

**Accreditation of Colleges of Osteopathic  
Medicine:  
Evidentiary Submission for Addressing the  
COCA New and Developing COM Standards**  
(Effective July 1, 2019)

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## Evidentiary Submission for Addressing the COCA Candidate Status Accreditation Standards

### **Candidate Standard 1: Mission and Governance**

#### **Candidate Submission 1.1: Program Mission**

1. *Provide copies of program mission / vision (optional) / goals or objectives (optional).*
2. *If the COM is part of a larger educational institution (parent institution), provide a copy of the parent institution's mission statement. The documents should show last updated date (or effective date) and revision history.*

#### **Candidate Submission 1.2: Licensing and Regional/ Institutional Accreditation**

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

#### **Candidate Submission 1.3: Governance and Program Policies**

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

#### **Candidate Submission 1.4a: Non-Discrimination**

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

#### **Candidate Submission 1.4b: Non-Discrimination**

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

#### **Candidate Submission 1.5: Clinical Education Affiliation Agreements**

1. *Provide a copy of COM approved affiliation agreement.*

Proposed Revision:

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

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## **Candidate Standard 2: Leadership and Administration**

### **Candidate Submission 2.1: Dean Qualifications**

1. *Provide the current job description for the Dean.*
2. *Provide a full CV for the Dean.*
3. *Provide a copy of the Dean's diploma from a COCA accredited college of osteopathic medicine.*
4. *Provide a copy of the Dean's medical license.*
5. *Provide a copy of the Dean's board certification documents.*

#### Proposed Revision:

1. *Provide a copy of the Dean's diploma from a COCA accredited college of osteopathic medicine.*
2. *Provide a copy of the Dean's most recent medical license.*
3. *Provide a copy of the Dean's board certification documents.*
4. *Provide a current and complete curriculum vitae for the Dean*
5. *Provide the current job description for the Dean.*
6. *Provide the dean/physician's most current report from the National Practitioners Data Bank*

### **Candidate Submission 2.2: Full Time Dean**

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

### **Candidate Submission 2.3: Academic and Administrative Leadership**

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

**Candidate Standard 3: Finances**

**Candidate Submission 3.1: Financial Resources**

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

**Candidate Submission 3.2: Feasibility Study (Business Plan)**

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

**Candidate Submission 3.3: Escrowed Reserve Funds**

1. *Provide a copy of the proposed Escrow Contract*
2. *Provide evidence of availability of unencumbered funds equal to the escrow amount.*
3. **Standard Element for escrow agreement**

**Candidate Submission 3.4: Operating Reserve Fund**

1. *Provide a copy of the proposed Operating Reserve Fund Contract*
2. *Provide evidence of availability of unencumbered funds equal to the operating reserve fund amount.*
3. **Standard Element for escrow agreement**

**Candidate Standard 4: Facilities**

**Candidate Submission 4.1: Facilities**

1. *Provide a copy of the Architectural Plans (interior and exterior) for the proposed COM.*

Proposed Revision:

1. *Provide the floorplan diagrams of all buildings used by the proposed COM on all campuses utilized by the proposed COM.*
2. *Complete and submit Table 4.1 to describe the on-campus facilities dedicated for DO students.*

Table 4.1: Title the Table “On-campus facilities.”

**Candidate Submission 4.2: Information Technology**

1. *Provide the information technology strategic plan.*

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**Candidate Submission 5- Learning Environment**

**Candidate Submission 5.1: Professionalism**

TBD

**Candidate Submission 5.2: Diversity**

1. *Provide the policies that demonstrate the proposed COM's intent to practice systematic and focused recruitment and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of its academic community.*

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## **Candidate Standard 6: Curriculum**

### **Candidate Submission 6.1: Programmatic Level Educational Objectives**

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

### **Candidate Submission 6.2: Osteopathic Core Competencies**

1. *Describe how the proposed COM plans to incorporate the osteopathic core competencies into the curriculum and assessment methodologies.*

#### Proposed Revision:

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

### **Candidate Submission 6.3: Teaching Methods**

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

### **Candidate Submission 6.4: Clinical Education**

1. *Provide policies and procedures (protocols) demonstrating how students will obtain all clinical education through the COM.*
2. *Provide a listing of all clinical rotations that a student must complete, including length of each rotation.*

#### Proposed Revision:

1. *Provide policies and procedures (protocols) demonstrating how clinical education will be delivered to all students at the proposed COM.*
2. *Identify all clinical rotations, including the length of each rotation, the proposed COM will require students to complete to fulfill the requirements for graduation.*

### **Candidate Submission 6.5: Clinical Affiliation Agreements**

1. *Complete and submit the Clinical Affiliation Agreement Table.*
2. *Provide a copy of all signed clinical affiliation agreements.*
3. *Provide a copy of all signed preceptor applications.*

Proposed Revision:

1. *Provide a copy of a COM approved affiliation agreement.*
2. *Complete Candidate Table 6.5*

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**Candidate Standard 7: Faculty and Staff**

**Candidate Submission 7.1: Faculty and Staff Resources and Qualifications**

1. *Provide the organizational chart demonstrating how the faculty will be organized.*
2. *Complete and submit the Faculty and Staff hiring Tables.*

Proposed Revision:

1. *Complete Tables 7.1a, 7.1b, and 7.1c.*
2. *Submit a comprehensive statement providing the justification for the proposed COM's anticipated employment of physician faculty (both FTE and adjunct) in the patient care environment who are not board certified or board eligible.*
3. *Submit the most recent and complete curricula vitae of all faculty, including adjunct faculty, if currently employed by the proposed COM.*

**Candidate Submission 7.2: Faculty Appointment and Advancement**

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

Proposed Revision:

1. *Provide a copy of the policies and procedures for credentialing and appointment, or approval of all COM faculty.*
2. *Submit a comprehensive and detailed statement explaining the circumstances why the COM employed any physician faculty in the patient care environment who are not board certified or board eligible.*
3. *Complete Table 7.2. (in summary of tables)*

Table includes:

Preceptor Name

Clinical Site

Proposed # of students per rotation supervised by the preceptor

Preceptor's status - Board cert? Board eligible

Preceptor's discipline

Preceptor appointed or approved as faculty?

(must define appointment vs. approval)

**Candidate Standard 8: Scholarly Activity**

**Candidate Submission 8.1: Research and Scholarly Activity**

1. *Complete and submit the faculty hiring table demonstrating assignment of time for research and scholarly activity.*
2. *Submit the architectural plans showing space dedicated for research and scholarly activity.*
3. *Submit the financial pro forma demonstrating line items for research and scholarly activity funding.*

Proposed Revision:

1. *Complete and submit the faculty hiring table demonstrating assignment of time for research and scholarly activity.*
2. *Submit the architectural plans showing space dedicated for research and scholarly activity.*
3. *Submit the financial pro forma demonstrating line items for research and scholarly activity funding.*
4. *Faculty promotion requirements for faculty research and scholarly activity;*
5. *Policy on student participation in faculty research.*

**Candidate Standard 9: Students**

**Candidate Submission 9.1: Admissions Policy**

1. *Provide all admission requirements and policies and procedures for osteopathic medical student selection and enrollment.*

**Candidate Submission 9.2: Recruitment of Students**

1. *Provide at least 3 years of demographics for the COM defined region demonstrating the number of medical school applicants and matriculates.*
2. *Provide a proposed recruitment plan for the COM.*

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**Candidate Standard 10: Graduate Medical Education (GME)**

**Candidate Submission 10.1: GME Feasibility**

1. *Complete and submit a GME feasibility plan that addresses the following items:*
  - a. *An awareness of the existing GME in the region and how those positions are currently filled.*
  - b. *The potential for GME development in the region.*
  - c. *Demonstration of hiring plan for a position(s) dedicated to GME Development and Maintenance.*
  - d. *Demonstration of line items in the pro forma for GME Development and Maintenance.*

Proposed Revision:

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

**Candidate Standard 12: Institutional Accreditation**

**Candidate Submission 12.1: Incorporation of the Institution**

1. *Provide the current registration documents demonstrating ongoing incorporation for the COM.*
2. *Provide a copy of the bylaws of the governing body.*
3. *Provide a list of members of the governing body and their titles.*

**Candidate Submission 12.2: Degree and Other Educational Offerings**

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

**Candidate Submission 12.3: Chief Executive Officer**

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

**Candidate Submission 12.4: Chief Financial Officer**

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

Proposed New Text:

**Candidate Submission 12.5: Course Credit Hours**

1. *Provide a copy of the credit hour assignment policy.*
2. *Provide a public link to where the document is published.*

**Candidate Submission 12.6: Public Notification of Opportunity to Comment**

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

**Submission 12.7: Academic Freedom**

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

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## Evidentiary Submission for Addressing the COCA Pre-Accreditation Status Accreditation Standards

### Pre-Accreditation Standard 1: Mission and Governance

#### Pre-Accreditation Submission 1.1: Program Mission

1. *Provide the public link where the COM copies of the COM's program mission, vision (optional), goals or objectives (optional) and a public link to where the documents are published.*
2. *If the COM is part of a larger educational institution (parent institution), provide a copy of the parent institution's mission statement. The documents should show last updated date (or effective date) and revision history.*
3. *Provide documentation of the revision process for the COM's mission.*

#### Proposed Revision:

1. *Provide the public link where the COM's mission is published. This link may also include the COM's vision, goals, or objectives.*
2. *If the COM is part of a larger educational parent institution, provide a copy of the most recently updated parent institution's mission statement. The documents should reflect the date(s) of each prior revision to the institution's mission statement.*
3. *Describe the COM's process of revising its mission statement and submit the documentation that supports the description.*

#### Pre-Accreditation Submission 1.2: Strategic Plan

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

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

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

**Pre-Accreditation Submission 1.4: Governance and Program Policies**

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

**Pre-Accreditation Submission 1.5a: Non-Discrimination**

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

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

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

**Pre-Accreditation Submission 1.6: Degree-Granting Body**

1. *Provide a copy of the bylaws or governing documents that demonstrate the conferral of degree.*
2. *Provide a copy of the COM policy demonstrating that the faculty senate (or approved body) must recommend candidates for graduation.*
3. *Provide minutes from the Faculty Association meeting where this occurred for the most recent graduates.*

**Pre-Accreditation Submission 1.7: Clinical Education Affiliation Agreements**

1. *Provide a copy of the COM approved affiliation agreement. (All signed agreements may be evaluated on site)*

**Proposed Revision:**

1. *Provide a copy of a COM approved affiliation agreement.*
2. *Provide a list of all contracted clinical sites.*
3. *Provide the three year average number of OMS II students who matriculated for the academic year, including the number of students repeating from any previous academic years by completing Table 6.*

*4, At the time of the site visit, a COM must produce all documents that evidence the acceptance of the COM's students to participate at the affiliate site, including all executed affiliation agreements.*

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## **Pre-Accreditation Standard 2: Leadership and Administration**

### **Pre-Accreditation Submission 2.1: Dean Qualifications**

1. *Provide the current job description for the Dean.*
2. *Provide a full CV for the Dean.*
3. *Provide a copy of the Dean's diploma from a COCA accredited college of osteopathic medicine.*
4. *Provide a copy of the Dean's medical license.*
5. *Provide a copy of the Dean's board certification documents.*

#### **Proposed Revision:**

1. *Provide a copy of the Dean's diploma from a COCA accredited college of osteopathic medicine.*
2. *Provide a copy of the Dean's most recent medical license.*
3. *Provide a copy of the Dean's board certification documents.*
4. *Provide a full curriculum vitae for the Dean*
5. *Provide the current job description for the Dean.*
6. *Provide the dean/physician's most current report from the National Practitioners Data Bank*

### **Pre-Accreditation Submission 2.2: Full-Time Dean**

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

### **Pre-Accreditation Submission 2.3: Academic and Administrative Leadership**

1. *Provide an organization chart that shows the leadership positions, reporting relationships, and the completion of all leadership hiring prior to the submission of the Pre-Accreditation self-study. Indicate (highlight) any changes or updates since the initial submission.*
2. *Provide the current job description for each member of the administrative leadership team (Associate Deans, Assistant Deans, senior level administrators).*
3. *Provide a full CV for each member of the administrative leadership team (Associate Deans, Assistant Deans, senior level administrators).*

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

1. *Provide documentation of policies and procedures regarding accreditation standard complaints and their adjudication.*
2. *Provide a public link to where the accreditation standard complaint policies and procedures are published.*

**Pre-Accreditation Standard 3: Finances**

**Pre-Accreditation Submission 3.1: Financial Resources**

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

**Pre-Accreditation Submission 3.2: Financial Planning and Budgeting**

1. *Provide a copy of the flowchart demonstrating the budget development process.*
2. *Provide information as to all persons with budgetary management and oversight.*
3. *Demonstrate in the flowchart where final budget approval occurs.*

**Pre-Accreditation Submission 3.3: Budgetary Authority**

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

**Pre-Accreditation Submission 3.4: Financial Audit**

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

## **Pre-Accreditation Standard 4: Facilities**

### **Pre-Accreditation Submission 4.1: Facilities**

1. *Provide the floorplan diagrams of all buildings used by the COM on all campuses utilized by the COM.*
2. *Provide the construction plan and timeline for all COM buildings.*
3. *Provide a contingency plan for facility use if the final facility is not completed on time.*
4. *Provide the permanent Certificate of Occupancy for all COM buildings, as obtained, and by December 31 of the year prior to the anticipated start of classes.*

#### **Proposed Revision:**

1. *Provide the floorplan diagrams of all buildings used by the COM on all campuses utilized by the COM.*
2. *Complete and submit Table 4.1 to describe the on-campus facilities.*
3. *Provide an explanation of the COM's assessment of the adequacy of its core clinical rotation facilities. Include in this explanation whether and how the COM's students are involved in developing the assessment.*

#### **Table 4.1: Title the Table "On-campus facilities."**

### **Pre-Accreditation Submission 4.2: Security and Public Safety**

1. *Provide a copy of all security and safety related policies and procedures.*
2. *Provide a link to where the policies are published.*

#### **Proposed Revision:**

1. *Provide a copy of all security and safety related policies and procedures.*
2. *Provide a link to where the policies are published.*

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

### **Pre-Accreditation Submission 4.3: Information Technology**

1. *Provide the information technology strategic plan.*
2. *Provide the most recent technology assessment report.*

### **Pre-Accreditation Submission 4.4: Learning Resources**

1. *Provide the learning resources table.*

Proposed Revision:

*1. Complete Table 4.4 to describe the learning resources.*

Table 4.4: In the Column labeled “Resource Type” include the parenthetical phrase “suggested examples”. The “Other” choice should read “Other learning resources.”

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## **Pre-Accreditation Standard 5: Learning Environment**

### **Pre-Accreditation Submission 5.1: Professionalism**

1. *Provide a copy of all professionalism policies. The professionalism policies should extend to items including, but not limited to, patient safety, cultural competence, and interprofessional collaborative practice.*
2. *Provide a link to where the documents are published.*
3. *Provide a copy of the membership of any professionalism committee and a copy of the charge or purpose of the committee.*

#### Proposed Revision:

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

### **Pre-Accreditation Submission 5.2: Diversity**

1. *Provide a copy of the policies addressing diversity for students, faculty, senior administrative staff, and other relevant members of the academic community*
2. *Provide a link to where the documents are published.*

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

1. *Provide the policies and procedures addressing safety and health issues.*
2. *Provide a link to where the documents are published.*

### **Pre-Accreditation Submission 5.4: Patient Care Supervision**

1. *Provide the policies addressing student supervision during the provision of patient care.*
2. *Provide a link to where the documents are published.*

## **Pre-Accreditation Standard 6: Curriculum**

### Proposed New Text:

Table 6: Please refer to the collection of tables for COM Continuing Accreditation Standards.

### **Pre-Accreditation Submission 6.1: Curriculum Design and Management**

1. *Provide the charge and responsibility of the curriculum committee.*
2. *Provide a list of the current members of the curriculum committee and their titles.*

### **Pre-Accreditation Submission 6.2: Programmatic Level Educational Objectives**

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

### **Pre-Accreditation Submission 6.3: Maximum Length of Completion**

1. *Provide the policy that describes that single degree DO students must complete their education within 150% of the standard time (six years following matriculation)*
2. *Provide the link to where the document is published.*
3. *A COM that has a student who will not complete the doctor of osteopathic degree in less than six years because of non-academic reasons may ask the COCA for a waiver allowing the student up to one additional year to complete the program.*

### Proposed Revision:

1. *Provide the policy that describes that single degree DO students must complete their education within 150% of the standard time (six years following matriculation)*
2. *Provide the public link to where the document is published.*
3. *Identify any single-degree DO student(s) who graduated beyond 150% of the standard time and provide a detailed explanation as to the student's inability to graduate within the 150% of the standard time.*

### **Pre-Accreditation Submission 6.4: Osteopathic Core Competencies**

1. *Describe how the proposed COM plans to incorporate the osteopathic core competencies into the curriculum and assessment methodologies.*

### Proposed Revision:

1. *Provide a description of the COM's delivery of its curriculum including teaching and training its students to ensure the development of the seven osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice based learning, systems based practice, and osteopathic principles and practice/osteopathic manipulative treatment. Not to exceed 250 words.*

- 2. A curriculum map demonstrating how the content of these courses is delivered must be made available during any site visit.*

**Pre-Accreditation Submission 6.5: Scientific Method**

- 1. Complete the curricular elements table demonstrating where this element will be introduced, continue to be taught, and assessed throughout the osteopathic medical education curriculum.*

Proposed Revision:

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

**Pre-Accreditation Submission 6.6: Principles of Osteopathic Medicine**

- 1. Complete the curricular elements table demonstrating where this element will be introduced, continue to be taught, and assessed throughout the osteopathic medical education curriculum.*

Proposed Revision:

- 1. Provide a description of the COM's delivery of its curriculum including opportunities for learning osteopathic principles and practice (OPP), including both observational and hands-on application of osteopathic manipulative medicine (OMM). Not to exceed a maximum of 250 words.*
- 2. A curriculum map demonstrating how the content of these courses is delivered must be made available during any site visit.*

**Pre-Accreditation Submission 6.7: Self-Directed Learning**

- 1. Complete the curricular elements table demonstrating where this element will be introduced, continue to be taught, and assessed throughout the osteopathic medical education curriculum.*

Proposed Revision:

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

**Pre-Accreditation Submission 6.8: Interprofessional Education for Collaborative Practice**

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1. *Complete the curricular elements table demonstrating where this element will be introduced, continue to be taught, and assessed throughout the osteopathic medical education curriculum.*

Proposed Revision:

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

**Pre-Accreditation Submission 6.9: Clinical Education**

1. *Provide a sample syllabus for a required clinical rotation.*
2. *Provide policies and procedures (protocols) demonstrating how students will obtain all clinical education through the COM.*
3. *Provide a listing of all clinical rotations that a student must complete, including length of each rotation.*
4. *Complete and submit the Clinical Affiliation Agreement Table.*
5. *Provide a copy of all signed clinical affiliation agreements.*
6. *Provide a copy of all signed preceptor applications/ agreements.*

Proposed Revision:

1. *Provide a sample syllabus for core clinical rotations;*
2. *Provide policies and procedures (protocols) demonstrating how clinical education is delivered to all students through the COM;*
3. *Complete and submit Table 6.9 demonstrating adequacy of core clinical rotation capacity;*
4. *Provide a contingency plan for all core rotations indicating how students will be placed in clinical education in the event opportunities are no longer available.*
5. *Complete Table 6.*

**Pre-Accreditation Submission 6.10: Clinical Experience**

1. *Complete and submit the Clinical Affiliation Agreement Table.*
2. *Provide a copy of all signed clinical affiliation agreements.*
3. *Provide a copy of all signed preceptor applications/ agreements.*

Proposed Revision:

1. *Complete and submit Table 6.9*

**Pre-Accreditation Submission 6.11: Comparability across Clinical Education Sites**

- 1. Provide the policies and procedures describing how student outcomes at clinical educational sites will be reviewed and utilized in the determination of the comparability of outcome of the clinical experiences.*

**Pre-Accreditation Submission 6.12: COMLEX-USA**

- 1. Provide all COMLEX-USA related school policies and procedures.*

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**Pre-Accreditation Standard 7: Faculty and Staff**

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

1. *Provide the organizational chart demonstrating how the faculty will be organized. Indicate (highlight) any changes or updates since the initial submission.*
2. *Complete and submit the Faculty and Staff Hiring Tables. (Tables 7a and 7b)*

Proposed Revision:

1. *Provide the organizational chart demonstrating how the faculty will be organized. Indicate (highlight) any changes or updates since the initial submission.*
2. *Complete the Faculty and Staff Hiring Tables. (Tables 7a and 7b)*
3. *Submit a comprehensive statement providing the justification for the COM's employment of physician faculty (both FTE and adjunct) in the patient care environment who are not board certified or board eligible.*
4. *Submit the most recent and complete curricula vitae of all faculty, including adjunct faculty.*

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

1. Provide a copy of the policies and procedures for credentialing and/or approval of all COM faculty.

Proposed Revision:

1. *Provide a copy of the policies and procedures for credentialing and/or approval of all COM faculty.*
2. *Submit a comprehensive and detailed statement explaining the circumstances why the COM employed any physician faculty in the patient care environment who are not board certified or board eligible.*
3. *Complete Table 7.2.*

Table includes:

Preceptor Name

Clinical Site

# of Students per rotation supervised by the preceptor

Preceptor's status - Board cert? Board eligible

Preceptor's discipline

Preceptor appointed or approved as faculty?

(must define appointment vs. approval)

**Pre-Accreditation Submission 7.3: Department Chair Qualifications**

1. *Provide the organizational chart demonstrating the reporting hierarchy for each department.*
2. *Provide the current job description and complete CV for each Department Chair or its equivalent.*
3. *Provide a complete CV for each Department Chair or its equivalent.*
4. *For each clinical department chair, provide a copy of the Chair's medical license.*
5. *For each clinical department chair, provide a copy of the Chair's board certification documents.*

**Pre-Accreditation Submission 7.4: Primary Care Leadership**

1. *Provide a copy of the job description for the Chair of Primary Care (or equivalent).*
2. *Provide a complete CV for the Chair of Primary Care (or equivalent).*
3. *Provide a copy of the Chair's medical license.*
4. *Provide a copy of the Chair's board certification documents.*

**Pre-Accreditation Submission 7.5: OMM/OPP Leadership**

1. *Provide a copy of the job description for the Chair of OMM/OPP (or equivalent).*
2. *Provide a complete CV for the Chair of OMM/OPP (or equivalent).*
3. *Provide a copy of the Chair's medical license.*
4. *Provide a copy of the Chair's board certification documents.*

**Note:**

In view of the note included in the accreditation standards, the evidentiary submissions may be revised accordingly.

**Pre-Accreditation Submission 7.6: Faculty Development**

1. *Provide a roster of all faculty development activities for the past year, including documentation of the faculty participation at each activity.*

**Pre-Accreditation Submission 7.7: Faculty Association**

1. *Provide a copy of the bylaws for the faculty organization.*

**Pre-Accreditation Submission 7.8: Faculty Appointment and Advancement**

1. *Provide the policies and procedures for faculty appointment and advancement.*
2. *Provide a link to where the documents are published.*

**Pre-Accreditation Standard 8: Scholarly Activity**

**Pre-Accreditation Submission 8.1: Research and Scholarly Activity**

1. *Provide a copy of the research and scholarly activity plan.*
2. *Complete and submit the table of research and scholarly activities for faculty and staff.*
3. *Provide a public web link to a site discussing research at the COM, including active projects.*

**Proposed Revision:**

1. *Provide a copy of the research and scholarly activity plan.*
2. *Provide a public link to where the research and scholarly activity plan may be accessed.*
3. *Complete Table 8.*

**Pre-Accreditation Submission 8.2: Student Participation**

1. *Provide a copy of all student research and scholarly activity policies.*
2. *Provide a link to where the policies are published.*
3. *Complete and submit the table of research and scholarly activities documenting student inclusion (after student matriculation) in appropriate projects.*

**Proposed Revision:**

1. *Complete Table 8.*

## **Pre-Accreditation Standard 9: Students**

### **Pre-Accreditation Submission 9.1: Admissions Policy**

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

### **Pre-Accreditation Submission 9.2: Academic Standards**

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

### **Pre-Accreditation Submission 9.3: Transfer Policies**

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

#### Proposed Revision:

1. *Provide all transfer policies and procedures.*
2. *Provide the link to where the documents are published.*

### **Pre-Accreditation Submission 9.4: Secure Student Recordkeeping**

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

### **Pre-Accreditation Submission 9.5: Academic Counseling**

1. *Describe the process for academic counseling that will be (or is) provided to students.*

### **Pre-Accreditation Submission 9.6: Career Counseling**

1. *Describe the process for career counseling, including GME Readiness, that will be (or is) provided to students.*

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

1. *Provide a list of financial aid and debt counseling sessions that are (or will be) offered to students.*
2. *Provide an attendance list documenting that each student who received financial aid under Title IV of the Higher Education Act participated in a minimum of two counseling sessions while enrolled in the COM.*

Proposed Revision:

1. *Provide a description of all financial aid and debt counseling services provided to the COM's students that include the following:*
  - a) *The OMS year in which students are required to receive financial aid and debt counseling sessions;*
  - b) *When these sessions are provided to the students; and*
  - c) *Evidence of the students' receipt of financial aid and debt counseling.*

**Pre-Accreditation Submission 9.8: Mental Health Services**

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

**Pre-Accreditation Submission 9.9: Physical Health Services**

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

**Pre-Accreditation Submission 9.10: Non-Academic Health Professionals**

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

**Pre-Accreditation Submission 9.11: Health Insurance**

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

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

**Pre-Accreditation Submission 10.1: GME Development**

1. *Complete and submit your GME feasibility plan that addresses the following items and demonstrates progress:*
  - a. *An awareness of the existing GME in the region and how those positions are currently filled.*
  - b. *Provide the table assessing GME Growth and/ or Development at all hospitals for which the COM has a clinical education affiliation agreement, contract, or commitment.*
  - c. *Demonstration of hiring completion for a position(s) dedicated to GME Development and Maintenance.*
  - d. *Demonstration of line items in the pro forma for GME Development and Maintenance.*

Proposed Revision:

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

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

**Pre-Accreditation Submission 11.1: Program Assessment**

1. *Submit a copy of the COM's assessment plan.*

**Pre-Accreditation Submission 11.2: Student Evaluation of Instruction**

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

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

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

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## **Pre-Accreditation Standard 12: Institutional Accreditation**

### **Pre-Accreditation Submission 12.1: Incorporation of the Institution**

- 1. Provide the current registration documents for ongoing incorporation for the COM.*
- 2. Provide a copy of the bylaws of the governing body.*
- 3. Provide a list of members of the governing body and their titles.*

#### Proposed Revision:

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

### **Pre-Accreditation Submission 12.2: Degree and Other Educational Offerings**

#### Proposed Revision:

#### **Pre-Accreditation Submission 12.2: Degree and Other Educational Offerings (CORE)**

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

### **Pre-Accreditation Submission 12.3: Chief Executive Officer**

#### Proposed Revision:

#### **Pre-Accreditation Submission 12.3: Chief Executive Officer (CORE)**

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

### **Pre-Accreditation Submission 12.4: Chief Financial Officer**

#### Proposed Revision:

#### **Pre-Accreditation Submission 12.4: Chief Financial Officer (CORE)**

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

**Pre-Accreditation Submission 12.5: Title IV Responsibility**

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

Proposed Revision:

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

**Pre-Accreditation Submission 12.6: Course Credit Hours**

1. *Provide the copy of the credit hour assignment policy.*
2. *Provide the link to where the document is published.*

Proposed New Text:

**Pre-accreditation Submission 12.7: Campus Security (CORE)**

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

**Pre-Accreditation Submission 12.8: Public Information**

1. *Provide all applicable documents demonstrating information about the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies.*
2. *Within the publications, the COM must accurately reference its accreditation status and include information on how to contact COCA.*

**Pre-Accreditation Submission 12.9: Public Notification of Opportunity to Comment**

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

**Pre-Accreditation Submission 12.10: Academic Freedom**

- 1. Provide COM policies regarding academic freedom evidencing a commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights.*

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