The following continuing accreditation elements will be reviewed.

1. Element 4.1: Facilities
2. Element 7.1: Faculty and Staff Resources and Qualifications
3. Element 9.5: Academic Counseling
4. Element 9.6: Career Counseling
5. Element 9.7: Financial Aid and Debt Management Counseling
6. Element 9.8: Mental Health Services
7. Element 9.9: Physical Health Services
8. Element 10.1: Osteopathic Educational Continuum

9. Element 10.2: ACGME Accredited GME
10. Element 10.3: Osteopathic Recognized GME
11. Element 10.4: GME Placement Rates
12. Element 11.1: Program Assessment

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

D. During the fourth year of operation at the additional location and prior to the graduation of its first class, a student survey will be conducted by the COCA and a comprehensive site visit will be conducted at all campus locations. The self-study demonstrating compliance with all the continuing accreditation elements will be due 60 days prior to the site visit.

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual survey.

Other monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Branch Campus

Definition
A branch campus is a location that is geographically apart from the parent COM and

1. Is 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 curriculum at the branch campus may be the same or different as at the parent COM but the Dean and leadership at the branch campus is responsible for developing and managing the curriculum. The branch campus must have a Dean and leadership distinct and separate from the parent COM with no reporting structure to the Dean at the parent COM. The branch campus has a separate and distinct budget, and the Dean has full control and independent management of the budget.

The accreditation for a branch campus is under the parent COM and is granted at the time permission to enroll students is granted. Annual and mid-cycle reporting to the COCA will occur as separate campuses. Future comprehensive site evaluations of the COM will include all campuses.

The COCA may serve as the programmatic or institutional[7] accreditor for COMs requesting a Branch Campus. [8]

A branch campus must accept and matriculate students in the following progressive enrollment:

Year 1 – no more than 50% of the approved class size;

Year 2 – no more than 75% of the approved class size; and

Years 3 and 4 – no more than 100% of the approved class size.

Escrowed Reserve Funds
A proposed branch campus must demonstrate the existence of a minimum segregated, unencumbered reserve fund escrowed until one year after graduation of the first class of students equal to tuition multiplied by the approved number of students for the proposed branch campus multiplied by four years. Any future increase in tuition will require recalculation of the escrow amount and an increase in the amount of escrowed funds.

Operating Reserve Fund
A proposed branch campus 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 as described above.

[8] COCA has limited authority for institutional accreditation. It is only recognized as an institutional accreditor for freestanding COMs that offer only the DO degree.

Notes on Reserve Funds
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 parent COM or its parent institution. The branch campus or its parent institution may not withdraw any interest that accrues in the account and must replenish the funds in the event the value of the account decreases below the required minimum amounts stated above.

The branch campus will undergo a comprehensive evaluation in year 4 of operation. If all standards are met at that time, the escrow reserve and operating reserve accounts will be released. If any standards are unmet, the branch campus will be monitored (via progress reports and focused visits, if deemed necessary by the COCA) until all standards are met. At the time all standards are met, the reserve funds will be released.

Timing
The request for a branch campus must be reviewed at a COCA meeting held at least 36 months prior to planned matriculation of the first class of students at the branch campus. Application materials must be submitted and at least 60 days prior to the COCA meeting where the substantive change will be addressed.

A COM applying for approval of a branch campus must have an accreditation status of Accreditation or Accreditation with Exceptional Outcome at the time of application and maintain such accreditation status throughout the time that its application is pending. A COM with a status of Accreditation with Heightened Monitoring may demonstrate through a progress report, focused site visit, or any other monitoring the COCA may require, that it complies with the required standards for an accreditation status of Accreditation or Accreditation with Exceptional Outcome for the purpose of applying for a substantive change.

A COM applying for a branch campus must have completed a comprehensive site visit within three years of application. If the COM's last comprehensive site visit was more than three years prior to application, a comprehensive site visit must be completed as part of the review of the branch campus request. The COCA retains discretionary authority to require a comprehensive site visit even if the COM has undergone a comprehensive site visit less than 3 years prior to the time of application.

Application
The application for a branch campus is a four-step process. The COM must successfully complete the application for a branch campus within 36 months or the application will be deemed expired. The COCA may, at its discretion, direct that a new application or supplemental information be submitted. In either event, the fees required by the COCA fee schedule shall apply.

A non-refundable branch campus application fee must be submitted prior to beginning the application.

Part I: Branch Campus Application

A. Submission of a written narrative that includes the following:

1. Introduction to the parent COM, including history and mission;

2. Introduction to the branch campus including name, location, class size requested and anticipated start date;
3. Explanation of the need for a campus in this location, including healthcare needs in the region;
4. Rationale for a branch campus versus additional location;
5. Feasibility study (Business Plan) that is completed by an external business consulting group;
6. Approval from the institutional accreditor and all state licenses to operate at the additional location;
7. Admissions policies and procedures at the branch campus, including anticipated interaction with the parent COM;
8. Anticipated impact of the branch campus on parent COM resources;
9. Anticipated impact of the branch campus on existing clinical rotation capacity at the parent COM;
10. Anticipated impact of the branch campus on the parent COM curriculum;
11. COMLEX pass rates for parent campus
12. Anticipated impact of GME needs for the branch campus on the parent COM's GME needs;
13. A description of how the parent COM will fund the required escrowed reserve funds for the branch campus, including providing draft escrow agreements;
14. Construction timeline for the branch campus location; and
15. A detailed teaching and operational contingency plan, to be enacted in the event the branch campus is not fully operational at the time of the pre-operational site visit.

B. Completion of a self-study demonstrating compliance with the following standards at the branch campus:

1. Candidate Standard 1: Mission and Governance
2. Candidate Standard 2: Leadership and Administration
3. Candidate Standard 3: Finances
4. Candidate Standard 4: Facilities
5. Candidate Standard 5: Learning Environment
6. Candidate Standard 6: Curriculum
7. Candidate Standard 7: Faculty and Staff
8. Candidate Standard 8: Scholarly Activity
9. Candidate Standard 9: Students
10. Candidate Standard 10: Graduate Medical Education
11. Candidate Standard 12: Institutional Accreditation (if applicable)

Any Standards/ Elements not specifically addressed are expected to be the same as those on the parent campus.

Upon review of the Part I application materials, the COCA may approve the COM to advance to Part II of the application process or request additional information.

The COCA may require periodic written reports from the COM to demonstrate progress in developing the branch campus.

Part II: Branch Campus Progress Report

Not less than 24 months prior to the matriculation of the first class of students at the branch campus, the COM must submit a written report demonstrating progress made on each of the standards above in Part I in the development of the branch campus. This report must be submitted no later than 60 days prior to the COCA meeting at which it will be discussed.

Part III: Branch Campus Self-Study and Site Visit

A COM must complete the Part III Branch Campus Self-Study demonstrating compliance the following standards:

1. Pre-Accreditation Standard 1: Mission and Governance
2. Pre-Accreditation Standard 2: Leadership and Administration
3. Pre-Accreditation Standard 3: Finances
4. Pre-Accreditation Standard 4: Facilities
5. Pre-Accreditation Standard 5: Learning Environment
6. Pre-Accreditation Standard 6: Curriculum
7. Pre-Accreditation Standard 7: Faculty and Staff
8. Pre-Accreditation Standard 8: Scholarly Activity
9. Pre-Accreditation Standard 9: Students
10. Pre-Accreditation Standard 10: Graduate Medical Education
11. Pre-Accreditation Standard 11: Program and Student Assessment and Outcomes
12. Pre-Accreditation Standard 12: Institutional Accreditation (if applicable)

Upon approval of the Part III Self-Study from COCA, a site visit will be scheduled at the branch campus.

Not less than18 months prior to the planned matriculation of students at the branch campus the COCA will conduct a site visit at the branch campus. The site visit report will be reviewed by the COCA not less than 12 months prior to the matriculation of students at the branch campus. Upon approval, and funding of the required escrow accounts, the COM may begin advertising and recruiting students at the branch campus.

Note: Facilities must be in a state of substantial completion as demonstrated by submission of a government-issued Certificate of Occupancy by December 31st the year prior to matriculation of students at the branch campus and the COM must be on-time with the approved construction and hiring timelines.

Part IV: Branch Campus Pre-Operational Site Visit

Not less than six months prior to the matriculation of students at the branch campus, a pre-operational site visit will be completed. Upon approval of the pre-operational site visit report, operations may begin at the branch campus. In the event the pre-operational site report is not approved, the COCA may require that the contingency plan be implemented, that all accepted students to be notified, and the contingency status to be posted with a public link on the COMs website.

Monitoring

A. Within six months after the matriculation of students at the branch campus, a Year 1 Focused Site Visit will be completed to assess the facilities, faculty, student services, finances, curriculum, and administrative capacity to operate the branch campus. Sixty (60) days prior to the site visit, a self-study must be submitted. demonstrating compliance with the following standards:

    1. Pre-Accreditation Standard 1: Mission and Governance
    2. Pre-Accreditation Standard 2: Leadership and Administration
    3. Pre-Accreditation Standard 3: Finances
    4. Pre-Accreditation Standard 4: Facilities
    5. Pre-Accreditation Standard 5: Learning Environment
    6. Pre-Accreditation Standard 6: Curriculum
    7. Pre-Accreditation Standard 7: Faculty and Staff
    8. Pre-Accreditation Standard 8: Scholarly Activity
    9. Pre-Accreditation Standard 9: Students
    10. Pre-Accreditation Standard 10: Graduate Medical Education
    11. Pre-Accreditation Standard 11: Program and Student Assessment and Outcomes
    12. Pre-Accreditation Standard 12: Institutional Accreditation (if applicable)

B. During the second year of operation at the branch campus, a Year 2 Progress Report will be required to assess the readiness for clinical education. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring be addressed. The following elements will be reviewed:

    1. Pre-Accreditation Element 1.7: Clinical Education Affiliation Agreements
    2. Pre-Accreditation Element 4.1: Facilities
    3. Pre-Accreditation Element 4.3: Learning Resources
    4. Pre-Accreditation Element 5.4: Patient Care Supervision
    5. Pre-Accreditation Element 6.9: Clinical Education

6. Pre-Accreditation Element 6.10: Clinical Experience
7. Pre-Accreditation Element 6.11: Comparability Across Clinical Education Sites
8. Pre-Accreditation Element 7.1: Faculty and Staff Resources and Qualifications
9. Pre-Accreditation Element 9.5: Academic Counseling
10. Pre-Accreditation Element 9.6: Career Counseling
11. Pre-Accreditation Element 9.7: Financial Aid and Debt Management Counseling
12. Pre-Accreditation Element 9.8: Mental Health Services
13. Pre-Accreditation Element 9.9: Physical Health Services
14. Pre-Accreditation Element 11.1: Program Assessment
15. Pre-Accreditation Element 11.4: Student Survey (COCA will conduct a survey of students)

In addition, a review of the branch campus' COMLEX-USA pass rates will be conducted as part of the annual report.

C. During the third year of operation, a Year 3 Progress Report to assess readiness for graduate medical education will be required. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be addressed demonstrating compliance with the following elements:

1. Pre-Accreditation Element 4.1: Facilities
2. Pre-Accreditation Element 7.1 Faculty and Staff Resources and Qualifications
3. Pre-Accreditation Element 9.5: Academic Counseling
4. Pre-Accreditation Element 9.6: Career Counseling
5. Pre-Accreditation Element 9.7: Financial Aid and Debt Management Counseling
6. Pre-Accreditation Element 9.8: Mental Health Services
7. Pre-Accreditation Element 9.9: Physical Health Services
8. Pre-Accreditation Element 10.1: Osteopathic Educational Continuum
9. Pre-Accreditation Element 10.2: ACGME Accredited GME
10. Pre-Accreditation Element 10.3: Osteopathic Recognition of GME
11. Pre-Accreditation Element 11.1: Program Assessment

In addition, a review of the branch campus' COMLEX-USA pass rates will be conducted as part of the annual survey.

D. During the 4th year of operation at the branch campus, and prior to the graduation of its first class, a student survey will be conducted by the COCA and a comprehensive site visit will be conducted. The branch campus must submit a self-study demonstrating compliance with all the elements in the continuing accreditation standards 60 days prior to the site visit.

In addition, a review of the branch campus' COMLEX-USA pass rates will be conducted as part of the annual survey.

Other monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Planned Class Size Increase

Definition
All COMs have an approved class size from the COCA. Each branch campus and additional location that is recognized by the COCA will also have a separate, approved class size. A COM requesting to accept additional first-time matriculants beyond the approved class size must submit a substantive change request for an increase in class size.

For an accurate accounting of class size, in those instances where a student matriculates in one year but takes a leave of absence or other decelerated program options, the COM will count that student towards the class in which he or she matriculated.

The increase in class size will only apply to incoming and subsequent classes but not to already matriculated classes

Timing
The application for a Substantive Change – Planned Class Size Increase must be reviewed at a COCA meeting occurring at least 18 months prior to the desired change. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be reviewed.

For a COM that has not had a comprehensive site visit within three years of their application, a comprehensive site visit must be completed as part of the class size increase request. If a COM has had a comprehensive visit within three years, the COCA, at its discretion, may require a focused site visit, student survey or other application materials.

Evaluation of Class Size Increase Request
The COCA will evaluate each application for a class size increase and consider the ability of a COM to manage the proposed increase in light of its current cohort of students. In order to ensure that a COM can accommodate a class size, the COCA may require that the increase be implemented over an extended time period. The length of the time and number of students increased per year will be determined by the COCA based on the specific circumstances set forth in the application and the COM's current success in managing its current class size.

COMs with a first-time pass rate in any one section of the COMLEX-USA exam that is more than two standard deviations below the mean of all the pass rates and less than 90% may not apply for substantive change for a planned class size increase.

At the time of application, the COM must demonstrate a GME placement equal to or greater than 95%.

A non-refundable application fee must be submitted prior to beginning the application.

Application

A. Submission of a written narrative that includes the following:

    1. Introduction of the COM including history and mission;
    2. Discussion of adequacy of faculty for the current class size and the requested increased class size and how that was calculated;

3. Discussion of sufficient classroom and laboratory space, such as auditoriums, anatomy and osteopathic manipulative medicine labs, and shared resources;
4. Discussion of sufficient student space, including study space;
5. Discussion of sufficient learning resources;
6. Discussion of the impact on the admissions policies and recruitment plans for an applicant pool sizeable enough to generate the requested increased class size within the COM's defined geographic region. The plan must demonstrate recruitment of a diverse student population;
7. Operating and hiring pro forma for five years after the planned increase in class size;
8. Discussion of how the class size increase will impact existing clinical rotations and evidence of sufficient numbers of Year 3 and Year 4 clinical education positions for the rolling average of second year matriculants of the current class size and plus the requested increased class size, plus 10%;
9. Impact of the class size increase on existing students, faculty, and staff;
10. Impact of the class size increase to provide third year students with clinical rotation experiences with a resident, under the supervision of an osteopathic physician, and in an inpatient setting, as required under Element 6.10; and
11. Data on attrition, repeating, decelerated, and transfer students for the past three years

B. Completion of a self-study demonstrating compliance with the following continuing accreditation elements:

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 3.1: Financial Resources
3. Element 4.1: Facilities
4. Element 4.3: Information Technology
5. Element 4.4 Learning resources
6. Element 6.9: Clinical Education
7. Element 6.10: Clinical Experience
8. Element 6.11 Compatibility Across Clinical Education Sites
9. Element 6.12: COMLEX-USA
10. Element 7.1: Faculty and Staff Resources and Qualifications
11. Element 8.1: Research and Scholarly Strategic Plan
12. Element 8.2: Research and Scholarly Activity Budget
13. Element 8.3: OMM/OPP Research and Scholarly Activity
14. Element 8.4: Student Participation in Research and Scholarly Activity
15. Element 9.1 admission policy
16. Element 9.5: Academic Counseling
17. Element 9.6: Career Counseling
18. Element 9.7: Financial Aid and Debt Management Counseling

19. Element 9.8: Mental Health Services
20. Element 9.9: Physical Health Services
21. Elements 10.1: Osteopathic Educational Continuum
22. Element 10.2: ACGME Accredited GME
23. Element 10.3: Osteopathic Recognition of GME
24. Element 10.4: GME Placement Rates
25. Element 11.1: Program Assessment
26. Element 11.2: Student Evaluation of Instruction

Monitoring

A. Within six months after the matriculation of students a Year 1 Focused Site Visit will be conducted to assess the facilities, faculty, student services, and finances. Sixty days prior to the site visit, a self-study must be submitted demonstrating compliance with the following continuing accreditation elements:

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 3.1: Financial Resources
3. Element 4.1: Facilities
4. Element 4.3: Information Technology
5. Element 4.4 Learning resources
6. Element 6.9: Clinical Education
7. Element 6.10: Clinical Experience
8. Element 6.11: Compatibility Across Clinical Education Sites
9. Element 6.12: COMLEX-USA
10. Element 7.1: Faculty and Staff Resources and Qualifications
11. Element 8.1: Research and Scholarly Strategic Plan
12. Element 8.2: Research and Scholarly Activity Budget
13. Element 8.3: OMM/OPP Research and Scholarly Activity
14. Element 8.4: Student Participation in Research and Scholarly Activity
15. Element 9.1: Admissions Policy
16. Element 9.5: Academic Counseling
17. Element 9.6: Career Counseling
18. Element 9.7: Financial Aid and Debt Management Counseling
19. Element 9.8: Mental Health Services
20. Element 9.9: Physical Health Services
21. Elements 10.1: Osteopathic Educational Continuum
22. Element 10.2: ACGME GME
23. Element 10.3: Osteopathic Recognition of GME
24. Element 10.4: GME Placement Rates
25. Element 11.1: Program Assessment

26. Element 11.2: Student Evaluation of Instruction

B. During the second year of operation, a Year 2 Progress Report must be submitted to assess the readiness for clinical education. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be reviewed demonstrating compliance with the following continuing accreditation elements:

1. Element 1.7: Clinical Affiliation Agreements
2. Element 4.1: Facilities
3. Element 5.4: Patient Care Supervision
4. Element 6.9: Clinical Education
5. Element 6.10: Clinical Experience
6. Element 6.11 Compatibility Across Clinical education sites
7. Element 7.1: Faculty and Staff Resources and Qualifications
8. Element 10.4: GME Placement Rates
9. Element 11.4: Student Survey

A COCA student survey will be administered by the COCA as part of the Year 2 reporting. In addition, the COM's COMLEX-USA pass rates will be reviewed as part of the annual survey.

C. In the third year of operation, a Year 3 Progress Report to assess readiness for graduate medical education. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be reviewed demonstrating compliance with the following continuing accreditation elements:

1. Element 10.1: Osteopathic Educational Continuum
2. Element 10.2: ACGME Accredited GME
3. Element 10.3: Osteopathic Recognition of GME
4. Element 10.4: GME Placement Rates

In addition, the COM's COMLEX-USA pass rates will be reviewed as part of the annual survey.

D. During the 4th year of operation, and prior to the graduation of its first expanded class, a student survey will be conducted and Table 10.4 reporting the COM's GME placement rate must be submitted. In addition, the COM's COMLEX-USA pass rates will be reviewed as part of the annual survey.

Other monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, focused site visit.

Unplanned Class Size Increase

Definition
All COMs with an entering first-time matriculants in excess of the approved class size plus the permitted variance of eight percent (8%), will be determined to have an unplanned class size increase. Class size for all classes at the COM will be assessed annually by the COCA. Failure to submit the requested class size data by the submission deadline will result in the assessment of an unplanned class size increase and may result in an adverse accreditation action.

For the purpose of an accurate accounting of class size, in those instances where a student matriculates in one year but takes a leave of absence or other decelerated program options, the COM will count that student towards the class in which he or she matriculated.

Timing
COMs are required to notify the COCA immediately upon identifying when a potential or actual unplanned class size increase may/has occurred.

Evaluation of an Unplanned Increase in Class Size
The COCA will evaluate each actual or potential incident of an unplanned class size increase and consider the ability of a COM to manage the unplanned increase in light of its current cohort of students. In order to ensure that a COM can accommodate the unplanned increase, the COCA may require a progress report, student survey, focused site visit, or other information the COCA believes relevant to its assessment of the COM's compliance with any COCA standard.

The COCA will have the right to review the accreditation status of any institution which exceeds its class size using any or all of the measures below:

1. A request for additional written information to explain the deficiency;
2. A focused visitation as directed;
3. A request to show cause as to why a COM is not out of compliance;
4. A reduction in approved class size as directed by the COCA; or
5. A change the COM's accreditation status

Any COM with a first-time matriculation in excess of the allowed eight percent (8%) variance over their approved class size will not be allowed to request or continue a planned class size increase for five (5) years in order to permit the COCA to follow the academic achievement of this class cohort.

If an unplanned class size increase occurs when another application for a substantive change is under consideration, the application in process will be subject to reconsideration by the COCA.

A COM found to have an Unplanned Class Size Increase must submit to the COCA written narrative following within 30 days of notification of the class size is over the approved class size including the following:

1. Discussion of the admission and internal processes that resulted in matriculating students over the approved class size and the steps taken to ensure processes are corrected for future admissions;

2. Discussion of how the COM intends accommodate the increased class size regarding facilities, resources, faculty, and curriculum;
3. Discussion of how the increase in class size will impact the COM's budget, (include operating and hiring pro forma for five years after the unplanned increase in class size);
4. Description of how the increased class size will impact clinical rotation capacity;
5. Description of the impact of the class size increase to provide third year students with clinical rotation experiences with a resident, under the supervision of an osteopathic physician, and in an inpatient setting as required under Element 6.10; and
6. Data on attrition, and repeating and decelerated students for the past three years

Depending on the nature and magnitude of the unplanned class size increase, a self-study may be required demonstrating compliance with COCA standards including, without limitation, the following continuing accreditation elements:

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 3.1: Financial Resources
3. Element 4.1: Facilities
4. Element 4.3: Information Technology
5. Element 4.4 Learning resources
6. Element 6.9: Clinical Education
7. Element 6.10: Clinical Experience
8. Element 6.11 Compatibility Across Clinical education sites
9. Element 6.12: COMLEX-USA
10. Element 7.1: Faculty and Staff Resources and Qualifications
11. Element 8.1: Research and Scholarly Strategic Plan
12. Element 8.2: Research and Scholarly Activity Budget
13. Element 8.3: OMM/OPP Research and Scholarly Activity
14. Element 8.4: Student Participation in Research and Scholarly Activity
15. Element 9.1 admission policy
16. Element 9.5: Academic Counseling
17. Element 9.6: Career Counseling
18. Element 9.7: Financial Aid and Debt Management Counseling
19. Element 9.8: Mental Health Services
20. Element 9.9: Physical Health Services
21. Elements 10.1: Osteopathic Educational Continuum
22. Element 10.2: ACGME GME
23. Element 10.3: Osteopathic Recognition of GME
24. Element 10.4: GME Placement Rates
25. Element 11.1: Program Assessment
26. Element 11.2: Student Evaluation of Instruction

In addition, the COCA may require a COCA-administered student survey, focused site visit or some other information to ensure compliance with any COCA standards.

Monitoring

A. During the first year of operating with the increased class size, a Year 1 Focused Site Visit to assess the facilities, faculty, student services, and finances will be conducted. Sixty (60) days prior to the site visit, a self-study must be submitted demonstrating compliance with the following continuing accreditation elements:

    1. Element 1.7: Clinical Education Affiliation Agreements
    2. Element 3.1: Financial Resources
    3. Element 4.1: Facilities
    4. Element 4.3: Information Technology
    5. Element 4.4 Learning resources
    6. Element 6.9: Clinical Education
    7. Element 7.1: Faculty and Staff Resources and Qualifications
    8. Element 8.1: Research and Scholarly Strategic Plan
    9. Element 8.2: Research and Scholarly Activity Budget
    10. Element 8.3: OMM/OPP Research and Scholarly Activity
    11. Element 8.4: Student Participation in Research and Scholarly Activity
    12. Element 9.5: Academic Counseling
    13. Element 9.6: Career Counseling
    14. Element 9.7: Financial Aid and Debt Management Counseling
    15. Element 9.8: Mental Health Services
    16. Element 9.9: Physical Health Services
    17. Element 10.1: Osteopathic Educational Continuum
    18. Element 10.2: ACGME GME
    19. Element 10.3: Osteopathic Recognition of GME
    20. Element 10.4: GME Placement Rates
    21. Element 11.1: Program Assessment

    In addition, the COM's COMLEX-USA pass rates will be reviewed as part of the annual survey.

B. In the second year of operation, a Year 2 Progress Report to assess the readiness for clinical education will be required. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be discussed demonstrating compliance with the following continuing accreditation elements:

    1. Element 1.7: Clinical Affiliation Agreements
    2. Element 4.1: Facilities
    3. Element 5.4: Patient Care Supervision
    4. Element 6.9: Clinical Education

5. Element 6.10: Clinical Experience
6. Element 6.11 Compatibility Across Clinical Education Sites
7. Element 7.1: Faculty and Staff Resources
8. Element 10.4: GME Placement Rates
9. Element 11.4: Student Survey

A COCA student survey will be administered by the COCA as part of the Year 2 Reporting. In addition, the COM's COMLEX-USA pass rates will be reviewed as part of the annual survey.

C. In year three of operation, a Year 3 Progress Report to assess readiness for graduate medical education will be required. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be discussed demonstrating compliance with the following elements:

    1. Element 10.1: Osteopathic Educational Continuum
    2. Element 10.2: ACGME Accredited GME
    3. Element 10.3: Osteopathic Recognition of GME
    4. Element 10.4: GME Placement Rates

    In addition, the COM's COMLEX-USA pass rates will be reviewed as part of the annual survey.

D. During the 4th year of the COM operating with the unplanned increased class size, and prior to the graduation of the expanded class, a student survey will be conducted and Table 10.4 reporting the COM's GME placement rate must be submitted. In addition, the COM's COMLEX-USA pass rates will be reviewed as part of the annual survey.

Other monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit any time the COM is operating with the unplanned increased class size.

Transition from an Additional Location to a Branch Campus

Definition of a Branch Campus
A branch campus is a location that is geographically apart from the parent COM and;

1. Is 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 curriculum at the branch campus may be the same or different as at the parent COM but the Dean and leadership at the branch campus is responsible for developing and managing the curriculum. The Branch Campus has a Dean and leadership distinct and separate from the parent COM with no reporting structure to the Dean at the parent COM. The branch campus has a separate and distinct budget, and the Dean has full control and independent management of the budget.

The accreditation for a branch campus is under the parent COM and is granted at the time permission to enroll students is granted. Annual and mid-cycle reporting to the COCA will occur as separate campuses. Future comprehensive site evaluations of the COM will include all campuses.

Students may be admitted directly to the branch campus as their primary place of enrollment.

The COCA may serve as the programmatic or institutional accreditor for COMs requesting a Branch Campus[9].

An additional location may transition to a branch campus while maintaining the existing parent organization without requesting a change in ownership.

Students may be admitted directly to the branch campus as their primary place of enrollment.

The additional location designation will be maintained under the parent COM until permission has been granted by the COCA to begin operations as a branch campus.

Applications for any additional substantive changes (e.g., an increase in class size) must be included with the application to transition. No applications for substantive change can be submitted during the transition time until the new COM has graduated its first class.

Once the application for a substantive change is accepted, no additional substantive change requests will be considered until graduation of the first class from the branch campus.

If an increase in class size is approved as part of the transition to a branch campus, the COCA may require that the increase in class size to be conducted in the following progressive enrollment

Year 1 – no more than 50% of the approved class size;

[9] COCA has limited authority for institutional accreditation. It is only recognized as an institutional accreditor for freestanding COMs that offer only the DO degree.

Year 2 – no more than 75% of the approved class size; and

Years 3 and 4 – no more than 100% of the approved class size

No transition to a branch campus will be considered by the COCA unless the COM requesting the transition has an accreditation status of Accreditation or Accreditation with Exceptional Outcome at the time of application and continues to maintain such accreditation status throughout the time that the application is pending before the COCA. A COM with a status of Accreditation with Heightened Monitoring may demonstrate through a progress report, focused site visit, or any other monitoring the COCA may require, that it complies with the required standards for an accreditation status of Accreditation or Accreditation with Exceptional Outcome for the purpose of applying for a substantive change.

Operating Reserve Fund

An COM proposing to transition an additional location to a branch campus must demonstrate the existence of a minimum operating reserve fund until graduation of the first class. This fund is equal to the approved class size times one year's tuition. Any future increase in tuition will require recalculation of the operating reserve fund. The reserve fund must be maintained for four years.

Notes on Reserve Funds

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 parent COM or its parent institution. The parent COM or its parent institution may not withdraw any interest that accrues in the account and must replenish the funds in the event the value of the account decreases below the required minimum amounts stated above.

The branch location will undergo a comprehensive evaluation in year 4 of operation. If all standards are met at that time, the operating reserve account will be released. If any standards are unmet, the additional location will be monitored (via progress reports and focused visits, if deemed necessary by the COCA) until all standards are met. At the time all standards are met, the reserve funds will be released.

Timing

A COM applying to transition an additional location to a branch campus must have a completed a comprehensive site visit within 3 years of application. If the COM's last comprehensive site visit was more than 3 years prior to application, a comprehensive site visit must be completed as part of the review. The COCA retains discretionary authority to require a comprehensive site visit even if the COM has undergone a comprehensive site visit less than 3 years prior to the time of application.

The application for transitioning an additional location to a branch campus status must be reviewed at a COCA meeting not more than 36 months and at least 24 months prior to beginning of operations at the branch campus. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be reviewed.

The COCA, showing of good cause by the applicant, has the discretion to evaluate the proposed transition on an expedited basis.

Application

The application for a COM proposing to transition an additional location to a branch campus is a 3-part process. The COM must successfully complete the application within 36 months, or the application will be deemed expired and the additional location will remain in operation under the parent COM. The COCA may, at its discretion, direct that a new application or supplemental information be submitted. In either event, the fees required by the COCA fee schedule shall apply.

Note: Upon acceptance of Part I of the application by the COCA, the COM must publicly announce its intention to transition its additional location to a branch campus to its students and in a public link on its website.

A non-refundable application fee must be submitted prior to beginning the application.

Part I. Additional Location to Branch Campus Application

Submission of a written narrative that describes the following:

1. Introduction to the COM and additional location applying for branch campus status, including history and mission;
2. Name, location, and anticipated transition date of the proposed branch campus;
3. Appropriate charters, licenses, or approvals required to function as a branch campus;
4. Explanation of the need for the additional location to transition to branch campus;
5. Anticipated budget for transition to a branch campus status and other related expenses;
6. Statement of anticipated impact on the current recruitment plan;
7. Statement of anticipated impact on the currently enrolled students at the additional location and the parent COM;
8. Statement of anticipated impact on the existing curriculum during the transition from an additional location to a branch campus;
9. Statement of anticipated impact on the existing faculty at the additional location and the parent COM;
10. Statement of anticipated impact on the clinical education program at the proposed branch campus and the parent COM;
11. Statement of anticipated impact of GME needs for the proposed branch campus during and after transition from an additional location on existing GME;
12. Submission of data on student attrition and deceleration rates at the additional location and the parent COM for the past three years; and
13. A description of any anticipated facility changes or alteration along with a timeline for the achievement of the change.

14. Submission of COMLEX-USA pass rates for the additional location and the parent COM for the last three years[10].

Part II: Self-Study and Site Visit

The Part II self-study must be submitted to the COCA not less than 12 months prior to the anticipated date of the completed transition. The self-study must demonstrate 100% compliance with elements in the following continuing accreditation standards:

1. Standard 1: Mission and Governance
2. Standard 2: Leadership and Administration
3. Standard 3: Finances
4. Standard 4: Facilities
5. Standard 5: Learning Environment
6. Standard 6: Curriculum
7. Standard 7: Faculty and Staff
8. Standard 8: Scholarly Activity
9. Standard 9: Students
10. Standard 10: Graduate Medical Education
11. Standard 11: Program and Student Assessment and Outcomes
12. Standard 12: Institutional Accreditation (if applicable)

The self-study must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed. A site visit will be scheduled when the self-study is approved.

Upon review of the Part II site visit, the COCA may approve the COM to advance to Part III of the application process or request additional information.

Part III: Site Visit

A focused site visit to the proposed branch campus will be conducted not less than six (6) months prior to the planned start of operations to demonstrate compliance with all the standards submitted as part of the Part II self-study. The self-study and the site visit report will be reviewed by the COCA at the subsequent scheduled meeting. Upon approval, and funding of the required escrow accounts, the COM may begin operations as a branch campus of the parent COM.

The COCA may require periodic written reports from the COM to demonstrate progress in developing the branch campus.

If an application for a Substantive Change – Change of Location was submitted as part of the application to transition to a branch campus, a pre-operational site visit will be required no less than six months prior to the matriculation of students at the new location. In the event the pre-operational

[10] If a COM is more than two standard deviations below the mean of national passing rate for three consecutive years, the application to transition to an independent COM status will not be granted.

site report is not approved, the COCA may require that the contingency plan be implemented, that all accepted students to be notified, and the contingency status to be posted with a public link on the COMs website.

Monitoring

A. Within the first year after matriculation of students at the new branch campus a Year 1 Focused Site Visit will be conducted to assess the facilities, faculty, student services, finances, and administrative capacity to operate the branch campus.

   Sixty (60) days prior to the site visit, a self-study must be submitted demonstrating compliance with the following continuing accreditation elements:

   1. Element 1.7: Clinical Education Affiliation Agreements
   2. Element 2.3: Academic and Administrative Leadership
   3. Element 3.1: Financial Resources
   4. Element 3.2: Financial Audit of the Parent COM (for the last three years)
   5. Element 4.1: Facilities (details on the additional location only)
   6. Element 4.2: Security and Public Safety
   7. Element 4.3: Information Technology
   8. Element 4.4: Learning Resources
   9. Element 6.1: Curriculum Design and Management
   10. Element 6.2: Programmatic Level Educational Objectives
   11. Element 6.3: Maximum Length of Completion
   12. Element 6.4: Osteopathic Core Competencies
   13. Element 6.5: Scientific Method
   14. Element 6.6: Principals of Osteopathic Medicine
   15. Element 6.7: Self-Directed Learning
   16. Element 6.8: Inter-professional Education for Collaborative Practice
   17. Element 6.9: Clinical Education
   18. Element 7.1: Faculty and Staff Resources and Qualifications
   19. Element 7.3: Department Chair Qualifications
   20. Element 7.4: Primary Care Leadership
   21. Element 7.5: OMM/OPP Leadership
   22. Element 8.1: Research and Scholarly Strategic Plan
   23. Element 8.2: Research and Scholarly Activity Budget
   24. Element 8.3: OMM/OPP Research and Scholarly Activity
   25. Element 8.4: Student Participation in Research and Scholarly Activity
   26. Element 9.1: Admissions Policy
   27. Element 9.5: Academic Counseling
   28. Element 9.6: Career Counseling
   29. Element 9.7: Financial Aid and Debt Management Counseling

30. Element 9.8: Mental Health Services
31. Element 9.9: Physical Health Services
32. Element 10.1: Osteopathic Educational Continuum
33. Element 10.2: ACGME GME
34. Element 10.3: Osteopathic Recognition of GME
35. Element 10.4: GME Placement Rates
36. Element 11.1: Program Assessment

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

B. During the second year of operation, a Year 2 Progress Report to assess the readiness for clinical education must be submitted. The report, demonstrating compliance with the continuing accreditation elements listed below, must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be reviewed.

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 4.1: Facilities
3. Element 5.4: Patient Care Supervision
4. Element 6.9: Clinical Education
5. Element 6.10: Clinical Experience
6. Element 6.11: Comparability Across Clinical Education Sites
7. Element 7.1: Faculty and Staff Resources and Qualifications
8. Element 9.5: Academic Counseling
9. Element 9.6: Career Counseling
10. Element 9.7: Financial Aid and Debt Management Counseling
11. Element 9.8: Mental Health Services
12. Element 9.9: Physical Health Services
13. Element 10.4: GME Placement Rates
14. Element 11.1: Program Assessment
15. Element 11.4: Student Survey (COCA will conduct a survey of students)

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

C. During the third year of operation, a Year 3 Progress Report to assess readiness for graduate medical education must be submitted. The report, demonstrating compliance with the continuing accreditation elements listed below, must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be reviewed.

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 4.1: Facilities

3. Element 5.4: Patient Care Supervision
4. Element 7.1: Faculty and Staff Resources and Qualifications
5. Element 9.5: Academic Counseling
6. Element 9.6: Career Counseling
7. Element 9.7: Financial Aid and Debt Management Counseling
8. Element 9.8: Mental Health Services
9. Element 9.9: Physical Health Services
10. Element 10.1: Osteopathic Educational Continuum
11. Element 10.2: ACGME Accredited GME
12. Element 10.3: Osteopathic Recognized GME
13. Element 10.4: GME Placement Rates
14. Element 11.1: Program Assessment

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

D. During the 4th year of operation and prior to the graduation of its first class, a student survey will be conducted by the COCA and a comprehensive site visit will be conducted at the branch campus reviewing all standards and elements . The COM must submit a self-study demonstrating compliance with all the elements in the continuing accreditation standards 60 days prior to the site visit.

Other monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Transition from a Branch Campus to an Additional Location

Definition of an Additional Location
An additional location is geographically apart from the main campus and offers at least 50 percent of the COM's osteopathic medical education program.

The additional location will not have separate administration, faculty, or budgetary independence. The additional location must have a common Dean, faculty, budget, and curriculum with the parent COM.

Students may be admitted directly to the additional location as their primary place of enrollment.

The branch campus designation must be maintained under the parent COM until permission has been granted by the COCA to begin operations as an additional location.

The COCA may serve as the programmatic or institutional accreditor for COMs requesting an additional location.[11]

The additional location must employ an on-site administrator at the level of associate dean or higher, (may hold any title, including but not limited to Dean or Campus Dean) with responsibility for the day-to-day operations at the additional location who reports directly to the Dean at the main campus. This individual must be qualified for the position by education and training and 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. Experience in academic leadership.

The term "day-to-day operations" must be defined by the parent institution but will include those key processes that affect the well-being, safety, and orderly functions of the facilities and personnel attached to the campus.

Applications for any additional substantive changes (e.g., an increase in class size) must be included with the application to transition. No applications for substantive change can be submitted during the transition time until the new COM has graduated its first class.

If an increase in class size is approved as part of the transition, the COCA may require that the increase in class size to be conducted in the following progressive enrollment:

Year 1 – no more than 50% of the increase in class size;

Year 2 – no more than 75% of the increase in class size; and

Years 3 and 4 – no more than 100% of the approved class size

[11] COCA has limited authority for institutional accreditation. It is only recognized as an institutional accreditor for freestanding COMs that offer only the DO degree.

Faculty and students at the additional location must have representation on all faculty and student committees at the main campus.

Operating Reserve Fund

A branch campus transitioning to an additional location must demonstrate the existence of a minimum operating reserve fund until graduation of the first class. This fund is equal to the approved class size times one year's tuition. Any future increase in tuition will require recalculation of the Operating Reserve Fund. The reserve fund must be maintained for four years.

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 additional location, its parent COM, or its parent institution. The proposed additional location or its parent institution may not withdraw any interest that accrues in the operating reserve fund and must replenish the operating reserve fund account in the event the value of the account decreases below the required minimum amount stated above.

The COM, including all locations, will undergo a comprehensive evaluation in Year 4 of transition and before the graduation of the first class at the additional location. If all standards are met at that time , the reserve account will be released. If any standards are unmet, the COM will be monitored (via progress reports and focused visits, if deemed necessary by the COCA) until all standards are met. At the time all standards are met, escrowed reserved funds will be released.

Timing

No transition to an additional location will be considered by the COCA unless the COM requesting the transition has an accreditation status of Accreditation or Accreditation with Exceptional Outcome at the time of application and continues to maintain such accreditation status throughout the time that the application is pending before the COCA. A COM with a status of Accreditation with Heightened Monitoring may demonstrate through a progress report, focused site visit, or any other monitoring the COCA may require, that it complies with the required standards for an accreditation status of Accreditation or Accreditation with Exceptional Outcome for the purpose of applying for a substantive change.

A COM applying for transition from a branch campus to an additional location must have completed a comprehensive site visit within 3 years of application. If the COM's last comprehensive site visit was more than 3 years prior to application, a comprehensive site visit must be completed as part of the review of the additional location request. The COCA retains discretionary authority to require a comprehensive site visit even if the COM has undergone a comprehensive site visit less than 3 years prior to the time of application.

The application for a branch campus requesting to transition to an additional location must be reviewed at a COCA meeting not more than 36 months and not less than 24 months prior to the beginning of operations at the of the additional location. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed.

The COCA, shown of good cause by the applicant, has the discretion to evaluate a proposed transition from a branch campus to an additional location on an expedited basis.

A non-refundable application fee must be submitted prior to beginning the application.

Application

The application for a proposed branch campus transitioning to an additional location is a 3-part process. The COM must successfully complete the application within 36 months, or the application will be deemed expired and the branch campus will remain in operation under the parent COM. The COCA may, at its discretion, direct that a new application or supplemental information be submitted. In either event, the fees required by the COCA fee schedule shall apply.

Note: Upon acceptance of Part I of the application by the COCA, the COM must publicly announce its intention to transition its branch campus to an additional location to its students and in a public link on its website.

Part I: Branch Campus to Additional Location Application

Submission of a written narrative that includes the following:

1. Introduction to the COM and branch campus applying to transition to an additional location, including history and mission;
2. Name, location, and anticipated transition date; of the proposed additional location;
3. Appropriate charters, licenses, or approvals required to function as an additional location;
4. Explanation of the need for the branch campus to transition to an additional location;
5. Anticipated budget for transition to an additional location and other related expenses;
6. Statement of anticipated impact on the current recruitment plan;
7. Statement of anticipated impact on the currently enrolled students at the branch campus and the parent COM;
8. Statement of anticipated impact on the clinical education program at the proposed additional location and the parent COM;
9. Statement of anticipated impact of GME needs for the proposed additional location;
10. Statement of anticipated impact on the existing curriculum during the transition to an additional location;
11. Statement of anticipated impact on the existing faculty at the branch campus and the parent COM;
12. Submission of data on student attrition and deceleration rates at the branch campus and the parent COM for the past three years; and
13. A description of any anticipated facility changes or alteration along with a timeline for the achievement of the change.
14. Submission of COMLEX-USA pass rates for the branch campus and the parent COM for the last three years[12].

[12] If a COM is more than two standard deviations below the mean of national passing rate for three consecutive years, the application to transition to an additional location will not be granted.

15. Submission of GME placement rates for the branch campus and parent COM for the last three years.[13]

Part II: Branch Campus Transition to an Additional Location Self-Study

At the discretion of the COCA, the Part II self-study may be required to ensure compliance with COCA standards. The self-study must be reviewed by the COCA not less than 12 months prior to the anticipated date of the transition and may include any of the following continuing accreditation standards:

1. Standard 1: Mission and Governance
2. Standard 2: Leadership and Administration
3. Standard 3: Finances
4. Standard 4: Facilities
5. Standard 5: Learning Environment
6. Standard 6: Curriculum
7. Standard 7: Faculty and Staff
8. Standard 9: Students
9. Standard 10: Graduate Medical Education
10. Standard 11: Program and Student Assessment and Outcomes
11. Standard 12: Institutional Accreditation (if applicable)

The self-study must be submitted at least 60 days prior to the COCA meeting where the substantive change application will be reviewed. When the self-study is approved, a Transition Part II site visit will be scheduled.

Upon review of the Part II self-study materials, the COCA may approve the COM to advance to Part III of the application process or request additional information.

Part III: Site Visit

At the discretion of the COCA, a focused site visit to the proposed additional location will be conducted not less than six (6) months prior to the planned start of operations to demonstrate compliance with the standards submitted as part of the Part II of the application. The site visit report will be reviewed by the COCA at the subsequently scheduled meeting. Upon approval, and funding of the operating reserve fund, the COM may begin operations as an additional location.

The COCA may require periodic written reports from the COM to demonstrate progress in developing the additional location.

[13] If a COM has GME placement rates more than two standard deviations below the mean of national placement rate for three consecutive years, the application to transition to an additional location will not be granted.

Monitoring

A. Within six months after the matriculation of students at the additional location, a Year 1 Progress Report must be submitted assess the facilities, faculty, student services, finances, and administrative capacity to operate the additional location. The report must be submitted no later than sixty (60) days prior to the COCA meeting where the monitoring will be reviewed, demonstrating compliance with the following continuing accreditation elements:

1. Element 1.3: Licensing and Regional/ Institutional Accreditation
2. Element 1.7: Clinical Education Affiliation Agreements
3. Element 2.3: Academic and Administrative Leadership
4. Element 3.1: Financial Resources
5. Element 3.2: Financial Audit of the Parent COM (for the last three years)
6. Element 4.1: Facilities (details on the additional location only)
7. Element 4.2: Security and Public Safety
8. Element 4.3: Information Technology
9. Element 4.4: Learning Resources
10. Element 6.1: Curriculum Design and Management
11. Element 6.2: Programmatic Level Educational Objectives
12. Element 6.3: Maximum Length of Completion
13. Element 6.4: Osteopathic Core Competencies
14. Element 6.5: Scientific Method
15. Element 6.6: Principals of Osteopathic Medicine
16. Element 6.7: Self-Directed Learning
17. Element 6.8: Inter-professional Education for Collaborative Practice
18. Element 6.9: Clinical Education
19. Element 6.10: Clinical Education Experience
20. Element 6.11: Comparability Across Clinical Education Sites
21. Element 6.12: COMLEX-USA
22. Element 7.1: Faculty and Staff Resources and Qualifications
23. Element 7.3: Department Chair Qualifications
24. Element 7.4: Primary Care Leadership
25. Element 7.5: OMM/OPP Leadership
26. Element 8.1: Research and Scholarly Strategic Plan
27. Element 8.2: Research and Scholarly Activity Budget
28. Element 8.3: OMM/OPP Research and Scholarly Activity
29. Element 8.4: Student Participation in Research and Scholarly Activity
30. Element 9.1: Admissions Policy
31. Element 9.5: Academic Counseling
32. Element 9.6: Career Counseling
33. Element 9.7: Financial Aid and Debt Management Counseling
34. Element 9.8: Mental Health Services
35. Element 9.9: Physical Health Services
36. Element 10.1: Osteopathic Educational Continuum
37. Element 10.2: ACGME GME
38. Element 10.3: Osteopathic Recognition of GME
39. Element 10.4: GME Placement Rates
40. Element 11.1: Program Assessment

B. During the second year of operation, a Year 2 Progress Report to assess the readiness for clinical education must be completed. Materials must be submitted at least 60 days prior to the COCA meeting where the monitoring will be reviewed. The following continuing accreditation elements will be reviewed.

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 4.1: Facilities
3. Element 5.4: Patient Care Supervision
4. Element 6.9: Clinical Education
5. Element 6.10: Clinical Experience
6. Element 6.11: Comparability Across Clinical Education Sites
7. Element 6.12: COMLEX-USA
8. Element 7.1: Faculty and Staff Resources and Qualifications
9. Element 9.5: Academic Counseling
10. Element 9.6: Career Counseling
11. Element 9.7: Financial Aid and Debt Management Counseling
12. Element 9.8: Mental Health Services
13. Element 9.9: Physical Health Services
14. Element 10.4: GME Placement Rates
15. Element 11.1: Program Assessment
16. Element 11.4: Student Survey (COCA will conduct a survey of students)

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

C. During the third year of operation, a Year 3 Progress Report to assess readiness for graduate medical education must be submitted. The report, demonstrating compliance with the continuing accreditation elements listed below, must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be reviewed.

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 4.1: Facilities
3. Element 5.4: Patient Care Supervision
4. Element 6.9: Clinical Education
5. Element 6.10: Clinical Experience
6. Element 6.11: Comparability Across Clinical Education Sites
7. Element 6.12: COMLEX-USA
8. Element 7.1: Faculty and Staff Resources and Qualifications
9. Element 9.5: Academic Counseling
10. Element 9.6: Career Counseling

11. Element 9.7: Financial Aid and Debt Management Counseling
12. Element 9.8: Mental Health Services
13. Element 9.9: Physical Health Services
14. Element 10.1: Osteopathic Educational Continuum
15. Element 10.2: ACGME Accredited GME
16. Element 10.3: Osteopathic Recognized GME
17. Element 10.4: GME Placement Rates
18. Element 11.1: Program Assessment

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

D. During the 4th year of operation at the additional location, and prior to the graduation of its first class, a student survey will be conducted by the COCA and a comprehensive site visit will be conducted. The COM must submit a self-study demonstrating compliance with all the elements in the continuing accreditation standards 60 days prior to the site visit.

Other monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Transition from a Branch Campus or Additional Location to an Independent COM

Definition

A transition of a branch campus or additional location to an independent college of osteopathic medicine (COM) necessitates the dissolution of the additional location or branch campus and establishment of the new legal entity. If ownership changes are part of the transition to an independent COM, the requesting entity must include an application for a Substantive Change–Change of Ownership/Legal Status.

Applications for any additional substantive changes (e.g., an increase in class size) must be included with the application to transition to an independent COM. No applications for substantive change can be submitted during the transition time until the new COM has graduated its first class.

During the transition period and until final approval by the COCA for independent COM status, the accreditation status of the additional location or branch campus remains the same as the parent COM and as such is governed by all standards and requirements.

No transition to independent status will be considered by the COCA unless the parent COM of the additional location or branch campus has an accreditation status of Accreditation or Accreditation with Exceptional Outcome at the time of application The COCA will determine the accreditation status of the independent COM following the evaluation of the application and all required site visits. A COM with a status of Accreditation with Heightened Monitoring may demonstrate through a progress report, focused site visit, or any other monitoring the COCA may require, that it complies with the required standards for an accreditation status of Accreditation or Accreditation with Exceptional Outcome for the purpose of applying for a substantive change.

Escrowed Reserve Funds

An additional location or branch campus transitioning to an independent COM must demonstrate the existence of a minimum segregated, unencumbered reserve fund escrowed until one year after graduation of the first class of students equal to tuition multiplied by the approved number of students at the COM multiplied by four years. Any future increase in tuition will require recalculation of the escrow amount and an increase in the amount of escrowed funds.

Operating Reserve Fund

A proposed additional location or branch campus 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 as described above.

Notes on Reserve Funds

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 parent COM or its parent institution. The COM or its parent institution may not withdraw any interest that accrues in the account and must replenish the funds in the event the value of the account decreases below the required minimum amounts stated above.

The COM in transition will undergo a comprehensive site visit evaluation in year 4 of independence. If all standards are met at that time and the COM is granted Accreditation status, the escrow reserves and operating reserve accounts will be released. If any standards are unmet, the COM will be monitored (via progress reports and focused visits, if deemed necessary by the COCA) until all standards are met. At the time all standards are met, the COM will be granted accreditation with release of the Operating Reserve Account.

A COM may request a waiver of the escrow requirement if it can document sufficient liquid financial resources to fund teach out agreements for students enrolled in the additional location or branch campus transitioning to an independent COM, as long as the transition does not include a change of ownership.

Timing

The application for an additional location or branch campus transitioning to an independent COM must be submitted to the COCA not more than 36 months and not less than 12 months prior to the anticipated date of the completed transition. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change request will be reviewed.

Once the application is accepted by the COCA the branch campus or additional location must publicly announce its intention to transition in a public link on its website. The COCA, showing of good cause by the applicant, has the discretion to evaluate the application on an expedited basis.

An additional location or branch campus applying for independent COM status must have completed a comprehensive site visit within three years of application. If the last comprehensive site visit was more than three years prior to application, a comprehensive site visit must be completed as part of the review of the request to transition to an independent COM. The COCA retains discretionary authority to require a comprehensive site visit even if the COM has undergone a comprehensive site visit less than three years prior to the time of application.

Application

The application for an additional location or branch campus transitioning to an independent COM is a three-part process. The COM must successfully complete the application within 36 months, or the application will be deemed expired. The COCA may, at its discretion, direct that a new application or supplemental information be submitted. In either event, the fees required by the COCA fee schedule shall apply.

A non-refundable application fee must be submitted prior to beginning the application.

Part I: Application to Transition from a Branch Campus or Additional Location to an Independent COM:

A. Submission of a written narrative including the following:

1. Introduction to the additional location or branch campus applying for independent COM status, including history and mission;
2. The new name, location, and anticipated start date of proposed independent COM;
3. Feasibility Study (Business Plan) completed by an external business consulting group;

4. Appropriate charters, licenses, or approvals required (including approval from the current parent COM) to function as an independent COM;
5. Plans to obtain a USDE-recognized institutional accreditor[14];
6. Explanation of the need to transition to an independent COM;
7. Statement of anticipated impact on the current recruitment plan;
8. Statement of anticipated impact on the currently enrolled students;
9. Statement of anticipated impact on the existing faculty;
10. Statement of anticipated impact on the clinical education program;
11. Statement of anticipated impact on existing GME;
12. Submission of data on student attrition and deceleration rates at the current COM for the past three years;
13. A description of any anticipated facility changes or alterations along with a timeline for of the change;
14. A statement addressing the transfer of students from the existing COM to the proposed new COM, including a communication plan and a plan to assist students wishing to transfer to another college of osteopathic medicine;
15. Submission of COMLEX-USA pass rates for the current COM for the last three years;[15] and
16. Submission of GME placement rates for the last three years.[16]

Upon review of the Part I application materials, the COCA may approve the COM to advance to Part II of the application process or request additional information.

B. Transition Self-Study and Site Visit

An additional location or branch campus applying to transition to an independent COM must complete a self-study demonstrating 100% compliance with elements in the following continuing accreditation standards:

1. Standard 1: Mission and Governance
2. Standard 2: Leadership and Administration
3. Standard 3: Finances
4. Standard 4: Facilities
5. Standard 5: Learning Environment
6. Standard 6: Curriculum
7. Standard 7: Faculty and Staff

[14] COCA has limited authority for institutional accreditation. It is only recognized as an institutional accreditor for freestanding COMs that offer only the DO degree.
[15] If a COM is more than two standard deviations below the mean of national passing rate for three consecutive years, the application to transition to an independent COM status will not be granted.
[16] If a COM is more than two standard deviations below the mean of national GME placement rate for three consecutive years, the application to transition to an independent COM status will not be granted.

8. Standard 8: Scholarly Activity
9. Standard 9: Students
10. Standard 10: Graduate Medical Education
11. Standard 11: Program and Student Assessment and Outcomes
12. Standard 12: Institutional Accreditation (if applicable)

The self-study must be submitted not less than 60 days prior to the COCA meeting where the substantive change request will be reviewed. When the self-study is approved, a site visit will be scheduled.

Upon review of the Part I application materials, the COCA may approve the COM to advance to Part II of the application process or request additional information.

Part II Site Visit

A comprehensive site visit to the proposed independent COM will be conducted not less than six months prior to the planned completion of the transition. The self-study and the site visit report will be reviewed by the COCA at the subsequent scheduled meeting. Upon approval, and funding of the required escrow accounts, the COM may begin advertising and recruiting students as an independent COM.

Monitoring

A. Within six months after matriculation of students at the new COM, a Year 1 Site Visit will be conducted assess the facilities, faculty, student services, finances, curriculum, and administrative capacity.

Sixty (60) days prior to the site visit, a self-study must be submitted. demonstrating compliance with the following continuing accreditation standards:

1. Standard 1: Mission and Governance
2. Standard 2: Leadership and Administration
3. Standard 3: Finances
4. Standard 4: Facilities
5. Standard 5: Learning Environment
6. Standard 6: Curriculum
7. Standard 7: Faculty and Staff
8. Standard 8: Scholarly Activity
9. Standard 9: Students
10. Standard 10: Graduate Medical Education
11. Standard 11: Program and Student Assessment and Outcomes
12. Standard 12: Institutional Accreditation (if applicable)

B. During the second year of operation, a Year 2 Progress Report to assess the readiness for clinical education must be submitted. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be reviewed. The following continuing accreditation elements will be reviewed:

1. Element 1.7: Clinical Education Affiliation Agreements
2. Element 4.1: Facilities
3. Element 5.4: Patient Care Supervision
4. Element 6.9: Clinical Education
5. Element 6.10: Clinical Experience
6. Element 6.11: Comparability Across Clinical Education Sites
7. Element 7.1: Faculty and Staff Resources and Qualifications
8. Element 9.5: Academic Counseling
9. Element 9.6: Career Counseling
10. Element 9.7: Financial Aid and Debt Management Counseling
11. Element 9.8: Mental Health Services
12. Element 9.9: Physical Health Services
13. Element 10.4: GME Placement Rates
14. Element 11.1: Program Assessment
15. Element 11.4: Student Survey (COCA will conduct a survey of students)

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual report.

C. During the third year of operation, a Year 3 Progress Report to assess readiness for graduate medical education must be submitted. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change monitoring will be reviewed. The following continuing accreditation elements will be reviewed

1. Element 4.1: Facilities
2. Element 7.1: Faculty and Staff Resources and Qualifications
3. Element 9.5: Academic Counseling
4. Element 9.6: Career Counseling
5. Element 9.7: Financial Aid and Debt Management Counseling
6. Element 9.8: Mental Health Services
7. Element 9.9: Physical Health Services
8. Element 10.1: Osteopathic Educational Continuum
9. Element 10.2: ACGME Accredited GME
10. Element 10.3: Osteopathic Recognition of GME
11. Element 10.4: GME Placement Rates
12. Element 11.1: Program Assessment

In addition, a review of the COM's COMLEX-USA pass rates will be conducted as part of the annual survey.

D. During the 4th year of operation at the independent COM, and prior to the graduation of its first class, a student survey will be conducted by the COCA and a comprehensive site visit will be conducted. The COM must submit a self-study demonstrating compliance with all the elements in the continuing accreditation standards 60 days prior to the site visit.

In addition, a review of COMLEX-USA pass rates will be conducted as part of the annual survey.

Other monitoring will occur as part of the routine annual reporting to the COCA. In addition, the COCA may require a progress report, student survey, or a focused site visit.

Addition of a Program of Study at a Degree or Credential Level

The COCA has limited authority for institutional accreditation. It is only recognized by the U.S. Department of Education as an institutional accreditor for freestanding COMs that offer only the DO degree and does not institutionally accredit other institutions. As a result, a COM that is institutionally accredited by the COCA must first become institutionally accredited by a different institutional accreditor before it can offer any other program of study.

A COM that is considering offering any other program of study – including programs that represent a significant departure from the existing offerings or educational programs, or method of delivery - must inform the COCA and submit documentation demonstrating that the COM has a new institutional accreditor prior to the start of the additional program of study so that the COCA can ensure that the institutional accreditation requirement continues to be met.

Where institutional accreditation is provided by another accreditor, the COCA serves only as the programmatic accreditor to the COM, and in its role as a programmatic accreditor does not view the addition of another program of study by the institution to constitute by itself a substantive change requiring COCA review and approval.

Appendix A: Pre-Operational Site Visit

The COCA requires a Pre-Operational Site Self-Study and Site Visit prior to the opening of any new COM facility (e.g., additional location, branch campus, an existing COM changing location, acquisition of a COM by another, etc.) to determine readiness of the facility for students, administration, and faculty to begin instruction.[17]

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

1. Element 1.4: Governance & Program Policies
2. Element 1.5a/1.5b: Non-Discrimination
3. Element 1.7: Clinical Affiliation Agreements
4. Element 2.3: Academic and Administrative Leadership
5. Element 3.1: Financial Resources
6. Element 3.4: Financial Audit
7. Element 4.1: Facilities
8. Element 4.2: Security and Public Safety
9. Element 4.3: Information Technology
10. Element 4.4: Learning Resources
11. Element 6.1: Curriculum Design and Management
12. Element 6.4: Osteopathic Core Competencies
13. Element 6.5: Scientific Method
14. Element 6.6: Principles of Osteopathic Medicine
15. Element 6.7: Self-Directed Learning
16. Element 6.8: Inter-professional Education for Collaborative Practice
17. Element 6.9: Clinical Education
18. Element 6.10: Clinical Experience
19. Element 6.11: Comparability across Clinical Education Sites
20. Element 7.1: Faculty and Staff Resources and Qualifications
21. Element 7.3: Department Chair Qualifications
22. Element 7.4: Primary Care Leadership
23. Element 7.5: OMM/OPP Leadership
24. Element 8.1: Research and Scholarly Activity Strategic Plan
25. Element 8.2: Research and Scholarly Activity Budget
26. Element 9.1: Admissions Policy

[1717]For new COMs, readiness to begin teaching will be confirmed through the Pre-Accreditation Site Visit as outlined in the document *COM: New & Developing Accreditation Standards*.

27. Element 9.2 Academic Standards
28. Element 9.4: Secure Record Keeping
29. Element 9.5 Academic Counseling
30. Element 9.6 Career Counseling
31. Element 9.7: Financial Aid Counseling
32. Element 9.8: Mental Health Services
33. Element 9.9: Physical Health Services

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

Appendix B: Additional Location Application Sample Timeline

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

Activity	Timing
Part I Additional Location Application reviewed	**August COCA Meeting** **36 months prior to matriculation**
Part II Additional Location Progress Report reviewed	**August COCA Meeting** **24 months prior to matriculation**
Part III Additional Location Self-Study reviewed **All elements must be met** **Upon approval Part III Site Visit is scheduled**	**April COCA Meeting** **16 months prior to matriculation**
Part III Additional Location Site Visit conducted	**June** **14 months prior to matriculation**
Part III Site Visit Report reviewed **Upon approval, the required escrow accounts must be funded, and the COM may begin advertising & recruiting students at additional location**	**August COCA Meeting** **12 months prior to matriculation**
December 31st the year prior to matriculation **Certification of Occupancy submitted to COCA**	**December** **10 months prior to matriculation**
Pre-Operational Site Visit is conducted	**February** **6 months prior to matriculation**
Pre-Operational Site Visit Report reviewed **Upon approval, operations may begin at the additional location.** **If not approved implementation of the contingency plan may be required**	**April COCA Meeting** **4 months prior to matriculation**
Operations begin at additional location	**August**
This timeline is provided as an example for informational purposes only. All dates are subject to change. It is not meant to guarantee a scheduled site visit or review date by the COCA and does not account for the need to re-submit materials prior to approval. Please consult a COCA staff member for additional information.	

Appendix C: Branch Campus Application Sample Timeline

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

Activity	COCA Meeting Review
Part I Branch Campus Application reviewed	**August COCA Meeting 36 months prior to matriculation**
Part II Branch Campus Progress Report reviewed	**August COCA Meeting 24 months prior to matriculation**
Part III Branch Campus Self-Study reviewed All elements must be met Upon approval Part III Site Visit is scheduled	**April COCA Meeting 16 months prior to matriculation**
Part III Branch Campus Site Visit conducted	**June 14 months prior to matriculation**
Part III Site Visit Report reviewed Upon approval, the required escrow accounts must be funded, and the COM may begin advertising & recruiting students at additional location	**August COCA Meeting 12 months prior to matriculation**
December 31st the year prior to matriculation Certification of Occupancy submitted to COCA	**December 10 months prior to matriculation**
Pre-Operational Site Visit is conducted	**February 6 months prior to matriculation**
Pre-Operational Site Visit Report reviewed Upon approval, operations may begin at the branch campus. If not approved implementation of the contingency plan may be required	**April COCA Meeting 4 months prior to matriculation**
Operations begin at branch campus	**August**
This timeline is provided as an example for informational purposes only. All dates are subject to change. It is not meant to guarantee a scheduled site visit or review date by the COCA and does not account for the need to re-submit materials prior to approval. Please consult a COCA staff member for additional information.	

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

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

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

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

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

Activity	Timing
Part I Transition to an Additional Location/Branch Campus application reviewed	**August COCA Meeting Not less than 24 months prior to transition**
Part II Transition to an Additional Location/Branch Campus Self-Study reviewed When approved, the operational reserve account must be funded and site visit is Scheduled	**December COCA Meeting Not less than 12 months prior to transition**
Transition Site Visit conducted	**February**
Transition Site Visit Report reviewed Upon approval, operations may begin as an Additional Location/Branch Campus	**April COCA Meeting**
Operations begin as an Additional Location/Branch Campus	**August**
This timeline is provided as an example for informational purposes only. All dates are subject to change. It is not meant to guarantee a scheduled site visit or review date by the COCA and does not account for the need to re-submit materials prior to approval. Please consult a COCA staff member for additional information.	