American Osteopathic Association
Commission on Osteopathic College
Accreditation

Policies for Public Review and Comment
June 24-July 24, 2020

The following policies are for public comment only
Policies for Public Review & Comment

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Substantive Change: Additional Location

Definition

1. An Additional Location is geographically apart from the main campus and offers at least 50 percent of the COM’s osteopathic medical educational program.

2. The Additional Location must not have separate administration, faculty, or and budgetary policies and procedures as the parent COM.

3. The Additional Location must have a common Dean/Chief Academic Officer, faculty, budget, and curriculum with the parent COM.

4. The Additional Location must employ an on-site administrator (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.

5. Students may be admitted directly to the Additional Location as their primary place of enrollment.

6. Faculty and students at the Additional Location must have representation on all faculty and student committees at the main campus.

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 single 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 requesting an Additional Location. The COCA conducts ongoing site visits at Additional Locations at reasonable intervals.

An additional location request will be assumed to include request for a class size increase, unless specifically noted that students will be re-located from an existing campus.

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 with a class size increase must accept and matriculate students only in the following progressive enrollment:

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

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.

The escrowed reserve funds must: 1) not be borrowed or pledged funds; and 2) be funded by immediately available liquid assets that are wholly owned assets of the parent COM or its parent institution. The parent COM or its parent institution may not withdraw any interest that accrues in the escrowed funds. A COM or its parent institution must replenish the escrow fund account in the event the value of the account decreases below the required minimum amounts stated above.

Operating Reserve Fund

A COM proposing an Additional Location must demonstrate the existence of a minimum operating reserve fund for a period of four years and equal to the number of students at the Additional Location times one year’s tuition.

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

Timing

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 accreditation status throughout the time that the application is pending before the COCA.

A COM applying for an Additional Location 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 Self-Study and Site Visit must be completed as part of the review of the Additional Location request. The COCA retains discretionary authority to require a Comprehensive Self-Study and Site Visit even if the COM has undergone a Comprehensive Site Visit less than 3 years prior to the time of application.
Application should occur at least 24 months prior to planned matriculation of the first class of students at the additional location and at least 120 days prior to the COCA meeting where the substantive change will be addressed.

The request for an Additional Location must be reviewed at a COCA meeting at least 36 months prior to planned matriculation of the first class of students at the Additional Location. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed.
Sample timeline presuming an August 1 matriculation of first class of students.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Submit required documentation by</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not more than 36 months prior to matriculation</td>
<td>August COCA Meeting</td>
<td>COM Submits Part I: Additional Location Application</td>
</tr>
<tr>
<td>Not less than 24 months prior to matriculation</td>
<td>August COCA Meeting</td>
<td>When approved, the escrow accounts must be funded</td>
</tr>
<tr>
<td>Not less than 18 months prior to matriculation</td>
<td>April COCA Meeting</td>
<td>COM Submits Part III: Additional Location Self-Study</td>
</tr>
<tr>
<td>Not less than 12-15 months prior to matriculation</td>
<td>August COCA Meeting</td>
<td>Upon Approval Part III Site Visit is Scheduled</td>
</tr>
<tr>
<td>Not less than 6 months prior to matriculation</td>
<td>April COCA Meeting</td>
<td>Part IV: Pre-Operational Site Visit</td>
</tr>
</tbody>
</table>

The Certificate of Occupancy for the new location must be submitted to the COCA by December 31st of the year prior to matriculation of students at the new location.
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.

The application for an Additional Location will include the following:

Part I. Submission of a written application that includes the following:

1. A narrative that describes the following:
   1. Introduction to the parent COM, including history and mission
   2. Additional Location campus name, location, class size requested, and anticipated start date.
   3. Need for a campus in this location, including healthcare needs in the region
   4. Feasibility Study (Business Plan) completed by an external business consulting group (Please see the glossary for full definition of what must be included within the Feasibility Study)
   5. Approval from the Institutional Accréditor and all State Licenses to Operate/Offer the Degree at the Additional Location site
   6. Construction timeline for the Additional Location Building(s)
   7. Description of the student recruitment plan for the Additional Location and its impact on the parent COM.
   8. Anticipated impact of the Additional Location on existing clinical rotation capacity at the parent COM
   9. Anticipated impact of the Additional Location on the parent COM curriculum. (By definition curriculum at the Additional Location must be the same as the parent COM.)
   10. COMLEX-USA Pass Rates for the COM for the last three years. If a COM is more than two standard deviations below the mean of national passing rate for three consecutive years, the application for the additional location will not be granted.
   11. Data on student attrition and deceleration rates at the parent campus for the past three years.
   12. Anticipated impact of GME needs for the Additional Location on existing GME
   13. A description of how the parent COM will fund the required Escrowed Reserve Fund and Operating Reserve Fund for the Additional Location, including providing draft escrow agreements.
   14. A Planned Class Increase Application, if required.
   15. A detailed teaching and operational contingency plan, including funding for facilities and faculty, to be enacted in the event the Additional Location is not fully operational at the time of the Pre-operational site visit.
   16. A narrative that describes the following:
      1. Approval from the Institutional Accréditor and all State Licenses to Operate/Offer the Degree at the Additional Location site
      2. Construction timeline for the Additional Location Building(s)
      3. Description of the student recruitment plan for the Additional Location and its impact on the parent COM.
      4. Anticipated impact of the Additional Location on existing clinical rotation capacity at the parent COM
2. Submission of the non-refundable application fee.

3. Discuss Compliance with the Following Standards:
   a. Candidate Element 1.2: Licensing and Regional/Institutional Accreditation
   b. Candidate Element 2.3: Academic and Administrative Leadership
   c. Candidate Element 3.1: Financial Resources (include both operating budget and capital budget discussion)
   d. Candidate Element 3.2: Feasibility Study (Business Plan)
   e. Candidate Element 4.1: Facilities
   f. Candidate Element 4.2: Information Technology
   g. Candidate Element 6.5: Clinical Affiliation Agreements
   h. Candidate Element 7.1: Faculty and Staff Resources and Qualifications
   i. Candidate Element 9.2: Recruitment of Students
   j. Pre-Accreditation Element 3.4: Financial Audit
   k. Pre-Accreditation Element 9.5: Academic Counseling
   l. Pre-Accreditation Element 9.6: Career Counseling
   m. Pre-Accreditation Element 9.7: Financial Aid and Debt Management Counseling
   n. Pre-Accreditation Element 9.8: Mental Health Services
   o. Pre-Accreditation Element 9.9: Physical Health Services
   p. Pre-Accreditation Element 10.1: GME Development

3. Completion of a Self-Study demonstrating compliance with the following Continuing Accreditation elements at the existing campus and at the proposed Additional Location:

   i. Element 1.3: Licensing and Regional/Institutional Accreditation
   ii. Element 1.7: Clinical Education Affiliation Agreements
   iii. Element 2.3: Academic and Administrative Leadership
   iv. Element 3.1: Financial Resources (historical financial reports from the existing campus, plus include operating budget, capital budget, and hiring pro forma for the additional location)
   v. Element 3.2: Financial Audit (for the last three years)
   vi. Element 4.1: Facilities (details on the additional location only)
   vii. Element 4.2: Security and Public Safety
   viii. Element 4.3: Information Technology
   ix. Element 4.4: Learning Resources
   x. Element 6.1: Curriculum Design and Management
   xi. Element 6.2: Programmatic Level Educational Objectives
   xii. Element 6.3: Maximum Length of Completion
   xiii. Element 6.4: Osteopathic Core Competencies
   xiv. Element 6.5: Scientific Method
   xv. Element 6.6: Principals of Osteopathic Medicine
   xvi. Element 6.7: Self-Directed Learning
   xvii. Element 6.8: Inter-professional Education for Collaborative Practice
   xviii. Element 6.9: Clinical Education
If the COCA is the institutional accreditor of the parent COM of the Additional Location, the COM must be in 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: 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 above in Part I in the development of the Additional Location. This report must be submitted no later than 60 days prior to the meeting at which it will be discussed.

Upon approval of the Part II Progress Report, the escrow accounts must be funded, and the COM will advance to Part III of the application.
Part III: Part III Additional Location Self-Study and Site Visit

Not less than 18 months prior to the planned matriculation of students at the Additional Location, the COM will submit a Self-Study demonstrating 100% compliance on each of the Continuing Accreditation standard elements listed in Part I above for review by the COCA. 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, the COM may begin advertising and recruiting students at the Additional Location.

Part IV: Additional Location Pre-Operational Site Visit

Not less than 6 months prior to the planned matriculation of students at the Additional Location, a pre-operational site visit will be completed. Facilities must be in a state of substantial completion as demonstrated by submission of a government-issued Certificate of Occupancy by December 31 of the year prior to matriculation of students at the Additional Location and be on-time with the COCA-approved construction and hiring timelines. The COM may also be required to submit additional information as requested by the COCA. Upon approval of the Pre-Operational Site Visit report, operations may begin at the Additional Location. In the event the Additional Location Pre-Operational Site Report is not approved, the COCA may require that the contingency plan be implemented, all accepted students to be notified, and the contingency status to be posted with a public link on the COMs website.

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

1. A Year 1 Focused Site Visit will be conducted within six months after establishment of matriculation of students at the Additional Location 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 Year 1 Focused Site Visit Self-Study must be submitted demonstrating compliance with the following Continuing Accreditation Elements That Will Be Addressed

i. Element 1.3: Licensing and Regional/Institutional Accreditation

ii. Element 1.7: Clinical Education Affiliation Agreements

iii. Element 2.3: Academic and Administrative Leadership

iv. Element 3.1: Financial Resources (historical financial reports from the existing campus, plus include operating budget, and capital budget, and hiring pro forma for the additional location)
2. 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 will be addressed demonstrating compliance with the following Continuing Accreditation Elements That Will Be Addressed:

   i. Element 1.7: Clinical Education Affiliation Agreements
   ii. Element 4.1: Facilities
 Element 5.4: Patient Care Supervision

 Element 6.9: Clinical Education

 Element 6.10: Clinical Experience

 Element 6.11: Comparability Across Clinical Education Sites

 Element 6.12: COMLEX-USA

 Element 7.1: Faculty and Staff Resources and Qualifications

 Element 9.5: Academic Counseling

 Element 9.6: Career Counseling

 Element 9.7: Financial Aid and Debt Management Counseling

 Element 9.8: Mental Health Services

 Element 9.9: Physical Health Services

 Element 9.10: GME Placement Rates

 Element 11.1: Program Assessment

 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 survey.

 3. Year 3 Progress Report must be completed demonstrating adequate clinical rotation sites and faculty to assess readiness for graduate medical education. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed.

 Element 1.7: Clinical Education Affiliation Agreements

 Element 4.1: Facilities

 Element 5.4: Patient Care Supervision

 Element 6.9: Clinical Education

 Element 6.10: Clinical Experience

 Element 6.11: Comparability Across Clinical Education Sites

 Element 6.12: COMLEX-USA

 Element 7.1: Faculty and Staff Resources and Qualifications

 Element 9.5: Academic Counseling

 Element 9.6: Career Counseling

 Element 9.7: Financial Aid and Debt Management Counseling

 Element 9.8: Mental Health Services

 Element 9.9: Physical Health Services

 Element 10.1: Osteopathic Educational Continuum

 Element 10.2: ACGME Accredited GME

 Element 10.3: Osteopathic Recognized GME

 Element 10.4: GME Placement Rates

 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.
4. 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 at all campus locations. The Additional Location 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 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.
Substantive Change: 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 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. All future 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\(^2\) accreditor for COMs wishing to request a Branch Campus. The COCA conducts ongoing site visits at Branch Campuses at reasonable intervals.

A Branch Campus may accept and matriculate students only in the following progressive enrollment:

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

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.

\(^2\) 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 escrowed reserve funds must: 1) not be borrowed or pledged funds; and 2) be funded by immediately available liquid assets that are wholly owned assets of the proposed Branch Campus, its parent COM, or its parent institution. The proposed Branch Campus or its parent institution may not withdraw any interest that accrues in the escrowed funds. The proposed Branch Campus or its parent institution must replenish the escrow fund account in the event the value of the account decreases below the required minimum amounts stated above.

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.

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

Timing

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 applying for a Branch Campus 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 Self-Study and 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 should occur at least 24 months prior to planned matriculation of the first class of students at the additional location and at least 120 days prior to the COCA meeting where the substantive change will be addressed.

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.
### Sample timeline presuming an August 1 matriculation of first class of students.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not more than 36 months prior to matriculation</strong></td>
<td>COM Submits Part I: Branch Campus Application</td>
</tr>
<tr>
<td><strong>Not less than 24 months prior to matriculation</strong></td>
<td>COM Submits Part II: Branch Campus Progress Report</td>
</tr>
<tr>
<td><strong>Not less than 18 months prior to matriculation</strong></td>
<td>COM Submits Part III: Branch Campus Self-Study</td>
</tr>
<tr>
<td><strong>Not less than 12 months prior to matriculation</strong></td>
<td>COCA Reviews Site Visit Report</td>
</tr>
<tr>
<td><strong>Not less than 6 months prior to matriculation</strong></td>
<td>Part IV: Pre-Operational Site Visit</td>
</tr>
</tbody>
</table>

The Certificate of Occupancy for the new location must be submitted to the COCA by December 31st of the year prior to matriculation of students at the new location.
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.

The application for a Branch Campus must include the following:

Part I. Submission of a written application that includes the following:

1. A narrative that describes the following:
   1. Cover letter with campus name, location, class size requested and anticipated start date
   2. Introduction to the COM, including history and mission
   3. 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 (Please see the glossary for full definition of what must be included within the Feasibility Study)
   6. Approval from the Institutional Accrrier and all State Licenses to Operate/Offer the Degree at the Branch Campus
   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. Anticipated impact of GME needs for the new location on existing GME
   12. A description of how the parent COM will fund the required Escrowed Reserve Fund and Operating Reserved Fund for the Branch Campus, including providing draft escrow agreements
   13. A detailed teaching and operational contingency plan, including funding for facilities and faculty, to be enacted in the event the Branch Campus is not fully operational at the time of the Pre-operative site visit

2. Submit a non-refundable Application Fee.

4. Discuss Compliance with the Following Standards:
   a. Candidate Element 1.2: Licensing and Regional/Institutional Accreditation
   b. Candidate Element 2.1: Dean Qualifications
   c. Candidate Element 2.2: Full Time Dean
   d. Candidate Element 2.3: Academic and Administrative Leadership
e. Candidate Element 3.1: Financial Resources (include both operating budget and capital budget discussion)
f. Candidate Element 3.2: Feasibility Study (Business Plan)
g. Candidate Element 3.3: Escrowed Reserve Funds
h. Candidate Element 3.4: Operating Reserve Fund
i. Candidate Element 4.1: Facilities
j. Candidate Element 4.2: Information Technology
k. Candidate Element 6.5: Clinical Affiliation Agreements
l. Candidate Element 7.1: Faculty and Staff Resources and Qualifications
m. Candidate Element 9.2: Recruitment of Students
n. Pre-Accreditation Element 3.3: Budgetary Authority
o. Pre-Accreditation Element 3.4: Financial Audit
p. Pre-Accreditation Element 4.2: Security and Public Safety
q. Pre-Accreditation Element 4.4: Learning Resources
r. Pre-Accreditation Element 6.1: Curriculum Design and Management
s. Pre-Accreditation Element 6.2: Programmatic Level Educational Objectives
t. Pre-Accreditation Element 6.5: Scientific Method
u. Pre-Accreditation Element 6.6: Principles of Osteopathic Medicine
v. Pre-Accreditation Element 6.7: Self-Directed Learning
w. Pre-Accreditation Element 6.8: Interprofessional Education for Collaborative Practice
x. Pre-Accreditation Element 6.9: Clinical Education
y. Pre-Accreditation Element 6.10: Clinical Experience
z. Pre-Accreditation Element 6.11: Comparability across Clinical Education Sites
aa. Pre-Accreditation Element 7.3: Department Chair Qualifications
bb. Pre-Accreditation Element 7.4: Primary Care Leadership
c. Pre-Accreditation Element 7.5: OMM/OPP Leadership
dd. Pre-Accreditation Element 7.6: Faculty Development
e. Pre-Accreditation Element 7.7: Faculty Association
ff. Pre-Accreditation Element 9.5: Academic Counseling
gg. Pre-Accreditation Element 9.6: Career Counseling
hh. Pre-Accreditation Element 9.7: Financial Aid and Debt Management Counseling
ii. Pre-Accreditation Element 9.8: Mental Health Services
jj. Pre-Accreditation Element 9.9: Physical Health Services
kk. Pre-Accreditation Element 10.1: GME Development
ll. Pre-Accreditation Element 11.1: Program Assessment

3. Submission of a Part I-Self-Study demonstrating compliance with all the elements in the following Standards:

i. Candidate Standard 1: Mission and Governance
ii. Candidate Standard 2: Leadership and Administration
iii. Candidate Standard 3: Finances
iv. Candidate Standard 4: Facilities
v. Candidate Standard 5: Learning Environment
vi. Candidate Standard 6: Curriculum
vii. Candidate Standard 7: Faculty and Staff
viii. Candidate Standard 8: Scholarly Activity
ix. Candidate Standard 9: Students
x. Candidate Standard 10: Graduate Medical Education
xi. Candidate Standard 11: Intentionally Omitted
xii. 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 elements above in Part I in the development of the Branch Campus. This report must be submitted no later than 60 days prior to the meeting at which it will be discussed.

Upon approval of the Part II Progress Report, the escrow account must be funded, and the COM will advance to Part III of the application.

**Part III: Branch Campus Self-Study and Site Visit**

A COM must complete the Part III Self-Study demonstrating compliance with all the elements in the following Standards:

i. Pre-Accreditation Standard 1: Mission and Governance
ii. Pre-Accreditation Standard 2: Leadership and Administration
iii. Pre-Accreditation Standard 3: Finances
iv. Pre-Accreditation Standard 4: Facilities
v. Pre-Accreditation Standard 5: Learning Environment
vi. Pre-Accreditation Standard 6: Curriculum
vii. Pre-Accreditation Standard 7: Faculty and Staff
viii. Pre-Accreditation Standard 8: Scholarly Activity
ix. Pre-Accreditation Standard 9: Students
x. Pre-Accreditation Standard 10: Graduate Medical Education
xi. Pre-Accreditation Standard 11: Program and Student Assessment and Outcomes
xii. Pre-Accreditation Standard 12: Institutional Accreditation (if applicable)
Upon approval of the Part III Self-Study from the COCA, a site visit will be scheduled.

Not less than 18 months prior to the planned matriculation of students at the Branch Campus the COCA will conduct a site visit at the Branch Campus. The Branch Campus 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 Branch Campus. Upon approval of the site visit, the COM may begin advertising and recruiting students at the Branch Campus.

**Part IV: Branch Campus Pre-Operational Site Visit**

Not less than 6 months prior to the planned matriculation of students at the Branch Campus, a pre-operational site visit will be completed. 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 be on-time with the COCA-approved construction and hiring time lines. The COM may also be required to submit additional information as requested by the COCA. Upon approval of the Pre-Operational Site Visit Report, operations may begin at the Branch Campus. In the event the Branch Campus Pre-Operational Site Visit Report is not approved, the COCA may require that the contingency plan be implemented, all accepted students to be notified, and the contingency status to be posted with a public link on the COMs website.

**Monitoring**

1. A Year 1 Focused Site Visit **must be completed** within six months after establishment of the Branch Campus, to assess the Facilities, Faculty, Student Services, Finances, Curriculum, and Administrative Capacity to operate the Branch Campus.

   **Continuing Accreditation Elements That Will Be Assessed: ALL**

   Sixty (60) days prior to the site visit, a Year 1 Focused Site Visit Self-Study must be submitted, demonstrating compliance with the following Standards:

   i. Pre-Accreditation Standard 1: Mission and Governance
   ii. Pre-Accreditation Standard 2: Leadership and Administration
   iii. Pre-Accreditation Standard 3: Finances
   iv. Pre-Accreditation Standard 4: Facilities
   v. Pre-Accreditation Standard 5: Learning Environment
   vi. Pre-Accreditation Standard 6: Curriculum
   vii. Pre-Accreditation Standard 7: Faculty and Staff
   viii. Pre-Accreditation Standard 8: Scholarly Activity
   ix. Pre-Accreditation Standard 9: Students
   x. Pre-Accreditation Standard 10: Graduate Medical Education
   xi. Pre-Accreditation Standard 11: Program and Student Assessment and Outcomes
xii. Pre-Accreditation Standard 12: Institutional Accreditation (if applicable)

2. 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 will be addressed demonstrating compliance with the following Pre-Accreditation Elements that will be addressed:

- Element 1.7: Clinical Education Affiliation Agreements
- Element 4.1: Facilities
- Element 5.4: Patient Care Supervision
- Element 6.9: Clinical Education
- Element 6.10: Clinical Experience
- Element 6.11: Comparability Across Clinical Education Sites
- Element 6.12: COMLEX-USA
- Element 7.1: Faculty and Staff Resources and Qualifications
- Element 9.5: Academic Counseling
- Element 9.6: Career Counseling
- Element 9.7: Financial Aid and Debt Management Counseling
- Element 9.8: Mental Health Services
- Element 9.9: Physical Health Services
- Element 10.4: GME Placement Rates
- Element 11.1: Program Assessment
- Element 11.4: Student Survey (COCA will conduct a survey of students)

3. A Year 3 Progress Report must be submitted to assess readiness for graduate medical education. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed demonstrating compliance with the following Pre-Accreditation elements:

- Element 1.7: Clinical Affiliation Agreements
- Element 4.1: Facilities
- Element 4.2: Security and Public Safety
- Element 4.3: Information Technology
- Element 4.4: Learning Resources
- Element 5.4: Patient Care Supervision
- Element 6.9: Clinical Education
- Element 6.10: Clinical Experience
- Element 6.11: Comparability Across Clinical Education Sites
- Element 7.1: Faculty and Staff Resources and Qualifications
- Element 9.5: Academic Counseling
- Element 9.6: Career Counseling
- Element 9.7: Financial Aid and Debt Management Counseling
- Element 9.8: Mental Health Services
xv. Element 9.9: Physical Health Services

xvi. Element 10.1: Osteopathic Educational Continuum

xvii. Element 10.2: ACGME Accredited GME

xviii. Element 10.3: Osteopathic Recognition of GME

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

4. 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.
Substantive Change: Transition from a Branch Campus or Additional Location to an Independent COM

The Additional Location or Branch Campus wishing to transition to an independent COM must:

1. Submit an Application Fee ($36,000) (non-refundable)
2. Complete a Comprehensive Self Study
3. Complete a Third-Party Business Plan (for current Additional Locations only)
4. Undergo a site visit
5. Provide an Operating Reserve Escrow Fund (see Glossary for definition) as described in the New & Developing COM Standards
6. Obtain a USDE Recognized Regional or Institutional Accreditor

The COM in transition will be granted a Pre-Accreditation status not to exceed 5 years. The COM will undergo a Comprehensive Evaluation in Year 4 of independence. If all standards are met at that time, Full Accreditation may be granted with release of the Escrow Account. If any standards are unmet, the COM will be monitored (via progress reports and focused visits, if deemed necessary by the commission) until all standards are met. At the time all standards are met, the COM will be granted accreditation with release of the Escrow Account.

Definition

1. Any transition of a Branch Campus or an 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 Change of Ownership/Legal Status.

2. Applications for any additional substantive changes 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.

3. 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 as the same as the parent COM and as such is governed by all standards and requirements.

4. 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.

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.

The escrowed reserve funds must: 1) not be borrowed or pledged funds; and 2) be funded by immediately available liquid assets that are wholly owned assets of the proposed independent COM, parent of the Branch Campus or Additional Location, or its parent institution. The proposed independent COM nor its parent institution may not withdraw any interest that accrues in the escrowed funds. The proposed Independent COM or its parent institution must replenish the escrow fund account in the event the value of the account decreases below the required minimum amounts stated above.

Operating Reserve Fund

An Additional Location or Branch Campus transitioning to an independent COM 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. 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 parent COM or its parent institution. Neither the parent COM or its parent institution nor the Branch Campus requesting the transition, or its parent institution may withdraw any interest that accrues in the operating reserve fund. A parent COM or its parent institution 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 in transition will undergo a Comprehensive 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.

Timing

An Additional Location or Branch Campus applying for independent COM status 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 Self-Study and 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 Self-Study and 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 an Additional Location or Branch Campus requesting to transition to an independent COM status must be reviewed at a COCA meeting at least 12 months prior to planned transition being approved. Application materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed.

The COCA, showing of good cause by the applicant, has the discretion to evaluate a proposed transition from an Additional Location or Branch Campus to an independent COM on an expedited basis.

Application

The application for a proposed independent COM transitioning from an Additional Location or Branch Campus is a 3-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.

The initial application must be submitted to the COCA not more than 36 months and not less than 6 months prior to the anticipated date of the completed transition. Once the application is accepted by the COCA the Branch Campus or Additional Location applying to transition to an independent COM must publicly announce its intention to an independent COM in a public link on its website.

Part I. Submission of a written application that includes the following:

1. A narrative that describes the following:
   a. Introduction to the Additional Location or Branch Campus applying for independent COM status, including history and mission;
   b. The new name, location, and anticipated start date of independent COM applying for independent COM status
   c. Feasibility Study (Business Plan) completed by an external business consulting group (Please see the glossary for full definition of what must be included within the Feasibility Study);
   d. Appropriate charters, licenses, or approvals required (including approval from the current parent COM) to function as an independent COM;
   e. Explanation of the need to transition to an independent COM;
   f. Statement of anticipated impact on the current recruitment plan;
   g. Statement of anticipated impact on the currently enrolled students;
   h. Statement of anticipated impact on the existing faculty;
   i. Statement of anticipated impact on the clinical education program;
   j. Statement of anticipated impact on existing GME
xii. Submission of data on student attrition and deceleration rates at the Additional
    Location or Branch Campus for the past three years;

xiii. A description of any anticipated facility changes or alteration along with a time
     timeline for the achievement of the change;

xiv. 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;

xv. Submission of COMLEX-USA Pass Rates for the Additional Location or Branch
    Campus for the last three years. 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.

2. Obtain a USDE-recognized Institutional Accrder. COCA has limited authority for
    institutional accreditation. It is only recognized as an institutional accreditor for freestanding
    COMs that offer only the DO degree.

3. Submission of the non-refundable application fee.

Part II 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:

i. Continuing Accreditation Standard 1: Mission and Governance

ii. Continuing Accreditation Standard 2: Leadership and Administration

iii. Continuing Accreditation Standard 3: Finances

iv. Continuing Accreditation Standard 4: Facilities

v. Continuing Accreditation Standard 5: Learning Environment

vi. Continuing Accreditation Standard 6: Curriculum

vii. Continuing Accreditation Standard 7: Faculty and Staff

viii. Continuing Accreditation Standard 8: Scholarly Activity

ix. Continuing Accreditation Standard 9: Students

x. Continuing Accreditation Standard 10: Graduate Medical Education

xi. Continuing Accreditation Standard 11: Program and Student Assessment and
    Outcomes

xii. Continuing Accreditation 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 will be addressed. When the self-study is approved, a Transition Part II site visit
will be scheduled.
Part II Site Visit

A comprehensive site visit to the proposed independent COM will be conducted not less than six (6) 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, the COM may begin advertising and recruiting students as an independent COM.

Monitoring

1. Year 1 Focused Site Visit will be conducted within six months after operations begin at the independent COM to assess the facilities, faculty, student services, finances, curriculum, and administrative capacity.

Sixty (60) days prior to the site visit, a Year 1 Focused Site Visit Self-Study must be submitted, demonstrating compliance with the following Continuing Accreditation Standards:

i. Standard 1: Mission and Governance
ii. Standard 2: Leadership and Administration
iii. Standard 3: Finances
iv. Standard 4: Facilities
v. Standard 5: Learning Environment
vi. Standard 6: Curriculum
vii. Standard 7: Faculty and Staff
viii. Standard 8: Scholarly Activity
ix. Standard 9: Students
x. Standard 10: Graduate Medical Education
xi. Standard 11: Program and Student Assessment and Outcomes
xii. Standard 12: Institutional Accreditation (if applicable)

2. 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 addressed.

i. Element 1.7: Clinical Education Affiliation Agreements
ii. Element 4.1: Facilities
iii. Element 5.4: Patient Care Supervision
iv. Element 6.9: Clinical Education
v. Element 6.10: Clinical Experience
vi. Element 6.11: Comparability Across Clinical Education Sites
vii. Element 6.12: COMLEX-USA
viii. Element 7.1: Faculty and Staff Resources and Qualifications
ix. Element 9.5: Academic Counseling
3. 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 addressed.

   i.  Element 1.7: Clinical Affiliation Agreements
   ii. Element 4.1: Facilities
   iii. Element 4.2: Security and Public Safety
   iv.  Element 4.3: Information Technology
   v.   Element 4.4: Learning Resources
   vi.  Element 5.4: Patient Care Supervision
   vii. Element 6.9: Clinical Education
   viii. Element 6.10: Clinical Experience
   ix.  Element 6.11: Comparability Across Clinical Education Sites
   x.   Element 7.1 Faculty and Staff Resources and Qualifications
   xi.  Element 9.5: Academic Counseling
   xii. Element 9.6: Career Counseling
   xiii. Element 9.7: Financial Aid and Debt Management Counseling
   xiv. Element 9.8: Mental Health Services
   xv.  Element 9.9: Physical Health Services
   xvi. Element 10.1: Osteopathic Educational Continuum
   xvii. Element 10.2: ACGME Accredited GME
   xviii. Element 10.3: Osteopathic Recognition of GME

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

4. 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.
Sample timeline for a Branch Campus applying to transition to an independent COM assuming June 1 completion.

<table>
<thead>
<tr>
<th>Branch Campus applying to transition to an independent COM Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timing</strong></td>
</tr>
<tr>
<td>Not more than 36 months nor less than 12 months prior to anticipated date of completion of transition</td>
</tr>
<tr>
<td>Not less than 12 months prior to transition</td>
</tr>
<tr>
<td>Not less than 6 months prior to the anticipated date of completion of transition</td>
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<td></td>
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</tbody>
</table>
Substantive Change: 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 from the COCA. 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

Application should occur in the calendar year prior to the desired change and at least 60 days prior to the COCA meeting where the substantive change will be addressed.

The request for a 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 addressed.

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 review. 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.

Approval 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. To ensure that a COM can accommodate a class size, the COCA may require that a class size increase be implemented over an extended time period. The length of the time period and number of students increased per year will be determined by the COCA based on the specific facts and circumstances set forth in the application and the COM’s current success in managing its current class size.

At the time of application, the COM must demonstrate that for the previous three years, its first time pass rate on all levels of the COMLEX USA, Level 1, Level 2CE and Level 2PE have been within two standard deviations of the national mean.

At the time of application, the COM must demonstrate that for the past three years the GME match and placement rates have been within two standard deviations of the national mean.
Application

Documentation to be submitted by the COM for this review must include, but is not limited to:

The request for a class size increase must include documentation that describes the following:

1. Discussion of adequacy of faculty for the current class size and the requested increased class size and how that was calculated;

2. Discussion of sufficient classroom and laboratory space, such as auditoriums, anatomy and Osteopathic Manipulative Medicine labs, and shared resources;

3. Discussion of sufficient student space including study space;

4. Discussion of sufficient learning resources;

4.5. 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.

5-6. An operating and hiring pro forma for five years after the planned increase in class size;

6.7. 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%;

8. Impact of the class size increase on existing students, faculty, and staff;

9. 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;

7-10. Data on attrition, repeating, decelerated, and transfer students for the past three years

This submission will be completed via the COCA Online Class Size Increase Self Study demonstrating compliance with the following Continuing Accreditation elements:

i. Element 1.7: Clinical Education Affiliation Agreements

ii. Element 3.1: Financial Resources

iii. Element 4.1: Facilities

iv. Element 4.3: Information Technology

v. Element 4.4 Learning resources

vi. Element 6.9: Clinical Education

vii. Element 6.10: Clinical Experience

viii. Element 6.11 Compatibility Across Clinical Education Sites

ix. Element 6.12: COMLEX-USA

x. Element 7.1: Faculty and Staff Resources and Qualifications

xi. Element 8.1: Research and Scholarly Strategic Plan
xii. Element 8.2: Research and Scholarly Activity Budget
xiii. Element 8.3: OMM/OPP Research and Scholarly Activity
xiv. Element 8.4: Student Participation in Research and Scholarly Activity
xv. Element 9.1: Admission Policy
xvi. Element 9.5: Academic Counseling
xvii. Element 9.6: Career Counseling
xviii. Element 9.7: Financial Aid and Debt Management Counseling
xix. Element 9.8: Mental Health Services
xx. Element 9.9: Physical Health Services
xxi. Elements 10.1: Osteopathic Educational Continuum
xxii. Element 10.2: ACGME Accredited GME
xxiii. Element 10.3: Osteopathic Recognition of GME
xxiv. Element 10.4: GME Placement Rates
xxv. Element 11.1: Program Assessment
xxvi. Element 11.2: Student Evaluation of Instruction

Monitoring

Planned Class Size Increase Monitoring and Self Study Documents:

1. __ A Year 1 Focused Site Visit will be conducted to assess the Facilities, Faculty, Student Services, and Finances demonstrating compliance with the following Continuing Accreditation Elements:

Sixty (60) days prior to the site visit, a Year 1 Focused Site Visit Self-Study must be submitted demonstrating compliance with the following Continuing Accreditation Elements That Will Be Assessed:

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
2. **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 addressed, demonstrating compliance with the following Continuing Accreditation Elements: *That Will Be Addressed*:

- Element 1.7: Clinical Affiliation Agreements
- Element 4.1: Facilities
- Element 5.4: Patient Care Supervision
- Element 6.9: Clinical Education
- Element 6.10: Clinical Experience
- Element 6.11 Compatibility Across Clinical education sites
- Element 7.1: Faculty and Staff Resources and Qualifications
- Element 10.4: GME Placement Rates

A COCA Accreditation Student Survey will be completed 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.

3. **A Year 3 Progress Report** must be submitted 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 addressed demonstrating compliance with the following Continuing Accreditation Elements:

- Element 6.9: Clinical Education
- Element 6.10: Clinical Experience
- Element 6.11 Compatibility Across Clinical education sites
- Element 10.1: Osteopathic Educational Continuum
- Element 10.2: ACGME Accredited GME
- Element 10.3: Osteopathic Recognition of GME
- Element 10.4: GME Placement Rates

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

4. **During the 4th year of the COM operating under the increased class size, 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, or other information the COCA believes relevant to its assessment of the COM’s compliance with any COCA standard.
Substantive Change: 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.

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 progressive any or all of the measures below as follows:

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. 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 four-five (5) years in order to permit the COCA to follow the academic achievement of this class cohort throughout its remaining years to receipt of the first professional degree.

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 documentation of the following within 30 days of notification of the class size is over the approved class size:
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; 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. 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:

i. Element 1.7: Clinical Education Affiliation Agreements
ii. Element 3.1: Financial Resources
iii. Element 4.1: Facilities
iv. Element 4.3: Information Technology
v. Element 4.4 Learning resources
vi. Element 6.9: Clinical Education
vii. Element 6.10: Clinical Experience
viii. Element 6.11 Compatibility Across Clinical education sites
ix. Element 6.12: COMLEX-USA
x. Element 7.1: Faculty and Staff Resources and Qualifications
xi. Element 8.1: Research and Scholarly Strategic Plan
xii. Element 8.2: Research and Scholarly Activity Budget
xiii. Element 8.3: OMM/OPP Research and Scholarly Activity
xiv. Element 8.4: Student Participation in Research and Scholarly Activity
 xv. Element 9.1 admission policy
xvi. Element 9.5: Academic Counseling
xvii. Element 9.6: Career Counseling
xviii. Element 9.7: Financial Aid and Debt Management Counseling
xix. Element 9.8: Mental Health Services
xx. Element 9.9: Physical Health Services
xxi. Elements 10.1: Osteopathic Educational Continuum
xxii. Element 10.2: ACGME GME
xxiii. Element 10.3: Osteopathic Recognition of GME
xxiv. Element 10.4: GME Placement Rates
xxv. Element 11.1: Program Assessment
xxvi. 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.

Application

Not applicable

Monitoring

1. A Year 1 Focused Site Visit to assess the facilities, faculty, student services, and finances. Sixty (60) days prior to the site visit, a Year 1 Focused Site Visit Self-Study must be submitted demonstrating compliance with the following Continuing Accreditation elements:

   i. Element 1.7: Clinical Education Affiliation Agreements

   ii. Element 3.1: Financial Resources

   iii. Element 4.1: Facilities

   iv. Element 4.3: Information Technology

   v. Element 4.4 Learning resources

   vi. Element 6.9: Clinical Education

   vii. Element 7.1: Faculty and Staff Resources and Qualifications

   viii. Element 8.1: Research and Scholarly Strategic Plan

   ix. Element 8.2: Research and Scholarly Activity Budget

   x. Element 8.3: OMM/OPP Research and Scholarly Activity

   xi. Element 8.4: Student Participation in Research and Scholarly Activity

   xii. Element 9.5: Academic Counseling

   xiii. Element 9.6: Career Counseling

   xiv. Element 9.7: Financial Aid and Debt Management Counseling

   xv. Element 9.8: Mental Health Services

   xvi. Element 9.9: Physical Health Services

   xvii. Element 10.1: Osteopathic Educational Continuum

   xviii. Element 10.2: ACGME GME

   xix. Element 10.3: Osteopathic Recognition of GME

   xx. Element 10.4: GME Placement Rates

   xxi. Element 11.1: Program Assessment

   xii. Element 11.5: Program Assessment

   xiii. Element 11.6: Program Assessment

2. 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 addressed demonstrating compliance with the following Continuing Accreditation elements That Will Be Addressed:

   i. Element 1.7: Clinical Affiliation Agreements

   ii. Element 4.1: Facilities

   iii. Element 5.4: Patient Care Supervision

   iv. Element 6.9: Clinical Education

   v. Element 6.10: Clinical Experience

   vi. Element 6.11 Compatibility Across Clinical Education Sites
vii. Element 7.1: Faculty and Staff Resources
viii. Element 10.4: GME Placement Rates
ix. Element 11.4: Student Survey

A COCA Accreditation Student Survey will be completed 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.

3. A Year 3 Progress Report must be submitted to assess readiness for graduate medical education. Materials must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed demonstrating compliance with the following Continuing Accreditation elements:
   
i. Element 6.9: Clinical Education
   ii. Element 6.10: Clinical Experience
   iii. Element 6.11 Compatibility Across Clinical Education Sites
   iv. Element 10.1: Osteopathic Educational Continuum
   v. Element 10.2: ACGME Accredited GME
   vi. Element 10.3: Osteopathic Recognition of GME
   vii. Element 10.4: GME Placement Rates

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

4. 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.

This section has been relocated above.

Other actions that may be taken by the COCA:

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 a class size increase for four (4) years in order to permit the COCA to follow the academic achievement of this class cohort throughout its remaining years to receipt of the first professional degree.
The COCA will have the right to review the accreditation status of any institution which exceeds its class size using progressive measures as follows:

1. A request for additional written information to explain the deficiency;
2. A request to show cause as to why a COM is not out of compliance;
3. A focused visitation as directed;
4. A reduction in approved class size as directed by the COCA.
Proposed New Substantive Change Policy: 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;

5. Is permanent in nature;
6. Offers courses in educational programs leading to a DO degree;
7. Has its own faculty and administrative or supervisory organization; and
8. 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 an Additional Location or a Branch Campus\(^3\).

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 must be maintained under the parent COM until permission has been granted by the COCA to begin operations as a Branch Campus.

Additional substantive change requests, if any, must be submitted at the time the request to transition from an Additional Location to a Branch Campus is requested. Examples include:

1. If ownership changes are part of the transition from an Additional Location to a Branch Campus, the requesting entity must include an application for a Change of Ownership/Legal Status.

\(^3\) COCA has limited authority for institutional accreditation. It is only recognized as an institutional accreditor for freestanding COMs that offer only the DO degree.
2. If a curriculum change is anticipated as a part of the transition from an Additional Location to a Branch Campus, the requesting entity must also include a substantive change request for a Change in Curriculum.

3. If a change in class size is anticipated as a part of the transition from an Additional Location to a Branch Campus, the requesting entity must also include a substantive change request for a Planned Class Size increase or notification to the COCA of a planned class size reduction.

4. If a change in physical location is anticipated as a part of the transition from an Additional Location to a Branch Campus, the requesting entity must also include a substantive change request for a Change in Location.

Once the application for a Substantive Change Transition for an Additional Location to a Branch Campus 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, the COCA may require that the increase in class size to be conducted in the following progressive enrollment

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

No transition to a Branch Campus status 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 continue to maintain such accreditation status throughout the time that the application is pending before the COCA.

**Operating Reserve Fund**

An Additional Location transitioning 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.

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

The Additional Location in transition to a Branch Campus will undergo a Focused Site Visit in Year 4 of operation. If all standards are met 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 escrowed reserve funds will be released.

**Timing**

A COM applying for a transition from 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 Self-Study and 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.

The application for an Additional Location requesting to transition 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 addressed.

The COCA, showing of good cause by the applicant, has the discretion to evaluate a proposed transition from an Additional Location to a Branch Campus on an expedited basis.

**Application**

The application for a proposed Branch Campus transitioning from 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 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.

**Part I. Submission of a written application that includes the following:**

Submission of a written application that includes the following:

1. A narrative that describes the following:
   
   i. A narrative that describes the following: Introduction to the COM and Additional Location applying for Branch Campus status, including history and mission;
   
   ii. Name, location, and anticipated transition date; of the proposed Branch Campus;
   
   iii. Appropriate charters, licenses, or approvals required to function as a Branch Campus;
iv. Explanation of the need for the Additional Location to transition to Branch Campus;

v. Anticipated budget for transition to a Branch Campus status and other related expenses;

vi. Statement of anticipated impact on the current recruitment plan;

vii. Statement of anticipated impact on the currently enrolled students at the Additional Location and the parent COM;

viii. Statement of anticipated impact on the existing curriculum during the transition from an Additional Location to a Branch Campus;

ix. Statement of anticipated impact on the existing faculty at the Additional Location and the parent COM;

x. Statement of anticipated impact on the clinical education program at the proposed Branch Campus and the parent COM;

xi. Statement of Anticipated impact of GME needs for the proposed Branch Campus during and after transition from an Additional Location on existing GME;

xii. Submission of data on student attrition and deceleration rates at the Additional Location and the parent COM for the past three years; and

xiii. A description of any anticipated facility changes or alteration along with a timeline for the achievement of the change.

Submission of COMLEX-USA Pass Rates for the Additional Location and the parent COM for the last three years. If an Additional Location or the parent COM is more than two standard deviations below the mean of national passing rate for three consecutive years, the application for the new Branch Campus transition may not be granted.

2. Submission of the non-refundable application fee.

Part II. Additional Location applying to transition to a Branch Campus Self-study

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:

i. Standard 1: Mission and Governance

ii. Standard 2: Leadership and Administration

iii. Standard 3: Finances

iv. Standard 4: Facilities

v. Standard 5: Learning Environment

vi. Standard 6: Curriculum

vii. Standard 7: Faculty and Staff

viii. Standard 8: Scholarly Activity

ix. Standard 9: Students

x. Standard 10: Graduate Medical Education
If the COCA is the institutional accreditor of the parent COM of the Branch Campus, the COM must be in compliance with all elements under Standard 12.

The self-study must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed. 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. Upon approval of the Part II application documents, the escrow reserve account must be funded, and the COM will advance to Part III of the application.

**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, 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.

**Monitoring**

1. 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 Year 1 Focused Site Visit Self-Study must be submitted demonstrating compliance with the following Continuing Accreditation elements:

   i. Element 1.7: Clinical Education Affiliation Agreements
   ii. Element 2.3: Academic and Administrative Leadership
   iii. Element 3.1: Financial Resources (historical financial reports from the existing campus, plus include operating budget, and capital budget, and hiring pro forma for the additional location)
   iv. Element 3.2: Financial Audit of the Parent COM (for the last three years)
   v. Element 4.1: Facilities (details on the additional location only)
   vi. Element 4.2: Security and Public Safety
   vii. Element 4.3: Information Technology
2. 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 addressed.

i. Element 1.7: Clinical Education Affiliation Agreements

ii. Element 4.1: Facilities

iii. Element 5.4: Patient Care Supervision

iv. Element 6.9: Clinical Education

v. Element 6.10: Clinical Experience

vi. Element 6.11: Comparability Across Clinical Education Sites

vii. Element 6.12: COMLEX-USA

viii. Element 7.1: Faculty and Staff Resources and Qualifications

ix. Element 9.5: Academic Counseling
3. 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 addressed.

i. Element 1.7: Clinical Education Affiliation Agreements

ii. Element 4.1: Facilities

iii. Element 5.4: Patient Care Supervision

iv. Element 6.9: Clinical Education

v. Element 6.10: Clinical Experience

vi. Element 6.11: Comparability Across Clinical Education Sites

vii. Element 6.12: COMLEX-USA

viii. Element 7.1: Faculty and Staff Resources and Qualifications

ix. Element 9.5: Academic Counseling

x. Element 9.6: Career Counseling

xi. Element 9.7: Financial Aid and Debt Management Counseling

xii. Element 9.8: Mental Health Services

xiii. Element 9.9: Physical Health Services

xiv. Element 10.1: Osteopathic Educational Continuum

xv. Element 10.2: ACGME Accredited GME

xvi. Element 10.3: Osteopathic Recognized GME

xvii. Element 10.4: GME Placement Rates

xviii. Element 11.1: Program Assessment

4. 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 Focused 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.
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<tr>
<td>Not more than 36 months nor less than 24 months prior to anticipated date of completion of transition</td>
<td>August COCA Meeting</td>
<td>June</td>
<td>COM Submits Part I: Additional Location applying to transition to a Branch Campus narrative</td>
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<td>Not less than 18 months prior to matriculation</td>
<td>August COCA Meeting</td>
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<td>COM Submits Part II: Additional Location applying to transition to a Branch Campus Self Study When approved, the operational reserve account must be funded Upon approval a Transition Part III Site Visit is Scheduled</td>
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<td>Not less than 6 months prior to the anticipated date of completion of transition</td>
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<td>The site team submits site Part II visit report for review by the COCA no less than 60 days prior to scheduled meeting</td>
<td>COCA reviews the Transition Part II Site Visit Report Upon approval, COM may begin operations at the Branch Campus*</td>
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*June 1 completion of transition.
Proposed New Substantive Change Policy: Transition from a Branch Campus to an Additional Location

Definition of an Additional Location

1. An Additional Location is geographically apart from the main campus and offers at least 50 percent of the COM’s osteopathic medical education program.

2. The Additional Location must have the same administration, faculty, and budgetary policies and procedure as the parent COM.

3. The Additional Location must have a common Dean/Chief Academic Officer, faculty, budget, and curriculum with the parent COM.

4. The Additional Location must employ an on-site administrator (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.

5. Students may be admitted directly to the Additional Location as their primary place of enrollment.

6. Faculty and students at the Additional Location must have representation on all faculty and student committees at the main campus.

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 when permission to enroll students is granted. Reporting to the COCA will occur as a combined cohort for all sites as a single COM.

The COCA may serve as the programmatic or institutional accreditor for COMs requesting an Additional Location.\(^4\)

A Branch Campus may transition to an Additional Location while maintaining the existing parent organization without requesting a change in ownership.

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.

\(^4\) COCA has limited authority for institutional accreditation. It is only recognized as an institutional accreditor for freestanding COMs that offer only the DO degree.
Additional substantive change requests must be submitted at the time the request to transition from a Branch Campus to an Additional Location is requested. Examples include:

1. If ownership changes are part of the transition from a Branch Campus to an Additional Location, the requesting entity must include an application for a Change of Ownership/Legal Status.

2. If a curriculum change is anticipated as part of the transition from a Branch Campus to an Additional Location, the requesting entity must also include a substantive change request for a Change in Curriculum.

3. If a change in class size is anticipated as part of the transition from a Branch Campus to an Additional Location, the requesting entity must also include a substantive change request for a Planned Class Size increase or notification to the COCA of a planned class size reduction.

4. If a change in physical location is anticipated as part of the transition from a Branch Campus to an Additional Location, the requesting entity must also include a substantive change request for a Change in Location.

Once the application for a Substantive Change Transition for a Branch Campus to an Additional Location is accepted, no additional substantive change requests will be considered until graduation of the first class from the Additional Location.

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:

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

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

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

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.

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 Branch Campus, 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. A proposed Additional Location or its parent institution 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 matriculated to the newly established location. If all standards are met at that time, the Escrow Reserves (if applicable) 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, escrowed reserved funds will be released.

**Timing**

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 Self-Study and 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 at 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.

**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. Submission of a written application that includes the following**

Submission of a written application that includes the following:

1. A narrative that describes the following:
A. A narrative that describes the following:

i. Introduction to the COM and Branch Campus applying for Additional Location status, including history and mission

ii. Name, location, and anticipated transition date; of the proposed Additional Location;

iii. Appropriate charters, licenses, or approvals required to function as an Additional Location Branch Campus;

iv. Explanation of the need for the Branch Campus to transition to an Additional Location;

v. Anticipated budget for transition to an Additional Location and other related expenses;

vi. Statement of anticipated impact on the current recruitment plan;

vii. Statement of anticipated impact on the currently enrolled students at the Branch Campus and the parent COM;

viii. Statement of anticipated impact on the clinical education program at the proposed Additional Location and the parent COM;

ix. Statement of anticipated impact of GME needs for the proposed Additional Location;

x. Statement of anticipated impact on the existing curriculum during the transition from a Branch Campus to an Additional Location;

xi. Statement of anticipated impact on the existing faculty at the Branch Campus and the parent COM;

xii. Submission of data on student attrition and deceleration rates at the Branch Campus and the parent COM for the past three years; and

xiii. A description of any anticipated facility changes or alteration along with a timeline for the achievement of the change.

Submission of COMLEX-USA pass rates for the Branch Campus and the parent COM for the last three years. If a Branch Campus or the parent COM is more than two standard deviations below the mean of national passing rate for three consecutive years, the application for the new Additional Location transition may not be granted.

2. Submission of the non-refundable application fee.

Part II: Branch Campus applying to 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 completed transition and may include any of the following Continuing Accreditation standards:

i. Standard 1: Mission and Governance

ii. Standard 2: Leadership and Administration
iii. Standard 3: Finances

iv. Standard 4: Facilities (if the transition application includes a change of location or class size increase)

v. Standard 5: Learning Environment (if the transition application includes a change in curriculum or class size increase)

vi. Standard 6: Curriculum

vii. Standard 7: Faculty and Staff

viii. Standard 9: Students

ix. Standard 11: Program and Student Assessment and Outcomes

If the COCA will be the institutional accreditor of the parent COM of the Additional Location, the COM must be in compliance with all Elements under Standard 12.

The self-study must be submitted at least 60 days prior to the COCA meeting where the substantive change will be addressed. 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. Upon approval of the Part II application documents, the escrow reserve account must be funded, and the COM will advance to Part III of the application.

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 Self-Study and the site visit report will be reviewed by the COCA at the subsequently scheduled meeting. Upon approval, 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.

Monitoring

1. Within the first year of the Additional Location’s operations, and sixty (60) days prior to the COCA’s Spring meeting, the COM must submit a progress report demonstrating compliance with the following Continuing Accreditation elements:

   i. Element 1.3: Licensing and Regional/Institutional Accreditation

   ii. Element 1.7: Clinical Education Affiliation Agreements

   iii. Element 2.3: Academic and Administrative Leadership
iv. Element 3.1: Financial Resources (historical financial reports from the existing
campus, plus include operating budget, and capital budget, and hiring pro forma
for the additional location)
v. Element 3.2: Financial Audit of the Parent COM (for the last three years)
vi. Element 4.1: Facilities (details on the additional location only)
viii. Element 4.3: Information Technology
ix. Element 4.4: Learning Resources
x. Element 6.1: Curriculum Design and Management
xi. Element 6.2: Programmatic Level Educational Objectives
xii. Element 6.3: Maximum Length of Completion
xiii. Element 6.4: Osteopathic Core Competencies
xiv. Element 6.5: Scientific Method
xv. Element 6.6: Principals of Osteopathic Medicine
xvi. Element 6.7: Self-Directed Learning
xvii. Element 6.8: Inter-professional Education for Collaborative Practice
xviii. Element 6.9: Clinical Education
xix. Element 6.10: Clinical Education Experience
xx. Element 6.11: Comparability Across Clinical Education Sites
xxi. Element 6.12: COMLEX-USA
xxii. Element 7.1: Faculty and Staff Resources and Qualifications
xxiii. Element 7.3: Department Chair Qualifications
xxiv. Element 7.4: Primary Care Leadership
xxv. Element 7.5: OMM/OPP Leadership
xxvi. Element 8.1: Research and Scholarly Strategic Plan
xxvii. Element 8.2: Research and Scholarly Activity Budget
xxviii. Element 8.3: OMM/OPP Research and Scholarly Activity
xxix. Element 8.4: Student Participation in Research and Scholarly Activity
xxx. Element 9.1: Admissions Policy
xxxii. Element 9.6: Career Counseling
xxxiii. Element 9.7: Financial Aid and Debt Management Counseling
xxxvi. Element 9.8: Mental Health Services
xxxv. Element 9.9: Physical Health Services
xxxvi. Element 10.1: Osteopathic Educational Continuum
xxxvii. Element 10.2: ACGME GME
xxxviii. Element 10.3: Osteopathic Recognition of GME
xxxix. Element 10.4: GME Placement Rates
xl. Element 11.1: Program Assessment

2. A Year 2 Progress Report, to be reviewed at the COCA’s Spring meeting, 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 addressed.
1. Element 1.7: Clinical Education Affiliation Agreements
2. ii. Element 4.1: Facilities
3. iii. Element 5.4: Patient Care Supervision
4. iv. Element 6.9: Clinical Education
5. v. Element 6.10: Clinical Experience
6. vi. Element 6.11: Comparability Across Clinical Education Sites
7. vii. Element 6.12: COMLEX-USA
8. viii. Element 7.1: Faculty and Staff Resources and Qualifications
9. ix. Element 9.5: Academic Counseling
10. x. Element 9.6: Career Counseling
11. xi. Element 9.7: Financial Aid and Debt Management Counseling
12. xii. Element 9.8: Mental Health Services
13. xiii. Element 9.9: Physical Health Services
14. xiv. Element 10.4: GME Placement Rates
15. xv. Element 11.1: Program Assessment
16. xvi. Element 11.4: Student Survey (COCA will conduct a survey of students)

3. 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 addressed.

4. 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.

| Branch Campus Applying to Transition to an Additional Location Timeline |
|-----------------------------|-----------------------------|-----------------------------|
| **Timing**                  | **Reviewed at the COCA/COCA-EC Meeting** | **Submit required documentation by** | **Action** |
| Not more than 36 months nor less than 24 months prior to anticipated date of completion of transition | August COCA Meeting | June | COM Submits Part I: Branch Campus applying to transition to an Additional Location narrative |
| Not less than 12 months prior to matriculation | August COCA Meeting | June | COM Submits Part II: Branch Campus applying to transition to an Additional Location Self Study |
| Not less than 6 months prior to the anticipated date of completion of transition | December COCA Meeting | | When approved, the operational reserve account must be funded |

| **When approved, a Transition Part III Site Visit is Scheduled** |
|-----------------------------|-----------------------------|-----------------------------|
| **NOT LESS THAN 6 MONTHS PRIOR TO THE ANTICIPATED DATE OF COMPLETION OF TRANSITION** |

*June 1 completion of transition.
COCA Policies and Procedures: Annual Data and Mid-Cycle Reports

Annual Data and Mid-Cycle Update Reports

The principal purpose of the Annual Report and Mid-Cycle Report review is to determine whether there is credible information to cause the COCA to further investigate whether a COM remains in compliance with the standards and elements. Such investigation may consist of any one or more of the following:

- Request for additional written information or progress report;
- Request to show cause as to why a COM is not in violation of a standard(s);
- Request for COM representatives to appear before the COCA;
- Focused or comprehensive site visit as directed; or
- Reduction in approved class size as directed by the COCA.

Change in accreditation status

Failure to submit the Annual Report or Mid-Cycle Report by the due date may jeopardize the COM’s accreditation status.

All COMs in excess of the approved class size, plus the permitted variance of eight percent (8%), on the annual COCA class size assessment for students in all four years may be required to provide evidence of sufficient resources, including but not limited to finances, facilities, faculty, learning resources, clinical rotations, attrition, COMLEX-USA pass rates and GME placement rates for the largest actual class size (including repeaters and transfer students) in the school.

The COCA would consider if an unplanned class size increase has occurred when a COM accepts transfer students in year two or year three if the additional students would make the COM go over its approved class size.